

extratime
(A company limited by guarantee)

Company no. 4514110
Charity number: 1116203

Report and Financial Statements

Year ended 31 August 2007

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Legal and administrative information

Status

The organisation is a company limited by guarantee (number 4514110), incorporated on 19th August 2002 and registered as a charity (number 1116203) on 25th September 2006.

The company was established under a Memorandum of Association which established the objects of the charitable company and is governed by its Articles of Association.

The members have guaranteed to contribute £1 maximum each in the event of the company being wound up.

Directors

Mrs R L Jenner
Miss M E Tipler

Trustees

Mrs Rosalind Cook
Mrs Juliette Bunker
Mrs Julie Champion

Co-opted Members (non-voting)

Mr Bob Wall
Mr Tim Dunkerley
Ms Christine Hanson
Mr Martin Clack

Company Secretary

Miss M E Tipler

Registered Office

2 Gordon Road, Portslade, Brighton, East Sussex BN14 1GL

Auditors

Greaney Consulting Limited, 34a Tongdean Lane, Brighton, East Sussex BN1 5JE

Bankers

HSBC PLC, 80 Boundary Road, Hove, East Sussex BN3 5PF
CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ (from June 2007)

Solicitors

Griffith Smith, 47 Old Steyne, Brighton, East Sussex BN1 1NW

Report of the trustees for the year ended 31 August 2007

The trustees present their report and the audited financial statements for the year ended 31 August 2007. This report also includes the report of the management committee and the director's report.

Structure, Governance and Management

extratime is a charitable company limited by guarantee established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. The organisation is run by a management committee which comprises the trustees and co opted non voting members who delegate the day to day running of the charity to the two part time directors. The management committee have a broad knowledge of disability issues including education and childcare through their involvement in other local organisations and activities and have experience of working in both the statutory and voluntary sectors.

New trustees are provided with an induction meeting from the directors and the Chair, a written pack of induction materials including copies of the organisation's key policy documents. They are also encouraged to attend relevant training to support their role as a trustee.

Objectives and Activities

extratime is a parent led charity running after school clubs and holiday play schemes for disabled and non disabled children at three venues in the Brighton and Hove area – Hillside School, Portslade; Ash Cottage. Woodingdean (adjacent to Downs View School); and St Lukes School, Queens Park. The first club opened in September 2003 and children attend from the local special schools as well as the mainstream schools. A recent grant of £142,070 from The Big Lottery enabled us to recruit a training and development manager. Part of their role is to develop an outreach and training programme to support other providers in developing their inclusive practice.

extratime provides a fun, safe and inclusive environment for children and young people to play and socialise in; something which is sadly not often available for the majority of children we are working with. Many of the children have severe learning difficulties, challenging behaviour, profound/multiple disabilities, autism and significant medical problems which means they need 1:1 support from our team of play workers and volunteers. The children who attend from the mainstream schools learn about living in an inclusive society where everyone is valued as an individual - attitudes that we hope they take with them as they move on.

Aims – extratime not just childcare

- To give parents/carers of children with significant special needs the option to return to work, pursue training opportunities or an additional source of respite allowing them to spend valuable time with non-disabled siblings;
- To allow their disabled children to enjoy the same opportunities for play and leisure as non-disabled children in a safe non discriminatory environment which concentrates on what can be done rather than what cannot;
- To allow pupils to socialise through play not only with each other but with pupils from local mainstream schools giving all the children the opportunity to learn about living in an inclusive society where everyone is treated equally and is valued;
- To offer a range of activities which promote equal opportunities and recognise cultural diversity;
- To promote the development of inclusive out of school play opportunities within the City of Brighton and Hove that will lead to increased choice and opportunity for children and families of children with special needs.

Report of the trustees for the year ended 31 August 2007 (cont'd)

extratime completes a Strategic Plan on a three-yearly cycle which is the result of consultation with parents and their children who use our service, with the staff team and with external stakeholders. It also draws on a review of national research findings and internal service evaluations. The current strategic plan 2007-10 identifies our strategic aims and the directors assume the lead responsibility for its implementation.

extratime employs two part time directors, a full time training and development manager, a part time administrative assistant and, on an average week, 20 part time play workers but with more during the play schemes. We also have a team of volunteers who assist in all areas of the operation.

