

**Charity Registration No. 1116203**

**Company Registration No. 04514110 (England and Wales)**

**EXTRATIME**

**(LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

**EXTRATIME**  
(LIMITED BY GUARANTEE)

**LEGAL AND ADMINISTRATIVE INFORMATION**

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

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**EXTRATIME**  
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**TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2017***

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 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

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)  
Mari Booker – appointed 6 October 2016  
Juliette Bunker – resigned 6 October 2016  
Ian Gillett – resigned 6 October 2016  
Christine Hanson (Treasurer) – appointed 6 October 2016  
Sally Howell

**Co-opted Members (non-voting)**

Rachael Burstow  
Tim Dunkerley

**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)**

**FOR THE YEAR ENDED 31 MARCH 2017**

**Objectives and activities**

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

- advance the education and development of children and young people
- provide training for individuals and groups in the development of children and young people, and in such other issues as the Trustees may decide

Extratime's objectives are to;

1. Enable children and young people with special educational needs and disabilities (SEND) 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; and
  - Socialise through play and leisure activities alongside non-disabled peers; learning about diversity and inclusion in a society where everyone is valued and equal.
2. 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
3. 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 a range of out of school activities for disabled and non-disabled children and young people across Brighton & Hove and the surrounding area.

The first after school club opened at Hillside School in Portslade for ten children 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 & Hove and West Sussex.

**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 we 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.

# **EXTRATIME**

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## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

#### **Achievements and performance**

In accordance with our duties as stated in section 17(5) of the 2011 Charities Act, the trustees have considered the guidance provided by the Charity Commission in regard to public benefit. We are confident that Extratime's activities meet this requirement.

In 2016-2017 Extratime provided over 47,000 hours of **inclusive after school clubs, holiday schemes and family fun days for children and young people with and without disabilities**, giving them a chance to have **fun, play with friends and try new things in a safe and supportive setting**. The individual strengths and interests of each child and young person are at the heart of what we do. At Extratime, everyone is valued for what they can do, and not judged for what they can't.

This year we extended our offer into new areas to increase choice for more families of children with additional needs and disabilities. During the reporting period we delivered inclusive out of school activities for children and young people at the following venues across Brighton & Hove and West Sussex.

#### **After school clubs (ASC) at;**

- Hillside School, Portslade
- Downs View School, Woodingdean
- St Luke's School, Queens Park
- West Blatchington School, Hangleton
- Herons Dale School, Shoreham-on-Sea

After school clubs run at these venues during term-time, usually 2.45/3pm-5.30/6pm depending on each school. We provide a 'walking bus' for children from surrounding schools.

**Youth Club at Portslade Village Centre (A2Y)** This club runs each Wednesday from 4pm to 7pm for young people aged 12 to 25 years. We provide transport for students from Downs View School and Downs Link College and young people from schools and colleges closer to the venue are supported by parent carers to make their own way.

#### **Holiday Play Schemes at;**

- Hillside School, Portslade
- Downs View School, Woodingdean
- St Luke's School, Queens Park
- St Mary's School, East Grinstead
- Southwick Leisure Centre, Southwick (we also ran Family Fun Days at this venue)

Holiday Play Schemes run during Easter and Summer holidays from 8.45/9.30 to 3.30/ 5.30 depending on the venue. Children aged 5-11 years participate in a range of venue based activities, workshops and trips.

#### **Holiday Youth Schemes at;**

- Crew Club, Whitehawk
- YMCA, Hove (moved to Woodingdean Youth Centre in February 2017)

Holiday Youth Schemes run during Easter, Summer and half-term holidays from 8.45 to 5.30pm. Children and young people aged 12-19 years participate in a range of venue based activities, workshops and trips. We deliver this in partnership with YMCA Downs Link Group

#### **Family Fun Days (FFD)**

Our Family Fun Days at Impulse Leisure, Southwick are one of our new contracts with West Sussex County Council. They give families of children with disabilities the opportunity to spend time together as a family at a mainstream leisure venue. These accessible sessions provide the support families need to relax together and enjoy a range of sports, arts and cultural activities, including; trampolining, music, and circus skills workshops.

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**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2017**

Across all of these services throughout the year, children and young people participated in a mix of fun and stimulating activities. These included old favourites, like magic, arts and crafts and messy play, alongside exciting new activities such as paddle boarding and golf. All of these activities are adapted to make them fully accessible to allow young people to push themselves to broaden their horizons.

