

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

England & Wales · Charity number 278840

Details

Other names	T C C W, TCCW
Status	Registered
Legal form	Other
Registered	1979-11-06
Register	View on the Charity Commission register

Contact

Address	Holy Nativity Church Wells Road Totterdown Bristol BS4 2AG
Phone	0117 9715568
Email	tccw@hotmail.co.uk
Website	www.tccw.org.uk

Activities

Objects: TO PROVIDE FACILITIES FOR RECREATION AND COMMUNITY EDUCATION FOR CHILDREN BETWEEN THE AGES OF ONE AND ELEVEN WHO ARE RESIDENT IN TOTTERDOWN AND THE ADJOINING AREAS OF BRISTOL.

Activities: Afterschool Club and holiday playscheme

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People

Geography

- **Area of benefit:** TOTTERDOWN AND ADJOINING AREAS OF BRISTOL
- Bristol City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£87,209	£80,520	-	-
2024-03-31	£77,293	£69,869	-	-
2023-03-31	£60,267	£63,384	-	-
2022-03-31	£49,955	£58,763	-	-
2021-03-31	£51,441	£54,855	-	-

Trustees

Name	Role	Appointed
Razeeb Ahasan	Chair	2022-07-11
Charlotte Thoemmes		2023-11-06
David Gustaf Rawlings		2023-11-06
Micheal William Rochester		2025-03-31
Rosemary Alison Whiter		2025-03-10
Simon Alpren		2021-01-13

Accounts

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
ACCOUNTS

Year ended 31st March 2025

Charity Number 278840

TOTTERDOWN CHILDRENS COMMUNITY WORKSHOP
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025

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TOTTERDOWN CHILDREN’S COMMUNITY WORKSHOP

Legal and administrative information

YEAR ENDED 31 MARCH 2025

Status

Totterdown Children’s Community Workshop is a registered charity governed by its constitution. Charity number 278840.

TRUSTEES

Razeeb Ahasan	Chair	appointed 11 July 2022
Helen Broadbent		resigned 11 July 2025
Simon Alpren	Treasurer	appointed 13 January 2021
Carey Dean Hiles		resigned 11 July 2025
Charlotte Thoemmes		appointed 6 November 2023
David Rawlings		appointed 6 November 2023
Micheal Rochester		appointed 31 March 2025
Rosemary Whiter		appointed 10 March 2025

Registered Office

Holy Nativity Church
Wells Road
Knowle
Bristol
BS4 2AG

Independent Examiners

Geoff Archer
Bristol Community Accountants CIC
The Park,
Daventry Road, Knowle
Bristol BS4 1DQ

Bankers

Lloyds TSB
284 Wells Road
Knowle
Bristol
BS4 2PY

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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).

Structure, Governance and Management

Organisation

The Trustees are appointed or reappointed annually at AGM held in November.

Objectives and activities

Objects of the Charity

The objects of the charity are:

The objective of the Children's Workshop is creative community play scheme in a diverse, safe and caring environment, for children aged 4 to 12 years, who are resident in Totterdown and the adjoining areas of Bristol.

Public Benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Report from the Chair – Razeeb Ahasan

I'm proud to share the Workshop's Annual Report for 2024/25. It's been a year of bedding in the previous significant changes. The backdrop remains challenging for childcare facilities in Bristol, but we've been resilient and our management, play team and the local community have worked collaboratively to strengthen our finances, enhance our provision, and deepen our connections. As ever, we have managed changed and remain ambitious about the possibilities for improvement.

Management team

Our management team are central to this. Fiona and Tyrone are well established in their roles of Business Operations Manager and Play Manager respectively. Their commitment to providing high-quality, fun and safe childcare for our children is unwavering and we're very grateful to have them leading our setting.

The management committee is particularly proud of Tyrone for recently achieving his Level 3 Play Manager qualification. Tyrone studied alongside working hard to create engaging play sessions for the children. It has been challenging at times, but he's persevered and now has the qualification to show for it. We're very proud of him! I also want to recognise Dave Rawling's support for Tyrone over the last year or so.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

There have been changes on the management committee too. We said a fond farewell to Helen Broadbent and Carey Hiles, who stepped down from the committee. Particular thanks to Helen, who provided excellent support and guidance on safeguarding policies and as our Ofsted liaison. We were delighted this year to have Rosie Whiter and Micheal Rochester join the committee. Rosie has succeeded Helen as safeguarding and Ofsted liaison. Michael has joined to lead our operations support.

Team Development and Staffing

Our people are at the heart of everything we do. Grace has supported Tyrone throughout the holidays as our holiday club Deputy Play Manager. For a while, we were very pleased to have recruited Tammy Tunnah to join as term time Deputy, providing much needed support to Tyrone. Unfortunately, Tammy had the chance to take up a role she'd long coveted elsewhere, and we wished her the very best. While recruiting play staff remains a challenge across the sector in Bristol, we have been fortunate to have had a degree of stability on our play team. Justin and Lily, our permanent members, have been supported throughout the year by Caroline, Leo, Filsan and Helen from our bank team.

We trialled new policies to support staff wellbeing, such as allowing staff to bring their children to the setting at a discounted rate. Professional development remains a priority, with staff completing advanced safeguarding and child protection training, as well as other ongoing opportunities. Our induction processes have been strengthened to ensure all staff are fully equipped to deliver safe and inclusive care. It needn't be said, but we are very grateful to our play team for their hard work, energy, patience and care.

Financial Stability and Growth

A notable success this year has been the improvement in our financial health. Simon's careful management and increased attendance have resulted in a robust cash position, with reserves consistently higher than the previous year. Again, some months were challenging, with expenditure exceeding income, highlighting the absence of much headroom in this sector. However, we're in a good place and want to be more conscientious about fundraising this coming year.

Community Engagement

Having a strong connection to our local community is very important to us at Workshop. We were delighted to host the Totterdown Arts Trail last year and will do so again shortly. It's an excellent way to showcase our setting, meet new families and, of course, eat cake.

We invested in improving our setting this year. Much of the setting has been freshly painted, thanks to the combined efforts of parents, committee members, and volunteers. The welcoming room was transformed by parents and committee, while the main room benefited from the hard work of staff from the Bristol University Civil, Aero and Design Engineering Department, who used their volunteer day to give the space a refresh.

Service provision

The summer holiday club also provided enriching experiences for our children. This year, the club went on another trip to the BIMM Music Institute, where the children had a fantastic day exploring and playing with a wide range of music equipment. These hands-on opportunities not only foster creativity and confidence but also create lasting memories for everyone involved. We also held themed workshops in music, science, and nature, to further enrich the children's experiences.

We remain committed to inclusion and accessibility. We've kept our policy of welcoming children from age four, with ongoing reviews to ensure compliance and best practice. We have also explored ways to support children with additional needs, including tailored sessions and targeted staff training.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

Relationship with the Church

This year, we sadly lost Phil Goodfellow, the long-time Church Warden, who passed away in January. Phil was our main contact with the Church and long supported the Workshop. The Church has appointed a new Vicar and is in the process of appointing a new Warden. It will lead to a change in our relationship. We have already been informed the Church will need to raise the rent and there may be other charges too. We are working constructively with the Church to ensure these are fair, manageable and to formalise some benefits for us in return, especially on maintenance. We are keen to explore improvements to the limited outdoor space at the Church has part of these discussions.

Forward Priorities

Like many organisations in our sector, we have faced challenges in recruiting qualified staff, managing rising costs, and maintaining high levels of parent and community engagement. These challenges have prompted us to focus on succession planning, contingency strategies, and innovative approaches to outreach and marketing.

Looking ahead, our priorities include:

- Securing new sources of funding and developing our outdoor space for learning and play.
- Further enhancing inclusion and support for children with additional needs.
- Strengthening our relationships with parents, schools, and community partners.
- Continuing to invest in staff development and wellbeing.
- Ensuring robust governance and safeguarding remain at the core of our operations.

Conclusion

This year has demonstrated the strength, adaptability, and commitment of the TCCW community. We are proud of what we have achieved together and look forward to building on this foundation in the year ahead. Thank you to all our staff, committee members, families, and partners for your ongoing support and dedication.

If you'd like to get involved and help us achieve these goals, we'd love to hear from you! As a parent-led charity, we're always looking for new committee members, especially those with skills in communications, marketing, and fundraising. However, anyone with positive energy and a willingness to pitch in is welcome. Even if you can't join the committee, we'd appreciate any help you can offer. Please reach out to me at chair@tccw.org.uk if you're interested.

Report from the Treasurer – Simon Alpren

The TCCW's financial objective is to maintain at least a break-even position each year, while supporting the setting with its overall priorities. I'm glad to report that for the second year, our income has actually exceeded our expenditure, and we have managed to grow our reserves. This financial stability is particularly important as we continue to deal with challenges in hiring and retaining staff, increasing costs and competition from other childcare providers.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

Income

During the year, TCCW generated £86k from after school club (ASC), holiday club (HC) and annual fees. This was £10k or 12% more than the previous year. The main reasons for the increase in income were:

- 1) Increased numbers of children attending ASC – we welcomed on average 26.5 children per day into the ASC compared to 23.5 the prior year.
- 2) More children attending the HC for both full days and school days – full day attendance increased to 18.5 children per day up from 17.6 in the prior year and school day attendance increased to 10.8 children per day compared to 8.6 in the prior year.
- 3) The incremental fee increase put in place at the start of the school year in September 2024.

The £86k income included £3.6k in annual fees paid by regular users of the setting. This money is essential in ensuring the sustainability of the Workshop.

In addition to fee Income, TCCW received £2.2k in “other income”. The biggest source was £1.3k from the Co-op and £490 from opening during Totterdown Arts Trail. We also earned £170 from Easy Fundraising. I encourage everyone to install Easy Fundraising on their browser and to contribute towards the financial security of the Workshop whenever they shop online, with no additional expense to them.

Expenditure

Staff costs are still TCCW's biggest expenditure and in 2024/25 they were £66k which constituted 81% of all costs. This proportion was slightly higher than the prior year indicating that our spending on wages has increased faster than spending in other areas. Positively, the proportion of our income that we spend on wages (which is a key ratio in measuring the financial performance of TCCW) continues to decrease, this year being 77%. Last year I set a target of 75% for this ratio, and this remains our goal.

Wages for staff were increased in April 2024 and April 2025. These were the second and third consecutive years that wages were increased across all pay bandings and reflect the committee's continued desire to properly remunerate our current staff, and to help attract excellent play workers to help run the setting.

Outside of staff related costs, Rent is the next biggest expense. Our Rent costs remained flat at £7k for the year, a rare example of an unchanged cost. However, with recent changes at the church, we have recently been informed that our Rent will be increasing. Indeed, as a temporary measure it has gone up by 10% since the start of the new year, but we should be prepared for further increases.

Other costs such as play equipment, food and drink for the setting and day to day running costs were well controlled and only increased by £300 to £6.8k during the year. Recruitment fees were £1k in 2024/25 compared to virtually zero in the prior year. Thus, further highlighting the difficulty and expense of hiring good, qualified staff.

Reserves

As of March 31st 2025, total cash and savings totalled £49k, which was £6.5k greater than the equivalent balance at the end of March 2024. Rather than holding all reserves as cash, as of June 2024, £30k was transferred to two interest bearing savings accounts held with Barclays bank. One being instant access and one being fixed term for 12 months. The Fixed Term account has since matured and has been reinvested for a further 15 months.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

Future Outlook – 2025/26

The future as always is uncertain, but there are some known knowns. Rent and recruitment costs are up, staff pay bandings are higher than previous years and could increase further next April and we will continue to compete with Hillcrest for afterschool attendance and with a wide range of providers during holidays.

Because of these factors, I do think that the current year will be more challenging from a financial perspective. Indeed, in the first 6 months of 2025/26, our expenditure has exceeded our income by £3.6k, when in the same period last year, income was £1k higher than expenditure. A £4.6k swing in the wrong direction. This has been further exacerbated by a lack of fundraising activity, something that we as a committee would like to positively impact, were it for more volunteers.

It's also worth noting that we chose not to increase fees for parents at the start of the school year, a decision taken, in part, due to our strong financial performance over the last 2 years. The committee will consider the pros and cons of a fee increase in line with the new financial year in April.

Despite these challenges, I have full confidence in the Workshop's ability to offer a fun and nurturing environment to local children, with a firm emphasis on play. This is made possible by the friendly, caring and energetic play team, lead so well by Tyrone and Fiona.

Report from the Play Manager – Tyrone Mignott

As many of you are aware I am the Play Manager, and over the past year, we have worked hard to fulfil the action objectives set out in my previous 2024 report. I'm pleased to share some of our key achievements and developments:

Self-Service Initiative

We introduced a self-service option that allows children to apply their own spread on toast or crackers. This has been very successful, particularly among our Reception children, promoting independence and confidence during snack times.

