

Charity Registration No. 1116203

Company Registration No. 04514110 (England and Wales)

EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2016

EXTRATIME

(LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Rosamund Cook (Chair) Juliette Bunker Ian Gillett (Treasurer) Sally Howell
Charity number	1116203
Company number	04514110
Registered office and Principal Address	Manor Offices Emmaus Drove Road Portslade Brighton East Sussex BN41 2PA
Independent Examiner	Russell New Limited The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Solicitors	Griffith Smith Farrington Webb LLP 47 Old Steine Brighton East Sussex BN1 1NW

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EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE PERIOD ENDED 31 MARCH 2016

The trustees (who are also directors of the Charity for the purposes of the Companies Act) present their report and accounts for Extratime (the Company) for the period ended 31 March 2016 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. **This is a short 7-month transitional period** to align Extratime's report and accounts with that of our key funders and other stakeholders. Subsequent reporting periods will run from 1st April to 31st March each year.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the company's Memorandum of Articles of Association, the Companies Act 2006, the Charities Act 2011 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)).

Structure, governance and management

The organisation is a charitable company limited by guarantee. 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. In the event of the company being wound up members guarantee to contribute an amount not exceeding £1.

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

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Trustees

Rosamund Cook (Chair)
Juliette Bunker
Ian Gillett (Treasurer)
Sally Howell

Co-opted Members (non-voting)

Rachael Burstow
Mari Booker
Tim Dunkerley
Christine Hanson

Company Secretary

Sam Price

Chief Executive Officer

Sam Price

Under the Articles, one third of the trustees are re-elected at each Annual General Meeting.

The management committee members have a broad knowledge of disability issues, including education and childcare. They are involved in other local organisations and activities and have experience of working in both the statutory and voluntary sectors.

New trustees are selected for their experience and expertise. They participate in an induction with the Chief Executive and the Chair. Trustees and members are provided with a written induction pack, including copies of the organisation's key policy documents. They are also encouraged to attend relevant training to support their role as a trustee.

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TRUSTEES' REPORT (CONTINUED)

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Objectives and activities

Our charity's purposes as set out in the objects contained in the company's Memorandum of Association are to:

- Enable children and young people with special educational needs and disabilities (SEND) to:
 1. 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; and
 2. Socialise through play, learning about diversity and inclusion in a society where everyone is valued and equal.
- Give parent carers of children and young people with additional needs and disabilities access to short breaks from the demands of caring for a disabled child and the option to return to work, pursue training opportunities or spend valuable time with non-disabled siblings; and
- To contribute to and promote the development of inclusive out of school opportunities across Brighton and Hove and the surrounding areas. Also to provide support to increase parent carers choice and opportunity for short breaks.

Established in 2003, **Extratime is a parent led charity** providing after school clubs, holiday play schemes, youth clubs and youth schemes for disabled and non-disabled children and young people at five venues across Brighton and Hove. The first club opened at Hillside School in Portslade in September 2003 where ten children attended from local special and mainstream schools. Since then, Extratime has grown to become a firm fixture in the lives of hundreds of families of children with disabilities in Brighton and Hove. We now run **inclusive clubs and schemes** for around **450 children and young people**, giving them a chance to have **fun, play with friends and try new things in a safe and supportive setting**. Currently Extratime's offer for our young service users are at: Downs View School, Woodingdean; St Luke's School, Queens Park; Hove YMCA, Marmion Road, and Crew Club, Whitehawk. We also collaborate with our partners to offer clubs and activities at other venues to meet a broad spectrum of need (e.g. sports and dance clubs).

Perhaps surprisingly, Extratime is still unique as it remains the only specialist setting where children and young people with high support and care needs can play alongside their non-disabled siblings and peers. Children and young people accessing Extratime services have a range of needs which include; profound, multiple and severe disabilities, autistic spectrum disorders, challenging behaviour due to learning and sensory issues, life-limiting conditions and other significant medical problems. They receive high levels of support and personal care from our team of specialist play workers and volunteers. Sadly as services like Extratime are not always available for children with high needs, without us, many children and their families would feel very isolated.

"There are few places that my child who has severe learning difficulties & epilepsy can play safely with his peers without feeling separate or different. The team and the children are accepting of each other as equals, free to have fun and develop at their own pace". After school club parent carer

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

Our Values

We are parent-led and inclusive and all Extratime services are underpinned by a strong set of values which drive our commitment to the children, young people and families we work with each day.

