

EXTRATIME
(A Company Limited By Guarantee)

EXTRATIME
(A Company Limited by Guarantee)
Company Number: 4514110
Charity Number: 1116203

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 AUGUST 2009

EXTRATIME
(A Company Limited By Guarantee)

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REPORT OF THE TRUSTEES

The trustees are pleased to present their report together with financial statements of the charity for the year ended 31 August 2009.

ADMINISTRATIVE INFORMATION

Status

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

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. Under these articles, one third of the trustees are re-elected at each Annual General Meeting.

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

Organisational Structure

The charity is run by a management committee comprising the trustees and co-opted members, who delegate the day to day running to the operations director.

Trustees:	Mrs Rosamund Cook Mrs Juliette Bunker Mrs Julie Champion Mr Ian Gillett	(Appointed April 2009)
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Co-opted Members (non-voting)	Mr Bob Wall Mr Tim Dunkerley Ms Christine Hanson
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Company Secretary:	Miss Marian Tipler
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Operations Directors:	Miss Marian Tipler Mrs Rebecca Jenner
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Registered Office to October 2009:	2 Gordon Road Portslade Brighton East Sussex BN41 1GL
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Operations Address and Registered Office from October 2009	Ash Cottage Warren Road Woodingdean Brighton East Sussex BN2 6DA
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REPORT OF THE TRUSTEES - continued

Bankers:	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Solicitors	Griffith Smith Farrington Webb 47 Old Steine Brighton East Sussex BN1 1NW
Independent Examiner:	P J Thacker FCA DChA Clark Brownscombe 8 The Drive Hove BN3 3JT

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, ACTIVITIES AND PUBLIC BENEFIT

Extratime is a parent led charity delivering after school clubs, holiday play schemes and holiday youth schemes for children and young people, with and without disabilities, between the ages of 5-19 years at five venues in the Brighton and Hove area – Hillside School Portslade, Ash Cottage Woodingdean (adjacent to Downs View School), St Lukes School Queens Park, The Crew Club (Whitehawk) and Sussex Central YMCA. The first after school club opened in September 2003 and children attended from the local special schools as well as the mainstream schools.

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 and young people 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, youth 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.

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REPORT OF THE TRUSTEES – continued

The Big Lottery grant secured in 2007 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. In this second year of a three year grant the training and development manager has continued to develop training both in house and for external delivery. This has led to IT Com., In The Community, a range of training modules around inclusive play including disability awareness, communication, adapting games and the environment and developing inclusive policies and procedures. Extratime has supported seven local settings this year to include children and young people with disabilities in their service.

Alongside the outreach work, the young people's panel has continued to meet regularly for training and social activities as part of the Me2 Kite Mark for Inclusion programme. However, delays in getting accreditation for Me2 by Mencap has meant the settings extratime supported have not been assessed yet. It is hoped that the accreditation will be in place next year. Those settings concerned have completed the necessary steps to include children and young people with disabilities and welcoming them into their service as a direct result of the support and training they received from extratime.

Aims – extratime not just childcare.

To give parents/carers of children and young people with significant disabilities 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 and young people to enjoy the same opportunities for play and leisure as their non-disabled peers 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 and leisure opportunities within the City of Brighton and Hove that will lead to increased choice and opportunity for children and families of children with disabilities.

Extratime completes a Strategic Plan on a three yearly cycle which is the result of consultation with parents and children/young people 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 2010-13 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, twenty two part time play workers but with more during the holidays. We also have a team of volunteers who assist in all areas of the operation.

ACHIEVEMENTS AND PERFORMANCE

An exciting new development in 2008/9 was the opening of our new youth schemes at mainstream youth centres during the summer holidays! This was the result of a successful partnership tender with Sussex Central YMCA to the Children and Young People Trust and funded through Aiming High for Disabled Children.

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REPORT OF THE TRUSTEES – continued

The programme is to deliver a range of activities both centre based and trips out such as swimming, bowling and the cinema to young people with disabilities aged 11-19 years during all the school holidays except Christmas. Funding is till March 2011 and the project is managed by a new project manager and supported by an administrator.