Annual Activity Planning

We have incorporated an annual activity planning approach that focuses on cultural events throughout the year. This has enriched our curriculum and created meaningful opportunities for children to explore diversity and inclusion through play.

Community Engagement & Collaboration

Special thanks to our Business Operations Manager Fiona for organising our participation in the local Arts Trail event, which has strengthened our community engagement. Together, we've also begun transforming the Snug Room into a sensory space and developing an Information Zone for children.

In addition, our contributions to the quarterly newsletter now include updates from both a business and play perspective, helping to highlight our provision to the wider community.

We are also in the process of enhancing our parent/carer handover procedures to further improve security and ensure safeguarding standards are consistently upheld.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

Holiday Club Success

Throughout 2025, our Holiday Clubs have continued to provide high-quality, engaging childcare experiences that promote creativity, teamwork, and fun. Each club offered a diverse range of adult-led activities, games, and workshops designed to support children's social, emotional, and physical development.

February Holiday Club

We delivered another successful programme featuring enriching arts and crafts activities, team games, and sports competitions. The focus on creativity and collaboration encouraged children to explore new skills while building confidence and friendships.

Easter Holiday Club

A particular highlight of the Easter programme was the Origami Workshop, which captivated the children's interest and encouraged fine motor development, concentration, and patience through creative paper folding projects.

May Holiday Club

During May, we refined our activity timetable to offer a clearer structure for both children and staff. This improvement enhanced session flow, supported staff coordination, and ensured a balanced mix of physical, creative, and free-play opportunities.

Summer Holiday Club

The summer programme was our most eventful yet, featuring a wide range of exciting educational visits and workshops, including:

- A visit to a local Music Institute
- A hands-on Science Workshop
- Two Avon Wildlife Project sessions at Redcatch Park
- A visit to the local library

These experiences provided valuable learning opportunities beyond the play setting, enriching the children's understanding of nature, science, and the arts.

October Holiday Club

Our October sessions embraced a seasonal theme, offering children the chance to take part in spooky craft activities and Halloween-themed games. The combination of creativity and imaginative play helped bring a festive spirit to the club.

Record Attendance:

We are delighted to report a new record of 20 Reception and Year 1 children attending our After School Club sessions on Tuesdays — a fantastic milestone that reflects the growing trust and enthusiasm from our families.

Staffing and Team Development

Our team has grown stronger this year with several valuable additions:

- We welcomed Filsan, an SEN/Early Years Teaching Assistant and Leo Nathan, to our bank staff roster.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

- A new permanent Playworker Lily joined us and has quickly adapted to their role, building positive relationships with our early years children and undertaking training to become a key worker.
- We also welcomed our new term time Deputy Manager Tammy, an Early Years Specialist, who started with us on 2nd April.

We were pleased to provide placements for five Duke of Edinburgh (DofE) volunteers, all former pupils of Hillcrest Primary School. Their achievements included one Silver Award and four Bronze Awards. We sincerely thank them for their enthusiasm, dedication, and valuable contributions during their placements.

Overall, it has been a rewarding year filled with progress, teamwork, and creativity. I want to thank the entire team for their continued commitment to providing a safe, inclusive, and inspiring environment for all our children.

Report from the Business Operations Manager – Fiona Thorn

It has been another busy and rewarding year for Totterdown Children's Community Workshop (TCCW), and I'm pleased to share an overview of our operations, highlighting our key achievements, reflect on the challenges we've faced, and outline our goals for the year ahead.

Our focus throughout the year has remained on providing a safe, nurturing, and engaging environment for all children, while continuing to strengthen communication and partnership with parents and carers.

Key Achievements

This year has brought many successes that reflect the dedication of our team and the support of our families:

- In December we held our first paint party where we spent the day freshening up the Welcome Room.
- In July 2024 we welcomed the admin team from Bristol University Civil, Aero and Design Engineering team to come in to paint our main room within the setting as their charity volunteering day. This was a great opportunity thanks to parent partnership.
- We have continued to offer holiday club sessions Monday to Thursday during the holidays and open for school day hours on inset days if they fall on a Monday to Thursday.
- Each term we now hold a Welcome Evening for any new families looking to join TCCW. This is done as part of our Settling in Policy but also used as a great opportunity to showcase what we have to offer.
- Working on sending out quarterly newsletters to parents and carers, with highlights, upcoming events and activities and important reminders.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

- Signed up to a training platform for staff to use for statutory and personal development training. This can be used in addition to training programs provided by BAND and the local authority.
- Tyrone and I attend regular Play Managers meetings with other local childcare settings which are managed through BAND.
- We now offer the later school collection at 4:30pm from Hillcrest enrichment clubs Monday to Thursday.

Challenges Faced

- In January 2024 we were saddened by the passing of Phil Goodfellow the church warden of The Holy Nativity Church for 30 years. It has been a team effort to fill his shoes whilst the church recruit two new church wardens and as of June 2024 now have a new priest Fr Simon Clark.
- Recruitment and retention remain key challenges, which is mainly due to the working hours not being suitable for all. We have been without a Deputy Play Manager for our after school club since September but are delighted to announce that we welcome Daniel to the team as of tomorrow!
- We are always looking to increase the number of Bank Staff Play Workers to help cover holiday clubs and staff absences.
- We remain committed to keeping fees as accessible as possible for families, while ensuring the service remains financially stable.
- We have seen a slight drop in our after school club numbers since the new Hillcrest Enrichment programme started at the beginning of Term 1 and it also takes a couple of terms for new reception families to use workshop.
- Unfortunately, we are still having some issues with parents & carers not always updating us if their child isn't attending their booked session. This can cause significant delays when collecting the children from school at 3:30pm or for the later collection at 4:30pm, as we aren't able to leave until ALL children on our register have been accounted for.

Despite these challenges, our team's resilience and adaptability have ensured we continued to deliver safe, consistent, and enriching care for all children.

Goals for the Year Ahead

Our main goals for the coming year are:

- Rebranding our logo to help improve our signage, marketing materials and website. This project is carried over from last year's goals.
- Continue to strengthen communication through regular updates and opportunities for parent & carer feedback.
- Recruit more management committee members, especially to help with fundraising & grants and with marketing.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

- Work with iPAL to make our booking system more user friendly and provide step by step guidance where necessary.

I would like to take this time to personally thank:

- Our staff team for your hard work and commitment. The effort you put into running our after-school and holiday club is very much appreciated, and it makes a real difference to the children.
- The Management Committee for their ongoing guidance and support. With a special thanks to Simon the Treasurer and Charlotte my mentor for their time and patience working with me on a regular basis.
- Our parents and carers, for your continued trust, feedback, and partnership.

TOTTERDOWN CHILDREN’S COMMUNITY WORKSHOP

TRUSTEES’ REPORT

YEAR ENDED 31 MARCH 2025

Trustees’ responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity’s financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- * Select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

Signed by:

.....AA380B853E8440D.....

Razeeb Ahasan
.....

12/1/2026
Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

I report on the accounts of the Charity for the Year ended 31st March 2025 which are set out on pages 14-20.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect the requirements:

- * to keep accounting records in accordance with section 130 of the Charities Act; and
- * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by:


7D20A50E086A4A2...

Geoff Archer

Date 9/1/2026

Bristol Community Accountants CIC
The Park Daventry Road, Knowle, Bristol, BS4 1DQ

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****YEAR ENDED 31 MARCH 2025**

		Unrestricted Funds	Designated Fund	Restricted Funds	Total Funds 2025	Total Funds 2024
		£	£	£	£	£
Income and Endowments from:						
Donations and Legacies	3	2,351	-	-	2,351	1,100
Charitable Activities	4	84,748	-	-	84,748	76,193
Investment Income		110	-	-	110	-
Total		87,209	-	-	87,209	77,293
Expenditure On:						
Charitable activities	6	78,777	-	-	78,777	67,764
Other	7	1,743	-	-	1,743	2,105
Total		80,520	-	-	80,520	69,869
Net income/(expenditure)		6,689	-	-	6,689	7,424
Total funds brought forward		31,424	10,000	198	41,622	34,198
Total funds Carried Forward	13	38,113	10,000	198	48,311	41,622

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 16 to 20 form part of these financial statements

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

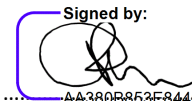
BALANCE SHEET

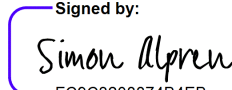
YEAR ENDED 31 MARCH 2025

	Note	2025 £	£	2024 £
Current assets				
Debtors	11	-		-
Cash at Bank and In Hand		49,294		42,659
		<u>49,294</u>		<u>42,659</u>
Creditors : Amounts falling due within one year				
	12	(983)		(1,037)
Net current assets or liabilities			48,311	41,622
Total net assets or liabilities			<u>48,311</u>	<u>41,622</u>
The Funds of the Charity				
Unrestricted Funds	13	48,113		41,424
Restricted Funds	13	198		198
			<u>48,311</u>	<u>41,622</u>

12/1/2026

These financial statements were approved by the trustees on and are signed on their behalf by:

Signed by:

.....AA380B863E8440D...
Chairperson
Razeeb Ahasan

Signed by:

.....FC9C3208874B4EB...
Treasurer
Simon Alpren

The notes on pages 16 to 20 form part of these financial statements

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) - (Charities SORP(FRS 102)) and with the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income and endowments when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.
- b) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support costs have been allocated 100% towards the charitable activities of the charity.
- d) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- e) 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.
- f) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- g) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
- h) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

Income and Endowments From:

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Fundraising and Donations	1,070	-	1,070	143
Grants	1,281	-	1,281	957
	2,351	-	2,351	1,100

Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Fundraising and Donations	143	-	143
Grants	957	-	957
	1,100	-	1,100

4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Fees & Registration	84,748	-	84,748	76,193
	84,748	-	84,748	76,193

Charitable activities prior year - all unrestricted

5 Government grants

The charity did not receive any government grants in the period (2024: £Nil). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2025.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2025****Expenditure on:****6 Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Staffing and agency costs	66,031	-	66,031	56,233
Refreshments	1,158	-	1,158	748
Equipment & materials	497	-	497	615
Rent	7,062	-	7,062	7,017
Postage/Stationery/Printing	53	-	53	3
Telephone & internet	733	-	733	1,429
Maintenance & cleaning	-	-	-	223
Miscellaneous	591	-	591	10
Software & licences	552	-	552	552
Training	495	-	495	38
Recruitment	1,050	-	1,050	351
Payroll	555	-	555	545
	<u>78,777</u>	<u>-</u>	<u>78,777</u>	<u>67,764</u>

*Charitable activities prior year - £271 restricted expenditure, all remaining unrestricted***7 Other**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Independent examination	699	-	699	640
Accountancy costs	284	-	284	259
Insurance	500	-	500	643
Membership fees	260	-	260	563
	<u>1,743</u>	<u>-</u>	<u>1,743</u>	<u>2,105</u>

*Other prior year - all unrestricted***8 Net incoming resources for the year****This is stated after charging:**

	2025 £	2024 £
Independent Examiners Fee	<u>699</u>	<u>640</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

9 Staff costs and numbers

The aggregate payroll costs were:

	2025	2024
	£	£
Wages and salaries	65,283	54,683
Pension	748	1,550
	<u>66,031</u>	<u>56,233</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 8.5 staff (2024: 8 staff)

The key management personnel of the charity comprise the board of trustees. The total employee benefits of key management personnel, during the year, total £nil (2024: £nil).

10 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2024: £nil) no trustee was reimbursed expenses incurred during the year (2024: £nil). No charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

There were no other related party transaction in the year (2024: £nil)

12 Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade Creditors	-	138
Accruals	983	899
	<u>983</u>	<u>1,037</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2025****13 Analysis of charitable funds**

	At 01-Apr 2024	Incoming resources	Outgoing resources	Transfers	At 31-Mar 2025
	£	£	£	£	£
Restricted funds					
Tesco - workshop equipment	198	-	-	-	198
Unrestricted funds					
General funds	31,424	87,209	(80,520)	-	38,113
Designated funds	10,000	-	-	-	10,000
Total funds	41,622	87,209	(80,520)	-	48,311

Purpose of Designated fund:

Redundancy & Refurbishment reserve

14 Analysis of net assets between funds

	General Funds £	Restricted Funds £	Total Funds £
Cash at Bank and In Hand	49,096	198	49,294
Other Net Current Assets/Liabilities)	(983)	-	(983)
Total	48,113	198	48,311

15 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Incoming and Endowments from:			
Donations and Legacies	1,100	-	1,100
Charitable Activities	76,193	-	76,193
Total Income	77,293	-	77,293
Expenditure on:			
Charitable activities	67,493	271	67,764
Other	2,105	-	2,105
Total Expenditure	69,598	271	69,869
Net Income	7,695	(271)	7,424
Total funds brought forward	33,729	469	34,198
Total funds carried forward	41,424	198	41,622

Accounts

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
ACCOUNTS

Year ended 31st March 2024

Charity Number 278840

TOTTERDOWN CHILDRENS COMMUNITY WORKSHOP
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024

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TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

Legal and administrative information

YEAR ENDED 31 MARCH 2024

Status

Totterdown Children's Community Workshop is a registered charity governed by its constitution. Charity number 278840.

