

Registered Company Number: 01693876  
Registered Charity Number: 289904

**THE MARKFIELD PROJECT LIMITED**

**TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**THE MARKFIELD PROJECT LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2021**

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**THE MARKFIELD PROJECT LIMITED**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OUR PURPOSE AND ACTIVITIES**

Markfield is an inclusive community hub in Haringey where people can play, socialise and get information & support. Our purpose is:

- To enable disabled, deaf and autistic people to be themselves, take risks and live life to the full
- To focus on the needs of the whole family and to break down isolation
- To promote respect of disabled people and to support their full participation in society.

Markfield provides a wide range of services for children, young people, adults and carers, mainly from the Markfield community centre, a historic Grade II listed building in Markfield Park in Tottenham, plus outreach services at other local venues.

The broad goals we set in our current strategic plan for 2017 to 2021 were to: sustain and grow our core services to meet local needs; ensure participation of our users in decision making; develop our centre as a unique community hub; and improve information sharing with our members and partners.

#### **Our Volunteers**

Volunteers make a huge contribution to the work of our charity, both working behind the scenes on administration tasks and the maintenance of our building and playground, as well as helping to deliver our frontline services: children's after-school clubs and playschemes, adult social clubs, family drop-ins, carers groups, and advice and information services. During the year to the end of March 2021 a total of over 1,850 hours of time were given by volunteers to support the work of Markfield. We are especially grateful to the volunteers who worked during the Covid-19 lockdowns helping with painting and repairs to the Markfield centre and playground.

#### **Achievements and Performance**

This report describes our activities and achievements during the year April 2020 to March 2021 in each of the areas of our work: adults' services, family support, children & young people's services, and training & participation.

This has been a year in which we have had to innovate and adapt our activities and ways of working in response to the impact of the Covid-19 pandemic. During the lockdowns the Markfield centre was unable to run group sessions for periods of time, to comply with government restrictions. Some of our staff worked from home but stayed in touch with our regular service users throughout, providing weekly welfare check telephone calls to club members' families, and linking them to other sources of support available through the local authority. We also offered families with disabled children the chance to book weekly one-family-at-a-time Covid-safe play sessions in our large playground.

Sadly, an overnight fire in our playground in May 2020 destroyed parts of the wooden play structure. We were hugely grateful for the generous response of the community who donated in their hundreds to a crowdfunding appeal towards the cost of repairs, and we managed to get the playground cleared and back open within a week for the one-family-at-a-time sessions.

# THE MARKFIELD PROJECT LIMITED

## TRUSTEES' REPORT (Cont/d)

### FOR THE YEAR ENDED 31 MARCH 2021

#### Family support services

We have provided a range of family support services both online and face-to-face services, adapting to the Covid-19 restrictions and to try to meet the needs of our users. The following services have benefitted a total of 570 families over the year:

- We have run the **Special Educational Needs and Disabilities Information, Advice & Support Service (SENDIASS)** commissioned by Haringey Council. This service offers Independent Advice and Support for parents/carers of children with Special Educational Needs and Disabilities (SEND) as well as advice and support to children and young people about their rights under the SEND legislation. Our SENDIASS workers offer advice surgeries, outreach, individual casework support, a telephone helpline and training workshops for parents. We continued to run the service throughout all the Covid-19 lockdowns, offering all services remotely by phone and video conference. Over the year parents of 486 families accessed SENDIASS. The service has been boosted by additional grant funding from the Council for Disabled Children through the Information Advice and Support Programme (IASP).
- Our monthly **Saturday Family Club** is part of the SENDIASS service. The session offers families with children with Special Educational Needs and Disabilities (SEND) the opportunity to meet and socialise together, and for parents an opportunity to access advice, information and support in a friendly and inclusive play environment, with indoor and outdoor activities organised for children. Over the past year due to Covid-19 lockdowns we ran fewer sessions than usual of the Family Club. Despite that, we welcomed a total of 93 children with their parents over the year.
- **Advice surgeries:** We have provided advice surgeries to help families with Disability Living Allowance (DLA) and Personal Independence Payment (PIP) claims and appeals, funded by the National Lottery Community Fund. We also offered generic advice sessions for advice on other issues, including behaviour management, transition from children's to adults' services, and support to access other services. During the lockdowns the sessions mostly took place over the phone or video conference, with a small number undertaken face-to-face for those who struggle with access to computers. We have provided 169 advice sessions over the year.
- **Training workshops:** We have adapted all our training sessions to be delivered online. Topics have included: 'Understanding the SEND system', 'Positive behaviour management', 'Makaton', 'Understanding autism', 'Communication and developmental play', 'Communication and visual aids'. The sessions have supported parents and carers to understand their rights and feel more confident in working positively and productively with professionals to ensure that their children's needs are met. Our parent training workshops have been funded this year by the National Lottery Community Fund and the Haringey Council SENDIASS contract (see above).
- **Parents support groups:** We have been funded by the National Lottery Community Fund and the Bailey Thomas Charitable Fund to run three groups each week in term time: a general group for parents/carers, a Turkish-speaking parents group, and a Transition & Adulthood group (for carers of young adults). The groups aim to support families to build support networks and share skills and experiences, improve access to information, services and resources, alongside opportunities for fun and relaxation. This year for periods of time the parents groups were not able to take place in person due to the pandemic restrictions, so instead we kept in contact with parents by telephone to provide emotional support, and we also ran group sessions online. We have reached 105 parents through parents groups and welfare calls this year.
- **Under fives stay-and-play drop in:** Our popular weekly stay and play session for children under five and parents and carers, funded by the National Lottery Community Fund, has enabled families from the local community and beyond to access inclusive indoor and outdoor play, music sessions and to meet other families. In 2020-21 the session was only able to run for one term with limited numbers due to the Covid-19 restrictions. These sessions were attended by 25 children and their parents.
- **'Stepping stones' - parents for play and talk** is a specialist language and sensory play programme for children under 5 who have additional needs in language, communication and social skills. This course equips parents/carers with knowledge and skills to interact confidently with their children through play and music. We secured new four-year funding for the programme from Comic Relief. The courses started in the autumn term face-to-face but were switched to online delivery over the winter, due to the Covid-19 lockdown. Thirteen parents participated with their children.