In addition, this year we have been pushing forward with the outreach, training and consultancy work which is funded by the Big Lottery and supporting local mainstream settings in developing their inclusive practice. Alongside this our training and development manager has written several training toolkits including communication and working with children with challenging behaviour which are delivered as part of IT Com, In The Community.

The after school clubs and play schemes continue to thrive and are now providing a service to over 400 families.

PLANS FOR FUTURE PERIODS

The third and final year of the Big Lottery project (ends July 2010) takes extratime further afield working with other local authorities, providing support and training so they can develop inclusive play provision. In the Autumn term 2009, extratime will be working with Portsmouth City Council, starting to lay the foundations for future consultancy work which is hoped will generate a new funding stream for the charity. A priority for the forthcoming financial year is to secure funding so the post of training and development manager can continue.

Other areas for development as outlined in our new strategic plan are;

- implementing the second stage of the web site,
- moving to the larger office and networking the computers
- consult parents/carers and young people about term time youth clubs
- consult parents/carers and children about half terms play schemes
- review longer term use of office at Woodingdean and other areas of the building currently under used
- develop trustee and management committee further with the aim of bringing some additional skills and experience to the board
- develop accredited training to be included in Brighton and Hove Council Training Manual for the Children and Young People's Trust.

Extratime must continue to build on its reserves, especially in unrestricted income, in order to maintain current levels of direct services. The charity will need to be mindful of the current economic climate and uncertainty particularly around statutory funding and 15% cuts across the board being imposed by the local authority.

RESULTS

There was a surplus for the period of £3,354 (2008: surplus £46,187) which is added to the reserve brought forward of £51,263 leaving £54,617 to carry forward at 31 August 2009 of which £21,210 (2008: £11,813) has to be used on restricted projects. General reserves now stand at £33,407 (2008: £39,450).

Comment [J1]:

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 necessary caused by changes in funding levels.

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REPORT OF THE TRUSTEES – continued

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 its 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.

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.

DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985, and regulations under Section 42(1) of the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors must, in determining how amounts are presented within items in the profit and loss account and balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

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REPORT OF THE TRUSTEES – continued

INDEPENDENT EXAMINER

John Thacker of Clark Brownscombe has indicated his willingness to continue in office and a resolution to reappoint him will be prepared at the forthcoming annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the Special Provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the trustees on 2 March 2010 and signed on their behalf by:-

Marian Tipler
Secretary

Registered Office:
Ash Cottage
Warren Road
Woodingdean
Brighton
East Sussex
BN2 6DA

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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2009

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Grants	2	158,124	74,062	232,186	213,430
Donations	2	4,720	-	4,720	6,014
Bank Interest		898	-	898	746
Incoming Resources from Charitable Activities					
Sundry		728	-	728	130
Services	2	<u>117,263</u>	<u>-</u>	<u>117,263</u>	<u>99,504</u>
TOTAL INCOMING RESOURCES		<u>281,733</u>	<u>74,062</u>	<u>355,795</u>	<u>319,824</u>
RESOURCES EXPENDED					
Fundraising costs					
Charitable Activities	3	286,131	64,665	350,796	272,637
Governance Costs	3	<u>1,645</u>	<u>-</u>	<u>1,645</u>	<u>1,000</u>
TOTAL RESOURCES EXPENDED		<u>287,776</u>	<u>64,665</u>	<u>352,441</u>	<u>273,637</u>
NET INCOMING/(OUTGOING)					
RESOURCES FOR THE PERIOD	4	(6,043)	9,397	3,354	46,187
ACCUMULATED FUNDS AT					
31 AUGUST 2008		<u>39,450</u>	<u>11,813</u>	<u>51,263</u>	<u>5,076</u>
ACCUMULATED FUNDS AT					
31 AUGUST 2009	11	<u>33,407</u>	<u>21,210</u>	<u>54,617</u>	<u>51,263</u>

All amounts relate to continuing activities.