TRUSTEES

Razeeb Ahasan	Chair	appointed 11 July 2022
Helen Broadbent		appointed 11 September 2019
Simon Alpren	Treasurer	appointed 13 January 2021
Clodagh Tunney		resigned 01 September 2024
Carey dean Hiles		appointed 11 July 2022
Charlotte Thoemmes		appointed 6 November 2023
David Rawlings		appointed 6 November 2023

Registered Office

Holy Nativity Church
Wells Road
Knowle
Bristol
BS4 2AG

Independent Examiners

Joanne Trowbridge
Bristol Community Accountants CIC
The Park,
Daventry Road, Knowle
Bristol BS4 1DQ

Bankers

Lloyds TSB
284 Wells Road
Knowle
Bristol
BS4 2PY

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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).

Structure, Governance and Management

Organisation

The Trustees are appointed or reappointed annually at AGM held in June.

Objectives and activities

Objects of the Charity

The objects of the charity are:

The objective of the Children's Workshop is creative community play scheme in a diverse, safe and caring environment, for children aged 4 to 12 years, who are resident in Totterdown and the adjoining areas of Bristol.

Public Benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Summary of main objectives

Report from the Chairperson – Razeeb Ahasan

I'm thrilled to share the Workshop's Annual Report for 2023/24. As we celebrate 45 years since our founding in 1979 by local parents determined to provide quality childcare in Totterdown, I'm excited to reflect on the remarkable progress we've made this year. Our after-school and holiday clubs have continued to offer children a joyful, engaging space to relax and play under the care of our dedicated Play Team.

This has been a year of significant growth and positive changes, especially with our new management structure. We introduced two important roles: Business Operations Manager and Play Manager. Fiona Thorn was promoted to Business Operations Manager, managing our daily operations with exceptional skill, and Tyrone Mignott became our Play Manager, focusing on creating enriching activities for the children. Their promotions highlight their unwavering dedication, positivity, and collaborative spirit, making the Workshop a fantastic environment for both children and staff.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

One of the year's highlights was our summer holiday trip to the BIMM Music Institute, where children explored various instruments and had lessons from professional musicians. This incredible opportunity was made possible thanks to BIMM's generosity and the efforts of Workshop parent, Julia Ruzicka. We look forward to more such enriching experiences that enhance the time children spend with us.

We also expanded our service, opening for the Christmas holidays for the first time, offering even more support to busy parents. Our Easter holiday club saw record attendance, motivating us to explore sustainable service expansions. We successfully trialled opening on Inset Days, and we're considering making this a regular offering. However, staffing remains a challenge, not just for us but for childcare providers across Bristol. Recruiting the right team members, who are qualified and dedicated to childcare, is crucial, and we strive to maintain our high standards despite these challenges.

This summer, we said goodbye to Caitlin Booton, a cherished member of our Play Team, and warmly welcomed Lily Sanders to the permanent team, as well as Sarah Warnes and Leo Nathan to our bank staff. We're also excited to have Grace Payne, a familiar face from Hillcrest, join us as Deputy Play Manager for the holiday club. Looking ahead, we're aiming to appoint a term-time Deputy Play Manager to further strengthen our leadership capacity.

Our committee has had a productive year, welcoming new members Charlotte Thoemmes and Dave Rawlings, whose expertise has already made a significant impact. Charlotte led vital changes to the Play Team's contracts, enhancing job security and clarity around benefits and expectations. Dave, alongside Tyrone, developed a performance appraisal process to support team development. We're exploring placements with the University of Bristol for future years, thanks to Dave's connections, hoping to boost our capacity. We've also sadly said goodbye to Clodagh Tunney, who raised funds for the Workshop, including grants from Tesco and The Co-Op. We'll miss Clodagh's wit and insights on the committee, and I am personally very grateful for her support during challenging moments.

Despite wider financial challenges, we've only been able to increase pay for our Play Team to the national minimum wage this year. Our finances remain stable under Simon's careful management, and we've bolstered our reserves by placing contingency funds into higher interest accounts. Due to rising operational costs, we've had to increase our fees slightly. This decision wasn't made lightly, but it's necessary to ensure we can continue to provide reliable, high-quality childcare.

Looking forward, we're excited to strengthen our ties with the local community. Recently, we took part in the Totterdown Arts Trail as a host venue for the first time. It was a lovely atmosphere, with plenty of 3 children participating in creative crafting activities. Fiona's already planning how to make it even better next year. We're hoping to update our website and communications efforts (any creatives out there who wish to help us out, please get in touch!). We'd also love to refresh our space with a big tidy and a lick of paint.

If you'd like to get involved and help us achieve these goals, we'd love to hear from you! As a parent-led charity, we're always looking for new committee members, especially those with skills in communications, marketing, and fundraising. However, anyone with positive energy and a willingness to pitch in is welcome. Even if you can't join the committee, we'd appreciate any help you can offer. Please reach out to me at chair@tccw.org.uk if you're interested.

As I complete my third year as Chair of the Workshop, I'm incredibly proud of what we've accomplished together. Fiona, Tyrone, the Play Team, and the committee are all eager to continue enhancing the

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

Workshop for our children. I look forward to being part of this exciting journey and reporting back on another successful year.

Thank you to our wonderful Play Team, committee members, parents, and, of course, the children. It's an honour to be part of such a vibrant community, and I'm excited for what the future holds.

Report from the Treasurer – Simon Alpren

In last year's report, I said that the TCCW's "financial objective is a break-even position each year." I'm very happy to say that in the 2023/24 financial year, TCCW generated a positive net income of £7.4k. It is the first time we have not suffered an annual loss in at least 4 years and is a really important indicator of the Workshop returning to a position of financial stability after several years net expenditure.

Our next challenge is making sure that we use our income effectively to develop our staff, to hire and retain even more skilled childcare practitioners and ultimately, to increase the number of children using the setting. This is the best way to ensure the long-term viability of the setting and defend against ever increasing costs.

Income During the year, TCCW generated £76k income from after school (ASC) and holiday club (HC) bookings and annual fees. This was £17k or 27% more than the previous year. The main reasons for the increase in income were:

- 1) Increased numbers of children attending ASC – TCCW welcomed on average 23.5 children per day into ASC compared to 20.7 the prior year.
- 2) More children attending the HC for full days – this increased from an average of 16.2 children per day in 2022/2023 to 17.6 in 2023/2024.
- 3) The incremental fee increase put in place at the start of the year.

The £76k income included £1.8k in annual fees paid by regular users of the setting. This money is essential in ensuring the sustainability of the Workshop.

In addition to the Income generated from after school and holiday club bookings, TCCW was granted £1k from the Coop during the year and received £142 from Easy Fundraising. Our grant funding has been around £1k/year for the last 3 years and this should be an area that we target to increase our income.

Expenditure

Staff costs are TCCW's biggest expenditure and in 2023/24 they were £57.4k which was 80% of all costs incurred. Another way of looking at this is comparing staff costs to income. Last year, staff costs equalled 75% of total income. Although this is quite high, it is a 10% improvement on the prior year and a 35% improvement on 2021/22 when staff costs were 10% greater than our entire annual income. It's reassuring that we have reversed this ratio, 75% staff cost to income ratio is far more sustainable.

Despite staff costs reducing as a percentage of income, the committee unanimously agreed to increase hourly wages for all permanent staff at the end of the year. This was in response to the ongoing cost of living crisis and continued impact of high inflation. It is one of the committee's key priorities to ensure all Workshop employees are happy, motivated and properly remunerated for the tremendous work that they do, while keeping an eye on the fees we charge to parents.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

Rent costs increased for the second consecutive year and totalled £7k in 2023/24, up from £5.4k. Rather than this being reflective of an increase in daily costs from the church, it actually reflected the increased number of days that the workshop was open compared to prior years. We have been very fortunate to avoid any daily cost increases from the church in the last few years', but this is unlikely to go on indefinitely.

Other costs such as play equipment, food and drink for the setting and day to day running costs were well controlled and only increased by £400 to £6.5k during the year.

Reserves

As of March 31st 2024, the balance in the TCCW Treasurers account was £42,655. As mentioned, this was £6,310 greater than the equivalent balance at the end of March 2023.

We continue to hold a minimum of six months running costs as a reserve to give us greater financial stability. Due to the need to have access to cash if required, we have not rolled over the deposit maturity and instead are holding the £30,000 reserve in the Treasurers account.

Future Outlook – 2024/25

A 6 month rolling cash-flow forecast has been used to manage our cash over the past 12 months. This is updated each month based on expected numbers of children due to attend the Workshop and on actual income and expenditure during the month. This gives the Committee good visibility of the financial position of the TCCW over the next six months. As of the start of September 2024, the balance on the TCCW Treasurers account was £46.6k, which compares favourably to the same position 12 months earlier.

After a thorough review process involving benchmarking fees against various other childcare providers, and in reflection of increases in all running costs and wage rises, the Committee has unanimously agreed to increase afterschool club fees to £12.00/day (a 4.3% increase on current fees) and holiday club fees to £26 and £32.5 for school and full days (both 8% increases) from Term 1 of the new school year. After several years of maintaining an unchanged annual membership fee, an increase of 10% to £27.50 was also agreed. This will be reduced by 50% for any families that register with us within the last 6 months of the academic year (between March and August) and then return to the full amount of £27.50 every September thereafter.

Despite the steadying of the ship from a financial perspective, there are still potential cost pressures ahead in the form of possible rent increases and ongoing recruitment challenges that may require increased wages for the staff. Therefore, the increase in fees are regrettable but necessary.

Regardless of these challenges, I am very optimistic about the future for the Workshop. We are on a sound financial footing which gives us the opportunity to grow our service for the benefit of the children, and with our dedicated, endlessly energetic staff in place, I am confident that we will continue to thrive and serve the community as we have done for the last 45 years.

Report from the Play Manager – Tyrone Mignott

Introduction

Hello everyone, my name is Tyrone Mignott, I am the Play Manager at Totterdown Children's Community Workshop, I'm pleased to present this year's Play Manager annual report, summarising our progress, achievements, and areas for development.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

Overview of the Year

This year has been both challenging and rewarding as we worked to enhance the quality of care and play experiences for all children attending the provision.

The Management Committee introduced important structural changes, ensuring this provision continues to evolve. These changes resulted in my promotion from Deputy Playleader to the new Play Manager position and Fiona Thorn stepping into the Operations Business Manager role, both of which have greatly strengthened our team.

I feel valued in my role, which I'm very grateful for the opportunity to lead our play staff while collaborating with the management committee and our new Business Operations Manager, Fiona, during our ongoing organisational re-structure.

Since assuming the role of Play Manager, I have focused on maintaining high standards in the day-to-day running of our provision, working closely with Business Operations Manager Fiona.

Quality of Practice

To ensure continuity, I have been combining both Early Years Key Worker role and SEN coordinator, with occasional support from bank staff during after-school and holiday club sessions.

Given the increase in early years children attending, we adopted an "in the moment" planning approach, combined with loosely structured weekly themes, which I discuss with the team several months in advance. This flexible approach allows us to adapt when delivering children's interests and play preferences, reinforced by regular observations that highlight British values and celebrating cultural events.

As a team, we aim to provide an enriched experience supporting children's development across social, physical, intellectual, creative, and emotional areas.

Key Achievements

Our October 2023 half-term holiday club focused on a fantasy theme, along with nature walks through Arnos Vale and visits to other local play parks within the area.

Additionally, I want to extend my appreciation to the management committee for facilitating a three-day holiday club over Christmas for the first time in 2023. Feedback was gathered in advance, consulting play staff availability and parent/carer interest, which Fiona organised through a survey before opening bookings.

We also benefited from the involvement of four Duke of Edinburgh students who volunteered for six months, completing either their bronze or silver award.

Regular welcome evenings were held for the many new families joining our setting this year.

A notable achievement was our trip to BIMM Institute during summer holiday club 2024 offering children a fantastic opportunity to explore their music arts facility. I would like to thank Julia for networking with us to arrange this trip, and BIMM staff for delivering such engaging workshops.

The feedback was very positive, from staff and children alike expressing how inclusive and inspiring it was.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

Summer Holiday Club 2024 was a resounding success, with a range of unique workshops, including sessions with Avon Wildlife, a tour of Redcatch Community Garden, and an origami workshop. We provided structured themes while encouraging children to initiate and lead their own projects, such as our talent showcase, "TCCW's Got Talent."

Staff Turnover

I'd like to thank Sarah Kathryn for stepping up as Acting Play Leader to cover my annual leave. We also bid farewell to Caitlin Booton whose creative skills and innovative ideas were a great asset. She has moved on to pursue her ambition to teach graphic illustration to college students, and we wish her the best in her new role.