# THE MARKFIELD PROJECT LIMITED

## TRUSTEES' REPORT (Cont/d)

### FOR THE YEAR ENDED 31 MARCH 2021

- **Welfare calls, online support group and meal deliveries:** During the first lockdown in Spring 2020 we made welfare-check telephone calls to the families who had been using our services, and later on in the year, in response to demand, we organised an online support group, giving an opportunity for parents to chat about the difficulties they were experiencing and to support each other. Some 90 parents benefitted from these services. We also used the Markfield centre kitchen during the first lockdown to cook 80 meals a week using food donated by the Felix Project, and our volunteers distributed these to needy families.
- **One-family-at-a-time play sessions:** During the first Covid-19 lockdown we opened the Markfield playground for individual family play sessions, deep cleaning the equipment in between families' visits. To provide consistency for children families were given a regular timeslot every week. This service was targeted for families with disabled children without a garden who would struggle to take their child to public spaces and maintain social distancing. Some 57 families benefitted from this service.
- **Our adventure playground drop-in sessions** funded by BBC Children in Need have run for part of the year, in-between the lockdowns, and in addition to our long-standing Saturday session we also launched a new after-school play drop-in on Mondays. The outdoor play sessions support children to develop their physical and social and emotional skills. The sessions have had a loyal core of users, and have also drawn in new people that pass by in the park, enabling more families to connect with Markfield's support services.
- **School Home Support:** We have continued our partnership with the charity School Home Support, who have a worker based at the Markfield centre providing personalised support to children and families to tackle the underlying barriers to engaging and succeeding at school.

#### Services for children and young people

Our term-time clubs and holiday play schemes have been attended over the year by a total of 80 children & young people aged between 5 and 19 years. These services are funded by BBC Children in Need, the Tottenham Grammar School Foundation, and local authority 'short breaks' personal budgets.

Children and young people have engaged in mainly outdoor play, in order to reduce the risks from Covid 19. Our huge accessible adventure playground with swings, climbing structures and zip wire, enables nature and sensory play, and open-ended play with loose parts. Children have also enjoyed bonfire sessions, water play, football, music, den building and the use of our accessible bikes. Children, especially those with complex needs, benefit from outdoor play, exploring sights, smells, textures and sounds in natural environments.

**After school and evening clubs:** We have continued to run our five clubs a week in term-time: two after-school clubs for disabled children and siblings aged 5-13 years, two clubs for teenagers and an evening club for young people aged 16 to 22. Children develop friendships in the weekly sessions and have the chance to try out new experiences. During the Covid-19 lockdowns, when the clubs had to be paused, we kept in touch with parents of the club members with welfare-check telephone calls, and also sent out free play activity packs for their children stuck at home.

**Playschemes:** The pandemic restrictions meant that for some periods in the year we were unable to run group-based playschemes; however we did run holiday schemes in August and October 2020. Funding from Haringey Council enabled us to expand the number of places for siblings and other children in need.

We received funding from the Mayor of London's Kitchen Social project, which has helped alleviate the growing issue of food insecurity and social isolation in school holidays. We also received food donations from The Felix Project, which have widened the range of quality meals we have offered to children and young people attending after school clubs and playschemes, and has given children the opportunity to do cooking activities on the sessions.

**Partnership with Step-By-Step:** Markfield has continued our longstanding partnership with a local charity, Step-by-Step, which provides culturally specific services for the large Orthodox Jewish community in the local area. Step-by-Step's weekly club for teenage boys with learning disabilities takes place every Sunday in the Markfield centre.

## THE MARKFIELD PROJECT LIMITED

### TRUSTEES' REPORT (Cont/d)

#### FOR THE YEAR ENDED 31 MARCH 2021

##### Services for disabled adults

Our daytime and evening social clubs and travel training for adults with learning disabilities and/or autism have continued to be highly popular and successful, with emphasis on service users participating in the running of the sessions. These services were funded by grants from The Leathersellers' Company, Haringey Council Active Travel Grant, and additional activities were funded by Laureus Sport for Good. Session fees from local authority social care personal budgets have also been a main source of income for adult sessions. Over the year a total of 61 people have attended our four adult social clubs – see details below:

- **Markfield@Nite** is a weekly Friday evening social session run by an elected committee of club members. Over the year 32 members have attended this club. Music and dancing are an important part of the session, where club members develop their DJ skills. The session also provides a quieter art group as well as a 'mocktail' bar, movies and cooking activities. Members pay for the club sessions using their Local Authority social care personal budgets. Additional funding from Laureus Sport for Good has paid for a dance tutor who has worked with groups to rehearse dance routines. There are also arts and craft activities, cooking, film screenings, as well as regular men's and women's discussion groups. As the centre was closed in the first Covid-19 lockdown the club was adapted into a different form - as an online weekly 'dance-along' session via the zoom platform. There were up to 20 people joining the online sessions on Friday evenings in the summer term. Then we resumed the building-based sessions in the autumn, with reduced numbers, in line with Covid safety measures, offering alternate online and in-person sessions to each half of the group.
- **Art Engine** is a daytime session which gives adults with learning disabilities the chance to develop and showcase new arts-based skills. This session is funded by members using their social care personal budgets. Over the year, the 21 Art Engine members have worked on a range of art media as well as enjoying regular yoga sessions. This year the group worked with four different artists from Park Studios, although sadly the annual exhibition and one visiting artist session had to be cancelled due to the pandemic restrictions. We provided art packs for club members during lockdowns with a range of craft activities and materials, Park Studios artists provided online activities, and staff also ran a walking group for a small group of service users in line with Covid restrictions.
- **All for One Club** is a Monday evening club for young adults, with places funded by The Bloomfield Trust. The club is for young adults with autism or Asperger's Syndrome who do not meet the eligibility criteria for Local Authority social care funding. Many members of this group require support around their mental health. Over the year, 15 young people have attended sessions which enable them to build social skills, participate in arts and sports activities. The club members also discuss issues which affect their well-being in a safe and supportive group, where diversity is enjoyed and celebrated. The group now holds regular music Jam sessions with a qualified music therapist. In lockdowns the group met online on Monday evenings and have enjoyed playing a range of games such as 'Who am I?'
- **Cosmos Club** is a smaller daytime club with members who have high support needs. The focus of this group is to access activities and facilities in the community as well as participating in art, gardening, well-being activities, and relaxation sessions. The group allows attendees to explore their interests and develop social skills in a relaxed and individual way. Most places are funded using Local Authority social care personal budgets. The group has enjoyed regular walking trips to local parks and other amenities, funded by the Haringey Active Travel grant. Funding from Laureus Sport for Good has also provided yoga sessions which have been well received. During lockdowns we were also able to run individual activities for two club members at the Markfield centre, and also art and craft packs and online dance-along sessions were offered to all members.
- **Travel Training:** With funding from a Haringey Smarter Travel grant we have continued to offer travel training to adults with learning disabilities to increase their knowledge of and confidence in using public transport, to learn to travel independently. This year our individual travel training sessions were reduced due to the Covid-19 restrictions, but small group walks did run through the lockdowns – see above.