Achievements and Performance

extratime successfully integrated the Woodingdean After School Club into the Charity in April 2007. The charity also won Charity of the Year with the local Argus newspaper in the same month. A successful bid to the Big Lottery has enabled the organisation to begin its training and outreach programme to increase the choice and opportunity for disabled children in play and leisure across the City of Brighton and Hove.

Results

The net outgoing resources for the year amounted to £15,340 (2006: incoming of £17,535). In addition there was an inter funds transfer of £5,635 to restricted funds and the amount attributable to general reserves now stands at a deficit of £13,177. This is after charging exceptional costs of £11,740 relating to the integration of Woodingdean After School Club. These costs are not recurring and without them the charity would have reported a deficit of £3,600.

Future Plans

Now that the merger with Woodingdean After School Club (now known as extratime@woodingdean) is complete, the directors are reviewing and rationalising operations to improve its operational efficiency. As a result of the growth of extratime, the organisation is revisiting and evaluating some internal procedures to improve financial reporting, in particular investing in IT and developing the web site. The organisation also recognises the need to develop new income streams. This will include the development of the outreach service, training and consultancy.

New opportunities are also present through the national campaign 'Every Disabled Child Matters' of which extratime has played a part locally as well as nationally and the Governments Extended Schools Agenda.

Reserves policy

extratime receives funds from a number of different sources including a service level agreement with the local authority. This agreement contains a requirement for the funder to give reasonable notice of any intention to withdraw funding or seek changes to the existing arrangements. The trustees believe such agreements will provide the time necessary to effect any organisational changes caused by changes in funding levels. Nevertheless, the trustees believe it is important they hold as financial reserves the funds necessary to ensure an ordered and proper closing of extratime. The trustees only wish to have these reserves at a minimum level and therefore review the funds regularly. A regular income from fees provides for the reserve funds.

The reserve policy will fund;

- any redundancy payments due to employees
- support to employees to find alternative employment
- terminating service contracts such as office rent and equipment
- contingency sum for outstanding liabilities
- accountancy, audit and other professional fees

Report of the trustees for the year ended 31 August 2007 (cont'd)

Risk review

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Contacts and Operational Address

Interested parties who wish to contact the charity or obtain further information can do so by writing to the trustees at extratime, Ash Cottage, Warren Road, Woodingdean, Brighton BN2 6DA.

Responsibilities of the directors

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The directors are responsible for maintaining 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 1985. The directors 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.

Directors

Directors who served during the year and up to the date of this report are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 August 2007 was 2 (2006: 2).

Approved by the management committee on

May 2008 and signed on their behalf by:

.....
R L Jenner
Director

Report of the independent auditor to the members of extratime

We have audited the financial statements of extratime for the year ended 31 August 2007 on pages 8 to 15. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005) under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As described on page 5, the company's trustees are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanation we require for our audit, or if the information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Report of the Independent auditor (cont'd)

Opinion

In our opinion the financial statements give a true and fair view of the company's state of affairs as at 31 August 2007 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

Greaney Consulting Limited

Registered auditor
Brighton

May 2008

**Statement of Financial Activities (Including Income and Expenditure Account)
for the year ended 31 August 2007**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Incoming resources					
Incoming resources from generated funds:					
- Donations	2	596	-	596	40
Incoming resources from charitable activities:					
- Grants and contracts for services	3	186,693	33,203	219,896	71,202
Investment income and interest		365	-	365	597
Sundry income		405	-	405	250
Total incoming resources		<u>188,059</u>	<u>33,203</u>	<u>221,262</u>	<u>72,089</u>
Resources expended					
Charitable activities	4	158,691	26,841	185,482	71,124
Governance costs	5	51,120	-	51,120	18,500
Total resources expended		<u>209,761</u>	<u>26,841</u>	<u>236,602</u>	<u>89,624</u>
Net incoming resources					
- Net income for the year	6	(21,702)	6,362	(15,340)	(17,535)
- Inter funds transfer	8	(5,635)	5,635	-	-
Total funds at 1 September 2006		<u>14,160</u>	<u>6,256</u>	<u>20,416</u>	<u>37,951</u>
Total funds at 31 August 2007		<u>(13,177)</u>	<u>18,253</u>	<u>5,076</u>	<u>20,416</u>

Movements in funds are disclosed in Note 15 to the financial statements.