In response to ongoing recruitment challenges, we promoted one of our highly skilled bank staff, Grace Payne, to the Deputy Play Manager position for Holiday Club, although she's covered me during occasional after-school club sessions, Grace was a prime candidate due to her experience with early years and SEN children, and her appointment took effect on August 29th, 2024.

Staff Development

As senior play staff, I am dedicated to ensuring that safeguarding remains a priority, providing training and support to develop the team's understanding of their roles in supporting children's safety and well-being. Through continuous learning from statutory training, Cache NVQ Level 3, and guidance from previous lead practitioners, I work to uphold a safe environment with clear health, safety, and security procedures. Regular reflection, self-evaluation, and consultation with staff, children, and parents remain integral to our practice.

Future Plans

Looking ahead, we plan to enhance this provision in the following areas:

- Continuing extensive outdoor activities, especially during holiday club sessions, with more choices for highly independent children.
- Encouraging self-service during snack times, allowing children to choose, pour, and prepare their refreshments.
- Expanding cultural diversity programs to include more multicultural activities and celebrations.
- Promoting community engagement by encouraging children to learn about their local area.
- Creating a technology area with secure mobile devices for children to research and explore interests.
- Renovating our snug sensory room to enhance inclusive play options.
- Improving parent engagement through quarterly newsletters and structured feedback sessions.

We look forward to the coming year with optimism and a renewed commitment to excellence. Together, we will continue making a positive impact on the lives of the children in our care.

Report from the Business Operations Manager – Fiona Thorn

I am pleased to present the Business Operations Manager's report for the past year. It has been a busy time for TCCW with structural changes implemented. I am proud to share the progress we have made, the challenges we've faced, and our goals for the coming year.

Key Achievements

- We recruited Grace Payne as our Holiday Club Deputy Play Manager and Lily Sanders as a Play Worker.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

- We trialled opening for the Monday of October Holiday Club, which was successful and we'll now look to continue offering Monday to Thursdays during the holidays.
- This year, we have continued to welcome new families, bringing our total enrolment to 230 children.
- We introduced the first edition of our quarterly newsletter. This informs parents & carers of the highlights from the last few months, making them aware of key dates going forward such as, AGM, opening of bookings and welcome evenings.
- We partnered up with BIMM Music Institute to offer a truly unique experience for the children during the summer. We hope to do the same next summer too!
- We were delighted to take part in this year's Totterdown Arts Trail for the first time ever. We offered a 'Kids Hub' as well as having several artists exhibit their work. This was an incredible success and we would like to sign up again for next year, involving more parents in the planning if possible.

Challenges Faced

- Recruitment and retention remain key challenges. We are still actively looking to recruit a Deputy Play Manager to support Tyrone during our After School Club session.
- We are always looking to increase the number of Bank Staff Play Workers to help cover holiday clubs and staff absences.
- Unfortunately, we are still having some issues with parents & carers not always updating us if their child isn't attending their booked session. This can cause significant delays when collecting the children from school, as we aren't able to leave until all children on our register are accounted for.
- We have had numerous occasions when children have arrived to both after school and holiday club when not booked in for that day. We obviously try and accommodate where we can but it's not always possible due to the necessity of having to keep to required staff:child ratios.
- It has been difficult trying to build a large enough group of bank staff that are able to work term time hours and meet the demand of numbers, whilst adhering to our 1:9 ratio.

Goals for the Upcoming Year

- Our top priority is to recruit a Term Time Deputy Play Manager so that we can return to offering the later collections and have a full staffing team in place.
- We are all really keen to work on rebranding TCCW. The aim will be to include a colourful logo that reflects the fact that we are based in Totterdown and improve our signage & marketing materials. We would also like to refresh our website to make it more user friendly and up to date.
- A BIG project that we are keen to start as soon as possible, is to decorate and generally improve the setting. We would like to do this as part of a community project, just like they did back in 1980! Please consider adding yourself to our Paint Party sign-up sheet or let us know if you have any contacts that might be able to help. Or do you work in a corporate company that might be able to organise an employee charity day?

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- * Select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;

TOTTERDOWN CHILDREN’S COMMUNITY WORKSHOP
TRUSTEES’ REPORT
YEAR ENDED 31 MARCH 2024

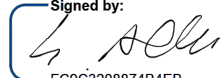
- * state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

Signed by:  Razeeb Ahasan
.....3E2085F44A944BF.....

Signed by:  Simon Alpren
.....FC9C3208874B4EB.....

29/1/2025
Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

I report on the accounts of the Charity for the Year ended 31st March 2024 which are set out on pages 12-18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

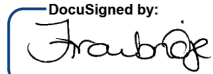
In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect the requirements:

- * to keep accounting records in accordance with section 130 of the Charities Act; and
- * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

C2P8368E*8574EA.....
 Joanne Trowbridge MAAT

Bristol Community Accountants CIC
 The Park Daventry Road, Knowle, Bristol, BS4 1DQ

29/1/2025

Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****YEAR ENDED 31 MARCH 2024**

		Unrestricted Funds	Designated Fund	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£	£
Income and Endowments from:						
Donations and Legacies	3	1,100	-	-	1,100	1,180
Charitable Activities	4	76,193	-	-	76,193	59,087
Total		<u>77,293</u>	<u>-</u>	<u>-</u>	<u>77,293</u>	<u>60,267</u>
Expenditure On:						
Charitable activities	6	67,493	-	271	67,764	61,684
Other	7	2,105	-	-	2,105	1,700
Total		<u>69,598</u>	<u>-</u>	<u>271</u>	<u>69,869</u>	<u>63,384</u>
Net income/(expenditure)		7,695	-	(271)	7,424	(3,117)
Total funds brought forward		23,729	10,000	469	34,198	37,315
Total funds Carried Forward	13	<u>31,424</u>	<u>10,000</u>	<u>198</u>	<u>41,622</u>	<u>34,198</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 14 to 18 form part of these financial statements

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**BALANCE SHEET****YEAR ENDED 31 MARCH 2024**

	Note	2024 £	£	2023 £
Current assets				
Debtors	11	-		437
Cash at Bank and In Hand		42,659		36,369
		<u>42,659</u>		<u>36,806</u>
Creditors : Amounts falling due within one year	12	(1,037)		(2,608)
Net current assets or liabilities			41,622	34,198
Total net assets or liabilities			<u>41,622</u>	<u>34,198</u>
The Funds of the Charity				
Unrestricted Funds	13	41,424		33,729
Restricted Funds	13	198		469
			<u>41,622</u>	<u>34,198</u>

29/1/2025

These financial statements were approved by the trustees on and are signed on their behalf by:

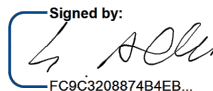
Signed by:



.....3E2D85F44A944BF...

Chairperson
Razeeb Ahasan

Signed by:



.....FC9C3208874B4EB...

Treasurer
Simon Alpren

The notes on pages 14 to 18 form part of these financial statements

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) - (Charities SORP(FRS 102)) and with the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income and endowments when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.
- b) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- e) 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.
- f) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- g) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
- h) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

Income and Endowments From:

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Fundraising and Donations	143	-	143	52
Grants	957	-	957	1,128
	<u>1,100</u>	<u>-</u>	<u>1,100</u>	<u>1,180</u>

Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<i>Fundraising and Donations</i>	52	-	52
<i>Grants</i>	-	1,128	1,128
	<u>52</u>	<u>1,128</u>	<u>1,180</u>

4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Fees & Registration	76,193	-	76,193	59,087
	<u>76,193</u>	<u>-</u>	<u>76,193</u>	<u>59,087</u>

Charitable activities prior year - all unrestricted

5 Government grants

The charity did not receive any government grants in the period (2023:£Nil). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2024.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

Expenditure on:

6 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Staffing and agency costs	56,233	-	56,233	51,707
Refreshments	748	-	748	785
Equipment & materials	344	271	615	683
Rent	7,017	-	7,017	5,437
Postage/Stationery/Printing	3	-	3	11
Telephone & internet	1,429	-	1,429	1,039
Maintenance & cleaning	223	-	223	537
Miscellaneous	10	-	10	209
Software & licences	552	-	552	532
Training	38	-	38	50
Recruitment	351	-	351	242
Payroll	545	-	545	452
	<u>67,493</u>	<u>271</u>	<u>67,764</u>	<u>61,684</u>

Charitable activities prior year - £659 restricted expenditure, all remaining unrestricted

7 Other

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Independent examination	640	-	640	582
Accountancy costs	259	-	259	235
Insurance	643	-	643	421
Membership fees	563	-	563	462
	<u>2,105</u>	<u>-</u>	<u>2,105</u>	<u>1,700</u>

Other prior year - all unrestricted

8 Net incoming resources for the year

This is stated after charging:

	2024 £	2023 £
Independent Examiners Fee	<u>640</u>	<u>582</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2024****9 Staff costs and numbers**

The aggregate payroll costs were:

	2024	2023
	£	£
Wages and salaries	54,683	51,445
Pension	1,550	262
	<u>56,233</u>	<u>51,707</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 8 staff (2023:10 staff)

The key management personnel of the charity comprise the board of trustees. The total employee benefits of key management personnel, during the year, total £nil (2023: £nil).

10 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil) no trustee was reimbursed expenses incurred during the year (2023: £160). No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

There were no other related party transaction in the year (2023: £nil)

11 Debtors

	2024	2023
	£	£
HMRC	-	437
	<u>-</u>	<u>437</u>

12 Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade Creditors	138	-
Accruals	899	2,608
	<u>1,037</u>	<u>2,608</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

13 Analysis of charitable funds

	At 01-Apr 2023	Incoming resources	Outgoing resources	Transfers	At 31-Mar 2024
	£	£	£	£	£
Restricted funds					
Tesco - workshop equipment	469	-	(271)	-	198
Unrestricted funds					
General funds	23,729	77,293	(69,598)	-	31,424
Designated funds	10,000	-	-	-	10,000
Total funds	34,198	77,293	(69,869)	-	41,622

Purpose of Designated fund:

Redundancy & Refurbishment reserve

14 Analysis of net assets between funds

	General Funds £	Restricted Funds £	Total Funds £
Cash at Bank and In Hand	42,461	198	42,659
Other Net Current Assets/Liabilities	(1,037)	-	(1,037)
Total	41,424	198	41,622

15 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Incoming and Endowments from:			
Donations and Legacies	52	1,128	1,180
Charitable Activities	59,087	-	59,087
Total Income	59,139	1,128	60,267
Expenditure on:			
Charitable activities	61,025	659	61,684
Other	1,700	-	1,700
Total Expenditure	62,725	659	63,384
Net Income	(3,586)	469	(3,117)
Total funds brought forward	37,315	-	37,315
Total funds carried forward	33,729	469	34,198

Accounts

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
ACCOUNTS

Year ended 31st March 2023

Charity Number 278840

TOTTERDOWN CHILDRENS COMMUNITY WORKSHOP
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

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Notes to the Accounts	13 to 17

TOTTERDOWN CHILDREN’S COMMUNITY WORKSHOP

Legal and administrative information

YEAR ENDED 31 MARCH 2023

Status

Totterdown Children’s Community Workshop is a registered charity governed by its constitution. Charity number 278840.

TRUSTEES

Razeeb Ahasan	Chair	appointed 11 July 2022
Sarah McQuatt	Secretary	resigned October 2023
Helen Broadbent		appointed 11 September 2019
Gillian Cox		resigned October 2023
Simon Alpren	Treasurer	appointed 13 January 2021
Clodagh Tunney		appointed 9 December 2020
Carey dean Hiles		appointed 11 July 2022

Registered Office

Holy Nativity Church
Wells Road
Knowle
Bristol
BS4 2AG

Independent Examiners

Geoff Archer
Bristol Community Accountants CIC
The Park,
Daventry Road, Knowle
Bristol BS4 1DQ

Bankers

Lloyds TSB
284 Wells Road
Knowle
Bristol
BS4 2PY

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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).

Structure, Governance and Management

Organisation

The Trustees are appointed or reappointed annually at AGM held in June.

Objectives and activities

Objects of the Charity

The objects of the charity are:

The objective of the Children's Workshop is creative community play scheme in a diverse, safe and caring environment, for children aged 4 to 12 years, who are resident in Totterdown and the adjoining areas of Bristol.

Public Benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Summary of main objectives

YEAR ENDED 31 MARCH 2023

Chair's Report

I am pleased to share the Workshop's Annual Report for 2022/23, my first as the chair of the management committee. I assumed the position not long after the last annual report and AGM last summer. By that time my family and I had been in Bristol just over a year and I was keen to start giving back to a community that had welcomed us warmly.

Since then, I've been getting to know the Workshop, what the children get up to, the issues it faces, the people who work tirelessly to run it, and some of the parents who trust us to look after their children. What I've seen are that the important fundamentals are in place: children have a great time after school and in the holidays; our staff are conscientious and friendly; and we're on a relatively stable financial footing, after the challenges of Covid-19.