Children and young people accessing Extratime services have a range of needs. For many these include; severe learning disabilities, autistic spectrum disorders and life-limiting conditions. Our children and young people may require tube feeding or administration of emergency medication in the event of epileptic seizures. They may also be wheelchair users or have behaviour which is challenging as the result of high levels of anxiety caused by conditions such as autism or attachment disorders. Many of our children and young people are also unable to communicate verbally and rely on alternative methods such as signing, Makaton or eye movement.

All of these factors mean that this group of children and young people have difficulty accessing mainstream childcare, play and leisure activities. At Extratime they are supported to physically access activities, to understand how to participate and to cope with the sensory demands of being part of a group. This vital support enables children and young people with additional needs and disabilities to have fun, try new things and participate in activities and trips that children and families without additional needs take for granted.

Extratime's inclusive ethos means that children and young people with and without additional needs benefit from a diverse peer groups and learn about difference.

By providing this support, Extratime clubs and schemes also provide parent carers with a vital break from the demands of caring for a disabled child, promoting individual and family resilience which can make all the difference for families where there is a child or young person with a learning disability, sensory need or complex medical condition.

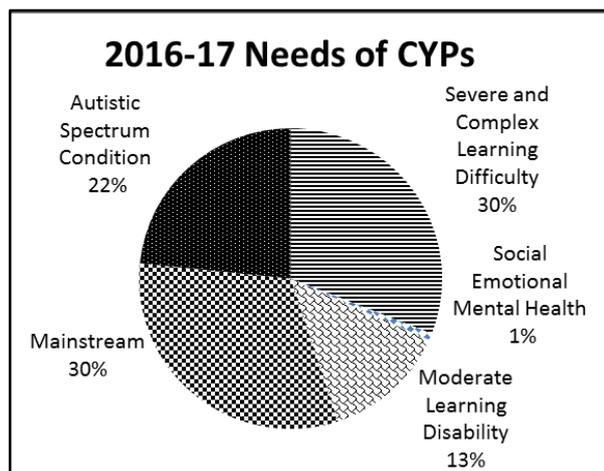
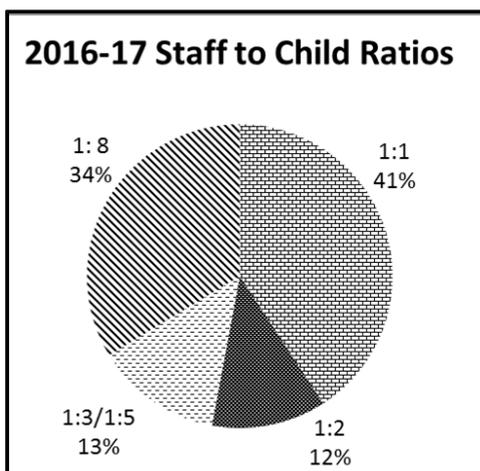
Without Extratime, many children and their families would feel very isolated.

***“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***

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.

**2016-2017 Performance data summary**

	ASC	Schemes	Youth	A2Y	FFD	Total
<b>Number of Children</b>	<b>255</b>	<b>182</b>	<b>69</b>	<b>12</b>	<b>52</b>	<b>570</b>
<b>Number of Sessions</b>	<b>808</b>	<b>125</b>	<b>80</b>	<b>40</b>	<b>3</b>	<b>1,056</b>
<b>Total hours</b>	<b>35,443</b>	<b>2,247</b>	<b>8,829</b>	<b>810</b>	<b>312</b>	<b>47,641</b>
<b>Total Number of Places Provided</b>	<b>14,166</b>	<b>800</b>	<b>1,009</b>	<b>270</b>	<b>130</b>	<b>16,375</b>



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**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2017**

Across all of our services we provided **16,375 places** throughout the year. This means we achieved a 14% increase in the number of places we were able to provide at our after school clubs, holiday schemes and fun days. Of these, nearly 11,500 (**70%**) **places were for children and young people with additional needs and disabilities. The remaining third were non-disabled children and young people.**

Over **6,700 (41%) of places were given to children and young people requiring 1:1 support.** This high support ratio ensures that individuals with complex learning disabilities, autism and high medical needs have the support and care they need to enjoy themselves in a safe and supportive environment.

These figures also demonstrate that alongside the increase in the amount of provision, the level of support we have provided has also increased significantly. This reflects a local and national picture of increasingly high support needs amongst the community of children and young people with additional needs and disabilities.