There have been no recognised gains or losses other than the results for the year and all surpluses or deficits have been accounted for on an historical cost basis.

The notes set out on pages 9 to 14 form part of these financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009**

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

(a) ***Basis of Preparation***

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005.

(b) ***Funds***

The Charity has various types of funds for which it is responsible:

Unrestricted Funds – these funds are for use on the general charitable objectives of the charity.

Restricted Funds – these funds are for specific purposes as laid down by the donor – expenditure which meets these criteria is charged to the fund together with a fair proportion of management and support costs.

Designated Funds – there are unrestricted funds earmarked by the management committee for particular purposes.

(c) ***Cash Flow Statement***

In accordance with Financial Reporting Standard Number 1, the Charity is exempt from the requirement to prepare a cash flow statement on account of its size.

(d) ***Incoming resources***

This represents income from grants, donations and other fund raising activities. Donations are credited to the income and expenditure account in the year in which they are received.

Grants are recognised on an accrual basis, accounted for in relation to the period to which they relate. Where grants have been received for capital projects the costs have been capitalised on the Balance Sheet and depreciation, in accordance with the accounting policies, has been charged against that income.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Other income is credited to the income and expenditure account in the year to which it relates.

(e) ***Resources expended***

Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered and are categorised as follows:

Charitable activities comprises all expenditure directly relating to the objectives of the charity. Governance costs comprises all costs associated with constitutional and statutory requirements with which the charity must comply.

(f) ***Depreciation***

Depreciation is calculated on a straight line basis. Depreciation is provided to write down the cost less estimated residual values of tangible fixed assets over their estimated useful lives at annual rates of:

Computers	25% per annum
Equipment	25% per annum
Furniture and Fittings	25% per annum

The company does not have a minimum value for capitalisation of fixed assets.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009 - continued

2. INCOMING RESOURCES

	Unrestricted	Restricted	Total	Total
Grants	£	£	2009	2008
	£	£	£	£
Big Lottery	-	47,642	47,642	47,094
Lloyds TSB Foundation for England and Wales	-	10,000	10,000	-
Children in Need	-	16,420	16,420	11,626
Aiming High – Capital	5,000	-	5,000	5,000
Aiming High – Revenue	27,101	-	27,101	25,000
Youth Project	32,048	-	32,048	-
Sobell	10,000	-	10,000	10,000
BHCC – Carers	34,963	-	34,963	34,110
BHCC – Discretionary	10,000	-	10,000	10,000
BHCC – Extended Schools	20,000	-	20,000	40,000
Other	19,012	-	19,012	3,000
Abbey Charitable Trust	-	-	-	2,500
Help a Local Child	-	-	-	3,000
Sussex Community Foundation	-	-	-	1,500
Hillside	-	-	-	5,000
Portslade Cluster	-	-	-	4,000
Brighton College	-	-	-	5,000
Comms Grant	-	-	-	1,600
Clothworkers	-	-	-	5,000
	<u>158,124</u>	<u>74,062</u>	<u>232,186</u>	<u>213,430</u>
Donations				
Masons	1,500	-	1,500	-
Barclays	2,000	-	2,000	-
Other	<u>1,220</u>	<u>-</u>	<u>1,220</u>	<u>6,014</u>
	<u>4,720</u>	<u>-</u>	<u>4,720</u>	<u>6,014</u>
Services				
Social Services	21,593	-	21,593	16,119
Parental Fees	<u>95,670</u>	<u>-</u>	<u>95,670</u>	<u>83,385</u>
	<u>117,263</u>	<u>-</u>	<u>117,263</u>	<u>99,504</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009 - continued

