

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2024**  
**for**  
**Let's Play Project**  
**Registered Charity No. 1180524**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2024**

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**Report of the Trustees****for the Year Ended 31 March 2024**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

The Let's Play Project enables young people with special needs or disability to access leisure activities after school and during school holidays by training and providing play workers in supporting a dedicated centre where all can meet.

The Let's Play Project: A) Trains play workers  
B) Supports parents/carers  
C) Works with local venues to ensure access for all

**OVERVIEW**

The Let's Play Project provides specialised play and respite, it's a welcoming place for play, escape and creativity for Young People with additional needs and their families within our local community. We have provided over 20 years of tailored specialist play, social and respite provision for children, young people, and their families in Banbury. Heading into our 23rd year we want to continue developing, growing, and providing a safe place for young people to explore their independence, where possible, and for families to know their children are in safe hands.

As the largest commissioned provider in North Oxfordshire, our provision continues to develop with those using the service. We work with families, children, and young people, some of whom have attended since inception, to ensure the provision meets their needs, whilst creating a thriving environment full of joy and laughter. Oxfordshire County Council commends us as a best practice to other providers. Families have expressed the lifeline that The Let's Play Project has been for them. The daily stresses of having complex needs, ongoing barriers to activities, and the lack of understanding from the public often take a toll on our young people's mental health, and their families'. We work with our young people to explore this, providing a safe place to understand, communicate and support their needs. This has saved families from crisis.

**FINANCIAL REVIEW**

Total income generated during the year was £377,845 (2023 - £313,604) after deducting expenditure of £356,222 (2023 - £308,286) this leaves a surplus of £21,623 (2023 - £5,318). This gives total unrestricted reserves of £93,721 to carry forward at the year end.

**RESERVES POLICY**

It is The Let's Play Projects' policy to aim to maintain reserves of at least 3 months core running costs and with current unrestricted reserves of £93,721 this level is currently being achieved.

**FUTURE PLANS**

**New Team:** Our Charity Manager is now over 12 months in her new role and is focusing on building a team around her to ensure the long term succession and sustainability of Let's Play Project. We promoted our activities co-ordinator into a more senior role and have added a junior activities manager and a specialist co-ordinator to run the activities for our over 18s, including Youth Groups and Thrive (our term time daytime sessions for young people aged 18-15 with additional needs).

**Report of the Trustees****for the Year Ended 31 March 2024****FUTURE PLANS (Continued)**

**Funding:** Following a tender process from OCC we successfully secured a similar level of funding to provide these vital services for our young people and their families. However, there is still a significant shortfall which needs to be made up from donations and fundraising activities. We have engaged our former operations manager to work on a freelance basis as a fundraiser to help us identify and apply to trusts, foundations and for grants that provide funding for children's charities like The Let's Play Project. We also have a vibrant team of fundraising volunteers who run and support community events throughout the year to help raise vital funds.

**Expanding our services:** This year we successfully set up Thrive, a provision of daytime activities which supports young adults transitioning from child to adult services providing a familiar space of age-appropriate activities during unsettling times. We piloted this successfully with 10 young adults from April, providing one day a week, then expanded this to three days a week in September. We now provide 5 days of activities to 12 young people. We are working with providers in the local community running a programme of activities both at our hub in Twyford and out in the community. Activities include, yoga, looking after an allotment, gym

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Let's Play Project is a registered Charitable Incorporated Organisation (CIO) registration number 1180524 and is controlled by its governing constitution.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity number 1180524

**Principal address**

Twyford Road  
Twyford  
Banbury  
Oxon OX17 3JL

**Trustees**

Deborah Coles (Chair)  
Tatyana Stewart  
Shirley Gelleburn  
Leslie Haynes  
Ellie Miller (resigned July 2023)  
Mary McGuire  
Gary Gibbs  
Neil Fraser  
Nihal Widdowson  
Nathan Stirling (appointed November 2023)

**Independent Examiner**

Andrew Donaldson ACA  
17 Lake Walk, Adderbury  
Banbury  
Oxon OX17 3JL

Approved by order of the board of trustees on 12/9/24 and signed on its behalf by:

Trustee



**INDEPENDENT EXAMINER'S REPORT****For the year ended 31 March 2024****Independent examiner's report on the accounts**

Report to the trustees/members for the period ended 31 March 2024 on the accounts set out on pages 4 to 8.