Equality and diversity

We support children and young people to have fun, try new things and socialise together regardless of their ability. The individual strengths and interests of every child and young person are at the heart of everything we do. We work with children, families and across the community to break down barriers and promote more inclusive opportunities for children and young people with special needs and disabilities.

Creativity and passion

We are driven by our passion for providing high quality services so that children and young people have fun and their families have the respite they need. We bring creativity to every aspect of our work and encourage it in the children and young people we work with.

Trust and transparency

We value and respect the trust that parent carers place in us. Our reputation is important to us and we continually push ourselves to deliver excellent services for our young people. We are open, transparent, and accountable for all of our decisions across the organisation.

Positivity and care

We care about the children and young people work with. We understand the challenges faced by families of children with disabilities and we have a positive approach to addressing those needs. We work collaboratively with families and the teams around them to find solutions and give children and young people the positive experience they deserve.

Organisational Strategy

Extratime completes a strategic plan on a tri-annual cycle which is the result of consultation with children, young people and parent carers. We also consult and involve our staff team, our operational and strategic partners and other stakeholders. The strategy also draws on national research findings and internal service evaluations. The Chief Executive is responsible for its implementation.

Staffing

Currently the management, administration and fundraising team comprises of:

- Chief Executive
- Operations Director
- Fundraiser
- Finance and HR Officer
- Administrator

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

All of these posts are part-time, making up **3.5 full time equivalent** management and administration.

Currently our after school clubs and holiday schemes are delivered by a team of dedicated venue based staff and volunteers. These include;

- 2 Project Coordinators,
- 3 Venue supervisors
- 24 Play workers (term-time After school clubs)
- 66 sessional and bank workers (Holiday play and youth schemes)

We also have a team of volunteers who support children and young people in our venues and / or participate in fundraising activities.

All Extratime employees are employed on part-time contracts. The Management Committee refer to local market rates with reference to the size and needs of the charity to set senior management salaries.

ACHIEVEMENTS AND PERFORMANCE

In accordance with our duties as stated in section 17(5) of the 2011 Charities Act, we have to consider the guidance provided by the Charity Commission in regard to public benefit.

Strategic Activity

The trustees are pleased to report **another strong financial period for September 2015 to March 2016**. Despite the funding reductions in April 2015 which have carried forward into this period, we end the accounting period with a small surplus of £8,981. As part of our organisational development the trustees **changed Extratime's financial year end** from the academic year to a tax year to bring Extratime into line with most of our core funders and other stakeholders. We also appointed new accountants, Russell New to review and improve our financial processes and systems.

As the trustees had planned, the transitional seven-month period to March 2016 continued to be one of **positive change and organisational development for Extratime**. This included the completion of the merger feasibility study with AMAZE. The conclusion of this was that this is not the right course of action for Extratime at present although we continue to work in close partnership. The CEO of both charities meet regularly and work together on joint fundraising and strategic activities.

Throughout the period, the trustees continued to address a number of strategic issues alongside our ongoing delivery of high quality inclusive clubs and holiday schemes.

We are working in partnership with Brighton & Hove City Council (BHCC), the schools and our voluntary sector partners to respond to the proposed broader changes to SEND services in the city. We will continue to collaborate and respond to the recommendations of the **Send Review** in next year's report.

We have also reviewed the recommendations from our **own stakeholder review** and begun to respond to the immediate needs it identified. This includes the popular new youth club we set up in September. In partnership with inclusive dance company, Rounded Rhythm, we also set up a dance company for young people with additional needs and disabilities. We have established exciting new collaborations for next year, and look forward to the start of our **new services in West Sussex and at West Blatchington Nursery and Primary School in April 2016**.

Extratime's contracts with BHCC are secure for at least 12-18 months, but it is widely known that local authority budgets will be cut further over the coming 24 months. We have therefore continued to diversify our income base. In preparation for possible changes to our BHCC contracts in 2018 and beyond, we have secured two new (three/five-year and one-year) 'Short breaks' contracts in West Sussex.

We have also diversified and strengthened our voluntary fundraising programme. With ongoing support from the Blagrove Trust we have refreshed our fundraising materials and begun to raise our profile locally and nationally.

