



**Extratime**

**Limited by Guarantee**

**Trustees Report**

**and Unaudited Financial Statements**

**for the year ended 31 March 2019**

**Registered Charity Number 1116203**

**Registered Company Number 04514110**

# **EXTRATIME**

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## CHARITY INFORMATION

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<b>Trustees</b>	Rosamund Cook (Chair) Mari Booker Christine Hanson (Treasurer) Sally Howell Angel Morris (appointed 20 March 2019) Marian Tipler (appointed 20 March 2019)
<b>Principal and registered office</b>	Village Centre Windlesham Close Portslade Brighton East Sussex BN41 2LY
<b>Registered charity number</b>	1116203
<b>Registered company number</b>	04514110
<b>Company secretary</b>	Samantha Price
<b>Chief executive</b>	Samantha Price
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Examiner</b>	Blue Spire Limited Cawley Priory South Pallant Chichester West Sussex PO19 1SY
<b>Solicitors</b>	Belcher Frost Solicitors 3 West Street Emsworth Hampshire PO10 7DX

# EXTRATIME

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## TRUSTEES' REPORT

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The trustees, who are also directors of the charity for the purposes of company law, are pleased to present the annual report incorporating the directors report for the purposes of Charities Act 2011 and sections 415 to 419 of the Companies Act 2006, together with the accounts for the year ended 31 March 2019. In preparing the financial statements the trustees have adopted the updated provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated on 19 August 2002 as amended by resolution 11 October 2005 and registered as a charity on 25 September 2006.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

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 management committee members have a broad knowledge of disability issues, including education and childcare. They also have relevant professional experience and skills and 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.

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

The remuneration of the charity's key management personnel is set by the trustees who benchmark salaries against comparable roles in similar local and national organisations and within the context of Extratime's existing pay structure.

## OBJECTIVES AND ACTIVITIES

The charity's objects are:

- to advance the education and development of children and young people
- to 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:
  - a. 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
  - b. 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.

In 2003, 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 lifeline' for hundreds of families of children with disabilities in Brighton & Hove and West Sussex.

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**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.

## 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 this, our 15<sup>th</sup> anniversary year, Extratime is still unique as it remains one of the only specialist settings where children and young people with high support and care needs can play alongside their non-disabled siblings and peers.

Children and young people accessing Extratime services have a range of needs. 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 can be socially isolated and feel excluded because they 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 at Extratime means children and young people with additional needs and disabilities can 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.

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.

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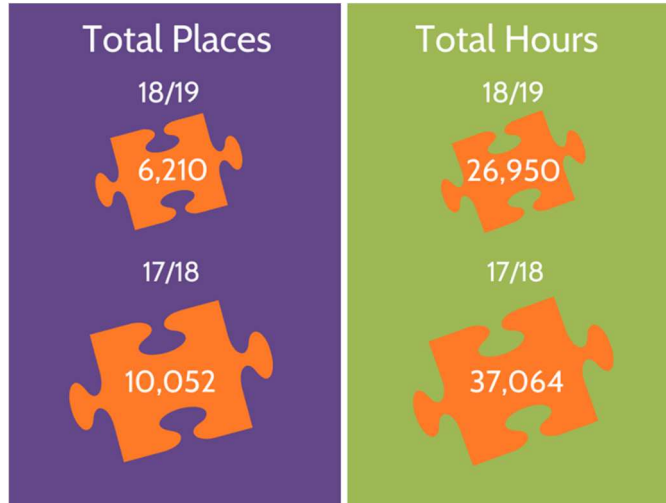
## TRUSTEES' REPORT

### Operational and impact report

*“Honestly, the guys that work there are just AMAZING with my son. He absolutely loves it... So inclusive, so understanding. Nothing out there that is like it that even comes close for me.”* Parent carer

### *‘This was the best day ever’ – Young Person at Family Fun Day*

Total places and hours in 2018-2019



As the graphic above illustrates, in 2018-2019, Extratime provided over 6,000 places and almost 27,000 hours of **inclusive clubs, holiday schemes and family fun days** for **children and young people with and without disabilities**.

At Extratime everyone can 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 everything we do and everyone is valued for what they can do, and not judged for what they can't.

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

### Extratime clubs, schemes and events in 2018-2019



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

- Hill Park School, Portslade
- Woody's, Woodingdean
- Herons Dale School, Shoreham-on-Sea

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

Throughout the year at Extratime's **after school clubs**, 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 reach their potential.