For Extratime, higher levels of 1:1 staffing mean we are able to offer fewer places at existing staffing levels. Subsequently, higher unit costs have potential implications for our funding model and contract compliance. Robust monitoring and relationship management with our new and existing commissioners is therefore important as we track the impact of this trend.

Despite the 14% increase, we remain mindful that there is still a significant unmet need for Extratime services within the SEND community. In 2015 seventy percent of parent carers who participated in our comprehensive stakeholder consultation said they would like more Extratime sessions. The findings suggested that Extratime could 'double, if not treble capacity'. This point was also reinforced by Extratime's professional stakeholders. Our commitment to increasing capacity therefore continues.

This period of growth in 2016-2017 has included new services in West Sussex and in Brighton & Hove. It has brought new developments and important new relationships. The children, young people and the staff teams have all achieved success in many different ways.

We were particularly proud of the Hillside team this year and we are delighted to report Extratime's first **Outstanding Ofsted** rating at Hillside School in July.

The inspector was impressed by the overall quality of the club, and commented specifically on the dedication of the staff and on our holistic approach to involving parent carers, the school and other professionals in the care and support of our children and young people.

***"Staff are exceptionally kind and caring towards the children and know their individual needs extremely well."***

***"Exceptional partnerships with parents and others ... excellent close relationships with schools ... help to support children's development extremely well."***

**Ofsted Inspection Officer, July 2016**

The trustees and the staff team are committed to maintaining these high standards of excellence across all of our clubs and service.

Feedback from children, young people and their parents also continues to demonstrate the enormous impact of Extratime clubs and schemes in the lives of the whole family.

***"Thank you so much guys. A, everyday says what a brilliant time she has had. You have made her holiday."*** Parent carer

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Here is Lorraine and Fionn's story;



**Fionn celebrating his 15<sup>th</sup> birthday at Extratime Youth holiday scheme in Portslade**

**Lorraine's story**

*"My lovely boy has severe disabilities and autism and has been going to Extratime for 10 years. He started as a very confused, anxious little boy. He could be angry, violent and opposed to any sort of authority. I cried many times on the phone to Extratime, hoping they wouldn't exclude him for his challenging behaviour... which included head butting, kicking staff, and his overall position on refusing to comply with most routines. I remember phoning the office and crying, and begging them to keep him.*

*Their response was quite amazing, especially at that time in my life. They told me that Extratime was an inclusive club where children weren't judged, and exclusion wasn't going to happen. I was invited to meet to talk and make plans, which was wonderful.*

*Over the years Fionn has calmed down, and life for him and all of our family has become much easier... But my gratitude for Extratime and their support is lifelong"*

The desperation Lorraine felt at the beginning of her journey is not unusual for the parent carers who use Extratime services.

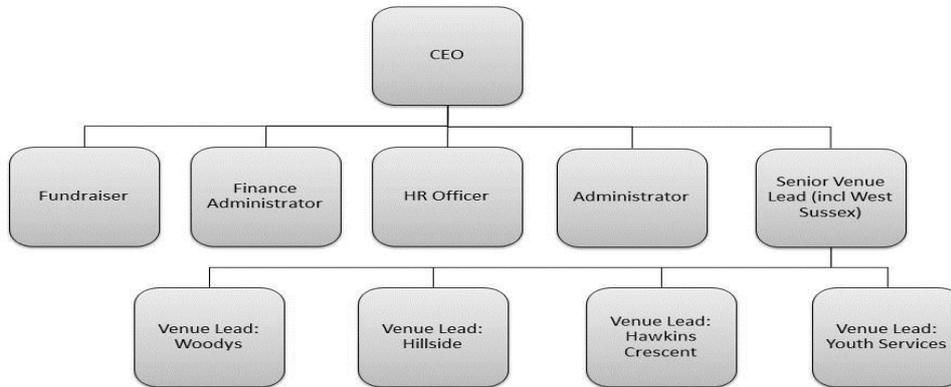
**Strategic activity**

Funded by the second year of our Blagrove Trust grant, the development of Extratime's organisational capacity also continued apace. This year we made further improvements to our management, administration and quality assurance systems. These efficiencies have created a stronger team, and more transparency and accountability. The changes to our administration arrangements have also enabled us to improve data collection, monitoring and reporting towards GDPR compliance in 2018.