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

This has resulted in more Brighton Marathon runners than ever before and we are also working towards a high profile corporate partnership later this year. This is alongside our ongoing efforts to build stronger long-term relationships with Trust and Foundations donors. This remains our priority in order to maximise our return on investment from limited fundraising resources.

In October, Imogen Blood Associates (IBA) presented their findings and recommendations from the independent stakeholder consultation and evidence review. Prior to the review we understood how **important the charity is to the families who use our after school clubs and holiday schemes, and how highly Extratime is regarded by professionals and colleagues** across the SEND community. We commissioned the stakeholder review to help us use the views of the SEND community, and parent carers in particular, to create a **strong and tangible evidence base to meet the current and future needs** of children and young people with additional and needs and disabilities.

The stakeholder consultation included; a survey of parent carers (162 respondents, including users and non-users), a focus group with Pebbles parent carer group, interviews with senior BHCC staff, CVS colleagues and the Extratime management team and a staff away day with the full Extratime staff team.

The findings of the stakeholder consultation will support our navigation of the inevitable process of change presented by the new SEND review proposals, the ongoing financial pressures and our own commitment to continuous improvement. The two comprehensive reports produced by IBA have provided us with a great deal of positive feedback and helpfully, also identified some areas for development. Here we highlight three key areas and include the voice of parent carers and professional stakeholders in the summary.

- **Extratime's value base**
- **Need and unmet demand for Extratime services**
- **Areas for development**

Extratime's value base

Extratime is seen as a **value-based organisation** by our stakeholders. That Extratime is **parent-led** is seen as a **strength** by BHCC and parent carers alike. The **inclusive** nature of Extratime **services is highly regarded by parent carers who believe it's important (and rare) for their disabled children to be able to mix with non-disabled children.**

This backs up a study by Scope (2014), which reported the negative attitudes which disabled people face. Many people with disabilities argue that positive attitudes could be shaped by more interaction between disabled and non-disabled children and young people. Yet, in a survey carried out by Mumsnet and Scope, 38% of parents said their disabled children 'rarely' or 'never' had the opportunity to socialise and mix with children who aren't disabled. Current Attitudes to Disabled People, Scope (2014).

There is a concern that the move towards integrated hubs of services proposed by the SEND review could mark a departure from this model if out of school activities become solely for children and young people with SEND. We will therefore include this in our work towards the new arrangements, keeping children, young people and their families at the centre of planning and delivery of services.

***"The charity has a good reputation locally and offers children and their families stability and security, whilst also representing good value for money."* IBA report**

The review also demonstrated a **high level of trust amongst parent carers and professionals alike**. External stakeholders reported **good leadership, service delivery and integrity**. Parent carers value the fact that children really enjoy the sessions and have 'freedom, fun and build relationships with staff and a mix of friends'. One parent described her son as 'belonging to the Extratime community', and said they would otherwise be very socially isolated outside of school.

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

“My son absolutely loves Extratime, the staff are so supportive and helpful, I'm continually impressed by their dedication”. After school club parent carer

“I like the security of Extratime – you know that the session isn't suddenly going to be cancelled and that your child will be safe there – you know that the staff are really well-trained in relation to behaviour management”. Parent carer in focus group

Need and unmet demand for Extratime services

The review reinforced our experience that after school club and holiday scheme places for children and young people with SEND are consistently oversubscribed. **Seventy percent of parent carers** responding to the survey said they would like **more Extratime sessions** if they were available. The findings suggested that Extratime could **double**, if not **treble**, our **current capacity** and expect to fill these places, a point reinforced by Extratime's professional stakeholders.

“If Extratime could triple itself, it would be full, but funding for children needing 1-1 would be the limit”.
Headteacher

“Extratime has been a lifesaver for our family, and I'm not sure how we would have coped without it... in an ideal world it should be available every day as an option after school and especially during the long holidays.” **Parent carer**

Parent carers also identified the following gaps in existing provision;

1. Programme of structured activities (on and off-site) (53%*)
2. Daytime activities on Saturdays (this gap was also identified by BHCC) (50%)
3. Organised activities you do with child(ren) alongside other families (40%)
4. After college activities for 16 - 25 year olds (24%)

**Percentage of parent carer respondents selecting this.*

Extratime has already taken **practical steps to respond to this feedback** and we have successfully piloted a weekly inclusive **youth club pilot for 13 - 25 year olds** and a weekly inclusive **dance group in partnership with inclusive dance company Rounded Rhythm**. Both of these new projects have been joint-funded between our unrestricted voluntary income and our contract with BHCC Youth Service. They are extremely popular with young people and we are planning to continue them into next year.