### **Youth Club at Portslade Village Centre**

This club ran each Wednesday from 4pm to 7pm for young people aged 11 to 25 years. The project continued from strength to strength this year, providing a packed programme of age appropriate activities including cookery, arts and

# EXTRATIME

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## TRUSTEES' REPORT

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crafts, dance, karaoke, gaming and sports for 19 young people with SEND in a mainstream youth setting. Transport was provided for students from Downs View School and Downs Link College as their additional needs prevent them from traveling independently. Young people from schools and colleges closer to the venue were supported by parent carers to make their own way.

### Grub Club at Portslade Village Centre

New in January 2019, this cookery club ran each Tuesday from 4.30pm to 7pm for young people aged 11 to 25 years. Run with colleagues from Brighton & Hove Food Partnership, this club builds on the popularity of cookery sessions in club and schemes. It supports young people with SEND to prepare, share and enjoy a meal together, developing important food literacy, life and social skills.

### Holiday Play Schemes at;

- Hill Park School, Portslade
- Downs View School, and Woodingdean Methodist Church\*, Woodingdean
- Herons Dale School, Shoreham\*\*

\*relocation due to school building works

\*\* Herons Dale Holidays schemes also run during half term holidays

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

### Holiday Youth Schemes at;

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

Holiday Youth Schemes ran during Easter, summer and half-term holidays from 8.45 to 5.30pm. Children and young people aged 11-19 years participated in a range of venue based activities, workshops and trips. We delivered these in partnership with YMCA Downs Link Group

*"Youth scheme has been absolutely brilliant for him (and us) this summer. Thank you"* Parent carer

This year children and young people at all of our **holiday schemes** enjoyed a broad range of activities and trips, including old favourites and new workshops and venues. Themes at all the Play settings included; All about Me, Holiday, Circus and Space and lots of 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, Fizz pop science, Jump in, AITC, Chailey Heritage and Patchwork Farms and Chichester canal.

Amongst the many trips and workshops at the **Youth Schemes**, the visit to a new Monster Studios and 'Jump In' adventure park alongside Paddle boarding, dance and cookery workshops were particularly popular with young people.

Our partnership with Albion in the Community continued 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.

*"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

*"I just love Extratime – I get to do my own thing and it's so much fun"* A, aged 9, After school club

*"My favourite part of today was making a new friend. I hadn't met F before today and we had loads of fun together and now we're good friends"* S, aged 6, Play Scheme

*"Thank you...this scheme has been very positive and productive for D and we appreciate you taking him out as much as you have, as well as taking the time to find suitable trips for future schemes."* Parent carer

*"I just love Extratime – I get to do my own thing and it's so much fun"* service user

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## TRUSTEES' REPORT

### Family Fun Days at;

- Herons Date School
- Southwick Leisure Centre
- Portslade Village Centre

These events have continued to be a tremendous success, with more families than ever joining us to enjoy the free activities (animals, music, soft play, messy play). This year, funding from Global Make Some Noise enabled us to extend this project from West Sussex into Brighton & Hove by running a fantastic event at Portslade Village Centre. This project gives families of children with disabilities the opportunity to spend time together as a family, relaxing and enjoying a range of sports, arts and cultural activities, including; trampolining, climbing, music, and circus skills workshops.

As part of the development of our contract with WSCC, we directly reached out to families who are 'harder to reach' which resulted in increased representation of families with children under 5 with SEND, families where English is a second language and children and young people who are wheelchair users.

*"Oh wow, she's done so much and she's only been here an hour or so! I could never get her to do so much, its great!"* Parent carer, Family Fun Day

### Extratime's Impact

#### Achieving what we set out to do: Monitoring and evaluation

During the year we used a range of quantitative and qualitative methods, including performance data, consultation outcomes and regular feedback to listen to stakeholders, monitor and evaluate our work. This has enabled us to stay abreast of and meet the changing and diverse needs of disabled children and young people and their families, both now and into the future.