As planned, this year we completed an internal reorganisation, creating a flatter, leaner structure with more capacity to support the charity's activities. We said goodbye and an enormous thank you to Operations Director, Zoe Anstey, and colleagues Kate Ogden, Sally Clarke and Lisa Nash who left to take up new projects. We are delighted that Zoe continues to support Extratime through her new training and development venture and that we have retained the valuable experience of Brett Preston who was appointed to the new Senior Venues Lead role. We have also created new Venue Lead roles. Alongside the benefits to children's safe enjoyment of the services, the new arrangements have also created more ownership within the venue teams and strengthened management and administration functions. We end the year with a restructured senior team in place, supported by a dedicated team of 24 Play workers (term-time After school clubs) and 66 sessional and bank workers (Holiday play and youth schemes).

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**New Extratime senior team structure**



The majority of Extratime’s employees are employed on part time contracts, many on a sessional basis during the holiday schemes. The management and admin team include 5.1 FTE full and part-time roles. Volunteers also support children and young people in our venues and / or participate in fundraising activities.

The Management Committee refer to local market rates with reference to the size and needs of the charity to set senior management salaries.

Extratime is committed to collaborative working with the local authorities, schools, community and voluntary sector (CVS) colleagues and parent carer groups to support children, young people and families with SEND. This includes a strong working relationship with AMAZE with whom we explored a merger opportunity this year. Both boards of trustees concluded that a merger is not currently in the best interest of either charity or its beneficiaries as they are currently pursuing separate objectives. This decision may be reviewed at a later date and in the meantime joint funding partnerships have been developed as part of the close relationship.

Our partnership working with statutory and third sector colleagues has continued to support the development of the new SEND arrangements in Brighton & Hove. From 2020, the vision of Brighton & Hove City Council is of three integrated specialist hubs where holistic education, health (physical and emotional) and respite / extended day provision will be provided at three sites across the city. The two hubs for children with SEND will be developed around the existing Hillside School and Downs View School sites where Extratime currently provides after school clubs and holiday schemes. We anticipate that these relationships will continue and that new commissioning arrangements will be led by the new hubs. Our work towards greater clarity and transparency will support and operational and strategic changes that may come from this shift.

**Financial review**

The change we made to align Extratime’s financial year with our key funders and other stakeholders has made monitoring and reporting cycle easier in this first twelve month reporting period. This is part of our ongoing move to improve accuracy and efficiency.

The diversification of Extratime’s funding model has led to a stronger financial position for the charity. Despite the ongoing turbulent and uncertain landscape of local government funding and competitive fundraising market place, our income was £580,793 and the charity’s expenditure was £569,503. This compares to income of £511,012 and expenditure of £494,711 for the last full accounting period in 2015-2016. This represents a 12% increase in income.

This year we achieved a small surplus of £11,290 which will form part of the unrestricted reserves. The total reserves carried forward at 31 March 2017 is therefore £151,571. Of this, £25,000 is designated Blaggrave Trust funding for core costs to support strategy development in 2017.

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**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2017**

**Reserves policy**

The contracts Extratime holds with Brighton & Hove City Council and West Sussex County Council both include provision for the local authorities 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 reductions in funding levels.

Nevertheless, the trustees believe it is important they hold as financial reserves the funds necessary to continue the current activities of the charity in the event of a significant drop in funding. If it became necessary, such reserves would also 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.

In the event of closure of Extratime, 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 appropriate level of reserves as at 31 March 2017 to be £126,571.

**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.

**Principal funding sources**

Extratime's funding model consists of approximately a third local authority contracts, a third user fees and a third voluntary income through fundraising. This has remained fairly stable, however we will continue to monitor the impact of children and young people's growing need for 1:1 staff ratios on the funding model and our contract compliance.

To address the uncertain public sector funding issues, in 2015 the trustees committed to increase sustainability through diversification of Extratime's income base. This year Extratime's principal sources of income therefore include our new contracts with West Sussex County Council (**£70,000**), alongside our existing contracts with Brighton & Hove City Council (**£57,582**), and YMCA DLG (**£118,096**) to provide short breaks for families of children with additional needs and disabilities. Further funding from BHCC Youth Service (**£15,000**), BHCC Sustainability Grant (**£15,000**) and Blagrove Trust (**£25,000**) are also key sources of funding. We are also grateful for the smaller grants we receive from local and national trusts and foundations and to the individuals who support our work through their own fundraising efforts. The subsidised fees we charge for Extratime services are also a principal source of income for the charity.