I've also seen where the committee and I can use our experience to make positive changes.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

Organisations and the people that run them can always do things better, and the Workshop is no different. The focus for the committee for coming year is to empower the Play Team to keep generating enjoyable experiences for your children. This means creating a supportive working environment, where the team are encouraged to develop, share their ideas and have the resources they need.

One notable change for the start of the school year is the departure of Lia Graham, our Play Leader. Lia joined the Workshop in November 2021, joining us during the turbulent Covid-19 years and bringing some much welcome energy, commitment, and stability. Under Lia's watch, the Workshop recovered post-pandemic to be busier, on a more sustainable financial footing, and of course, the children are having a fun time.

Lia also spearheaded policy changes and was instrumental in us receiving an excellent Ofsted inspection. For Tyrone in particular, Lia has been a great mentor, supporting him through his career development; with Lia's support, Tyrone is well equipped to step and be our Acting Play Leader, bringing his own energy, ideas, and impact on the setting.

We are incredibly grateful to Lia for her tireless efforts at the Workshop and wish her the best for the future.

Lia's legacy will live on at the Workshop with the creation of our new vision. The Vision aims to set a direction for the Play Team and committee to travel towards together. Underpinned by an ethos that Lia created, and complemented by the committee, we are pleased to share it with you:

The Workshop provides a fun and nurturing place for children to spend time after school or during the holidays. Our after-school club is a space for Hillcrest Primary School children to play or unwind after their day. During the holiday club, children from Hillcrest and other schools have a great time with their friend, enjoying lots of activities and games.

Using Early Years Foundation Stage principles, the Workshop provides:

- Play Team led activities, like ballgames in the hall and themed events
- Free play using our toys, games, costumes, sports, and arts and crafts equipment
- Outdoor play in the local parks in Totterdown and Knowle (weather permitting)

Our Play Team supervise the children but encourage them to choose how they spend their time.

The Play Team are friendly, caring and love spending time with the children. Our management committee, made up of parent volunteers with varied professional backgrounds, support the Play Team to make the Workshop feel like a home from home.

Everything we do will be aimed at making that vision a reality.

Over the past year or so, we have said goodbye to Emily Rumble and Alex Wheatley. We have welcomed Justin Ibbett to the team and have strengthened our bank staff adding Jo, Keri, Thea, Helen, Caitlin and Grace. Throughout this year, our team have been helped by Joe Freestone and Sam Andrews, two boys we have supported to fulfil the community service aspect of the Duke of Edinburgh Award. The children have enjoyed having some older kids to look up to (and play football with) and we have enjoyed supporting their development in return.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

This year, Tyrone has been working towards his Level 3 Playleader qualification, and we will be looking to support him further as he continues his development. Fiona Thorn, our administrator, remains instrumental at keeping the show on the road, handling most of our back-office functions. Fiona has been particularly helpful to me in my first year as the chair. We are still rebuilding the team, but with the new additions and the process to appoint a permanent Play Leader as our next step, we are looking forward to a successful year ahead.

This summer we trialled some fundamental changes. Historically our summer holiday club has opened for 3 days a week, 4 weeks of the summer, with the setting closed for the last fortnight of the holidays. This year, we trialled operating for the full 6 weeks, to maximise our service to parents. Over the coming period, we will evaluate how it went, including launching a brief survey for parents, and will decide on a longer-term policy on holiday club opening days.

The management committee, largely made up of parents of children who attend the Workshop, will also undergo some changes. We're saying goodbye to Gill Cox and Sarah McQuatt who have been on the committee for 4 and 5 years respectively. We will be sad to see them go and have valued their contribution. Gill and Sarah brought welcome perspective, experience, and sensible suggestions to respond to the day-to-day challenges and opportunities in running a childcare setting. I am particularly grateful for their support.

And so, we will be on the hunt for new committee members. As a charity with a parent-led management committee, the Workshop has relied on volunteers bringing their skills to keep the place going for nearly 40 years. If you would like to join the committee, to help us deliver the vision and ensure Totterdown and Knowle has valuable wraparound and holiday childcare options, please contact me on chair@tccw.org.uk. Experience with communications, fundraising or HR would be great, but so too is energy, a good sense of humour and a desire to get stuck in. We would love to hear from you.

A year of change then, with plenty more to come. It will take time. It will be challenging, but so is anything that's worth doing. We remain grateful for your support; it is a privilege to look after your children and make sure they enjoy their time at the Workshop. And without you, we would not be here. Thank you. I look forward to delivering another year of high-quality, fun, and friendly childcare to you all.

Play Leader's Report

Lia Graham stepped down as Play Leader effective 20 September 2023. Tyrone Mignott has been appointed Acting Play Leader until a permanent successor is appointed. The report in this year's AGM was drafted by Lia prior to her departure and delivered by Tyrone.

I have now been in the role as playleader for 18months. At the previous AGM meeting back in March 2022, I highlighted some of the changes that could be worked on to ensure a smoother running of the workshop such as ensuring the policies and procedures reflected any updates to legislation, and ensuring all staff have the correct training and support.

There have been some wonderful achievements over the past year, so I would just like to take a moment to share this with you.

Firstly, we are very proud to have passed our Ofsted inspection. This is always one of the most nerve

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

wrecking experiences that any childcare setting has to go through, but we all worked well as a team and answered all questions that were put our way. So, a big thank you to all.

Our new chair has worked hard with both the committee and staff to come up with a vision, an agreed ethos for us all to embrace and work towards.

In January Simon and I attended safer recruitment training, which is vital for the safer running of the business. We are now employing more bank staff to cope with our ever-increasing demand.

We have recruited a new play worker, Justin, who brings fantastic knowledge and experience in arts and crafts.

Tyrone, the Deputy Play Leader, continues to evolve and is now working hard to complete his Level 3 in Playwork, also increasing his understanding when supporting children with diverse needs through access sports training.

We have supported two Duke of Edinburgh Award participants to fulfil a 4-month long placement. This was a great opportunity for both parties, and it's been great having them here and watching them develop. This is something we are keen to offer in the future, possibly leading to apprenticeship placements.

We now offer later collections from enrichment clubs at Hillcrest Primary School during term time.

Our Facebook page is updated weekly with the fun and engagement that children have here. It is a great reviewing platform for parents and carers to follow.

This year we have seen a high intake of early years children, which is great for the longevity of the Workshop. The success of this is down to advertising and open days, so thank you to Fiona for organising this.

With so many little ones, I have used my Early Years skills and experience to help children to feel more settled and valued. They are all doing so well. I am passionate about children experiencing outdoor play opportunities and learning about nature. We made the most of the many green spaces and businesses in our local community during the occasional good weather over the summer and saw the children flourish.

So, if you feel that you would like to be a part of this fun, local caregiving charity, in any way – by donating a couple of hours of your time to join the committee or by showcasing a skill to the children – please don't hesitate to get in touch.

Treasurer's Report

The 2022/23 financial year saw a return to some semblance of normality at the Workshop, certainly compared to the previous 3 Covid-impacted years. The setting was open throughout the year with a new permanent play lead and new Chair in place. This stability and renewed focus resulted in an increase in children attending the setting and therefore higher income. However, high inflation and increased staff costs resulted in higher expenditure than prior years and the semi-regular teacher strikes did reduce opening hours.

As a result, the setting generated a net loss of £3.1k during the year. This was an improvement on the prior years which saw a net loss of £8.8k (2021/22) and £3.4k (2020/21). Despite the reduction in losses

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

during the year, continued expenditure in excess of income is not sustainable. Therefore, the financial objective is to aim for a break-even position each year.

Income

During the year, TCCW generated £60k income from after school (ASC) and holiday club (HC) bookings and annual fees. This was £17k or 39% more than the previous year. The main reasons for the increase in income were:

1. More children attending the ASC – this increased from an average of 20.7 in 2021/2022 to 21.4 in 2022/2023.
2. More children attending the HC – this increased from an average of 11.5 (full day) and 5.4 (school day) in 2021/2022 to 15.8 (full day) and 6.7 (school day) in 2022/2023.
3. The incremental fee increase put in place at the start of the year.

The £60k income included £1.7k in annual fees paid by regular users of the setting. This money is essential in ensuring the sustainability of the Workshop.

In addition to the Income generated from after school and holiday club bookings, TCCW was granted £1k from Tesco during the year. This was to be used for equipment and resources in the Workshop. There was no grant money from BCC during the year.

Expenditure

Staff costs (including HMRC & Pension costs) are TCCW's biggest expenditure and in 2022/23 they were 85% of total income. Although this is high, it is an improvement on the prior year when staff costs were 10% greater than our entire annual income. This is the second year that staff costs as a percentage of income have reduced, having been almost 40% higher than income during 2020/2021. We need to continue reduce to staff costs as a percentage of income to around 75%, which is a sustainable level given the other costs in the Workshop.

Despite staff costs reducing as a percentage of income, the committee unanimously agreed to increase hourly wages for all permanent staff mid-way through the year. This was in response to the ongoing cost of living crisis and high inflation. It is one of the committee's priorities to ensure all Workshop employees are happy, motivated and properly remunerated.

Rent costs increased in 2022/2023 to £5.4k compared to £4k during the prior year. This was due to the setting being open continuously throughout the year and the Church ending their 50% discount for use of the setting put in place during Covid.

Other costs (including play equipment, food and drink for the setting and iPAL) increased from £5.2k in 2021/2022 to £6.1k in 2022/2023. This reflected the increased costs for most goods and services and the continued investment in play equipment.

Reserves

As of March 31st 2023, the balance in the TCCW Treasurers account was £36,345. This was £1,957 less than the equivalent balance at the end of March 2022. As at 31st March 2023, the unrestricted reserve figure stood at £33,729. Restricted funds stood at £469.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

We continue to hold a minimum of six months running costs as a reserve to give us greater financial stability. Due to the need to have access to cash if required, we have not rolled over the deposit maturity and instead are holding the £30,000 reserve in the Treasurers account.

Future Outlook – 2023/24

A 6 month rolling cash-flow forecast has been used to manage our cash over the past 12 months. This is updated each month based on expected numbers of children due to attend the Workshop and on actual income and expenditure during the month. This gives the Committee good visibility of the financial position of the TCCW over the next six months. As of the start of September 2023, the balance on the TCCW Treasurers account was £40.6k.

The Committee has agreed to increase afterschool club fees to £11.50/day (an 8.7% increase on current fees) and holiday club fees to £24 and £30 for school and full days (4% and 3% increases respectively) from Term 1 of the new school year. The increase in fees is regrettable given the current cost of living crisis, but absolutely necessary given the Workshop's own cost pressures.

The next 12 months look more positive from a financial perspective than any of the last 3 Covid affected years. Costs are being managed and the number of children attending the setting are steadily increasing. The new Chair has also instigated a longer-term vision of the Workshop which provides a stable foundation on which the setting can flourish.

It is the committee's firm belief and expectation that the Workshop can continue servicing the childcare needs of the community for another 12 months and beyond.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

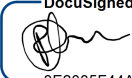
- * Select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOTTERDOWN CHILDREN’S COMMUNITY WORKSHOP
TRUSTEES’ REPORT
YEAR ENDED 31 MARCH 2023

Approved by the trustees and signed on their behalf by:

DocuSigned by:

.....
.....9E2085F44A944BF.....

Razeeb Ahasan
.....