**Respective responsibilities of trustees and examiner**

As described on pages 1 to 2 the Trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken, whilst similar to those required for an audit, do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated:

12 September 2024

**Statement of Financial Activities****for the Year 31 March 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Total Funds £
<b>INCOME FROM</b>					
Donations and fundraising		84,643	-	84,643	59,592
Charitable activities		116,602	176,600	293,202	254,012
<b>TOTAL INCOME</b>		201,245	176,600	377,845	313,604
<b>EXPENDITURE</b>					
Donations and fundraising		(19,994)	-	(19,994)	(8,576)
Charitable activities	2	(159,628)	(176,600)	(336,228)	(299,710)
<b>TOTAL EXPENDITURE</b>		(179,622)	(176,600)	(356,222)	(308,286)
<b>NET INCOME</b>		21,623	-	21,623	5,318
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		72,098	-	72,098	66,780
<b>TOTAL FUNDS CARRIED FORWARD</b>	8	93,721	-	93,721	72,098

**Statement of Financial Position**  
**for the Year Ended 31 March 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Total Funds £
<b>FIXED ASSETS</b>					
Tangible assets	5	224	-	224	1,012
<b>CURRENT ASSETS</b>					
Debtors	6	12,141	-	12,141	14,419
Cash in hand		120,592	-	120,592	81,020
		<u>132,733</u>	-	<u>132,733</u>	<u>95,439</u>
<b>CREDITORS</b>					
Amounts falling due within one year	7	(39,236)	-	(39,236)	(24,353)
<b>NET CURRENT ASSETS</b>		<u>93,497</u>	-	<u>93,497</u>	<u>71,086</u>
<b>NET ASSETS</b>		<u>93,721</u>	-	<u>93,721</u>	<u>72,098</u>
<b>FUNDS</b>					
Unrestricted funds	8			93,721	72,098
Restricted funds	8			-	-
<b>TOTAL FUNDS</b>				<u>93,721</u>	<u>72,098</u>

The financial statements were approved by the Board of Trustees and authorised for issue on

and were signed on its behalf by:

Chair of trustees



## **Notes to the Financial Statements**

### **for the Year Ended 31 March 2024**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor Vehicles - 25% straight-line

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

##### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Notes to the Financial Statements - continued**

**for the Year Ended 31 March 2024**

**2. EXPENDITURE - CHARITABLE ACTIVITIES**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total Funds</b>	<b>2023 Total Funds</b>
	£	£	£	£
Staffing (see note 3)	95,479	152,526	248,005	224,072
Direct activity costs	18,037	14,824	32,861	29,102
Administration & Office Space	25,942	7,513	33,455	27,257
Accountancy, Legal & Professional	1,729	-	1,729	1,993
Other Administration	13,649	1,737	15,386	12,127
Vehicle Costs	4,792	-	4,792	5,159
	<b>159,628</b>	<b>176,600</b>	<b>336,228</b>	<b>299,710</b>

**3. STAFFING COSTS**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total</b>	<b>2023 Total</b>
	£	£	£	£
Gross salaries	94,764	148,355	243,119	220,453
Employers National Insurance	495	2,272	2,767	1,773
Staff pensions	220	1,899	2,119	1,846
	<b>95,479</b>	<b>152,526</b>	<b>248,005</b>	<b>224,072</b>

The average number of persons employed by the charity during the year was:

	<b>2024</b>	<b>2023</b>
	No.	No.
Core staff and leaders	6	5
Part-time sessional workers	66	50
	<b>72</b>	<b>55</b>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year 31 March 2024 nor for the period ended 31 March 2023.

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the period ended 31 March 2023.

The Independent Examiner's fees for the year amounted to £160 (2023 - £160)

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**5. TANGIBLE FIXED ASSETS****Cost**

As at 1 April 2023

Additions in the period

As at 31 March 2024

**Depreciation**

As at 1 April 2023

Charge for the period

As at 31 March 2024

**Net Book Value**

As at 31 March 2024

As at 31 March 2023

**Motor  
Vehicles**

£

3,150

-

3,150

2,138

788

2,926

224

1,012

**6. DEBTORS**

Amounts falling due within one year

Accounts Receivable

Less provision for bad debts

Prepayments and accrued income

2024

£

11,501

(2,561)

3,201

12,141

2023

£

12,200

(2,615)

4,834

14,419

**7. CREDITORS**

Amounts falling due within one year

Accounts payable

Accruals

2024

£

1,876

37,360

39,236

2023

£

1,089

23,264

24,353

**8. MOVEMENT IN FUNDS**

As at 1 April 2023

Income in the Year

General Funds

Oxon County Council

Tender

Expenditure in the year

General Funds

Oxon County Council

Tender

As at 31 March 2024

2024Unrestricted

72,098

2024Restricted

-

2024Total

72,098

2023Unrestricted

66,780

2023Restricted

-

2023 Total

66,780

201,245

201,245

137,004

137,004

-

176,600

-

176,600

176,600

273,343

176,600

449,943

203,784

176,600

380,384

(179,622)

(179,622)

(131,686)

-

(131,686)

-

(176,600)

-

(176,600)

(176,600)

(179,622)

(176,600)

(356,222)

(131,686)

(176,600)

(308,286)

93,721

93,721

72,098

-

72,098