The increase in our charitable activities demonstrates that despite the ongoing cuts to local government budgets and the uncertainty about the long term future of local and national SEND provision, this year has been one of further growth and change for Extratime.

This year we have successfully maintained existing levels of funding and also secured new contracts with Brighton & Hove City Council (BHCC). To ensure Extratime remains sustainable for children with disabilities and their families, we have also diversified our income which means new operational models and services in new areas. This was therefore the first year of our new three (to five) year contract with West Sussex County Council (WSCC) and we also opened a new after school club at West Blatchington Primary and Nursery School in Brighton. Both of these developments were part of our strategy increase Extratime's sustainability and extend our reach through diversification of income.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

Between November and March we participated in a successful city wide campaign to protect youth services in Brighton & Hove. We are very proud to have been part of this campaign, as this contract was shaped by the young people and their families through Extratime's stakeholder consultation in 2015. At the close of the year we are in receipt of an interim six-month contract whilst a new tender process is developed by the commissioners. We are confident that this important and popular Extratime Youth Club will continue.

We have also experienced some unexpected challenges throughout the year, the most significant of which came at the end of the financial year in March. This was the sudden and unexpected decision by St Luke's School to take the after school club in-house from September 2017. As this is our largest and only (small) profit-making club, we have taken steps to mitigate the potential financial risks and to support the staff team through the TUPE process. We are confident that the measures we have put in place will facilitate a smooth transition with minimal impact of the families, staff and operational budgets.

Whilst we have prioritised statutory funding during the period, we have also diversified and strengthened our voluntary fundraising programme. Securing high value, multi-year grants has continued to be the focus of our fundraising strategy. The trustees are therefore pleased to report the award of a three-year BBC Children in Need grant of £120,000 which begins in April 2017. We have also had several smaller fundraising successes, including a high profile corporate partnership with Brighton & Hove Albion Football Club. This was an exciting opportunity to raise funds and awareness of our work with a new audience. Many of our young football fans enjoyed Extratime's dedicated match day at the American Express Stadium in February, and our CEO and a volunteer introduced the charity to nearly 30,000 football fans during a pitch side interview.

With ongoing support from the Blagrove Trust we have invested in some external fundraising support this year. Our investment in fundraising will continue next year as part of the trustee's commitment to build valuable, long-term relationships with our Trust and Foundations donors. This remains our priority to maximise return on investment from limited fundraising resources.

**Next steps**

We have begun to develop our new three year strategy for 2018-2021 through a series of workshops with the management committee, staff team and parent carers. This is an exciting process as it provides an opportunity to reflect on the progress we have made over the previous three years and to think ambitiously about the future of Extratime and our work to support disabled children and young people and their families.

There are challenges ahead as we approach the third year of cuts to local government funding. However we are confident that we have built the organisational capacity to help us create sustainability for our young service users and their families.

In preparation for the planned closure next year of our St Luke's after school club and holiday scheme, we have made some difficult spending decisions to protect the charity's financial position. This includes the decision to hand over control of West Blatchington after school club to the school. We will also relocate our East Grinstead holiday schemes to Herons Dale School in Shoreham. Unfortunately the low take up of places at the after school club and the unforeseen recruitment challenges in East Grinstead, mean that neither of these services are financially viable for Extratime. The current financial climate means that we are unable to invest in development for the long-term as we would have chosen to do in the past.

The next twelve months will be a period of consolidation for Extratime as we build on the growth and change in 2016-2017. We look forward to ongoing work with BHCC Children's Disability team, YMCA DLG and other short breaks providers to prepare for the introduction of the integrated hubs in Brighton & Hove 2020. We also look forward to further developing our relationship with our new commissioners, partners and families in West Sussex, as we establish new services at Herons Dale School in Shoreham and across the county.

The trustees look forward to reporting on the progress of these changes in 2018.

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**TRUSTEES' REPORT (CONTINUED)**  
***FOR THE YEAR ENDED 31 MARCH 2017***

**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 12 December 2017.

On behalf of the board of trustees



**R Cook**  
Trustee

# **EXTRATIME**

**(LIMITED BY GUARANTEE)**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF EXTRATIME CHARITABLE COMPANY ('THE COMPANY')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2017.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the 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: 13 December 2017.