**THE MARKFIELD PROJECT LIMITED**  
**TRUSTEES' REPORT (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Services promoting training, development, and participation of disabled people**

Service user and community involvement is at the heart of our charity's ethos and has influenced all of Markfield's service areas in a variety of ways:

- The **Jack Petchey awards scheme** has enabled us to recognise outstanding contributions to Markfield by young people, and has enabled award winners to choose how to spend the award money for the benefit of all young people who come to Markfield, and to celebrate the contributions and progress of the young people we work with.
- **Volunteer and placement opportunities:** We have offered a range of volunteering and placement opportunities at our centre and also working remotely, to support local people to develop their skills and share our knowledge and experience in promoting the rights and needs of disabled people. During the lockdown periods when the centre was closed for group sessions, we worked with the Bridge Renewal Trust's Volunteer Centre to recruit local volunteers to help us with maintenance and repairs to the Markfield centre and playground.
- **Parent participation:** we have continued to work in partnership with parents to facilitate their participation in local authority consultations - to support them to voice their views on policy and developments in relation to local services for disabled children.
- The **Independent Young Advisors (IYA)** is our youth participation group consisting of 12 service users, a mix of young people with disabilities and their siblings, who meet monthly and for a holiday scheme. The IYA group design their own projects, including fundraising for Markfield; creating and delivering training for other young people, staff and volunteers; and holding regular consultation sessions with our service users. The team have been working on creating accessible consultation activities and advising on ways we can ensure our services meet the needs of users.
- We have continued to participate in a range of **local planning forums**, to advocate for disabled people's rights and needs, and to support the development of best practice in providing services for disabled people. Forums we have participated in this year include: the Joint Partnership Board (for Adult Social Care), the Haringey Voluntary Sector Forum, and Friends of Markfield Park.

**Public benefit statement**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2)'. The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

**FINANCIAL REVIEW**

The Statement of Financial Activities shows a net surplus of £92,380 (2020: net deficit of £31,312) for the year resulting in reserves standing at £354,627 (2020: £262,247) as on 31 March 2021.

The total income received by the Charity in 2020-21 of £671,135 was higher than the previous year (up by 18 per cent).

The total income received through fees for children and adults sessions from Local Authority Personal Budgets of £108,293 was significantly lower than the previous year (down by 36 per cent).

The total amount received in grants from charitable trusts and Lottery funding was £244,255 in 2020-21, up by 29 per cent on the previous year. Over half of this funding was restricted grant funds that were carried forward to 2021-22 to be used for the delivery of services. The income received in 2020-21 in individual donations £54,779 was also significantly higher than the previous year.

The total income from local and central government sources from contracts and grants was £252,028 (up by 46 per cent from the previous year). The increase was mainly due to Covid-19-related support payments.

The overall expenditure of the Charity was £578,755 (down by 3 per cent compared to last year). The reduction in spend was principally due to the pandemic restriction curtailing the delivery of some services.

**THE MARKFIELD PROJECT LIMITED**  
**TRUSTEES' REPORT (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

Looking ahead, the key factors that are likely to affect the financial position of the charity going forward are firstly the continued financial pressure on adults' and children's social care funding faced by Local Authorities, as Haringey Council is one of our principal funders, and secondly the increasingly competitive environment in relation to bidding for grants from trusts and foundations. The measures which the Charity is taking to mitigate this risk are to have a fundraising strategy that seeks to maintain a wide diversity of different funders and income sources, and to increase the funds we raise from non-local authority sources.

**Principal funding sources**

Markfield's principal funding sources this year have been from contracts with Haringey Council, National Lottery grants, income from individual session fees (paid for with social care Personal Budgets), and grants from a range of Trust funders. These funds are used to provide services in furtherance of the Charity's objectives, as described above. This year the charity was also financially assisted through the government's Coronavirus Job Retention Scheme (CJRS) – which has successfully prevented redundancies and lay-offs at the Charity during the lockdown periods.

**Investment powers and policy**

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which the trustees see fit. The trustees have considered the most appropriate policy for investing funds and have found that cash deposits meet their requirements to generate income.

**Reserves Policy**

The Trustees consider it prudent to maintain an adequate balance of unrestricted funds to cover the Charity's contractual commitments and ideally would like these to be at a minimum level of between three- and six-months' expenditure. This is estimated to be between £150,000 and £300,000 based on forecast expenditure for 2021-22.

The Trustees consider that the Charity's reserves will enhance the services offered and provide financial security for the future. The reserves held in unrestricted funds, which have not been designated or invested in fixed assets, as of 31 March 2021 were £164,312 (2020 £137,462). Currently the level of unrestricted reserves is in line with the minimum level specified in our reserves policy.

**FUTURE ACTIVITIES**

Our current five-year strategic plan, covering 2017 to 2021, was created following a wide-ranging review with input from all stakeholders. The overarching strategic goals set out in the plan were:

1. **To sustain and grow our services:** to secure continued funding for Markfield's current core services for children, adults and families, and to continue to extend services to meet local needs.
2. **To ensure participation in decision making:** to increase volunteering, training and work placements for disabled people and their families within Markfield; and ensure our values of empowerment and participation are embedded within all our services.
3. **To develop as a unique community hub:** to increase community use of Markfield's premises and resources, to improve links with local groups and individuals, and generate more income through training and hall hire.
4. **To improve information sharing:** to further develop Markfield as an information hub, and improve information and resource sharing with our members, local organisations and partners.

- \* Over the last four years we have made progress in all the above areas. In 2020-21 the Covid-19 pandemic had a huge impact on our beneficiary community, and it forced major changes to the services we provide – since our usual group-based sessions were not able to run within the Markfield centre during lockdowns. However, we were able to adapt and develop creative and effective ways to provide support to families – including using our large outdoor space for one-family-at-a-time play sessions, a cooking/meal delivery project, online dance-along sessions, telephone and video conference advice surgeries and training sessions.