3. RESOURCES EXPENDED

	Unrestricted	Children in Need Restricted	Clothworkers Restricted	Woodingdean Restricted	Surestart Restricted	Big Lottery Restricted	Total 2009	Total 2008
Charitable Activities								
Activity Costs	6,197	-	-	4,254	3,348	904	14,703	7,140
Staff Costs	222,689	14,800	-	-	-	36,313	273,802	216,465
Property Costs	11,016	-	-	-	-	-	11,016	9,006
Administration Costs	<u>46,229</u>	<u>-</u>	<u>2,509</u>	<u>-</u>	<u>-</u>	<u>2,537</u>	<u>51,275</u>	<u>40,026</u>
	<u>286,131</u>	<u>14,800</u>	<u>2,509</u>	<u>4,254</u>	<u>3,348</u>	<u>39,754</u>	<u>350,796</u>	<u>272,637</u>
Governance Costs								
Independent Examiner							<u>1,645</u>	<u>1,000</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009 - continued

4. RESULT FOR THE YEAR	2009	2008
	£	£
The result for the year is stated after charging:		
Independent Examiner	1,645	1,000
Depreciation	<u>1,438</u>	<u>2,001</u>

5. STAFF COSTS	2009	2008
	£	£
Wages and salaries	282,939	228,565
Social Security costs	<u>14,325</u>	<u>14,603</u>
	<u>297,264</u>	<u>243,168</u>

No employee received emoluments in excess of £60,000.

No Trustee received reimbursement of expenses during the year.

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

	2009	2008
	Number	Number
Administration	2	2
After School Club and Play Scheme Staff	<u>28</u>	<u>22</u>
	<u>30</u>	<u>24</u>

6. TAXATION
The company is a registered charity and under Section 505(1) of the Income and Corporation Taxes Act 1988 is exempt from taxation.

7. TANGIBLE FIXED ASSETS	Computers, Equipment Furniture and Fittings
	£
<u>Cost</u>	
1 September 2008	8,002
Additions	-
At 31 August 2009	<u>8,002</u>
<u>Depreciation</u>	
1 September 2008	4,169
Charge for year	<u>1,438</u>
At 31 August 2009	<u>5,607</u>
<u>Net Book Value</u>	
At 31 August 2009	<u>2,395</u>
At 31 August 2008	<u>3,833</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009 – continued

	2009	2008
8. DEBTORS	£	£
Fee Income – Parents	3,718	4,905
Fee Income – Social Services	8,909	4,368
Grants	<u>16,420</u>	<u>18,400</u>
	<u>29,047</u>	<u>27,673</u>

9. CREDITORS: Amounts falling due within one year		
Taxation and Social Security	16,433	9,701
Accruals	<u>10,588</u>	<u>3,666</u>
	<u>27,021</u>	<u>13,367</u>

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted 2009	Restricted 2009	Total 2009
	£	£	£
Tangible Fixed Assets	2,395	-	2,395
Net Current Assets	<u>31,012</u>	<u>21,210</u>	<u>52,222</u>
	<u>33,407</u>	<u>21,210</u>	<u>54,617</u>

11. MOVEMENT IN FUNDS

	1 September 2008	Incoming	Outgoing	31 August 2009
	£	£	£	£
Restricted Funds				
Big Lottery Fund	1,702	47,642	(39,754)	9,590
Sure Start Capital	3,348	-	(3,348)	-
Woodingdean – Capital	4,254	-	(4,254)	-
Clothworkers	2,509	-	(2,509)	-
Lloyds TSB Foundation for England and Wales	-	10,000	-	10,000
Children in Need	-	<u>16,420</u>	<u>(14,800)</u>	<u>1,620</u>
Total Restricted	<u>11,813</u>	<u>74,062</u>	<u>(64,665)</u>	<u>21,210</u>
Unrestricted Funds				
General	9,450	196,478	(176,521)	29,407
Designated				
Barclays Bank	-	2,000	-	2,000
Aiming High	30,000	-	(30,000)	-
Aiming High Capital	-	5,000	(5,000)	-
Aiming High Revenue	-	27,101	(27,101)	-
Have a Heart	-	2,000	-	2,000
BHCC – Equipment	-	2,086	(2,086)	-
BHCC – Sustainability	-	6,068	(6,068)	-
C Charitable Trust	-	5,000	(5,000)	-
Sing Up	-	3,952	(3,952)	-
Youth Project	-	<u>32,048</u>	<u>(32,048)</u>	-
Total Unrestricted	<u>39,450</u>	<u>281,733</u>	<u>(287,776)</u>	<u>33,407</u>
Total Funds	<u>51,263</u>	<u>355,795</u>	<u>(352,441)</u>	<u>54,617</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009 – continued

