

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 2018

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Chartered Accountants & Tax Advisers

EXTRATIME

(LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Rosamund Cook (Chair) Mari Booker Christine Hanson (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	Taylorcocks 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

EXTRATIME
(LIMITED BY GUARANTEE)
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EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

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 2018 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
Christine Hanson (Treasurer)
Sally Howell

Co-opted Members (non-voting)

Rachael Burstow – Resigned March 2017
Tim Dunkerley – Resigned June 2018

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.

EXTRATIME

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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 2018

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 2017-2018 Extratime provided over 37,000 hours of **inclusive 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.



During the reporting period we delivered inclusive out of school activities for children and young people with and without special educational needs and disabilities (SEND) at the following venues across Brighton & Hove and West Sussex.

After school clubs (ASC) at;

- Hillside School, Portslade (now Hill Park School)
- Downs View School, Woodingdean
- St Luke's School, Queens Park – closed 31.7.17
- West Blatchington School, Hangleton – closed 12.6.17
- 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 11 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 Mary's, East Grinstead (ended April 2017)
- Southwick Leisure Centre, Southwick (ended April 2017)
- Herons Dale School, Shoreham (from Summer 2017)

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;

- Woody's Youth Club, Woodingdean
- Portslade Village Centre, Portslade

EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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 run venues across West Sussex. 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, climbing, music, and circus skills workshops.

Operational and impact report

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 all of these 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 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.

At Extratime's **after school clubs** throughout the year, children and young people participated in a mix of fun and stimulating activities, all of which are adapted to make them fully accessible to allow young people to push themselves to broaden their horizons.

"Extratime makes me happy, happy, happy" Tilly, age 6

This year children and young people at **holiday schemes** enjoyed a broad range of activities and trips, including old favourites and new workshops and venues. This was our first summer scheme at Herons Dale school which was very successful and received lots of positive feedback from children, parents, staff and the commissioners.

"This is a fantastic scheme and perfect for Lewis. He has no friends and this is really the only time he gets to spend with other young people. He looks forward to coming to the scheme every time" Parent carer

"John is completely isolated during school holidays so he is happy just to be there with friends" Parent carer

EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Themes at all the Play settings included; Under the sea, Circus, Space, and Countries, and thematic workshops such as circus skills and sports workshops were popular. Children and young people were also out and about in the community with trips to local parks, Hove lagoon, Swimming, and Crawley Adventure Park. Some of them used public transport which was very successful and enjoyable opportunity for them to be on the bus with their friends.

Amongst the many trip and workshops at the **Youth Schemes**, the visit to Spa Valley Railway was particularly popular with a number of young people who have a big interest in trains and transport. It gave them a chance to ride the train, learn about the railway and look around with their friends.

Our partnership with Albion in the Community enabled us to offer even more sports workshops, including; wheelchair basketball, multisport & football which were adapted to meet everyone's needs and kept everyone engaged and interested throughout. Young people also took part in paddle boarding for the first time at Hove Lagoon Watersports which was highly successful, learning a new skill and working together during the activity. Young people's life skills sessions included cooking as a group, shopping, being out in the community and handling money.

"...it gave him different activities to do during the summer holidays and was so good for him to meet new people and be taken out! Staff were great with him, really grateful to Extratime thank you" Parent carer

Family Fun Days continued to be a tremendous success, with more West Sussex Families that ever coming along to enjoy the free activities (animals, music, soft play, messy play). This year we ran nine events as part of our contract with West Sussex County Council. This is a model we hope to develop across Brighton and Hove in 2018-2019.