**THE MARKFIELD PROJECT LIMITED**  
**TRUSTEES' REPORT (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The pandemic has highlighted the importance of the work of our Charity in building community support and combatting isolation. As we emerge from the pandemic restrictions, we are planning to continue to use some of the new methods of service delivery which have worked well.

During 2021-22 we are planning to undertake a new strategic review of the organisation involving service users, staff, funders, partners and stakeholders, aiming to create a new strategic plan for the Charity for 2022 onwards.

The services we are planning to run in 2021-22 are:

- Four weekly social clubs for adults with learning disabilities and autism
- Five weekly after-school /evening clubs and playschemes for children and young people in all of the school holiday periods
- Drop-in sessions providing peer support and advice for parents & carers
- Advice helplines and surgeries on special educational needs and disability issues – aiming to expand the provision of disability benefit advice surgeries to meet a growing demand
- Play drop-ins, including a weekly under fives stay and play, and Monday after-school and Saturday open access adventure playground sessions
- A programme of training courses and information talks for parents & carers, delivered in a mixture of online and in person sessions. We are also planning to increase the provision of training courses to childcare professionals, and to expand the number of 'Strengthening Families Strengthening Communities' parenting courses we run
- Providing volunteering opportunities and work-experience placements in a wide range of roles
- We are also planning further enhancements and improvements to our playground.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The organisation is a charitable company limited by guarantee, incorporated on 24th January 1983 and registered as a charity on 5th September 1984.

### **Recruitment and appointment of Trustees**

The company is governed by an elected Executive Committee that is comprised of service users, parents and carers, and volunteers with relevant skills and experience, elected by members at the Annual General Meeting. The Executive Committee may at any time appoint any member of the charitable company as a member of the Executive Committee either to fill a casual vacancy or by way of addition to the Executive Committee. Potential new Executive Committee members are appointed after satisfactory completion of a criminal record check, references, statement of eligibility, and observation of Executive Committee meetings.

### **Trustees' induction and training**

On appointment they are expected to sign a Code of Conduct and complete an induction which includes: roles and responsibilities of trustees; the Memorandum and Articles of Association; strategic plan; latest organisational risk assessment; Committee minutes and decisions since the last AGM; and the organisational financial statements and fundraising strategy. Executive Committee members are expected to participate in an annual skills audit and undertake relevant training to enable them to carry out their roles.

**THE MARKFIELD PROJECT LIMITED**  
**TRUSTEES' REPORT (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Organisation**

The staff are managed by the Director, who is appointed by and is accountable to the Executive Committee. The Committee makes final decisions on the mission, values and strategic direction of the organisation; the organisational structure, personnel appointments and salaries; policies and procedures and internal controls; ensuring the organisation is financially viable, has sufficient resources, and is operating within appropriate and effective financial and resource management controls, and monitoring of organisational performance. The Executive Committee has two sub-committees: the finance, resources and administration committee, and the personnel committee.

All members of the Executive Committee are members of the company and guarantee to contribute to the assets of the company in the event of it being wound up such amounts as may be required, not exceeding £1 each. The number of guarantors at 31 March 2021 was 41 (2020: 58).

**Related parties**

During this year some of Markfield's services were provided in partnership with various other organisations: advice surgeries and information talks have been provided at local schools, libraries and Children's Centres, and a weekly Sunday youth club at Markfield run by the charity Step-by-Step. Markfield has continued to work closely with other statutory and voluntary sector organisations in relation to referrals between services, liaising about service users' needs, and support for users in gaining access to services. These organisations have included Haringey Children & Young People's Service; Haringey Combined Team for Adults with Learning Disabilities; Haringey Educational Psychology Service; local schools and children's centres; Child and Adolescent Mental Health Services; School Home Support; Haringey Play Association; CARIS Haringey; Haringey Autism; the Council for Disabled Children; St Ann's NHS Child Development Centre; NHS speech and language team; NHS Occupational Therapy Team; Autism Advisory Team; Haringey Play Association; and The Bridge Renewal Trust.

**Risk management**

The Executive Committee has in place a risk management strategy comprising:

- The maintenance of a risk register
- The introduction of systems that mitigate the risks identified in the risk register to minimise any potential impact on the charity should any of those risks materialise
- An annual review of the risks the charity faces, the mitigation systems, and the risk register
- Annual report of changes and progress made to manage and mitigate against risks identified in the annual review and register.

**Pay policy for senior staff**

The pay structure for all employees is based on a single pay point spine. Pay scale reviews and the pay scale that is set for each role, including for all senior staff, is considered by the personnel sub-committee of the Executive Committee (EC), which makes recommendations to the full EC to make the final decisions.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Company number: 01693876

Registered Charity number: 289904

Registered office &  
operational address: Markfield Road, London N15 4RB

# THE MARKFIELD PROJECT LIMITED

## TRUSTEES' REPORT (Cont/d)

### FOR THE YEAR ENDED 31 MARCH 2021

#### REFERENCE AND ADMINISTRATIVE DETAILS (Cont/d)

**Directors and Trustees:** Dee Kushlick-Williams (Chair)  
Warren Hoskins (Treasurer)  
Claire Bendall  
Clare Croft-White  
John Larkin  
Melian Mansfield  
Michelle Simmons-Safo  
Charity Omungu (Resigned 07.12.2020)  
Jeremy Spooner (Resigned 07.12.2020)

#### **London Borough of Haringey representatives:**

The following people served as representatives from the London Borough of Haringey, without voting rights:  
Councillor Felicia Opoku  
Councillor Barbara Blake

**Company Secretary:** Keith Fair

**Senior Management Team:** Sarah Miller – Chief Executive Officer  
Silvia Hurtado – Family Support Manager  
Jamie Seaden – Play & Youth Services Manager  
Roz Corrigan – Adults Services Manager  
Keith Fair – Operations Manager

**Bankers:** The Co-operative Bank Plc, P.O. Box 250, Delf House, Skelmersdale WN8 6WT  
CCLA Investment Management Ltd, 80 Cheapside, London EC2V 6DZ

**Independent Examiner:** Samir Shah – Chartered Accountant  
Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA

#### TRUSTEES' RESPONSIBILITY STATEMENT

The Trustees (who are also directors of The Markfield Project Limited for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

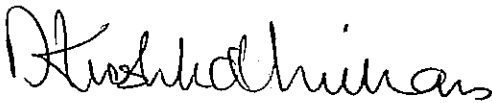
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The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees and signed on its behalf by:



**Dee Kushlick-Williams**  
Chair

**22<sup>nd</sup> September 2021**

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE MARKFIELD PROJECT LIMITED**

I report on the financial statements of the charitable company for the year ended 31 March 2021.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my Independent Examination, for this report, or for the opinions I have formed.