31/1/2024
Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2023

I report on the accounts of the Charity for the Year ended 31st March 2023 which are set out on pages 11-17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect the requirements:

- * to keep accounting records in accordance with section 130 of the Charities Act; and
- * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

7DB0A60E086A4A2.....
 Geoff Archer

Bristol Community Accountants CIC
 The Park Daventry Road, Knowle, Bristol, BS4 1DQ

31/1/2024
 Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****YEAR ENDED 31 MARCH 2023**

		Unrestricted Funds	Designated Fund	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£	£
Income and Endowments from:						
Donations and Legacies	3	52	-	1,128	1,180	4,697
Charitable Activities	4	59,087	-	-	59,087	45,258
Total		<u>59,139</u>	<u>-</u>	<u>1,128</u>	<u>60,267</u>	<u>49,955</u>
Expenditure On:						
Charitable activities	6	61,025	-	659	61,684	57,188
Other	7	1,700	-	-	1,700	1,575
Total		<u>62,725</u>	<u>-</u>	<u>659</u>	<u>63,384</u>	<u>58,763</u>
Net income/(expenditure)		(3,586)	-	469	(3,117)	(8,808)
Total funds brought forward		27,315	10,000	-	37,315	46,123
Total funds Carried Forward	13	<u>23,729</u>	<u>10,000</u>	<u>469</u>	<u>34,198</u>	<u>37,315</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 13 to 17 form part of these financial statements

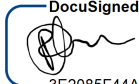
As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

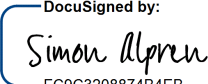
TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**BALANCE SHEET****YEAR ENDED 31 MARCH 2023**

	Note	2023 £	£	2022 £
Current assets				
Debtors	11	437		1,128
Cash at Bank and In Hand		36,369		38,302
		<u>36,806</u>		<u>39,430</u>
Creditors : Amounts falling due within one year				
	12	(2,608)		(2,115)
Net current assets or liabilities			34,198	37,315
Total net assets or liabilities			<u>34,198</u>	<u>37,315</u>
The Funds of the Charity				
Unrestricted Funds	13	33,729		37,315
Restricted Funds	13	469		-
			<u>34,198</u>	<u>37,315</u>

31/1/2024

These financial statements were approved by the trustees on and are signed on their behalf by:

DocuSigned by:

 3E2085F44A944BF...
 Chairperson
 Razeeb Ahasan

DocuSigned by:

 FC9C3208874B4EB...
 Treasurer
 Simon Alpreu

The notes on pages 13 to 17 form part of these financial statements

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) - (Charities SORP(FRS 102)) and with the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income and endowments when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.
- b) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- e) 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.
- f) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- g) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
- h) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

Income and Endowments From:

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Fundraising and Donations	52	-	52	-
Grants	-	1,128	1,128	1,468
JRS Claim	-	-	-	3,229
	<u>52</u>	<u>1,128</u>	<u>1,180</u>	<u>4,697</u>

Donations and legacies prior year - all unrestricted

4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Fees & Registration	59,087	-	59,087	45,258
	<u>59,087</u>	<u>-</u>	<u>59,087</u>	<u>45,258</u>

Charitable activities prior year - all unrestricted

5 Government grants

The charity did not receive any government grants in the period (2022:£4,697). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2023.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2023****Expenditure on:****6 Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Staffing and agency costs	51,707	-	51,707	49,247
Refreshments	785	-	785	574
Equipment & materials	24	659	683	373
Rent	5,437	-	5,437	3,804
Postage/Stationery/Printing	11	-	11	191
Telephone & internet	1,039	-	1,039	756
Maintenance & cleaning	537	-	537	858
Miscellaneous	209	-	209	160
Software & licences	532	-	532	432
Training	50	-	50	80
Recruitment	242	-	242	205
Payroll	452	-	452	508
	<u>61,025</u>	<u>659</u>	<u>61,684</u>	<u>57,188</u>

*Charitable activities prior year - all unrestricted***7 Other**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Independent examination	582	-	582	529
Accountancy costs	235	-	235	214
Insurance	421	-	421	370
Membership fees	462	-	462	462
	<u>1,700</u>	<u>-</u>	<u>1,700</u>	<u>1,575</u>

*Other prior year - all unrestricted***8 Net incoming resources for the year****This is stated after charging:**

	2023 £	2022 £
Independent Examiners Fee	<u>582</u>	<u>529</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2023****9 Staff costs and numbers**

The aggregate payroll costs were:

	2023	2022
	£	£
Wages and salaries	51,445	48,985
Pension	262	262
	<u>51,707</u>	<u>49,247</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 10 staff (2022:9 staff)

The key management personnel of the charity comprise the board of trustees. The total employee benefits of key management personnel, during the year, total £nil (2022: £nil).

10 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2022: £nil) no trustee was reimbursed expenses incurred during the year £0 (2022: £160). No charity trustee received payment for professional or other services supplied to the charity (2022: £nil).

There were no other related party transaction in the year (2022: £nil)

11 Debtors

	2023	2022
	£	£
Fees due	-	1,128
HMRC	437	-
	<u>437</u>	<u>1,128</u>

12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade Creditors	-	89
Accruals	2,608	2,026
	<u>2,608</u>	<u>2,115</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2023****13 Analysis of charitable funds**

	At 01-Apr 2022	Incoming resources	Outgoing resources	Transfers	At 31-Mar 2023
	£	£	£	£	£
Restricted funds					
Tesco - workshop equipment	-	1,128	(659)	-	469
Unrestricted funds					
General funds	27,315	59,139	(62,725)	-	23,729
Designated funds	10,000	-	-	-	10,000
Total funds	37,315	60,267	(63,384)	-	34,198

Purpose of Designated fund:

Redundancy & Refurbishment reserve

14 Analysis of net assets between funds

	General Funds £	Restricted Funds £	Total Funds £
Cash at Bank and In Hand	35,900	469	36,369
Other Net Current Assets/Liabilities)	(2,171)	-	(2,171)
Total	33,729	469	34,198

15 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £
Incoming and Endowments from:			
Donations and Legacies	4,697	-	4,697
Charitable Activities	45,258	-	45,258
Total Income	49,955	-	49,955
Expenditure on:			
Charitable activities	57,188	-	57,188
Other	1,575	-	1,575
Total Expenditure	58,763	-	58,763
Net Income	(8,808)	-	(8,808)
Total funds brought forward	36,123	10,000	46,123
Total funds carried forward	27,315	10,000	37,315

Accounts

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
ACCOUNTS

Year ended 31st March 2022

Charity Number 278840

TOTTERDOWN CHILDRENS COMMUNITY WORKSHOP
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

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TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

Legal and administrative information

YEAR ENDED 31 MARCH 2022

Status

Totterdown Children's Community Workshop is a registered charity governed by its constitution. Charity number 278840.

TRUSTEES

Jane Tingay	Chair	resigned 11 July 2022
Razeeb Ahason	Chair	appointed 11 July 2022
Sarah McQuatt	Secretary	
Helen Broadbent		appointed 11 September 2019
Gillian Cox		appointed 16 January 2019
Simon Alpren	Treasurer	appointed 13 January 2021
Clodagh Tunney		appointed 9 December 2020
Carey dean Hiles		appointed 11 July 2022

Registered Office

Holy Nativity Church
Wells Road
Knowle
Bristol
BS4 2AG

Independent Examiners

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Daventry Road, Knowle
Bristol BS4 1DQ

Bankers

Lloyds TSB
284 Wells Road
Knowle
Bristol
BS4 2PY

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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).

Structure, Governance and Management

Organisation

The Trustees are appointed or reappointed annually at AGM held in June.

Objectives and activities

Objects of the Charity

The objects of the charity are:

The objective of the Children's Workshop is creative community play scheme in a diverse, safe and caring environment, for children aged 4 to 12 years, who are resident in Totterdown and the adjoining areas of Bristol.

Public Benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Summary of main objectives

It feels a bit like a broken record but again this year has been a challenging year for Totterdown Children's Community Workshop (TCCW), which once again I am sure it has been for a lot of childcare and play settings. We started the year, March 2021 reopening following the second lockdown, with the same set up as September 2020. All staff returned, during this time, however we made the decision to part time furlough staff as we were not returning to full capacity.

During Term 6 both Mary and Kevin handed in their notice, this presented a challenge as TCCW lost both the Play Lead and Deputy Play Lead. At the end of Term 6 we employed Samantha as the Deputy Play Lead. We found it quite challenging to find a replacement Play Lead and we were unable to find a replacement for Kevin, however we secured a Summer Play Lead, Shannon. Summer holiday club was a success and we had a lot of positive comments from children, and a lot of additional bookings made during the holidays. However, it was still a challenging time due to a staff member contracting COVID and Samantha handing in her resignation. In addition, at the end of the Summer, and Laureen stepped down from her permanent position but remained as bank staff.

At the start of the new school year 2021/22, we were still unable to find a new Play Lead. Due to Tyrone's ongoing commitment to TCCW and demonstration of his capabilities over the summer

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

holidays we offered him the position of Deputy Play Lead. Since we did not have a Play Lead, Tyrone stepped up to become the Acting Play Lead and Hazel took on the role of Acting Deputy Play Lead. Tyrone and Hazel were supported by Wina and Laureen. In October 2021 Emily joined TCCW, soon after Joe joined in November. At the end of October Wina resigned as bank staff and Hazel stepped down from her role as Acting Deputy Play Lead however has remained with TCCW as bank staff.

At the end of November we finally found a Play Lead, Lia joined TCCW at the beginning of December. We have really appreciated having Lia on board, she has provided stability to the club and has grown the pool of bank staff. Although it has not been an easy time for Lia, we have continued to be hit by COVID, which has meant it has been challenging to have staff to cover, especially during the holidays.

This year there has been a lot of change over of staff, and changes of roles and responsibilities however there has been one person who has been constant through this whole thing, Fiona. Fiona has always approached everything with such a positive attitude and has always been there to help out. She is always there ready to answer questions from staff, Management Committee, and parents. She has dedicated her time to making TCCW a home for the children.

There have been minimal changes within the Management Committee. Clodagh took over minute secretary for Sarah. Helen became the nominated person for TCCW with Ofsted. Hugh Reynolds stepped down. I have remained as Chair (Jane Tingay), Simon Alpren has continued as the Treasurer, the committee members are Gill Cox, Sarah McQuatt and Helen Broadbent. We still need more Management Committee Members, I would encourage you to talk to the committee after the meeting to find out how you can be involved.

It has been a challenging year for TCCW, however one thing that has remained is it continues to be an amazing environment for the children to come after school and in the holidays. We have had a range of leaders over the year however all of them have always ensured that the children have come first. It was a challenge to see Kevin and Mary leave, however Lia and Tyrone, have definitely brought their own skills and expertise, and have shown that we can have a nice clean office! Tyrone has taken on three roles this year and has excelled in all three of them and continued to be a favourite amongst the children. It has been fantastic in having Emily as staff, and both her and Joe have done an amazing job of running Drama club on a Monday. Lastly, thanks to the Voluntary Management Committee, it has been great working alongside you over the past couple of years.

As most of you know this will be my last AGM as the Chair of TCCW. I have tried to step down a number of times however circumstances have stopped me. However, I have served TCCW as the Chair for six years and I think that it is time for someone new to come in. I have enjoyed my experience as TCCW Chair, and I have definitely learnt a lot of new skills.

Report from the Treasurer – Simon Alpren

Despite the setting fully opening again in March 2021, it was another challenging year for TCCW. The average number of kids attending the setting has not yet recovered to pre-Pandemic levels. However, it was improved compared to the previous year. The loss of our previous Play leadership duo, the consequent requirement for agency-cover and recruitment of a new Play Lead was an expensive period and there was ongoing disruption from Covid. As a result, reserves reduced by £7.5k during the year.

More positively, there is now in place an established, effective Play team lead by Lia and as a result, our staff costs are at a sustainable level. This solid foundation coupled with TCCW's long-standing

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

positive reputation puts us in a good position to increase attendance and secure the long-term existence of the Workshop.

Income

In total, TCCW generated £45k income from after school and holiday club bookings during the year. This was more than £20k or 95% more than the previous year and was due to the Workshop being open for the whole year, rather than being periodically closed due to the Coronavirus.

The numbers of children attending after school club in the first half of the year was 19/day (based on a 4-day week) and increased slightly in the second half of the year to 20/day. This is markedly lower than previous years when the number of children attending was regularly 30+/day.

Holiday club numbers started relatively low and recovered during the year. The Summer holiday club averaged 15 full-day attendees and 4 school-day attendees. Increasing the number of kids attending the Holiday Club should be an important financial objective of the TCCW.

In addition to the Income generated from after school and holiday club bookings, TCCW was granted £1.5k from Bristol City Council during the year. This was £8.3k less than the previous year.

Expenditure

Staff costs (including HMRC & Pension costs) are TCCW's biggest expenditure and in 2021/22 they were 110% of total income. This was an improvement on the previous year (in 2020/21 staff costs were 138% of total income) but still too high given the other costs required to run the Workshop.

Although staff costs were still higher than total income, this was partially due to the exit of the previous Play Lead and Assistant Play Lead and the cost of staffing the Workshop with agency workers as we transitioned to a new permanent Play team. The new Play Team has been in place since Christmas and as a result, staff costs reduced from £26.7k in the first half of 2021/22 to only £20.9k in the second half of the year.

The Government's Coronavirus Job Retention Scheme (CJRS) was utilized and £3.2k was received for staff on furlough. This ended in September 2021.

Rent continued to be the biggest other outgoing costing the TCCW £4k in 2021/22.

Reserves

As of March 31st 2022, the balance in the TCCW Treasurers account was £38,302. This was £7,589 less than the equivalent balance at the end of March 2021. The previous year saw a reduction of £5,719.

We continue to hold a minimum of six months running costs as a reserve to give us greater financial stability. Due to the need to have access to cash if required, we have not rolled over the deposit maturity and instead are holding the £30,000 reserve in the Treasurers account.

Future Outlook – 2022/23

A 6 month rolling cash-flow forecast has been used to manage cash over the past 12 months. This is updated each month based on expected numbers of children due to attend the Workshop and on actual income and expenditure during the month. This gives the Committee good visibility of the financial position of the TCCW over the next six months.