The impact of the dance group (DANCE INC) in particular, has been fantastic. The sessions gave the young people a space to express themselves through movement, make new friends and work together to explore new ways of moving individually, in pairs and as part of a group. Parent carers and teachers have attributed **improvements to the young people's communication and concentration** to their participation in the project. We are very proud that DANCE INC has been invited to **perform as part of the Brighton Festival in May 2016**.

This year our focus has been on our core services and these two new pilot projects. We are also exploring ways to deliver and resource more Saturday events and family activities as we move into next year.

Areas for development

The stakeholder review also highlighted certain aspects of our work where there is room for improvement. Examples given were improvements in communication within the team and with parent carers. This feedback from parent carers is as helpful to the trustees as the positive endorsement of our work. We have made some immediate improvements to our communication methods by improving out ITC arrangements.

Our plans to reorganise our staffing arrangements in summer 2016 will create a flatter, leaner, more efficient structure which will help us increase capacity within the venues. It will also improve communication and consistency. We are therefore confident that these new arrangements will resolve the continuity and communication issues brought to our attention by the consultation.

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FOR THE PERIOD ENDED 31 MARCH 2016

The review also provided detailed consideration of how we adapt to the opportunities presented by the changing SEND landscape in Brighton and Hove. These important recommendations are being considered by the trustees and CEO as part of Extratime's ongoing strategic development.

Service provision and performance

During the period we continued to deliver high quality inclusive after school clubs and holiday schemes for children and young people with and without disabilities across Brighton and Hove.

This **seven month accounting period September 2015 - March 2016** contained **just two terms** and neither of our busiest schemes during the Easter or Summer holidays. This means that we are reporting on just 22 out of 39 weeks of after school clubs and on neither of Extratime's holiday play schemes which run during March / April and August each year. During the period we did run two half-term holiday youth schemes, plus the weekly youth club and dance club. This resulted in **6708 places for 255 individual children and young people between September 2015 and March 2016.**

The data reflects this.

- 6167 After school places for 165 children
- 189 Youth club places for 14 young people
- 56 Dance club (DANCE INC) places for 8 young people (Jan – March only)
- 42 Usport (Saturday sports club) for 8 children and young people
- 254 Holiday youth scheme places for 60 young people

Almost a third of all places were used by children and young people with **additional needs and disabilities. A third** of all children and young people received **one to one support** (over half of SEND children). This reflects Extratime's commitment for children and young people with and without disabilities to play and socialise together. The high support ratios are also indicative of the importance of having a strong HR function to maintain high standards of care and support by providing quality training and supervision for our dedicated staff team. This is also the reason that 80% of our expenditure is allocated to staffing costs.

The table below shows a breakdown of Extratime children and young people by age

Age breakdown	under 8yrs	8-11yrs	11-16 yrs	16yrs+
After school clubs	30%	53%	16%	1%
Youth club	0%	0%	64%	36%
DANCE INC	0%	0%	50%	50%
Youth schemes	0%	0%	65%	35%
Usport	0%	0%	50%	50%
Total	19%	35%	33%	14%

As highlighted above, the demand for Extratime places is high, and **clubs and schemes are oversubscribed.** Again, creative management of referrals, staffing and allocations has resulted in more places for children than ever before. **Despite our efforts to offer all families some level of provision within limited resources, there is still a significant need for increased Extratime capacity.** As we have seen, the stakeholder consultation indicated that we could double or even treble capacity to give families the amount of short breaks they would like. The trustees together with the Chief Executive and the team are therefore committed to working with schools and other statutory and third sector partners to extend the specialist provision into 2016-17.

EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

Financial Report

The funding landscape is tough but with the support of our existing and new funding partners, we are optimistic and have exciting plans to extend our offer into new schools and community venues in the coming year.