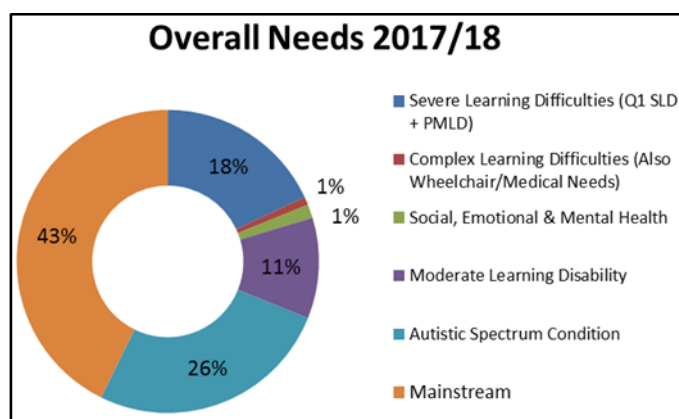
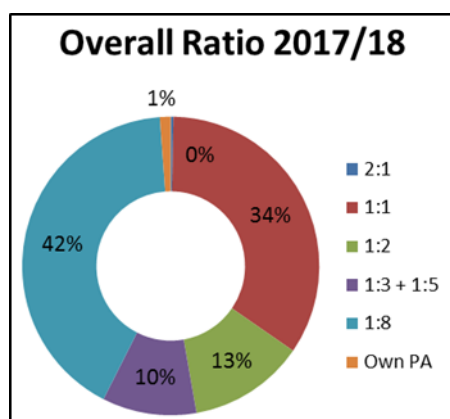
"Brilliant as always. Perfect for a rainy Sunday." Parent carer

Following the extensive lobbying by young people of Brighton and Hove in 2016, Extratime successfully bid for new BHCC funding to continue Extratime's **Youth Club** in October 2017. Included in this project is a new model which has opened opportunities for young people to attend with their own carer by taking advantage of our new 'drop-in' option.

Extratime's Impact

2017-2018 Performance data summary

	ASC	Schemes	Youth	A2Y	FFD	Total
Number of Children	222	83	34	13	215	567
Number of Sessions	526	76	84	33	9	728
Total hours	19,922	5,876	8,470	1,506	1,290	37,065
Total Number of Places Provided	7,787	795	968	502	N/A	10,052



EXTRATIME

(LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Data analysis

As the above shows, Extratime provided over 10,000 places throughout the year. Of these nearly two thirds of places were for children and young people with special educational needs and disabilities (SEND). The remaining third were for non-disabled children.

Extratime's withdrawal from St Lukes School and West Blatchington School in 2017 means this represents a 30% reduction in places since last year.* The proportion of with SEND shown in this data indicates a similar picture to last year. However these annual figures hide the steep increase in the proportion of children and young people with SEND after July when St Lukes and West Blatchington closed. Around 80-90% of the children and young people who now come to Extratime have an additional need or disability, 50-55% have 1:1 support due to their high needs.

The introduction of the new HR post in 2016 meant that TUPE arrangements at both St Luke's School and West Blatchington School were well managed and the clubs were successfully handed over to the respective schools with minimal impact on children, families or the staff teams. However, for Extratime higher levels of 1:1 staffing means we are able to offer fewer places at existing staffing levels. Subsequently higher unit costs means additional funding is required to provide the same level of service delivery.

We are also acutely aware that many families experience long waits for an Extratime place and there is still significant unmet need for Extratime within the SEND communities in Brighton & Hove and West Sussex. Parent carers tell us we could double or treble places to meet their needs so our commitment to increasing our capacity and choice for families. We also continue to closely monitor the situation and maintain positive and transparent relationship with our funders and commissioners.

Whilst we work hard to increase capacity, our commitment to quality remains at the heart of everything we do and we continue to operate at the Outstanding Ofsted rating we were proud to achieve last year.

"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

****As previously reported, St Luke's School ended Extratime's longstanding agreement to provide after school clubs and holiday schemes at the school. By bringing it's childcare in-house, the school intend to generate income to address the funding gap created by cuts to school budget.***

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.