## **Respective responsibilities and basis of report**

As the charity's trustees of the Company (who are also the directors of the charitable company for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the financial statements of the charitable company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

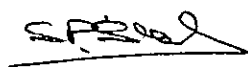
## **Independent examiner's statement**

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the financial statements do not accord with such records; or
- the financial statements do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (FRS102).

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



**SAMIR SHAH – CHARTERED ACCOUNTANT**  
RAMON LEE LTD  
93 TABERNACLE STREET  
LONDON EC2A 4BA

22<sup>nd</sup> September 2021

**THE MARKFIELD PROJECT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**  
**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

	Notes	Unrestricted Funds	Restricted Funds	2021	2020
		£	£	£	£
<b>Income</b>					
Grants, donations & legacies	2	98,970	11,902	110,872	37,740
Income from charitable activities	3	140,018	408,865	548,883	509,967
Income from trading activities	4	11,090	-	11,090	18,435
Investment income	5	290	-	290	926
<b>Total income</b>		<u>250,368</u>	<u>420,767</u>	<u>671,135</u>	<u>567,068</u>
<b>Expenditure</b>					
Cost of raising funds	6	11,943	-	11,943	16,950
Expenditure on charitable activities	6	196,312	370,500	566,812	581,430
<b>Total expenditure</b>		<u>208,255</u>	<u>370,500</u>	<u>578,755</u>	<u>598,380</u>
<b>Net income/( expenditure) and net movement in funds for the year</b>		42,113	50,267	92,380	(31,312)
<i>Reconciliation of funds</i>					
Total funds, brought forward		160,588	101,659	262,247	293,559
<b>Total funds, carried forward</b>		<u>202,701</u>	<u>151,926</u>	<u>354,627</u>	<u>262,247</u>

**CONTINUING OPERATIONS**

None of the Charity's activities was acquired or discontinued during the above two financial periods.

**TOTAL RECOGNISED GAINS AND LOSSES**

The Charity has no recognised gains or losses other than the above movement in funds for the above two financial periods.

The notes on pages 16 to 28 form part of these financial statements

**THE MARKFIELD PROJECT LIMITED**  
**BALANCE SHEET AS AT 31 MARCH 2021**

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible fixed assets	11		36,442		45,038
<b>Current assets</b>					
Debtors	12	10,179		37,422	
Cash at bank and in hand		354,521		209,211	
		<u>364,700</u>		<u>246,633</u>	
<b>Liabilities</b>					
Creditors falling due with in one year	13	46,515		29,424	
		<u></u>		<u></u>	
<b>Net current assets</b>			318,185		217,209
<b>Net assets</b>			<u>354,627</u>		<u>262,247</u>
<b>The funds of the charity</b>					
Unrestricted funds :					
General	14		185,597		150,484
Designated	14		17,104		10,104
Restricted funds	14		151,926		101,659
<b>Total charity funds</b>			<u>354,627</u>		<u>262,247</u>

In preparing these financial statements:

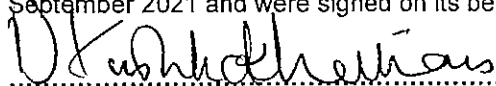
For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

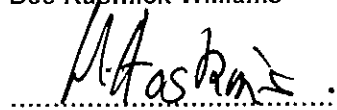
The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the Board of Directors and Trustees on 22<sup>nd</sup> September 2021 and were signed on its behalf by:

  
..... Chair  
Dee Kushlick-Williams

  
..... Treasurer  
Warren Hoskins

Company number      01693876

The notes on pages 16 to 28 form part of these financial statements

**THE MARKFIELD PROJECT LIMITED**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	2021 £	2020 £
<b>Net cash generated in operating activities</b>	<u>160,051</u>	<u>(23,242)</u>
<b>Cash flows from investing activities</b>		
Interest income	290	926
Purchase of tangible fixed assets	(15,031)	(17,966)
<b>Cash provided by / (used in) investing activities</b>	<u>(14,741)</u>	<u>(17,040)</u>
 <b>Increase / (decrease) in cash &amp; cash equivalents in the year</b>	 <u>145,310</u>	 <u>(40,282)</u>
 <b>Cash &amp; cash equivalents at the beginning of the year</b>	 209,211	 249,493
<b>Total cash &amp; cash equivalents at the end of the year</b>	<u><u>354,521</u></u>	<u><u>209,211</u></u>

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**Reconciliation of net movement in funds to net cashflow from operating activities:**

	2021 £	2020 £
Net movement in funds	92,380	(31,312)
Add back depreciation	23,627	22,502
Deduct interest income shown in investment activities	(290)	(926)
Decrease / (increase) in debtors	27,243	(10,328)
Increase / (decrease) in creditors	17,091	(3,178)
<b>Net cash generated in operating activities</b>	<u><u>160,051</u></u>	<u><u>(23,242)</u></u>



**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements of the charitable company, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements 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 financial statements.

**1.2 Preparation of financial statements on a going concern basis**

The Charity's Financial Statements show a net surplus of £92,380 (2020 – Net deficit of £31,312) for the year and free reserves of £164,312 (2020 - £137,462). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

**1.3 Income recognition**

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

**Grant income**

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

**Donations and legacies**

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

**Contract income**

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

**Premises hire**

Premises hire income is credited to income in the year in which they are receivable.

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1.4 Volunteers and donated services and facilities**

Donated professional services and donated facilities are recognised as income when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refers to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**1.5 Expenditure recognition and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Cost of generating funds comprises the costs in inducing others to make voluntary contributions to the charity and their associated support costs.
- (b) Expenditure on charitable activities includes the costs directly associated with running a community centre, for disabled people and their families, to further the purposes of the Charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**1.6 Allocation of support costs**

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, management, finance and administration personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

Support costs are allocated to activities at different percentages apportioned on the following basis which are an estimate, based on staff time and the number of service delivery hours, of the amount attributable to each activity.