### Quantitative data

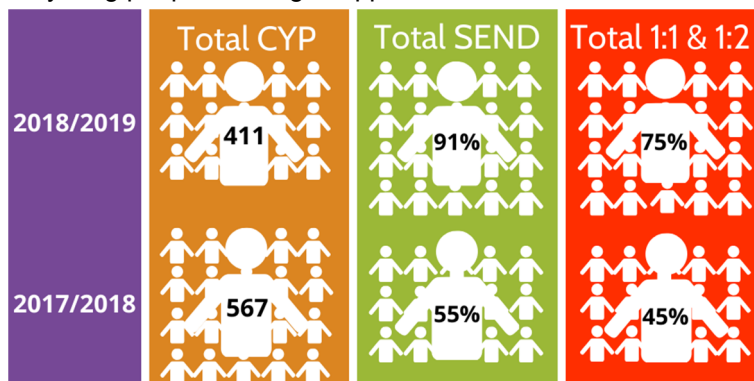
2018-2019 Performance data summary:

	ASC	Play Schemes	Youth Schemes	Youth Club	Grub Club	Family Fun Days	Total
Number of Children	95	133	95	19	6	161	411 <sup>1</sup>
Number of Sessions	442	63	82	36	9	7	639
Total hours	9,641	6,119	8,367	1,383	162	1,278	26,950
Total Number of Places Provided	3,735	779	968	461	54	213	6,210

<sup>1</sup> Some individual children attend more than one activity

### Qualitative data

Increase in children and young people with high support needs





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In the year 2018-19 we provided nearly 27,000 hours of support to 411 of the most vulnerable children in Sussex. The illustration above shows the increase in the number of children and young people with the highest needs between 2017/18 and 2018/19. This reflects the now familiar pattern of increasing numbers of children with the most complex needs and disabilities. Inevitably this leads to a reduction in Extratime's overall capacity as we increasingly support children on 1:1 ratio. The reduction in overall places also reflects the closure of our mainstream settings in July 2017.

*"She absolutely loves it here and wants to come every day if she could, thanks for really caring about her and I feel comfortable leaving her with you guys"* Parent carer

As part of our in our independent 2018 stakeholder consultation in October 2018, almost 200 parent carers, and 35 staff and trustees shared their views about Extratime and local SEND services in online surveys, focus groups and telephone interviews. We have used this information to inform Extratime's strategic development and to help shape local SEND services. Feedback on Extratime services was overwhelmingly positive;

- 95% are very happy/fairly happy in 'understanding and meeting your child's needs'.
- 93% are very happy/fairly happy in the 'quality of care and support'.
- 94% are very happy/ fairly happy in the 'quality of venue, equipment and materials'.

Constructive feedback from parents about booking arrangements has informed the development of the new website.

- 19% of respondents were unhappy with the registration and booking process.

This is why this year, we have worked with a local digital agency, with an interest in disability, to develop a new accessible website. Due to launch in early 2020, the new site will be more accessible, efficient and offer fresher content to meet the needs of our families, now and into the future.

This positive consultation feedback was reflected in our March 2019 Parent Carer Survey, in which parent carers reported positive outcomes for their children. This included;

### Access to experiences / Greater freedom and choice

- 83% 'tries new things/has new experiences'
- 98% reported 'has fun'.

### Increased independence

- 85% 'spends time with their peers'
- 67% reported 'belongs to a community'.

### Improved skills

- 60% 'is more confident.'

Parent carers also reported positive outcomes for their own health and wellbeing;

### Mental and physical health

- 67% 'has a break from caring'
- 87% 'confidence that their child is safe and their needs are well cared for.'

### Financial resilience

- 60% of parent carers reported 'is able to work'.



Art at Holiday Youth Scheme

*"I want to thank you all of you from admin to the carers who have looked after C. I have always felt so happy leaving him at the club and he has always enjoyed himself. You are an amazing bunch ... and it has been such a huge help to me."* Parent carer, Woodys Youth Scheme

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 we are committed to increasing our capacity and choice for families. We continue to closely monitor the situation and maintain positive and transparent relationships with our funders and commissioners.

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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 in 2016.

*“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

### Governance

During the year, Extratime's Board of Trustees undertook a comprehensive governance review. This included a trustee skills audit, and a self-assessment against the 'Code of Governance'. This work is ongoing.

We were pleased to welcome Angela Morris and Marian Tipler (Co-founder of Extratime) to the management committee this year. They bring experience of HR/ PR and fundraising / SEND respectively have been recruited to fill immediate identified skills gaps. Trustee recruitment is ongoing to further increase the diversity of skills and expertise on the board (e.g. commercial, legal and financial experience). The trustees have also begun to implement an ambitious action plan to meet the Code of Governance standards (for Small Charities), including refreshed Articles of Association which will be presented to the Charity Commission in early 2020.