## EXTRATIME

(LIMITED BY GUARANTEE)

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2017

		Unrestricted	Designated	Restricted	Year to	7 months
	Note	funds	funds	funds	31 March	to
		£	£	£	2017	31 March
Income from:					£	£
Donations	3	10,779	-	-	10,779	5,323
Charitable activities	4	242,891	25,000	301,010	568,901	242,591
Other trading activities	5	1,113	-	-	1,113	148
<b>Total income</b>		<b>254,783</b>	<b>25,000</b>	<b>301,010</b>	<b>580,793</b>	<b>248,062</b>
<b>Expenditure on:</b>						
Raising funds		12,178	-	-	12,178	6,318
Charitable activities		254,682	-	302,643	557,325	232,763
<b>Total expenditure</b>	6	<b>266,860</b>	<b>-</b>	<b>302,643</b>	<b>569,503</b>	<b>239,081</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>(12,077)</b>	<b>25,000</b>	<b>(1,633)</b>	<b>11,290</b>	<b>8,981</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		138,648	-	1,633	140,281	131,300
<b>Total funds carried forward</b>		<b>126,571</b>	<b>25,000</b>	<b>-</b>	<b>151,571</b>	<b>140,281</b>

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 2017**

	Notes	Year to 31 March 2017		7 months to 31 March 2016	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		1,110		4,046
<b>Current assets</b>					
Debtors	12	95,365		74,564	
Cash at bank and in hand		74,592		74,990	
		<u>169,957</u>		<u>149,554</u>	
<b>Creditors: amounts falling due within one year</b>					
	13	<u>(19,496)</u>		<u>(13,319)</u>	
<b>Net current assets</b>			<u>150,461</u>		<u>136,235</u>
<b>Net assets</b>			<u>151,571</u>		<u>140,281</u>
<b>The funds of the charity:</b>					
Restricted income funds	15		-		1,633
Unrestricted funds			126,571		138,648
Designated funds	16		25,000		-
			<u>151,571</u>		<u>140,281</u>

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 2017. 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:

- (a) ensuring that the charity keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) 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 24 form part of these accounts.

The accounts were approved by the Board on 12 December 2017

R Cook  
**Trustee**



**Company Registration No. 04514110**

**EXTRATIME**  
**(LIMITED BY GUARANTEE)**  
**CASH FLOW STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2017**

	2017		2016	
	£	£	£	£
<b>Cash flows from operating activities</b>				
<b>Net (expenditure)/income for the year</b>	<b>11,290</b>		8,981	
Depreciation charges	<b>2,936</b>		4,390	
Increase/(Decrease) in creditors	<b>6,177</b>		(7,172)	
(Increase)/decrease in debtors	<b>(20,801)</b>		13,358	
<b>Net cash used in operating activities</b>		<b>(398)</b>		19,557
<b>Cash flows from investing activities:</b>				
Purchase of plant and equipment	-		(770)	
<b>Net cash provided by investing activities</b>		-		(770)
<b>Change in cash and cash equivalents in the year</b>		<b>(398)</b>		18,787
<b>Cash and cash equivalents at the beginning of the year</b>		<b>74,990</b>		56,203
<b>Cash and cash equivalents at the end of the year</b>		<b>74,592</b>		74,990

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

**FOR THE YEAR ENDED 31 MARCH 2017**

**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.

**2.2 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.

**2.3 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 YEAR ENDED 31 MARCH 2017**

**2 Accounting Policies**

**(continued)**

**2.4 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

**2.5 Pensions**

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

**2.6 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.

**2.7 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.

**2.8 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.

Designated funds are amounts of reserves designated towards future running costs of the charity.

**2.9 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 YEAR ENDED 31 MARCH 2017**

**3 Income from donations**

	Unrestricted funds £	Restricted funds £	Year to March 2017 £	7 months to March 2016 £
Donations	<b>10,779</b>	-	<b>10,779</b>	5,323