EXTRATIME

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

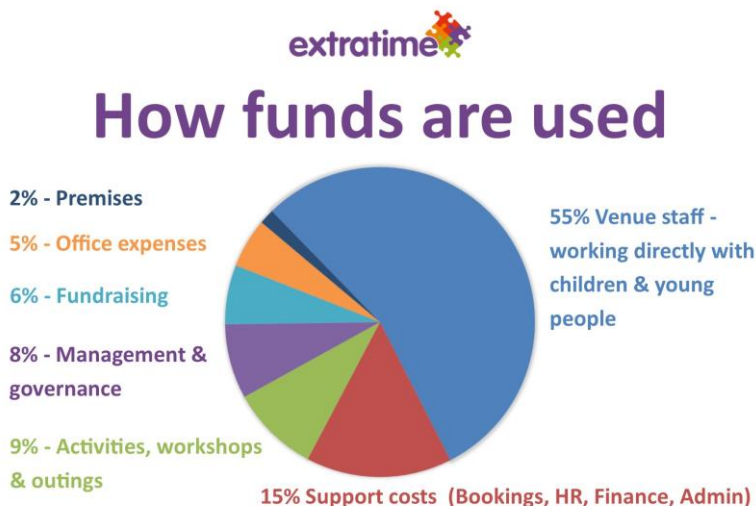
Financial report

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 £579,295 and the charity's expenditure was £542,924.

This compares to income of £580,793 and expenditure of £569,503 for the last accounting period in 2016-2017. This is reflective of the trustees prudent spending decisions following the handover of Extratime's mainstream services. Despite the impact of these changes on Extratime's income, we ended the year at a similar annual income to the previous year. This is due to some unplanned funding success in quarter four. This means that we achieved a surplus of £36,371 which will form part of the unrestricted reserves. The total reserves carried forward at 31 March 2018 is therefore £187,942. Of this, the trustees have designated £30,000 from the third party funding event for the Summer Schemes.

The end of Extratime activities at St Luke's School led the trustees to review our spending priorities for the year and manage the potential risk presented by the loss of this income stream. This resulted in some operational changes to reduce costs.

Despite the changes, Extratime's income levels remained broadly similar the previous year due to increased fundraising success. Prudent spending, including pausing some planned expenditure, allowed a period of consolidation to maintain a strong and sustainable financial position for the charity.



EXTRATIME
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

Principal funding sources

Historically, Extratime's funding model has consisted of approximately a third local authority contracts, a third user fees and a third voluntary income through fundraising. This picture has now changed following the trustees decision in 2015 to increase sustainability by diversifying of Extratime's income base. This is illustrated below.



This reflects our commitment to maintain user fees at affordable levels for families in line with mainstream provision.

This year Extratime's principal sources of income include contracts with West Sussex County Council (**£80,000**), alongside our existing contracts with Brighton & Hove City Council (**£57,542**), and YMCA DLG (**£135,352**) to provide short breaks for families of children with additional needs and disabilities.

Further funding from BHCC includes Youth Service (**£17,000**), Third Sector Investment Programme (**£10,000**) and BHCC Sustainability Grant (**£15,000**). We are pleased to report a positive start to year one of our three-year partnership with BBC Children in Need (**£39,416**) and a grant from Peter Harrison (**£20,000**) is also key source of funding this year.

We are enormously grateful to all of our funders, large and small, including 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 (**£142,022**).

EXTRATIME
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

The trustees are pleased to report new contracts and grants this year, including BHCC Third Sector Investment Programme, BHCC Youth Grant Programme, WSCC Short Breaks, BBC Children in Need, Peter Harrison Foundation, Chalk Cliff Trust, February Foundation. We were also enormously grateful to our family of one of our children who, with the help of his friends and colleagues, cycled around the Isle of Wight to raise £30,000 for Extratime.

As part of the trustee's commitment to build valuable, long-term relationships with our Trust and Foundations donors we look forward to welcoming our new Trust and Foundations Fundraiser in May 2018. Alongside our local authority contracts, this area of new income remains our priority to maximise return on investment from limited fundraising resources.