Our work to deliver our 2018-2021 strategy continued productively throughout the year. The table below contain a summary of the key achievements against the three core objectives.

1. Quality
2. Value for Money
3. Participation

### 2018-2019 Strategy implementation summary

Core Objective		Key Achievements
Quality	Governance	<ul style="list-style-type: none"><li>• Governance Review underway</li><li>• Two new trustees appointed</li><li>• Articles of Association reviewed</li></ul>
	People	<ul style="list-style-type: none"><li>• Pay review completed (National Living wage, AL policy)</li><li>• Restructure of Core team</li><li>• New staff training programme implemented</li></ul>
	Quality Assurance	<ul style="list-style-type: none"><li>• Policy pack refresh (incl. Safeguarding, GDPR, Health and Safety)</li><li>• New M&amp;E framework introduced</li></ul>
Value for Money	Financial Management	<ul style="list-style-type: none"><li>• Efficient and strategic use of resources</li><li>• Introduction of new financial management processes</li><li>• Appointment of new Independent Examiners</li></ul>
	Contract Management	<ul style="list-style-type: none"><li>• Extension of WSCC Short Breaks contracts to 2021 (further extension to 2023)</li><li>• Extension of BHCC Short Breaks contracts to 2020 (further extension to 2021)</li><li>• Review of SLA with YMCA DLG (extension of Extratime role and funding share)</li></ul>
	Fundraising Strategy	<ul style="list-style-type: none"><li>• Introduction of new Fundraising team structure (T&amp;F Fundraising Lead and Fundraising Officer)</li><li>• Achieved 2018-2019 fundraising target of £ 228,061, including £85,000 towards 2019-2020 fundraising target</li></ul>
	Growth and Change	<ul style="list-style-type: none"><li>• New projects introduced (Grub Club, B&amp;H Family Fun Days)</li><li>• Preparation for Extratime move to Portslade Village Centre</li></ul>
	Capacity	<ul style="list-style-type: none"><li>• Manage capacity challenges relating to increased high needs of children and young people.</li></ul>

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## TRUSTEES' REPORT

Core Objective		Key Achievements
Co-Production	Children & Young People's Participation	<ul style="list-style-type: none"><li>Ongoing inclusion of children and young people in activity and session planning</li></ul>
	Parent Carer Participation	<ul style="list-style-type: none"><li>Independent Stakeholder Consultation commissioned to inform Extratime operational and strategy development and to help shape local services and priorities</li><li>Close partnership working with B&amp;H Parent Care Council (PaCC) to inform Extratime operational and strategy development and help shape local services and priorities</li></ul>
	Multi-agency Collaboration	<ul style="list-style-type: none"><li>Active membership of B&amp;H and WS Short breaks Provider Forums, B&amp;H Extended Day Steering Group</li><li>Participation in various partnership forum to support individual families and service development and delivery</li><li>Maintain and strengthen informal and formal networks with the SEND and Community and Voluntary Sectors in Brighton &amp; Hove and West Sussex</li><li>Strong working relationships with local authority partners</li></ul>
	Digital Strategy	<ul style="list-style-type: none"><li>Digital strategy development, including:</li><li>New website development – due for launch Jan 2020</li><li>Social Media strategy</li></ul>

### Risk review

In accordance with the Extratime risk management policy, the trustees maintain and regularly review the organisational risk register. The trustees also conduct 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 flexible operational model and strategic plan which 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..

### FINANCIAL REVIEW

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, charity income was £616,552 and the charity's expenditure was £561,246. This compares to income of £579,295 and expenditure of £542,924 for the last accounting period in 2017-2018.

This is reflective of the trustees prudent spending decisions and fundraising success in Quarter 4 which have resulted in a surplus income of £55,306 which will form part of the unrestricted reserves. The total reserves carried forward at 31 March 2019 is therefore £243,248. Of this, the trustees have designated £85,000 for clubs and schemes in 2019-2020.