**4 Income from charitable activities**

	Unrestricted funds £	Restricted funds £	Year to March 2017 £	7 months to March 2016 £
Parental fees and Social services	197,691	-	<b>197,691</b>	95,723
Grants				
Sport England	-	-	-	4,552
BHCC – Carers / Children’s Services	-	57,582	<b>57,582</b>	28,791
BHCC – Three year Discretionary Grant	10,000	-	<b>10,000</b>	5,000
BHCC – Inclusion Grants	-	19,809	<b>19,809</b>	4,955
BHCC – Sustainability Grant	-	15,000	<b>15,000</b>	15,000
BHCC Children’s Services /YMCA	-	118,096	<b>118,096</b>	29,667
BHCC Youth Service	-	15,000	<b>15,000</b>	11,335
Impact Initiative	-	5,250	<b>5,250</b>	-
WSCC Category 1 Family Activities Contract	-	60,000	<b>60,000</b>	-
WSCC Category 2 Short Breaks Contract	-	10,000	<b>10,000</b>	-
Blagrove Trust	25,000	-	<b>25,000</b>	25,000
Sobell Foundation	10,000	-	<b>10,000</b>	-
Barbara Ward	6,000	-	<b>6,000</b>	-
Brighton District Nursing	5,000	-	<b>5,000</b>	-
Rounded Rhythm – Dance Inc	-	-	-	2,818
Chownes Foundation	1,500	-	<b>1,500</b>	1,500
Kleinwort Benson	5,000	-	<b>5,000</b>	-
Truemark Trust	2,000	-	<b>2,000</b>	-
Blessed Virgin Mary	1,000	-	<b>1,000</b>	-
Chalk Cliff Trust	-	-	-	5,000
Boshier Hinton	-	-	-	5,000
Toy Trust	-	-	-	1,200
Ladbrokes in the Community	-	-	-	1,000
Headley Foundation	-	-	-	2,500
David Solomons	-	-	-	1,000
Other small grants	4,700	273	<b>4,973</b>	2,550
Total charitable activities	<b>267,891</b>	<b>301,010</b>	<b>568,901</b>	242,591

## EXTRATIME

(LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2017

##### 5 Income from other trading activities

	Year to March 2017 £	7 months to March 2016 £
Charity shop income	1,113	148
Total other trading activities	<u>1,113</u>	<u>148</u>

##### 6 Total expenditure

	Staff costs £	Depreciation £	Other costs £	Total year to March 2017 £	Total 7 months to March 2016 £
<b>Expenditure on raising funds</b>					
Costs of raising donations and grants	12,178	-	-	12,178	6,318
<b>Expenditure on charitable activities</b>					
Activities undertaken directly	339,745	-	84,975	424,720	147,768
Support costs	98,933	2,936	30,736	132,605	84,995
Total charitable activities	<u>438,678</u>	<u>2,936</u>	<u>115,711</u>	<u>557,325</u>	<u>232,763</u>
<b>Total Expenditure</b>	<u>450,856</u>	<u>2,936</u>	<u>115,711</u>	<u>569,503</u>	<u>239,081</u>

##### Analysis of support costs (including Governance costs)

	Total year to March 2017 £	Total 7 months to March 2016 £
Staff costs	98,933	61,378
Depreciation	2,936	4,390
General office and administration	28,736	17,427
Governance costs:		
Independent examiners fees	2,000	1,800
	<u>132,605</u>	<u>84,995</u>

**EXTRATIME**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**7 Comparative Funds – Statement of Financial Activities for the 7 months ended 31 March 2016**

	Unrestricted funds	Restricted funds	Total 2016
	£	£	£
<b><u>Income from:</u></b>			
Donations	5,323	-	<b>5,323</b>
Charitable activities	140,291	102,300	<b>242,591</b>
Other trading activities	148	-	<b>148</b>
	<hr/>	<hr/>	<hr/>
<b>Total income</b>	145,762	102,300	<b>248,062</b>
	<hr/>	<hr/>	<hr/>
<b><u>Expenditure on:</u></b>			
<b>Raising funds</b>			
Costs of raising donations and grants	6,318	-	<b>6,318</b>
<b>Expenditure on charitable activities</b>			
Charitable activities	126,451	106,312	<b>232,763</b>
	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>	132,769	106,312	<b>239,081</b>
	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure)</b>	12,993	(4,012)	<b>8,981</b>
Fund balances brought forward at 1 September 2015	125,655	5,645	<b>131,300</b>
	<hr/>	<hr/>	<hr/>
<b>Fund balances carried forward at 31 March 2016</b>	<b>138,648</b>	<b>1,633</b>	<b>140,281</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**EXTRATIME**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**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:

	<b>2017</b>	2016
	<b>Number</b>	Number
Administration, marketing and commercial	<b>59</b>	54
	<u>          </u>	<u>          </u>
	<b>Year to</b>	7 months to
	<b>March</b>	March
<b>Employment costs</b>	<b>2017</b>	2016
	<b>£</b>	<b>£</b>
Wages and salaries	<b>434,980</b>	189,642
Social security costs	<b>14,636</b>	6,637
Other pension costs	<b>1,240</b>	436
	<u>          </u>	<u>          </u>
	<b>450,856</b>	196,715
	<u>          </u>	<u>          </u>

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, Senior Venue Lead, HR Officer and Project Co-ordinators. Total consideration paid to key management personnel during the year was £104,919 (2016: £53,233).