Despite anticipated challenges to our statutory income, our **financial position has remained stable** during this **short transitional accounting period**. Our income was £248,062 and the charity's expenditure was £239,081. This **achieved a small surplus** of £8,981.

As Extratime's busiest periods are concentrated in the period between April and September, it is not possible to make a like for like comparison on the corresponding period in last year's accounts. However we go into the next full accounting year with **unrestricted reserves of £138,648**, a £12,993 increase on last year.

Total reserves carried forward at 31 March 2016 were £140,281. Of this £1,633 is for restricted projects. The reserves will provide a solid foundation to secure a sustainable future for out of school activities for children and young people with additional needs and disabilities in Brighton and Hove in 2016-2017.

We have continued to build strong relationships with our existing partners and funders, and re-established our relationships with previous supporters. This has generated a total income of £155,780 in contracts, grants and donations during the period.

This year staff time was allocated to establishing new services including winning a successful tender for two contracts with WSCC. This includes a three- five year short breaks contract of £60,000 pa and a one year £10,000 contract to deliver family activities.

RESERVES POLICY

Extratime receives funds from a number of different sources including contracts with Brighton and Hove City Council. This contract contains a requirement for the local authority 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 affect 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. In accordance with good practice and Charity Commission recommendations, the trustees wish to maintain 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.

The trustees consider that the ideal level of reserves as at 31 March 2016 would be £130,000. The current level of reserves held is in line with this policy.

RISK REVIEW

In accordance with the Extratime risk management policy, the management committee maintain and regularly review the organisational risk register. The committee also conducts a full risk assessment to review the major risks to which the charity is exposed and to manage those risks. Significant internal 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.

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TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2016

Plans for the future

Extratime is parent-led and this means that we know how challenging it can be to care for a child with additional needs, disabilities and behaviour difficulties. Providing high quality inclusive activities for children and young people with additional needs and disabilities is therefore the core objective of the trustees. The individual strengths and interests of each child and young person is at the heart of everything we do to ensure they have fun, make friends and try new things in a safe and supportive setting. We are committed to continuous improvement and we will continue to work towards an Outstanding Ofsted rating in our clubs and schemes.

“When you are the parent of a child with severe disabilities, you get used to just carrying on and ‘normalising’ a life that really isn’t normal. Our children need special care and support 24 hours a day, every day of their lives.” Extratime staff member and parent

To address the uncertain public sector funding issues the trustees are committed to increasing sustainability through diversification of Extratime’s income base. Currently the funding model consists of approximately a third BHCC contracts, a third user fees and a third voluntary income through fundraising. Our plans to set up a new after school club at West Blatchington Nursery and Primary School in Hove, and to expand our core short breaks services into Adur and Worthing and Mid-Sussex (West Sussex) in April 2016 demonstrate this commitment to securing sustainable income sources for the next three to five years. This will be supported by investment in the robust fundraising strategy.

A new staff structure to support these developments will be introduced in Summer 2016. Avoiding redundancies, the trustees plan to realign the team to reduce the number of part-time management posts and expand the capacity of the senior venue staff. This will create a leaner and flatter structure; increasing organisational capacity to further improve quality and capacity to address the unmet need for additional places in clubs and schemes for children and young people with disabilities

The trustees look forward to reporting on the progress of these changes when we return to a 12-month reporting period in March 2017.

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TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2016

Trustees' responsibilities in relation to the accounts

The trustees, who are also the directors of Extratime for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

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 the board on 9 November 2016

On behalf of the board of trustees



R Cook
Trustee

EXTRATIME
(LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF EXTRATIME

I report on the accounts of the charity for the period ended 31 March 2016, which are set out on pages 12 to 22.

Respective responsibilities of Trustees and examiner

The Trustees (who are also directors of Extratime for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and part 16 of the Companies Act 2006 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006, Regulation 8 of the Charities Act 2011 and with the methods and principles of the Charities Statement of Recommended Practice FRS 102have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Cummins FCCA FCIE
On behalf of Russell New Limited

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 23rd December 2016.