11. MOVEMENT IN FUNDS – continued

The Big Lottery Fund is now in its second year (of 3) supporting the training and development manager post and some of the administrator's hours.

The balance of The Clothworkers Foundation grant funded the next phase of the web site development.

Lloyds TSB Foundation for England and Wales is towards the director's post. First of a two year grant.

Children in Need has funded some of the summer play schemes staff and some activities.

Barclays Bank Award is to purchase some specialist sensory equipment.

Aiming High funds are awarded through the Children and Young People's Trust from Aiming High for Disabled Children, and support a number of one to one places both in the after school clubs and plays schemes.

Have a Heart fund has supported the Christmas parties for children at three venues and some Easter Playscheme activities.

Brighton and Hove City Council grants for equipment provided a mixture and storage and play equipment at the venues. The sustainability grant helped towards core funding.

The C Charitable Trust has contributed towards the development of the youth schemes.

Sing Up was part of a national singing initiative to bring singing into all aspects of children's lives and extratime, in partnership with Bell Tree Music Therapy, was able to deliver singing workshops to children and train play workers to continue with the singing in their work.

The partnership tender with Sussex Central YMCA is to deliver a programme of school holiday activities from mainstream youth centres for young people with disabilities between the ages of 11 and 19. Funding is to March 2011 and is also from Aiming High for Disabled Children.

12. COMPANY STATUS

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation during the time that they are members or within 12 months afterwards.

EXTRATIME
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**INDEPENDENT EXAMINERS' REPORT
TO THE TRUSTEES OF
EXTRATIME**

I report on the accounts for the year ended 31 August 2009 set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 7 of the Companies Act 1985 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Charities Act 1993);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

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

- Which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) To keep accounting records in accordance with s221 of the Companies Act 1985; and
 - (b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J Thacker FCA DChA
Clark Brownscombe
8 The Drive
Hove
East Sussex
BN3 3JT

Date: 4 March 2010

EXTRATIME
(A Company Limited By Guarantee)

DETAILED INCOME AND EXPENDITURE ACCOUNT

	2009		2008	
	£	£	£	£
INCOME				
Grants		232,186		213,430
Fee Income		117,263		99,504
Donations		4,720		6,014
Interest		898		746
Sundry		<u>728</u>		<u>130</u>
		355,795		319,824
EXPENDITURE				
<u>Activity Costs</u>				
Arts and Crafts		1,870		6,517
Equipment		12,833		623
Salaries		267,283		212,407
Volunteer Expenses		784		588
Agency Staff		<u>5,735</u>		<u>4,058</u>
		288,505		224,193
<u>Property Costs</u>				
Rent and Rates		9,412		8,292
Repairs		<u>1,604</u>		<u>714</u>
		11,016		9,006
<u>Administrative Costs</u>				
Salaries		29,981		26,703
Training		820		2,026
Telephone		2,946		3,022
Grants		2,029		-
General Office Costs		7,471		1,357
Independent Examiner		1,645		1,000
Subscriptions		389		959
Insurance		840		679
Professional		791		1,950
Travel and Meetings		1,002		465
Depreciation		1,438		2,001
Sundry Expenses		<u>3,568</u>		<u>276</u>
		52,920		40,438
TOTAL EXPENDITURE		<u>352,441</u>		273,637
EXCESS OF INCOME OVER EXPENDITURE		<u>3,354</u>		<u>46,187</u>

This page does not form part of the financial statements