Services for children and youth	- 19%
Adult services	- 17%
Training, education and user development	- 1%
Family support services	- 62%
Raising funds	- 1%

**1.7 Funds structure**

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Management Board.

The designated funds are monies set aside out of general funds and designated for specific purposes by the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1.8 Taxation**

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**1.9 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. The cost of minor additions or those costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful life on the following basis:

Leasehold improvements	-	Over the length of the lease
Motor vehicles	-	Over 5 years straight line
Computer and similar equipment	-	Over 3 years straight line
Furniture, fixtures and fittings	-	Over 4 years straight line
Playground equipment	-	Over 10 years straight line
Playground equipment (containers)	-	Over 3 years straight line

**1.10 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.11 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term cash deposits.

**1.12 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.13 Financial instruments**

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 measured at amortised cost using the effective interest method.

**1.14 Judgement and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**THE MARKFIELD PROJECT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**1.15 Operating leases**

All leases are operating leases, and rentals are charged to the Statement of Financial Activities on a straight-line basis over the lease duration. No assets are held under hire purchase agreements.

**1.16 Pension**

The charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

**2. GRANTS, DONATIONS AND LEGACIES**

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
London Borough of Haringey	29,350	-	29,350	15,000
The Leathersellers' Company	15,000	-	15,000	15,000
National Lottery Community Fund	-	9,952	9,952	-
Laureus Sport for Good	-	1,500	1,500	-
Anonymous Donations >£5,000	32,715	-	32,715	-
Individual Donations	18,545	-	18,545	-
Percy Bilton Charity	-	-	-	4,644
Sir Jules Thorne Charitable Trust	-	-	-	1,000
Membership fees	-	-	-	51
Public Voice	-	450	450	-
Other donations	3,360	-	3,360	2,045
	<u>98,970</u>	<u>11,902</u>	<u>110,872</u>	<u>37,740</u>

The grants, donations and legacies income in 2020 totalling £37,740 was attributed to unrestricted funds of £18,096 and restricted funds of £19,644.

# THE MARKFIELD PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (Cont/d)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
<b><u>Services for children &amp; youth</u></b>				
Session Fees	32,936	-	32,936	64,268
<b><u>Grants and contracts:</u></b>				
London Borough of Haringey	-	5,940	5,940	5,800
HMRC - Job retention scheme grant	-	43,988	43,988	3,703
BBC Children In Need	-	22,025	22,025	20,297
Tottenham Grammar School Foundation	-	16,886	16,886	16,623
Mayor's Fund for London	-	3,760	3,760	1,500
Jack Petchey Foundation	-	750	750	750
Haringey Autism	-	-	-	3,500
UK Youth	-	-	-	2,167
Other donations	-	-	-	250
Other income	-	-	-	5,329
	<u>32,936</u>	<u>93,349</u>	<u>126,285</u>	<u>124,187</u>
<b><u>Adult services</u></b>				
Session Fees	75,357	-	75,357	104,580
<b><u>Grants and contracts:</u></b>				
London Borough of Haringey	1,000	-	1,000	5,850
HMRC - Job retention scheme grant	-	27,203	27,203	3,702
Bloomfield Trust	-	15,500	15,500	15,500
Laureus Sport for Good	-	1,179	1,179	1,769
	<u>76,357</u>	<u>43,882</u>	<u>120,239</u>	<u>131,401</u>
<b><u>Training &amp; user participation</u></b>				
<b><u>Grants and contracts:</u></b>				
London Borough of Haringey	-	-	-	2,000
Bridge Renewal Trust	-	-	-	7,671
Jack Petchey Foundation	-	1,000	1,000	1,500
London Play	2,484	-	2,484	-
St James's Place Foundation	-	-	-	9,702
Training fees	200	-	200	105
	<u>2,684</u>	<u>1,000</u>	<u>3,684</u>	<u>20,978</u>
<b><u>Family support services</u></b>				
<b><u>Grants and contracts:</u></b>				
London Borough of Haringey - SENDIASS	-	94,997	94,997	96,213
HMRC - Job retention scheme grant	-	17,658	17,658	-
National Lottery Community Fund	-	83,986	83,986	78,271
Henry Smith Family Support	-	29,100	29,100	-
Council for Disabled Children	27,882	-	27,882	45,900
Comic Relief	-	22,024	22,024	-
BBC Children In Need	-	16,799	16,799	9,995
Baily Thomas Charitable Fund	-	5,000	5,000	-
Laureus Sport for Good	-	820	820	1,230
London Borough of Haringey - Parents' Event	-	250	250	-
Other donations	159	-	159	1,792
	<u>28,041</u>	<u>270,634</u>	<u>298,675</u>	<u>233,401</u>
<b>Total income from charitable activities</b>	<u>140,018</u>	<u>408,865</u>	<u>548,883</u>	<u>509,967</u>

Income from charitable activities in 2020 totalling £509,967 was attributed to unrestricted funds of £227,853 and restricted funds of £282,114.

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4. INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Premises hire	11,090	-	11,090	11,677
Other income	-	-	-	6,758
	<u>11,090</u>	<u>-</u>	<u>11,090</u>	<u>18,435</u>

The other trading activities income in 2020 totalling £18,435 was attributed to unrestricted funds.

**5. INVESTMENT INCOME**

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Cash deposit Interest	290	-	290	926
	<u>290</u>	<u>-</u>	<u>290</u>	<u>926</u>

The investment income in 2020 totalling £926 was attributed to unrestricted funds.

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**6. ANALYSIS OF EXPENDITURE**

	Raising Funds	Services for children & youth	Adult services Project	Training & user participation	Family Support Services	2021	2020
	£	£	£	£	£	£	£
Staff costs (Note 9)	4,157	81,200	74,393	4,658	162,584	326,992	346,646
Staff training, recruitment and travel (including volunteers)	-	1,721	714	-	6,151	8,586	9,509
Motor expenses	54	1,897	3,588	54	3,777	9,370	20,459
Direct project costs	-	1,646	2,516	1,012	8,776	13,950	16,290
Website and marketing costs	-	-	-	-	-	-	1,623
Fundraising costs	5,600	-	-	1,000	-	6,600	10,804
Support costs (Note 7)	2,042	38,813	34,727	2,043	126,653	204,278	183,994
Governance costs (Note 7)	90	1,706	1,526	90	5,567	8,979	9,055
	<u>11,943</u>	<u>126,983</u>	<u>117,464</u>	<u>8,857</u>	<u>313,508</u>	<u>578,755</u>	<u>598,380</u>

Of the £578,755 expenditure in 2021 (2020 - £598,380), £208,255 was charged to unrestricted funds (2020 - £270,120) and £370,500 to restricted funds (2020 - £328,260).