As of the start of June 2022, the balance on the TCCW Treasurers account had grown to £41.4k.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

The number of children attending afterschool club has remained consistent at 20/day (for a 4-day week) but the number of children attending holiday club has also slightly to 16/day (for a 3 day-week). Of these, the majority attend for the full day, for which the TCCW charge a premium above the standard school day.

The Committee has agreed to increase afterschool club fees to £11/day and expect to charge the annual membership of £25 for each family using the setting from September 2022.

The TCCW has been working at a net loss for the last two years which is clearly unsustainable. There are few costs in the TCCW that can be reduced or removed. Indeed, given the inflationary pressure affecting all parts of the economy, we expect running and staff costs to increase over the next 12 months. Therefore, the number of children attending afterschool club and holiday club needs to increase to ensure the TCCW's long-term viability.

Play Leader's Report

Acting Playleader Report - Tyrone Mignott - For July 2021- December 2021

Following the resignation of Kevin & Mary. Summer holiday club was an interesting and eventful experience working with two new staff members. The immediate effect after the handover to a new temporary playleader over the summer holidays.

A special mention to Shannon who was able to take a huge amount of pressure off all staff members throughout the summer, during every shift. Shannon demonstrated exceptional leadership and effective planning for all staff to follow, she also consistently led by example every session she led. While incorporating two bubbles an over 7s + under 7s, which effected the overall dynamic of each session in a positive way. During the summer children's play opportunities were equally met with an enriching and stimulating play experience for all children.

Parents & Carers showed a great deal of support and understanding with an impeccable attitude with the initial changes to the staff team. Which provided staff a lot of confidence in delivering their best practices for TCCW as a holiday club play provision.

Since then, Tyrone has been promoted to a deputy playleader position and is currently now acting playleader during recruitment process of a new leader.

Prior to the start of term 1 has been quite challenging as Tyrone and Fiona have been working through their compulsory holiday break to ensure TCCWs day to day running of the club will be met, with the assistance from Jane who has also been multitasking with incredible productivity.

Sarah from BAND also deserves a special mention, as she's been fantastic with all the information that has been provided to both Tyrone and Fiona, astutely corresponding with us so we're able to work towards meeting the standards on legal requirements, with maintaining that we still offer a quality play provision for TCCW going forward.

As we've reopened for after school club sessions. It has been decided to have one bubble with the option for children to still access the hall play space, within staff ratios 1 -8 or 1 - 10 depending on experience. Currently as you're aware social distancing rules have been eased all staff members currently working alongside Tyrone recognised the benefits for children to have snack refreshments

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

together promoting social interactions and building friendships Parents & Carers have also been allowed back in the building for pickup which has a positive impact with giving feedback on Incidents, Accidents and child Protection concerns.

The children's play experience is still freely chosen and self-directed. We've had feedback from some older children who preferred to be in smaller groups when we had two bubbles during stricter safety measures. So, it's our duty as staff to be flexible with continuing to provide inclusive play opportunities to still meet the needs of all children who attend TCCW.

Finally, I would like to say a special thank you to management committee members who have been taking time out of their busy schedules to do regular tip runs. Ensuring the building as a whole is becoming slowly but surely a clutter free setting.

Play Leader - Lia Graham for December 2021 – March 2022

May I hereby submit my Play Leader's report from 1st December 2021, when I was accepted for the playleader role here at TCCW. It has been a challenging yet enjoyable role to discover.

Taking on an afterschool and holiday club that was back to being fully open without restrictions after two years of lockdown has come with its own challenges. There has been great deal of work behind the scenes by the team to ensure we had up to date, training, policies and procedures in place to make us fully ready to open and run smoothly. Such measures seem very mundane, but they were much needed to put in place and the staff should be thanked for their efforts in undertaking their training to ensure the safety of the children and regulations of the business remains paramount.

The Workshop is different but the same. Still valuing the home from home setting and implementing the value of play and friendships. Children during lockdown struggled with understanding the loss of free play and friendship so it's important for us to support back into the transitions of the new normal. The park is so important to our young children, and we hope to continue to use the local community as much as possible weather and ratios depending.

I must thank the committee for their joint decision in hiring me and believing in my skills and experience to take on an already well-established afterschool, holiday workshop. If you can spare the time, I urge you to consider joining the committee, it's very rewarding, I'm told!

Thank you to everyone who has in any way helped to make the transition of working here under the playleader role run smoothly, I know the history of handover was testing during the pandemic and it is clear to see that all who have worked here, both currently and previously have a clear passion for the role and business as a whole, without their clear knowledge and understand I would not be where I am now. I look forward to the future here and all that I can bring.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- * Select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;

TOTTERDOWN CHILDREN’S COMMUNITY WORKSHOP

TRUSTEES’ REPORT

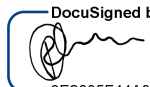
YEAR ENDED 31 MARCH 2022

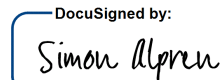
- * state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

DocuSigned by:

3E2085F44A944BF.....

DocuSigned by:

FC9G8298874B4EB.....

16/1/2023
Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

I report on the accounts of the Charity for the Year ended 31st March 2022 which are set out on pages 10-16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

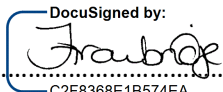
In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect the requirements:

- * to keep accounting records in accordance with section 130 of the Charities Act; and
- * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

 C2F8368E1B574EA
 Joanne Trowbridge MAAT

Bristol Community Accountants CIC
 The Park Daventry Road, Knowle, Bristol, BS4 1DQ

16/1/2023
 Date

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****YEAR ENDED 31 MARCH 2022**

		Unrestricted Funds	Designated Fund	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£	£
Income and Endowments from:						
Donations and Legacies	3	4,697	-	-	4,697	30,935
Charitable Activities	4	45,258	-	-	45,258	20,506
Total		<u>49,955</u>	<u>-</u>	<u>-</u>	<u>49,955</u>	<u>51,441</u>
Expenditure On:						
Charitable activities	6	57,188	-	-	57,188	53,235
Other	7	1,575	-	-	1,575	1,620
Total		<u>58,763</u>	<u>-</u>	<u>-</u>	<u>58,763</u>	<u>54,855</u>
Net income/(expenditure)		(8,808)	-	-	(8,808)	(3,414)
Total funds brought forward		36,123	10,000	-	46,123	49,537
Total funds Carried Forward	13	<u>27,315</u>	<u>10,000</u>	<u>-</u>	<u>37,315</u>	<u>46,123</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 12 to 16 form part of these financial statements

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**BALANCE SHEET****YEAR ENDED 31 MARCH 2022**

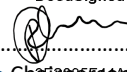
	Note	2022 £	£	2021 £
Current assets				
Debtors	11	1,128		1,371
Cash at bank		38,302		45,890
		<u>39,430</u>		<u>47,261</u>
Creditors : Amounts falling due within one year	12	(2,115)		(1,138)
Net current assets or liabilities			37,315	46,123
Total net assets or liabilities			<u>37,315</u>	<u>46,123</u>
The Funds of the Charity				
Unrestricted Funds	13	27,315		36,123
Designated Funds	13	10,000		10,000
			<u>37,315</u>	<u>46,123</u>

16/1/2023

These financial statements were approved by the trustees on and are signed

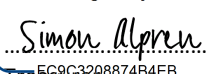
on their behalf by:

DocuSigned by:



Chairperson

DocuSigned by:



Treasurer

The notes on pages 12 to 16 form part of these financial statements

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) - (Charities SORP(FRS 102)) and with the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income and endowments when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.
- b) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- e) 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.
- f) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- g) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
- h) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

Income and Endowments From:

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Fundraising and Donations	-	-	-	950
Grants	1,468	-	1,468	8,836
SMP Funding	-	-	-	6,036
JRS Claim	3,229	-	3,229	15,113
	<u>4,697</u>	<u>-</u>	<u>4,697</u>	<u>30,935</u>

Donations and legacies prior year - all unrestricted

4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Fees & Registration	45,258	-	45,258	20,506
	<u>45,258</u>	<u>-</u>	<u>45,258</u>	<u>20,506</u>

Charitable activities prior year - all unrestricted

5 Government grants

(2021:£23,949). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2022.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2022****Expenditure on:****6 Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Staffing and agency costs	49,247	-	49,247	46,379
Refreshments	574	-	574	137
Equipment & materials	373	-	373	315
Rent	3,804	-	3,804	2,667
Rent donation	-	-	-	1,000
Postage/Stationery/Printing	191	-	191	20
Telephone & internet	756	-	756	1,018
Maintenance & cleaning	858	-	858	-
Miscellaneous	160	-	160	361
Software & licences	432	-	432	432
Training	80	-	80	105
Recruitment	205	-	205	156
Payroll	508	-	508	534
Bad debt write off	-	-	-	111
	<u>57,188</u>	<u>-</u>	<u>57,188</u>	<u>53,235</u>

*Charitable activities prior year - all unrestricted***7 Other**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Independent examination	529	-	529	499
Accountancy costs	214	-	214	303
Insurance	370	-	370	363
Membership fees	462	-	462	455
	<u>1,575</u>	<u>-</u>	<u>1,575</u>	<u>1,620</u>

*Other prior year - all unrestricted***8 Net incoming resources for the year****This is stated after charging:**

	2022 £	2021 £
Independent Examiners Fee	<u>529</u>	<u>499</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2022****9 Staff costs and numbers**

The aggregate payroll costs were:

	2022	2021
	£	£
Wages and salaries	48,985	45,078
Social security costs	-	922
Pension	262	379
	<u>49,247</u>	<u>46,379</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 9 staff (2021:6 staff)

The key management personnel of the charity comprise the board of trustees. The total employee benefits of key management personnel, during the year, total £nil (2021: £nil).

10 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2021: £nil) 1 trustee was reimbursed expenses incurred during the year £160 (2021: £134). No charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

There were no other related party transaction in the year (2021: £nil)

11 Debtors

	2022	2021
	£	£
Fees due	1,128	-
JRS grant	-	1,371
	<u>1,128</u>	<u>1,371</u>

12 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade Creditors	89	431
Accruals:		
Holiday Pay	1,283	-
Independent Examination	743	707
	<u>2,115</u>	<u>1,138</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2022****13 Analysis of charitable funds**

	At 01-Apr 2021	Incoming resources	Outgoing resources	Transfers	At 31-Mar 2022
	£	£	£	£	£
Unrestricted funds					
General funds	36,123	49,955	(58,763)	-	27,315
Designated funds	10,000	-	-	-	10,000
Total funds	46,123	49,955	(58,763)	-	37,315

Purpose of Designated fund:

Redundancy & Refurbishment reserve

14 Analysis of net assets between funds

	General Funds £	Designated Funds £	Total Funds £
Cash at Bank and In Hand	28,302	10,000	38,302
Other Net Current Assets/Liabilities)	(987)	-	(987)
Total	27,315	10,000	37,315

15 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

	Unrestricted Funds £	Designated Funds £	Total Funds 2021 £
Incoming and Endowments from:			
Donations and Legacies	30,935	-	30,935
Charitable Activities	20,506	-	20,506
Total Income	51,441	-	51,441
Expenditure on:			
Charitable activities	53,235	-	53,235
Other	1,620	-	1,620
Total Expenditure	54,855	-	54,855
Net Income	(3,414)	-	(3,414)
Total funds brought forward	39,537	10,000	49,537
Total funds carried forward	36,123	10,000	46,123

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

England & Wales - Charity number 278840

Accounts

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
ACCOUNTS

Year ended 31st March 2021

Charity Number 278840

TOTTERDOWN CHILDRENS COMMUNITY WORKSHOP
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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Independent Examiner's Report	7
Statement of financial activities	8
Balance sheet	9
Notes to the Accounts	10 to 14

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

Legal and administrative information

YEAR ENDED 31 MARCH 2021

Status

Totterdown Children's Community Workshop is a registered charity governed by its constitution. Charity number 278840.

TRUSTEES

Jane Tingay	Chair	
Hugh Reynolds		resigned 1 August 2021
Joel Coniston		resigned February 2020
Sarah McQuatt	Secretary	
Helen Broadbent		appointed 11 September 2019
Gillian Cox		appointed 16 January 2019
Simon Alpren	Treasurer	appointed 13 January 2021
Clodagh Tunney		appointed 9 December 2020

Registered Office

Holy Nativity Church
Wells Road
Knowle
Bristol
BS4 2AG

Independent Examiners

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Daventry Road, Knowle
Bristol BS4 1DQ

Bankers

Lloyds TSB
284 Wells Road
Knowle
Bristol
BS4 2PY

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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).

Structure, Governance and Management

Organisation

The Trustees are appointed or reappointed annually at AGM held in June.

Objectives and activities

Objects of the Charity

The objects of the charity are:

The objective of the Children's Workshop is creative community play scheme in a diverse, safe and caring environment, for children aged 4 to 12 years, who are resident in Totterdown and the adjoining areas of Bristol.

