

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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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 driven 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:

.....

.....

Date2022

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 Davenry Road, Knowle, Bristol, BS4 1DQ

Date2022

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		<u></u>	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