**7. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS**

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between Charity's five key activities undertaken (see note 6) in the year. All the general support and governance costs are allocated to activities at different percentages, based on staff time and the number of service delivery hours attributable to each activity.

	General Support	Governance Costs	2021	2020
	£	£	£	£
Director and office staff costs	88,909	4,158	93,067	99,885
Staff training, recruitment and travel	4,397	-	4,397	2,657
Premises costs	61,327	-	61,327	37,173
Communication costs	15,583	-	15,583	13,479
Information technology	8,066	-	8,066	6,369
Depreciation	23,627	-	23,627	22,502
Legal and professional costs	1,000	-	1,000	5,837
Sundry costs	1,369	-	1,369	306
Trustees expenses	-	21	21	40
Independent examination fees	-	4,800	4,800	4,800
	<u>204,278</u>	<u>8,979</u>	<u>213,257</u>	<u>193,048</u>

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**8. NET INCOME/(EXPENDITURE) FOR THE YEAR**

	2021	2020
	£	£
<b>Net movement in funds is shown after charging:</b>		
Independent examination fees	4,800	4,800
Operating lease rentals	1,923	1,923
Depreciation on tangible fixed assets	<u>23,627</u>	<u>22,502</u>

**9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL**

Staff costs are as follows:

	2021	2020
	£	£
<b>STAFF COSTS</b>		
Salaries	387,253	405,352
Temporary staff	205	4,154
National Insurance	23,052	27,894
Pension	9,549	9,131
	<u>420,059</u>	<u>446,531</u>

No employee received remuneration in excess of £60,000 during the year.

No Trustee received any remuneration during the year (2020 - £nil). One (2020 – one) of the Trustees received travel expenses during the year of £21 (2020 - £20).

The key management personnel of the charity comprise of the Chief Executive Officer, Family Support Manager, Play and Youth Services Manager, Adults Services Manager and Operations Manager. The total employee benefits of the key management personnel of the charity were £175,064 (2020 – £169,380).

**10. STAFF NUMBERS**

The average number of full- time equivalent employees (including casual and part-time staff) was as follows:

	2021	2020
Service delivery	11.50	12.50
Management & Administration	2.00	2.00
	<u>13.50</u>	<u>14.50</u>

The average monthly number of persons employed by the Charity during the year was 31 (2020 – 32).



**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**11. TANGIBLE FIXED ASSETS**

	2021	2020
	£	£
Net book value:		
Playground Equipment	13,613	4,667
Leasehold Improvement	-	-
Motor Vehicle	14,829	27,981
Office & other equipment	8,000	12,390
	<u>36,442</u>	<u>45,038</u>

**Movements in the period:**

Cost:	Opening Balances	Additions	Disposals	Closing Balances
	£	£	£	£
Playground Equipment	101,532	14,371	-	115,903
Leasehold Improvement	516,135	-	-	516,135
Motor Vehicle	65,762	-	-	65,762
Office & other equipment	46,043	660	4,822	41,881
	<u>729,472</u>	<u>15,031</u>	<u>4,822</u>	<u>739,681</u>

Depreciation:	Opening Balances	Charge For Period	Disposals	Closing Balances
	£	£	£	£
Playground Equipment	96,865	5,425	-	102,290
Leasehold Improvement	516,135	-	-	516,135
Motor Vehicle	37,781	13,152	-	50,933
Office & other equipment	33,653	5,050	4,822	33,881
	<u>684,434</u>	<u>23,627</u>	<u>4,822</u>	<u>703,239</u>

**12. DEBTORS**

	2021	2020
	£	£
Trade Debtors	7,008	32,602
Other Debtors	908	-
Prepayments	2,263	4,820
	<u>10,179</u>	<u>37,422</u>

**13. CREDITORS: amounts falling due within one year**

	2021	2020
	£	£
Trade Creditors	4,355	6,080
Taxation and social security	14,061	5,693
Other Creditors	10,532	3,043
Accruals	17,382	14,608
Deferred income (Note 16)	185	-
	<u>46,515</u>	<u>29,424</u>

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**14. MOVEMENT IN FUNDS**

	Balance at 01.04.2020	Income	Expenditure	Transfers	Balance at 31.03.2021
	£	£	£	£	£
<b>Restricted funds:</b>					
Services for children & youth	7,708	93,349	80,108	-	20,949
Adult services	19,389	43,882	37,438	-	25,833
Training & user participation	10,063	1,000	6,128	-	4,935
Family support services	23,483	270,634	209,065	-	85,052
National Lottery Community Fund	-	9,952	9,952	-	-
Laureus Sport for Good	-	1,500	1,500	-	-
Public Voice	-	450	450	-	-
L B of Haringey - Building improvements	14,535	-	13,060	-	1,475
Percy Bilton Charity - Sensory equipment	2,655	-	885	-	1,770
Motor Vehicle	23,826	-	11,914	-	11,912
<b>Total restricted funds</b>	<b>101,659</b>	<b>420,767</b>	<b>370,500</b>	<b>-</b>	<b>151,926</b>
<b>Designated funds:</b>					
Organisational development fund	2,104	-	-	-	2,104
Maternity and sick leave fund	8,000	-	-	7,000	15,000
	10,104	-	-	7,000	17,104
<b>General funds:</b>	150,484	250,368	208,255	(7,000)	185,597
<b>Total Unrestricted funds</b>	<b>160,588</b>	<b>250,368</b>	<b>208,255</b>	<b>-</b>	<b>202,701</b>
<b>Total funds</b>	<b>262,247</b>	<b>671,135</b>	<b>578,755</b>	<b>-</b>	<b>354,627</b>
<b>Movement in funds – previous year</b>					
	Balance at 01.04.2019	Income	Expenditure	Transfers	Balance at 31.03.2020
	£	£	£	£	£
<b>Restricted funds:</b>					
Services for children & youth	16,062	54,590	62,944	-	7,708
Adult services	-	26,821	7,432	-	19,389
Training & user participation	1,000	13,202	4,139	-	10,063
Family support services	52,803	187,501	216,821	-	23,483
National Lottery - Building capabilities	15,000	-	15,000	-	-
Screwfix Foundation - Building repair	4,980	-	4,980	-	-
L B of Haringey - Building improvements	-	15,000	465	-	14,535
Percy Bilton Charity - Sensory equipment	-	4,644	1,989	-	2,655
Playground fund	2,576	-	2,576	-	-
Motor Vehicle	35,740	-	11,914	-	23,826
	128,161	301,758	328,260	-	101,659
<b>Designated funds:</b>					
Organisational development fund	2,104	-	-	-	2,104
Maternity and sick leave fund	13,000	-	5,000	-	8,000
	15,104	-	5,000	-	10,104
<b>General funds:</b>	150,294	265,310	265,120	-	150,484
<b>Total unrestricted funds</b>	<b>165,398</b>	<b>265,310</b>	<b>270,120</b>	<b>-</b>	<b>160,588</b>
<b>Total funds</b>	<b>293,559</b>	<b>567,068</b>	<b>598,380</b>	<b>-</b>	<b>262,247</b>