Balance Sheet as at 31 August 2007

	Notes	2007 £	£	2006 £
Fixed assets	10		2,156	1,822
Current assets				
Debtors	11	2,929		7,091
Cash at bank and in hand		19,114		15,988
		<u>22,043</u>		<u>23,079</u>
Creditors: amounts falling due within one year	12	(19,123)		(4,485)
Net current assets			<u>2,920</u>	<u>18,594</u>
Net assets	13		<u>5,076</u>	<u>20,416</u>
Unrestricted funds				
General funds	14		(13,177)	12,443
Restricted funds	15		<u>18,253</u>	<u>7,973</u>
Total funds	15		<u>5,076</u>	<u>20,416</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the management committee on May 2008 and signed on their behalf by:

.....
R L Jenner
Director

Notes forming part of the financial statements for the year ended 31 August 2007

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* (revised in March 2005).
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Incoming resources from investments is included when receivable.
- e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- f) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.
- g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the company without further specified purpose and are available at the trustees' discretion for the furtherance of the company's objects. A further distinction is made where the trustees have approached charitable donors to sponsor specific projects. These funds are identified separately under Unrestricted Funds as Designated Funds.
- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- i) Assets and obligations transferred from other organisations are brought in at their fair value and any write-downs treated as exceptional items under the respective headings to which they relate.

2. Donations

	Unrestricted	Restricted	2007	2006
	£	£	Total	Total
			£	£
General donations	596	-	596	40
	<hr/>	<hr/>	<hr/>	<hr/>
	596	-	596	40
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

3. Incoming resources from activities to further the company's objects

	Unrestricted Funds £	Restricted Funds £	2007 £	2006 £
Brighton and Hove City Council:				
- Global grant	6,500		6,500	-
- Discretionary grant	7,500	-	7,500	5,000
- CEYCP		3,719	3,719	-
- Sustainability	4,000	-	4,000	-
- Inclusion grant	2,560	-	2,560	-
- Extended Schools	20,000	-	20,000	-
- Carers grant	33,280	-	33,280	16,234
- Sure Start – Revenue grant		4,800	4,800	14,200
Tuesday Lunch Club	8,000	-	8,000	-
New Opportunities Fund	-	-	-	5,000
General fees and sundry grants	95,353		95,353	23,768
Big Lottery Fund	-	11,164	11,164	7,000
Silver Hill	-	5,600	5,600	-
Evening Argus Appeal	1,500	-	1,500	-
Children in Need	-	7,920	7,920	-
Henry Smith Charity	4,000	-	4,000	-
Hedley Foundation	2,000	-	2,000	-
Mercers Charitable Trust	2,000	-	2,000	-
Total grants and contracts	186,693	33,203	219,896	71,202

4. Resources expended on charitable activities

	2007 £	2006 £
Arts, crafts and play equipment	3,649	3,872
Staff costs (Note 6)	165,764	65,517
Specialist and design costs	6,397	1,735
Food and snacks for children	1,930	-
Rent	7,742	-
	185,482	71,124

Included in staff costs are salaries in respect of Woodingdean After School Club Ltd incurred before March 2007 of £9,130 and included in rent is rent in respect of Woodingdean After School Club Ltd incurred before March 2007 of £2,610.

5. Governance costs

	2007 Total £	2006 Total £
Staff costs (Note 6)	34,880	9,539
Recruitment	-	29
Travel	1,431	20
Staff training	838	625
Insurance	440	230
Rent of office	2,330	1,945
Telephone	1,154	824
Audit fees	2,527	760
Printing, postage and stationery	2,606	1,119
Licences and subscriptions	928	559
Repairs and renewals	76	293
Sundry expenses	987	876
Advertising	1,324	579
Depreciation	919	717
Bank charges	680	385
	<hr/>	<hr/>
Total resources expended	51,120	18,500
	<hr/> <hr/>	<hr/> <hr/>

6. Staff costs and numbers

Staff costs were as follows:

	2007 £	2006 £
Salaries and wages	193,990	73,000
Social security costs	6,674	2,056
	<hr/>	<hr/>
	200,644	75,056
	<hr/> <hr/>	<hr/> <hr/>

No employee received emoluments of more than £50,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2007 No	2006 No
Administration	2	1
After school club and play scheme staff	20	7
	<hr/>	<hr/>
	22	8
	<hr/> <hr/>	<hr/> <hr/>

7. Net Incoming resources for the year

This is stated after charging:

	2007	2006
	£	£
Depreciation	919	717
Directors' remuneration	19,758	9,539
Auditors' remuneration	1,000	750
	<u> </u>	<u> </u>

8. Inter Funds Transfer

On the transfer of the assets and liabilities from Woodingdean After School Club Ltd the restricted funds in Woodingdean became the obligation of extratime. They were therefore transferred to Restricted Funds in extratime.

9. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

10. Tangible fixed assets

	Office Equipment £
Cost	
At 1 September 2006	3,072
Additions in year	1,253
	<u> </u>
	4,325
Depreciation	
At 1 September 2006	1,250
Charge for the year	919
	<u> </u>
	2,169
Net book value	
At 31 August 2007	2,156
	<u> </u>
At 31 August 2006	1,822
	<u> </u>

11. Debtors

	2007	2006
	£	£
Fees due from parents	2,866	690
Other debtors and prepayments	63	6,401
	<u> </u>	<u> </u>
	2,929	7,091
	<u> </u>	<u> </u>

12. Creditors: amounts falling due within one year

Taxation and social security	9,502	3,385
Other creditors and accruals	9,621	1,100
	<u>19,123</u>	<u>4,485</u>

13. Analysis of net assets between funds

	General Funds	Restricted Funds	Total Funds
Tangible fixed assets	2,156	-	2,156
Current assets	(273)	22,316	22,043
Current liabilities	(15,060)	(4,063)	(19,123)
	<u>(13,177)</u>	<u>18,253</u>	<u>5,076</u>

14. Analysis of unrestricted funds

	At 31/08/06	Incoming Resources	Outgoing Resources	Interfund Transfers	At 31/08/07
General funds	14,160	173,559	(195,261)	(5,635)	(13,177)
Designated funds:					
Global grant	-	6,500	(6,500)	-	-
Henry Smith Charity	-	4,000	(4,000)	-	-
Hedley Foundation	-	2,000	(2,000)	-	-
Mercers Charitable Trust	-	2,000	(2,000)	-	-
	<u>14,160</u>	<u>188,059</u>	<u>(209,761)</u>	<u>(5,635)</u>	<u>(13,177)</u>

15. Movements in funds

	At 31 August 2006 £	Incoming Resources £	Outgoing Resources £	Inter Fund Transfer	At 31 August 2007 £
Restricted funds:					
Silver Hill	-	5,600	(5,600)	-	-
CEYCP	-	3,719	(3,719)	-	-
Big Lottery Fund	-	11,164	(11,164)	-	-
Sure Start	-				
Revenue grants	-	4,800	(4,800)	-	-
Capital grants	6,256	-	-	-	6,256
Woodingdean capital grant	-	-	-	5,635	5,635
Children in Need	-	7,920	(1,558)		6,362
	<u>6,256</u>	<u>33,203</u>	<u>(26,841)</u>	<u>(5,635)</u>	<u>18,253</u>
Unrestricted funds:					
General funds	14,160	188,059	(209,761)	(5,635)	(13,177)
Total restricted funds	<u>6,256</u>	<u>33,203</u>	<u>(26,841)</u>	<u>5,635</u>	<u>18,253</u>
Total funds	<u><u>20,416</u></u>	<u><u>221,262</u></u>	<u><u>(236,602)</u></u>	<u><u>-</u></u>	<u><u>9,139</u></u>

Silver Hill Trust

This is a one year grant towards art and craft resources plus cost of play worker.

City Early Years Childcare and Play (CEYCP)

The aim of the trust is to ensure that all children and young people in Brighton and Hove have the best possible start in life, so that everyone has the opportunity to fulfil their potential, whatever that might be.

Big Lottery Fund – Reaching Communities

We made a successful application in April 2007 for three year funding of a training and development manager and administrative support. The grant is paid quarterly and the first quarter of Year 1 is included in this year's accounts.

Sure Start

This is a government funded initiative to provide more play scheme places. The grant was given to the club specifically to assist with the play scheme set up in the Easter and Summer holidays.

Children In Need

This is a one year grant to fund a British Sign Language trained play worker to facilitate the inclusion of deaf children and for additional activities/resources during the play schemes.