Reserves policy

Extratime maintains appropriate financial reserves to meet the charity objectives and to mitigate against risk.

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.

Next steps

Our work to develop our new three year strategy for 2018-2021 has continued 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.

Our new strategy supports Extratime three key objectives;

1. Quality
2. Value for Money
3. Participation

The next twelve months will involve further consolidation for Extratime as we build on the growth and change in 2017-2018. Next year we also look forward to working alongside families and partners to prepare for the introduction of the integrated hubs in Brighton & Hove 2020. We also look forward to further developing our relationship with all of our new commissioners, partners and families, as we establish new services for children and young people with SEND in Brighton & Hove and West Sussex.

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

The trustees look forward to reporting on the progress of these changes in 2019.

EXTRATIME
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

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.

Independent Examiners

Taylorcocks took over responsibility for the independent examination on the 27th July 2018, following the merger of the previous independent examiners, Russell New Limited, with the Taylorcocks group of professional services firms.

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 30th October 2018.

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 2018.

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 Taylorcocks



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

Dated: 8 November 2018

EXTRATIME

(LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted funds	Designated funds	Restricted funds	2018	2017
Income from:	Note	£	£	£	£	£
Donations	3	6,456	19,753	1,933	28,142	10,779
Charitable activities	4	169,096	10,247	371,810	551,153	568,901
Other trading activities	5	-	-	-	-	1,113
Total income		175,552	30,000	373,743	579,295	580,793
Expenditure on:						
Raising funds		12,189	-	-	12,189	12,178
Charitable activities		131,992	25,000	373,743	530,735	557,325
Total expenditure	6	144,181	25,000	373,743	542,924	569,503
Net income/(expenditure) and net movement in funds for the year		31,371	5,000	-	36,371	11,290
Reconciliation of funds						
Total funds brought forward		126,571	25,000	-	151,571	140,281
Total funds carried forward		157,942	30,000	-	187,942	151,571

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 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	11		462		1,110
Current assets					
Debtors	12	22,994		95,365	
Cash at bank and in hand		171,639		74,592	
		<u>194,633</u>		<u>169,957</u>	
Creditors: amounts falling due within one year	13	<u>(7,153)</u>		<u>(19,496)</u>	
Net current assets			<u>187,480</u>		150,461
Net assets			<u>187,942</u>		<u>151,571</u>
The funds of the charity:					
Unrestricted funds			157,942		126,571
Designated funds	16		30,000		25,000
			<u>187,942</u>		<u>151,571</u>

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2018. 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 24 form part of these accounts.

The accounts were approved by the Board on 30th October 2018.



R Cook
Trustee

Company Registration No. 04514110

EXTRATIME

(LIMITED BY GUARANTEE)

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2018

	2018		2017	
	£	£	£	£
Cash flows from operating activities				
Net (expenditure)/income for the year	36,371		11,290	
Depreciation charges	648		2,936	
Increase/(Decrease) in creditors	(12,343)		6,177	
(Increase)/decrease in debtors	72,371		(20,801)	
Net cash used in operating activities		97,047		(398)
Change in cash and cash equivalents in the year		97,047		(398)
Cash and cash equivalents at the beginning of the year		74,592		74,990
Cash and cash equivalents at the end of the year		171,639		74,592

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

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 2018

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 Debtors

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

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.