EXTRATIME

(LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE PERIOD ENDED 31 MARCH 2016

		Unrestricted	Restricted	7 months to 31 March 2016	Year Total 31 August 2015
	Notes	funds £	funds £	£	£
Income from:					
Donations	3	5,323	-	5,323	6,992
Charitable activities	4	140,291	102,300	242,591	466,749
Other trading activities	5	148	-	148	37,271
Total income		145,762	102,300	248,062	511,012
Expenditure on:					
Raising funds		6,318	-	6,318	36,950
Charitable activities		126,451	106,312	232,763	457,761
Total expenditure	6	132,769	106,312	239,081	494,711
Net income/(expenditure) and net movement in funds for the year		12,993	(4,012)	8,981	16,301
Reconciliation of funds					
Total funds brought forward		125,655	5,645	131,300	114,999
Total funds carried forward		138,648	1,633	140,281	131,300

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derives from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

EXTRATIME
(LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 MARCH 2016

	Notes	31 March 2016		31 August 2015	
		£	£	£	£
Fixed assets					
Tangible assets	11		4,046		7,666
Current assets					
Debtors	12	74,564		87,923	
Cash at bank and in hand		74,990		56,202	
		149,554		144,125	
Creditors: amounts falling due within one year					
	13	(13,319)		(20,491)	
Net current assets			136,235		123,634
Net assets			140,281		131,300
The funds of the charity:					
Restricted income funds	15	1,633		5,645	
Unrestricted funds		138,648		125,655	
		140,281		131,300	

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2016. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

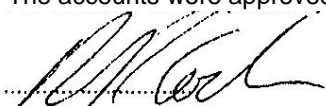
The trustees acknowledge their responsibilities for:

- ensuring that the charity keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 14 to 22 form part of these accounts.

The accounts were approved by the Board on 9th November 2016.



R Cook
Trustee

Company Registration No. 04514110

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31 MARCH 2016

1 Legal status of charitable company

Extratime is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

2 Accounting policies

2.1 Basis of preparation

Extratime meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Extratime's ability to continue as a going concern.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006.

During the year the trustees decided to change the year end from August to March meaning a shorter period of accounts this year of 7 months. This decision was taken to reflect the way the grant income is received.

2.2 Reconciliation with previous Generally Accepted Accounting Principles

In preparing the accounts the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS 102 any restatement of comparative items was required. No restatement was required.

2.3 Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, it is probable the income will be received and the amount can be quantified with reasonable accuracy.

Donations and other forms of voluntary income are recognised as income when receivable, except insofar as they are incapable of financial measurement.

Income from charitable activities comprises grants awarded for activities undertaken by the charity's project partners. Grants are credited to the Statement of Financial Activities in the year in which they are receivable unless a grant is subject to donor imposed conditions that specify the time period in which the expenditure of the resources can take place; in which case they are deferred.

2.4 Expenditure and basis of apportioning costs

Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item to which it relates and has been classified under headings that aggregate all costs related to the category.

Charitable activities comprises all expenditure directly relating to the objectives of the charity.

Governance costs (included within Support costs) comprises all costs associated with constitutional and statutory requirements with which the charity must comply.

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2016

2 Accounting Policies (continued)

2.5 Tangible fixed assets and depreciation

The charity operates a policy of capitalising fixed asset items over £500. Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life. The principal annual rates used for this purpose are:

Computers	25% reducing balance
Equipment	25% reducing balance
Furniture and fittings	25% reducing balance
Motor vehicles	25% reducing balance

2.6 Pensions

The charity operates a NEST pension scheme. Contributions are charged to the Statement of Financial Activities as they are incurred.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The trustees seek to use short term deposits to maximise the return on monies held at the bank and to manage cash flow.

2.8 Creditors and provisions

Creditors and provisions are recognised where the charity has present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

2.9 Fund Accounting

Unrestricted funds are to be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are to be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2.10 Cash Flow Statement

In accordance with Section 7 of FRS 102 the charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

3 Income from donations

	Unrestricted funds	Restricted funds	7 months to March 2016	Year to August 2015
	£	£	£	£
Donations	5,323	-	5,323	6,992