Public Benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Summary of main objectives

This year has been a challenging year for Totterdown Children's Community Workshop (TCCW), which I can assume that it has been for a lot of childcare and play settings. We started the year, March 2020 being forced to close due to the Coronavirus pandemic. During this time the committee has continued to meet virtually monthly. We took advantage of the government's Job Retention Scheme (JRS) and furloughed all staff apart from Kevin, our Lead Play Coordinator. All staff were paid 100% of their salaries. TCCW reopened in September 2020 for the new school year, however with a smaller capacity due to government restrictions. At the beginning of 2021 we were forced to close again due to the Coronavirus pandemic. This time we chose to furlough all play worker staff at 100% of their salaries. Fiona, our administration coordinator was part time furloughed. All parents received a refund for their session which was put into their wallets on IPAL. We reopened on the 8th March 2021 at the same time that schools reopened, with the same set up as September 2020. All staff apart from Lauren who started maternity leave in December 2020 and Mary returned, however we made the decision to part time furlough staff as we were not returning to full capacity.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

From April 2020 to March 2021, we started the financial year with a volunteer coordinator Dawn. Dawn left us in July 2020, Fiona joined us in August 2020. Fiona has been a brilliant addition to the team. She has provided support to Kevin and she is always organised. She has ensured that the committee is up to date with what is happening at the club. She has been instrumental with sorting out our marketing and making sure that the new in take Hillcrest Reception children's parents and carers know about the TCCW. I have appreciated Fiona's time and commitment to TCCW.

Clodagh Tunney and Simon Alpren joined the committee during the year. Simon, took over as our Treasurer from Gill Cox. Gill stepped down and remained as a committee member. Clodagh has taken the lead on looking for our grants for TCCW. I have remained as Chair (Jane Tingay), and the committee members that remained are Hugh Reynolds, Sarah McQuatt and Helen Broadbent. Hugh has indicated that he will be stepping down, so we are looking for more committee members.

During the period we have opened this year we have had to be limited on numbers, we have split into two bubbles, over 8's and under 8's, with a cap on 15 in each bubble. We took the decision to close Friday as there were only 2 children interested in this day. We ran a holiday club in October. We ran the club as two bubbles and the numbers were low, Tuesday - 9, Wednesday - 4 and Thursday - 5.

We have been successful in gaining grants from Bristol City Council which is a total of £4,900 and have also received a grant from BAND, £950. In addition, Holy Nativity Church indicated that they did not want TCCW to pay rent whilst we were closed, however due to the contributions we have been provided with we have made a contribution to the church.

It has been a challenging year for TCCW, however the staff have continued to do an amazing job looking after the children with the ever changing Coronavirus guidance. Tyrone and Wina have done an amazing effort of looking after the over 8's. Keeping them active with all the different sports and also active on the Xbox, with Fifa tournaments. Kevin and Mary have continued to do a great job in keeping the little one's in under 8 busy and entertained. Fiona has done an amazing effort to keep everything behind the scenes running and making sure that parents and carers are always kept up to date. I think that I also have to say a special thank you to the Voluntary Management Committee. I am very proud that we have managed to keep TCCW running during this time. Everyone on the committee has contributed during this time, and has done as much as they can. So thanks to both the staff and committee.

The Coronavirus pandemic had a serious negative impact on the financial health of TCCW during 2020/2021. TCCW was able to utilise the support granted by the Government and via grants from Bristol City Council, but we have still seen a pronounced drop in numbers of children using the setting during the year and prolonged periods of closure. This resulted in a net cash loss over the course of the year of £3.4k.

Income

As a result of being closed from the start of the financial year until September and again between January and March, Total Income was much lower during 2020/21 than previous years. Also, due to low demand, the decision was made to stop opening on Fridays from the start of Term 1. Holiday club was run for 3 days per week in October half-term and again in February half-term. In February half-term there were both long and short days on offer.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

Numbers of children attending after school club started in Term 1 at around 16/day (4 days a week) and remained broadly at this level until March when the number of children attending was 17/day. This is markedly lower than previous years when the number of children attending was regularly 30+/day.

Holiday club numbers were also much lower than previous years partially driving by capping the capacity in the October half-term at only 8/day.

In total, TCCW generated £22k income from after school and holiday club bookings during the year.

In addition to this, TCCW was granted £9.8k from Bristol City Council during the year.

Expenditure

Staff costs are TCCW's biggest expenditure and in 2020/21 they were 138% of total income. This was due to the lower income received during the year.

The Government's Coronavirus Job Retention Scheme (CJRS) was utilized and £15.1k was received for staff on furlough. It was agreed that all staff on full or part-furlough would be topped up to 100% of their contractual earnings throughout the pandemic. This policy was reviewed and agreed each month.

The church agreed to charge no rent while TCCW was closed and half-rent while the setting was running at reduced capacity. The Committee agreed to offer honorarium for non-rental periods over the summer of £1k. The total rent paid during the year was £3,667k.

Reserves

As of March 2021, the balance in the TCCW Treasurers account was £45,891. This was £5,719 less than the equivalent balance at the end of March 2020.

We continue to hold a minimum of six months running costs as a reserve to give us greater financial stability. Due to Coronavirus and the need to have access to cash if required, we have not rolled over the deposit maturity and instead are holding the £30,000 reserve in the Treasurers account.

Risk management

The trustees have examined the major risks to which the charity is exposed and systems have been established to mitigate those risks. These procedures will be periodically reviewed to ensure that they still meet the needs of the charity.

Future Outlook – 2021/22

A 6 month rolling cash-flow forecast has been prepared since the end of 2020/21. This is updated each month based on expected numbers of children having attended and due to attend after school club or holiday club and on actual expenditure during the month. This gives the Committee good visibility of the financial position of the TCCW over the upcoming period.

As of June 2021, the balance on the TCCW Treasurers account had grown to £49.3k. This includes £1.1k of pre-committed income, ie. cash that has been received but not yet used to book onto either afterschool or holiday club.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2021

The number of children attending afterschool club has increased to 20/day (for a 4-day week) and the number of children attending holiday club has also increased to 20/day (for a 3 day-week). Of these, the vast majority attend for the full day, for which the TCCW charge a premium above the standard school day.

The Committee has agreed to increase afterschool club fees to £10/day and to charge the annual membership of £25 for each family using the setting from September 2021. However, the CJRS will come to an end in October and the church is likely to revert to charging full fees once the setting is fully open. Therefore, costs will increase from Term 1 onwards and pressure will increase on the number of children attending both afterschool clubs and holiday clubs.

The TCCW has been working at a net loss for the last two years which is clearly unsustainable. There are few costs that can be reduced or removed and therefore, the number of children attending afterschool club and holiday club needs to increase to ensure the TCCW's long-term viability.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- * Select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

.....

.....

Date 2022

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2021

I report on the accounts of the Charity for the Year ended 31st March 2021 which are set out on pages 8-14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect the requirements:

- * to keep accounting records in accordance with section 130 of the Charities Act; and
- * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Joanne Trowbridge MAAT

Bristol Community Accountants CIC
The Park Daventry Road, Knowle, Bristol, BS4 1DQ

Date 2022

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

YEAR ENDED 31 MARCH 2021

		Unrestricted Funds	Designated Fund	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£	£
Income and Endowments from:						
Donations and Legacies	3	30,935	-	-	30,935	-
Charitable Activities	3	20,506	-	-	20,506	65,414
Investment Income	4	-	-	-	-	347
Total		51,441	-	-	51,441	65,761
Expenditure On:						
Charitable activities	6	53,235	-	-	53,235	70,254
Other	7	1,620	-	-	1,620	1,524
Total		54,855	-	-	54,855	71,778
Net income/(expenditure)		(3,414)	-	-	(3,414)	(6,017)
Total funds brought forward		39,537	10,000	-	49,537	55,554
Total funds Carried Forward	13	36,123	10,000	-	46,123	49,537

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 10 to 14 form part of these financial statements

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

BALANCE SHEET

YEAR ENDED 31 MARCH 2021

	Note	2021 £	£	2020 £
Current assets				
Debtors	11	1,371		1,488
Cash at bank		45,890		51,610
		<u>47,261</u>		<u>53,098</u>
Creditors : Amounts falling due within one year	12	(1,138)		(3,561)
Net current assets or liabilities			46,123	<u>49,537</u>
Total net assets or liabilities			<u>46,123</u>	<u>49,537</u>
The Funds of the Charity				
Unrestricted Funds	12	36,123		39,537
Designated Funds	12	10,000		10,000
			<u>46,123</u>	<u>49,537</u>

These financial statements were approved by the trustees on and are signed
on their behalf by:

.....
Chairperson

.....
Treasurer

The notes on pages 10 to 14 form part of these financial statements

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (issued on 16 July 2014), as amended by Update Bulletin 2 published in October 2018, effective for accounting periods beginning on or after 1 January 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income and endowments when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.
- b) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- e) 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.
- f) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- g) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
- h) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

Income and Endowments From:

3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Fundraising and Donations	950	-	950	-
Grants	8,836	-	8,836	-
SSP Funding	6,036	-	6,036	-
JRS Claim	15,113	-	15,113	-
	<u>30,935</u>	<u>-</u>	<u>30,935</u>	<u>-</u>

3 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Fees & Registration	20,506	-	20,506	65,414
	<u>20,506</u>	<u>-</u>	<u>20,506</u>	<u>65,414</u>

Charitable activities prior year - all unrestricted

4 Investment Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank Interest	-	-	-	347
	<u>-</u>	<u>-</u>	<u>-</u>	<u>347</u>

Investment income prior year - all unrestricted

5 Government grants

The charity receives government grants. The total value of such grants in the period ending 31 March 2021 was £23,949 (2020:£Nil). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2021.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

Expenditure on:

6 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Staffing and agency costs	46,379	-	46,379	52,293
Outings & activities	-	-	-	464
Refreshments	137	-	137	661
Equipment & materials	315	-	315	1,801
Rent	2,667	-	2,667	7,999
Rent donation	1,000	-	1,000	-
Postage/Stationery/Printing	20	-	20	-
Telephone & internet	1,018	-	1,018	642
Maintenance & cleaning	-	-	-	297
Miscellaneous	361	-	361	167
Bank charges	-	-	-	1
Software & licences	432	-	432	612
Training	105	-	105	1,146
Recruitment	156	-	156	296
Payroll	534	-	534	554
Fraud	-	-	-	3,321
Bad debt write off	111	-	111	-
	<u>53,235</u>	<u>-</u>	<u>53,235</u>	<u>70,254</u>

Charitable activities prior year - all unrestricted

7 Other

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Independent examination	707	-	707	683
Accountancy costs	95	-	95	-
Insurance	363	-	363	363
Membership fees	455	-	455	478
	<u>1,620</u>	<u>-</u>	<u>1,620</u>	<u>1,524</u>

Other prior year - all unrestricted

8 Net incoming resources for the year

This is stated after charging:

	2021 £	2020 £
Independent Examiners Fee	<u>707</u>	<u>683</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

9 Staff costs and numbers

The aggregate payroll costs were:

	2021	2020
	£	£
Wages and salaries	45,078	52,083
Social security costs	922	-
Pension	379	210
	<u>46,379</u>	<u>52,293</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 6 staff (2020:8 staff)

The key management personnel of the charity comprise the board of trustees. The total employee benefits of key management personnel, during the year, total £Nil (2020: £Nil).

10 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020: £nil). 2 trustee were reimbursed expenses incurred during the year of £134 (2020: £nil). No charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

There were no other related party transaction in the year (2020: £nil)

11 Debtors

	2021	2020
	£	£
Fees due	-	1,488
JRS grant	1,371	-
	<u>1,371</u>	<u>1,488</u>

12 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade Creditors	431	1,836
Accruals:		
Holiday Pay	-	1,042
Independent Examination	707	683
	<u>1,138</u>	<u>3,561</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

13 Analysis of charitable funds

	At 01-Apr 2020	Incoming resources	Outgoing resources	Transfers	At 31-Mar 2021
	£	£	£	£	£
Unrestricted funds					
General funds	39,537	51,441	(54,855)	-	36,123
Designated funds	10,000	-	-	-	10,000
Total funds	49,537	51,441	(54,855)	-	46,123

Purpose of Designated fund:

Redundancy & Refurbishment reserve

14 Analysis of net assets between funds

	General Funds £	Designated Funds £	Total Funds £
Cash at Bank and In Hand	35,890	10,000	45,890
Other Net Current Assets/Liabilities)	233	-	233
Total	36,123	10,000	46,123

15 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

	Unrestricted Funds £	Designated Funds £	Total Funds 2020 £
Incoming and Endowments from:			
Charitable Activities	65,414	-	65,414
Investment Income	347	-	347
Total Income	65,761	-	65,761
Expenditure on:			
Charitable activities	70,254	-	70,254
Other	1,524	-	1,524
Total Expenditure	71,778	-	71,778
Net Income	(6,017)	-	(6,017)
Total funds brought forward	45,554	10,000	55,554
Total funds carried forward	39,537	10,000	49,537