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**14. MOVEMENT IN FUNDS (CONT/D)**

**Description, nature and purpose of restricted funds:**

- **Services for children & youth:**

Funding received to support delivery of children and youth services. Restricted funds carried forward represent funding from Tottenham Grammar School Foundation and BBC Children in Need, to fund places on children's after-school clubs and playschemes, from The Mayor's Fund for the Kitchen Social project, and from the Jack Petchey Foundation to fund trips for young people.

- **Adult services:**

Funding received to support delivery of services to adults with learning disabilities and/or autism. Restricted funds carried forward represent funding received from Bloomfield Trust to run the All for One club.

- **Training, and user participation:**

Funding received to support delivery of services for training and user participation. Restricted funds carried forward represent funding from Jack Petchey Foundation for the Jack Petchey awards scheme, and from the St James's Place Foundation for the youth participation project.

- **Family support services:**

Funding received to support delivery of Family Support Services. Restricted funds carried forward represent funding from the National Lottery Community Fund for running a range of family support services; from Tho Honry Smith Charity to run a volunteer befriending scheme, and from Comic Relief for the Stepping Stones parent training programme.

- **London Borough of Haringey - building improvements**

Funding received towards the costs of building improvements. The balance carried forward represents the un-depreciated fixed costs of £1,475.

- **Percy Bilton Charity - Sensory equipment**

This represents the net book value of sensory room improvements which was partly funded by Percy Bilton Charity and depreciated annually.

- **Playground fund:**

This represents the net book value of adventure playground structures for which capital funding was received and depreciated annually, and funding received from Laureus Sport for Good towards the cost of playground improvements.

- **Motor Vehicle:**

This represents the net book value of motor vehicle for which capital funding was received and depreciated annually.

- **Other**

Funding received from the National Lottery Community Fund for the provision of community services during the pandemic, funding from Public Voice for provision of information in relation to Covid-19 awareness and safety measures.

**Description, nature and purpose of unrestricted funds:**

- **General funds:**

General funds represent funds available to spend at the discretion of the Trustees after allowing for all the designated funds.

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**14. MOVEMENT IN FUNDS (Cont/d)**

- **Organisational development fund:**

This fund was originally reviewed in July 2006 and included £20,000 to fund consultancy support to enable development of objectives in Markfield's strategic plan. During the year ended 31 March 2009 £9,396 was spent to leave a balance available of £17,104. During the year ended 31 March 2014 £8,634 was spent on building improvements. During the year ended 31 March 2014 a further £6,366 was spent on building improvements leaving a balance of £2,104. There was no further movement in this fund in the year to 31 March 2021.

- **Maternity and sick leave fund:**

Agreed on 6th July 2006 to set up a fund of £15,000 to cover potential maternity and sick leave costs. During the year ended 31 March 2011 £10,000 was added to the fund to leave a balance carried forward of £15,000. During the year 2018-19 £2,000 was spent from the fund, and during 2019-20 £5,000 was spent, leaving a balance of £8,000. During the year 2020-21 £7,000 was replenished into the fund from general reserves leaving a balance of £15,000.

**15. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS**

	General Funds £	Designated Funds	Restricted Funds £	Total £
Tangible fixed assets	21,285	-	15,157	36,442
Net Current assets	164,312	17,104	136,769	318,185
	<u>185,597</u>	<u>17,104</u>	<u>151,926</u>	<u>354,627</u>

**Analysis of fund balances between net assets – previous year**

	General Funds £	Designated Funds	Restricted Funds £	Total £
Tangible fixed assets	13,022	-	32,016	45,038
Net Current assets	137,462	10,104	69,643	217,209
	<u>150,484</u>	<u>10,104</u>	<u>101,659</u>	<u>262,247</u>

**16. DEFERRED INCOME**

	2021 £	2020 £
Balance as at 1st April	-	-
Amount released to income in the year	-	-
Amount deferred in the year	185	-
Balance as at 31st March	<u>185</u>	<u>-</u>

Deferred income represents income deferred to 2021/22 towards Easter playscheme of £161 and towards advance for provision of transport of £24.

**THE MARKFIELD PROJECT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (Cont/d)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**17. PENSION**

The pension cost charge represents contributions payable by the Charity to the fund and amounted to £9,099 (2020 - £9,131). Contributions totalling £3,498 (2020 - £3,043) were payable to the fund at the year end and are included in creditors.

**18. OPERATING LEASE COMMITMENTS**

The charity has operating lease commitments as shown below:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Within one year:		
Telephone rental	20,573	4,231
	<u>20,573</u>	<u>4,231</u>
Two to five years:		
Telephone rental	43,807	8,460
	<u>43,807</u>	<u>8,460</u>
Total Obligations under operating leases	<u><u>64,380</u></u>	<u><u>12,691</u></u>

**19. SHARE CAPITAL**

The charity is constituted as a company limited by guarantee and does not have a share capital divided by shares.

**20. RELATED PARTY TRANSACTIONS**

No related party transactions took place in the year except the transactions disclosed in note 9.