4 Income from charitable activities

	Unrestricted funds	Restricted funds	7 months to March 2016	Year to August 2015
	£	£	£	£
Social services	8,201	-	8,201	40,758
Parental fees	86,811	-	86,811	139,790
Training, consultancy and registration fees	711	-	711	375
Grants				
Sport England	-	4,552	4,552	9,203
BHCC – Carers / Children’s Services	-	28,791	28,791	49,713
BHCC – Disabled Role Models	-	-	-	10,000
BHCC – Three year Discretionary Grant	5,000	-	5,000	10,000
BHCC – Inclusion Grants	-	4,955	4,955	9,342
BHCC – Sustainability Grant	-	15,000	15,000	-
BHCC Children’s Services /YMCA	-	29,667	29,667	78,370
BHCC Youth Service	-	11,335	11,335	15,000
Blagrave Trust	25,000	-	25,000	25,000
Rounded Rhythm – Dance Inc	2,818	-	2,818	-
Children in Need	-	-	-	7,073
Sussex Community Foundation/Comic Relief	-	-	-	13,500
Zurich Community Trust	-	-	-	2,000
Chownes Foundation	1,500	-	1,500	1,500
Baily Thomas	-	-	-	20,000
Chalk Cliff Trust	5,000	-	5,000	5,000
Childwick Trust	-	-	-	20,000
Network Rail	-	-	-	3,000
Hove/Portslade Aid in Sickness	-	-	-	870
Boshier Hinton	-	5,000	5,000	-
Toy Trust	-	1,200	1,200	-
Ladbroke’s in the Community	-	1,000	1,000	-
Headley Foundation	2,500	-	2,500	-
David Solomons	1,000	-	1,000	-
Other	1,750	800	2,550	6,255
Total charitable activities	140,291	102,300	242,591	466,749

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

5 Income from other trading activities

	7 months to March 2016 £	Year to August 2015 £
Charity shop income	148	37,271
Total other trading activities	<u>148</u>	<u>37,271</u>

6 Total expenditure

	Staff costs £	Depreciation £	Other costs £	Total 7 months to March 2016 £	Total year to 31 August 2015 £
Expenditure on raising funds					
Costs of raising donations and grants	-	-	6,318	6,318	36,950
Expenditure on charitable activities					
Activities undertaken directly	135,337	-	12,431	147,768	345,180
Support costs	61,378	4,390	19,227	84,995	112,581
Total charitable activities	<u>196,715</u>	<u>4,390</u>	<u>31,658</u>	<u>232,763</u>	<u>457,761</u>
Total Expenditure	<u>196,715</u>	<u>4,390</u>	<u>37,976</u>	<u>239,081</u>	<u>494,711</u>

Analysis of support costs (including Governance costs)

	Total 7 months to March 2016 £	Total year to 31 August 2015 £
Wages and salaries	61,378	66,889
Depreciation	4,390	6,880
General office and administration	17,427	36,730
Governance costs:		
Independent examiners fees	1,800	2,082
	<u>84,995</u>	<u>112,581</u>

Independent examiners were changed in the period. The current independent examiners charges are included above as £1,800 (2015: £2,082). The previous independent examiners fees charged were £2,082 in respect of examination services.

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2016

7 Comparative Funds – Statement of Financial Activities for the Year Ended 31 August 2015

	Unrestricted funds	Restricted funds	Total 2015
	£	£	£
<u>Income from:</u>			
Donations	6,992	-	6,992
Charitable activities	304,673	162,076	466,749
Other trading activities	37,271	-	37,271
	<hr/>	<hr/>	<hr/>
Total income	348,936	162,076	511,012
	<hr/>	<hr/>	<hr/>
<u>Expenditure on:</u>			
Raising funds			
Costs of raising donations and grants	36,950	-	36,950
	<hr/>	<hr/>	<hr/>
Expenditure on charitable activities			
Charitable activities	288,805	168,956	457,761
	<hr/>	<hr/>	<hr/>
Total expenditure	325,755	168,956	494,711
	<hr/>	<hr/>	<hr/>
Net income/(expenditure)	23,181	(6,880)	16,301
	<hr/>	<hr/>	<hr/>
Fund balances brought forward at 1 September 2014	102,474	12,525	114,999
	<hr/>	<hr/>	<hr/>
Fund balances carried forward at 31 August 2015	125,655	5,645	131,300
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2016

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or expenses from the charity during the period.

9 Employees

Number of employees

The average monthly number of employees during the period was:

	2016	2015
	Number	Number
Administration, marketing and commercial	54	62
	7 months to	Year to
	March	August
Employment costs	2016	2015
	£	£
Wages and salaries	189,642	398,661
Social security costs	6,637	10,458
Other pension costs	436	-
	196,715	409,119

There were no employees whose annual remuneration was £60,000 or more.