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

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

3 Income from donations

	Unrestricted funds	Designated funds	Restricted funds	2018	2017
	£	£	£	£	£
Donations	6,456	19,753	1,933	28,142	10,779

4 Income from charitable activities

	Unrestricted funds	Designated funds	Restricted funds	2018	2017
	£	£	£	£	£
Parental fees and Social services	131,775	10,247	-	142,022	197,691
Grants					
BHCC – Children's Disability Services	-	-	57,542	57,542	57,582
BHCC – Third Sector Investment Programme	10,000	-	-	10,000	10,000
BHCC – Inclusion Grants	7,321	-	-	7,321	19,809
BHCC – Sustainability Grant	15,000	-	-	15,000	15,000
BHCC Children's Disability Services /YMCA	-	-	135,352	135,352	118,096
BHCC Youth Service	-	-	17,000	17,000	15,000
Impact Initiative	-	-	3,500	3,500	5,250
WSCC Category 1 Family Activities Contract	-	-	60,000	60,000	60,000
WSCC Category 2 Short Breaks Contract	-	-	20,000	20,000	10,000
Children In Need	-	-	39,416	39,416	-
Peter Harrison	-	-	20,000	20,000	-
Sobell Foundation	-	-	10,000	10,000	10,000
Barbara Ward	-	-	6,000	6,000	6,000
Chalk Cliff Trust	5,000	-	-	5,000	-
February Foundation	-	-	3,000	3,000	-
Blagrave Trust	-	-	-	-	25,000
Brighton District Nursing	-	-	-	-	5,000
Kleinwort Benson	-	-	-	-	5,000
Truemark Trust	-	-	-	-	2,000
Chownes Foundation	-	-	-	-	1,500
Blessed Virgin Mary	-	-	-	-	1,000
Other small grants	-	-	-	-	4,973
Total charitable activities	169,096	10,247	371,810	551,153	568,901

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

5 Income from other trading activities

	2018	2017
	£	£
Charity shop income	-	1,113
Total other trading activities	-	1,113

6 Total expenditure

	Staff costs	Depreciation	Other costs	Total 2018	Total 2017
	£	£	£	£	£
Expenditure on raising funds					
Costs of raising donations and grants	12,189	-	-	12,189	12,178
Expenditure on charitable activities					
Activities undertaken directly	310,337	-	77,054	387,391	424,720
Support costs	107,705	648	34,991	143,344	132,605
Total charitable activities	418,042	648	112,045	530,735	557,325
Total Expenditure	430,231	648	112,045	542,924	569,503

Analysis of support costs (including Governance costs)

	Total 2018	Total 2017
	£	£
Staff costs	107,705	98,933
Depreciation	648	2,936
General office and administration	30,731	28,736
Governance costs:		
Independent examiners fees	4,260	2,000
	143,344	132,605

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

7 Comparative Funds – Statement of Financial Activities for the year ended 31 March 2017

	Unrestricted funds	Designated funds	Restricted funds	Total 2017
	£	£	£	£
<u>Income from:</u>				
Donations	10,779	-	-	10,779
Charitable activities	242,891	25,000	301,010	568,901
Other trading activities	1,113	-	-	1,113
	<hr/>	<hr/>	<hr/>	<hr/>
Total income	254,783	25,000	301,010	580,793
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditure on:</u>				
Raising funds				
Costs of raising donations and grants	12,178	-	-	12,178
	<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on charitable activities				
Charitable activities	254,682	-	302,643	557,325
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure	266,860	-	302,643	569,503
	<hr/>	<hr/>	<hr/>	<hr/>
Net income/(expenditure)	(12,077)	25,000	(1,633)	11,290
	<hr/>	<hr/>	<hr/>	<hr/>
Fund balances brought forward at 1 April 2016	138,648	-	1,633	140,281
	<hr/>	<hr/>	<hr/>	<hr/>
Fund balances carried forward at 31 March 2017	126,571	25,000	-	151,571
	<hr/>	<hr/>	<hr/>	<hr/>

EXTRATIME
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

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:

	2018	2017
	Number	Number
Administration, marketing and commercial	58	59

Employment costs

	2018	2017
	£	£
Wages and salaries	413,083	434,980
Social security costs	15,561	14,636
Other pension costs	1,587	1,240
	430,231	450,856

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, Senior Venue Lead and HR Officer. Total consideration paid to key management personnel during the year was £105,699 (2017: £104,919).