**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 YEAR ENDED 31 MARCH 2017**

**11 Tangible fixed assets**

	<b>Computers, Equipment, Furniture and Fittings</b>	<b>Motor vehicles</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2016	2,592	27,510	<b>30,102</b>
	<hr/>	<hr/>	<hr/>
<b>At 31 March 2017</b>	<b>2,592</b>	<b>27,510</b>	<b>30,102</b>
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2016	834	25,222	<b>26,056</b>
Charge for the period	648	2,288	<b>2,936</b>
	<hr/>	<hr/>	<hr/>
<b>At 31 March 2017</b>	<b>1,482</b>	<b>27,510</b>	<b>28,992</b>
	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>			
<b>At 31 March 2017</b>	<b>1,110</b>	-	<b>1,110</b>
	<hr/>	<hr/>	<hr/>
At 31 March 2016	1,758	2,288	4,046
	<hr/>	<hr/>	<hr/>

<b>12 Debtors</b>	<b>2017</b>	2016
	£	£
Fee Income – Parents and Social Services	<b>14,020</b>	17,980
Accrued income	<b>81,345</b>	56,170
Prepayments	-	414
	<hr/>	<hr/>
	<b>95,365</b>	74,564
	<hr/>	<hr/>

<b>13 Creditors: amounts falling due within one year</b>	<b>2017</b>	2016
	£	£
Deferred income	<b>5,584</b>	-
Taxation and social security costs	<b>5,251</b>	5,935
Accruals	<b>8,474</b>	7,297
Pensions	<b>187</b>	87
	<hr/>	<hr/>
	<b>19,496</b>	13,319
	<hr/>	<hr/>

**EXTRATIME**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**14 Pension and other post-retirement benefit commitments**

**Defined contribution**

	<b>Year to March 2017</b>	7 months to March 2016
	£	£
Contributions payable by the company for the period	<b>1,240</b>	436

At 31 March 2017 contributions of £187 were outstanding (2016: £87).

**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:

	<b>Balance at 1 April 2016</b>	<b>Movement in funds</b>		<b>Balance at 31 March 2017</b>
	£	<b>Incoming resources</b>	<b>Resources expended</b>	£
		£	£	
BHCC – Capital grant (Minibus)	1,633	-	(1,633)	-
BHCC – Childrens Servcies / Carers	-	60,447	(60,447)	-
BHCC – Inclusion Grant	-	16,944	(16,944)	-
BHCC – Sustainability Grant	-	15,000	(15,000)	-
BHCC - Childrens Services/ YMCA	-	41,950	(41,950)	-
BHCC – Youth Service	-	96,399	(96,399)	-
WSCC – Service Contract	-	70,270	(70,270)	-
	<b>1,633</b>	<b>301,010</b>	<b>(302,643)</b>	<b>-</b>

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.

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 need 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 YEAR ENDED 31 MARCH 2017**

**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 / Portslade .Village Centre.

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

WSCC – Funds holiday schemes and Family Fund Days in Adur and Worthing and Mid-Sussex.

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

**16 Designated funds**

	Movement in funds			Balance at 31 March 2017 £
	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	
2017/2018 running costs	-	25,000	-	<b>25,000</b>
	-	<b>25,000</b>	-	<b>25,000</b>

The charity has designated £25,000 of income from The Blagrove Trust for running costs in 2017/18.

**17 Analysis of net assets between funds**

	Unrestricted funds £	Designated funds £	Total £
Fund balances at 31 March 2017 are represented by:			
Tangible fixed assets	1,110	-	<b>1,110</b>
Current assets	144,957	25,000	<b>169,957</b>
Creditors: amounts falling due within one year	(19,496)	-	<b>(19,496)</b>
	<b>126,571</b>	<b>25,000</b>	<b>151,571</b>

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

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

**FOR THE YEAR ENDED 31 MARCH 2017**

**18 Commitments under operating leases**

At 31 March 2017 the company had total commitments under non-cancellable operating leases as follows:

	<b>2017</b>	2016
Expiry date:	<b>£</b>	£
Less than one year	<b>3,680</b>	4,212
	<hr/> <b>3,680</b> <hr/>	<hr/> 4,212 <hr/>

**19 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.

**20 Ultimate controlling party**

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