The key management personnel of the charity included the Trustees, Chief Executive Officer, Head of Operations and Project Co-ordinators. Total consideration paid to key management personnel during the period was £49,073 (2015: £84,127).

10 Taxation

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

11 Tangible fixed assets

	Computers, Equipment, Furniture and Fittings £	Motor vehicles £	Total £
Cost			
At 1 September 2015	9,824	27,510	37,334
Additions	770	-	770
Disposals	(8,002)	-	(8,002)
At 31 March 2016	2,592	27,510	30,102
Depreciation			
At 1 September 2015	8,458	21,210	29,668
Charge for the period	378	4,012	4,390
On disposals	(8,002)	-	(8,002)
At 31 March 2016	834	25,222	26,056
Net Book Value			
At 31 March 2016	1,758	2,288	4,046
At 31 August 2015	1,366	6,300	7,666

12 Debtors	2016 £	2015 £
Fee Income – Parents	11,906	10,287
Fee Income – Social Services	6,074	17,872
Grants	56,170	59,350
Prepayments	414	414
	74,564	87,923

13 Creditors: amounts falling due within one year	2016 £	2015 £
Taxation and social security costs	5,935	9,838
Accruals	7,297	10,653
Pensions	87	-
	13,319	20,491

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2016

14 Pension and other post-retirement benefit commitments

Defined contribution

	2016	2015
	£	£
Contributions payable by the company for the period	436	-

At 31 March 2016 contributions of £87 were outstanding (2015: £Nil).

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held for specific purposes:

	Balance at 1 September 2015	Movement in funds		Balance at 31 March 2016
	£	Incoming resources	Resources expended	£
		£	£	
BHCC – Capital grant (Minibus)	5,645	-	(4,012)	1,633
Sport England	-	4,552	(4,552)	-
BHCC – Carers	-	28,791	(28,791)	-
BHCC - Inclusion	-	4,955	(4,955)	-
BHCC - Sustainability	-	15,000	(15,000)	-
BHCC/YMCA	-	29,667	(29,667)	-
BHCC Youth Service	-	11,335	(11,335)	-
Boshier Hinton	-	5,000	(5,000)	-
Toy Trust	-	1,200	(1,200)	-
Ladbrokes in the Community	-	1,000	(1,000)	-
Other	-	800	(800)	-
	5,645	102,300	(106,312)	1,633

BHCC Capital grant was donated for a minibus. This has been spent on an accessible minibus to transport children and young people on trips and between venues during holiday schemes.

The Sport England grant funded a partnership project with AMAZE to provide accessible sports activities at a Saturday sports club.

BHCC – Carers / Children’s Services funds after school clubs and holiday play schemes at Hillside School, Portslade and Downs View School, Woodingdean.

BHCC – Inclusion grants pay for additional support for children with additional needs and disabilities to attend after school clubs and holiday schemes at, St Luke’s School, Queen’s Park (mainstream school).

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2016

15 Restricted funds

(continued)

BHCC – Sustainability grant funds core services to support after school clubs and holiday schemes.

BHCC – Children’s Services /YMCA funds holiday youth schemes at Crew Club and YMCA.

BHCC Youth Service funds the inclusive youth club and a contribution towards the pilot dance project.

Boshier Hinton – supported holiday schemes.

Toy Trust – supported holiday schemes.

Ladbrokes in the Community – contributed towards salaries for a play worker at an after school club.

All other restricted funds are to be used towards specific items for the users of the charity.

16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	2,413	1,633	4,046
Current assets	149,554	-	149,554
Creditors: amounts falling due within one year	(13,319)	-	(13,319)
	<u>138,648</u>	<u>1,633</u>	<u>140,281</u>

17 Commitments under operating leases

At 31 March 2016 the company had total commitments under non-cancellable operating leases as follows:

	7 months to March 2016	Year to August 2015
	£	£
Expiry date:		
Less than one year	4,212	4,212
Between one and two years	-	4,212
	<u>4,212</u>	<u>8,424</u>

18 Liability of members

Extratime is a company limited by guarantee and has no share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

19 Ultimate controlling party

The charity was under the control of the Trustees during the period under review.