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 2018

11 Tangible fixed assets

	Computers, Equipment, Furniture and Fittings £	Motor vehicles £	Total £
Cost			
At 1 April 2017	2,592	27,510	30,102
At 31 March 2018	2,592	27,510	30,102
Depreciation			
At 1 April 2017	1,482	27,510	28,992
Charge for the period	648	-	648
At 31 March 2018	2,130	27,510	29,640
Net Book Value			
At 31 March 2018	462	-	462
At 31 March 2017	1,110	-	1,110

12 Debtors

	2018 £	2017 £
Fee Income – Parents and Social Services	7,994	14,020
Accrued income	15,000	81,345
	22,994	95,365

13 Creditors: amounts falling due within one year

	2018 £	2017 £
Deferred income	-	5,584
Taxation and social security costs	2,175	5,251
Accruals	4,786	8,474
Pensions	192	187
	7,153	19,496

EXTRATIME

(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

14 Pension and other post-retirement benefit commitments

Defined contribution

	2018 £	2017 £
Contributions payable by the company for the period	<u>1,587</u>	<u>1,240</u>

At 31 March 2018 contributions of £192 were outstanding (2017: £187).

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 April 2017 £	Movement in funds Incoming resources £	Resources expended £	Balance at 31 March 2018 £
BHCC – Childrens Disability Services	-	57,542	(57,542)	-
BHCC – Childrens Disability Services / YMCA	-	135,352	(135,352)	-
BHCC – Youth Service	-	17,000	(17,000)	-
Children In Need	-	39,416	(39,416)	-
Impact Initiative	-	3,500	(3,500)	-
Sobell Foundation	-	10,000	(10,000)	-
February Foundation	-	3,000	(3,000)	-
Peter Harrison	-	20,000	(20,000)	-
Barbara Ward	-	6,000	(6,000)	-
WSCC – Short Breaks Contracts	-	80,000	(80,000)	-
Donations	-	1,933	(1,933)	-
	<u>-</u>	<u>373,743</u>	<u>(373,743)</u>	<u>-</u>

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

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

FOR THE YEAR ENDED 31 MARCH 2018

15 Restricted funds (continued)

BHCC – Children’s Disability Services / YMCA funds holiday youth schemes at Portslade Village Centre and Woodingdean Youth Centre.

BHCC Youth Service funds the inclusive youth club.

WSSC Short Breaks Contracts – After school clubs fund holiday schemes and Family Fund Days in West 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 1 April 2017	Incoming resources	Resources expended
	£	£	£
2017/2018 running costs	25,000	-	(25,000)
2018/2019 After school clubs and holiday play	-	30,000	-
	25,000	30,000	(25,000)
	30,000		

The charity has designated £30,000 of income for Holiday play schemes running costs in 2018/2019. Previously £25,000 of income from The Blagrove Trust was designated for running costs in 2017/18.

17 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2018 are represented by:			
Tangible fixed assets	462	-	462
Current assets	164,633	30,000	194,633
Creditors: amounts falling due within one year	(7,153)	-	(7,153)
	157,942	30,000	187,942
	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2017 are represented by:			
Tangible fixed assets	1,110	-	1,110
Current assets	144,957	25,000	169,957
Creditors: amounts falling due within one year	(19,496)	-	(19,496)
	126,571	25,000	151,571

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

FOR THE YEAR ENDED 31 MARCH 2018

18 Commitments under operating leases

At 31 March 2018 the company had total commitments under non-cancellable operating leases as follows:

	2018	2017
	£	£
Expiry date:		
Less than one year	3,680	3,680
	<hr/>	<hr/>
	3,680	3,680
	<hr/> <hr/>	<hr/> <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.

Document Activity Report

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Wed, 14 Nov 2018 13:28:46 GMT

Document Activity History

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Date	Activity
Wed, 14 Nov 2018 13:28:52 GMT	Document Sent