### Income

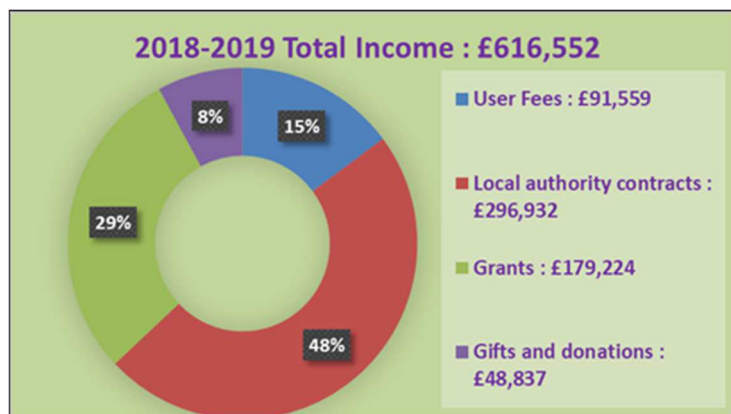
#### Principal funding sources

Extratime's diverse funding model includes a mix of funding streams which offer sustainability. This is illustrated below. The chart also reflects our commitment to maintain user fees at affordable levels for families in line with mainstream provision. The subsidised fees we charged for Extratime services are one of our principal sources of income for the charity (£91,559).

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## TRUSTEES' REPORT



This year Extratime's principal sources of income also included our existing contracts with Brighton & Hove City Council (£57,528), YMCA DLG (£140,935) and West Sussex County Council (£74,000) to provide short breaks for families of children with additional needs and disabilities.

Further funding from BHCC includes Youth Service (£19,000), Third Sector Investment Programme (£10,000) and BHCC Sustainability Grant (£15,000).

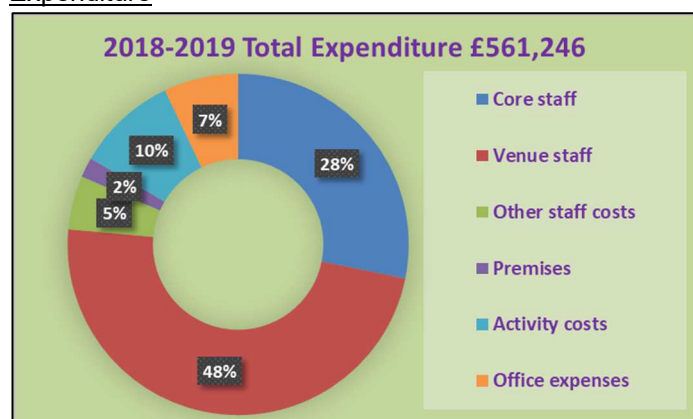
We extend our sincere appreciation to all of our funders, large and small, including the individuals who support our work through their own fundraising efforts. This year we are especially grateful the family of one of our children who, with the help of his friends and colleagues, cycled around the Isle of Wight to raise £30,000 for Extratime.

We are enormously grateful for the generosity of our Trust and Foundations funders, without whom we could not operate. This includes; BBC Children in Need (£39,916), Baily Thomas (£25,000), Garfield Weston (£25,000), and the Sobell Foundation (£10,000) who provided key sources of funding this year.

The trustees are pleased to report new contracts and grants this year, including, BHCC Youth Led Grant Programme (£5,469), WSCC Short Breaks (£12,000), Baily Thomas (£25,000), Garfield Weston (£25,000), Ernest Kleinwort (£7,500), Sussex Community Foundation (£6,797), Grant Foundation (£5,000), Trustees of the 29<sup>th</sup> May 1961 Charity (£5,000), Global Make Some Noise (£4,436) and BHCC Youth Service Partners (£4,125).

This increase in Extratime's Trust and Foundations income is the result of the new Fundraising appointment and supports the trustee's decision to invest in the charity's fundraising function. The appointment of our new Trust and Foundations Fundraiser in May 2018 has enabled us to meet the 2018-2019 funding target and to work towards the 2019-2020 funding gap during the year. This is part of the trustee's commitment to build valuable, long-term relationships with our Trust and Foundations donors, the income from whom remains our priority as this enables us to maximise the return on investment from our limited fundraising resources.

### Expenditure



Extratime trustees have continued to oversee the efficient and strategic use of charity resources. The chart below summarises expenditure, showing 80% of the overall budget against employment costs, around half against the direct support costs to meet the high support needs of children and young people. Just over a quarter funds the small core team to safeguard the health and wellbeing of the children, young people and staff, and to manage finance, contracts and fundraising. This includes key HR personnel who recruit, train and support up to 100 staff to cover 250 shifts per week during our busiest holiday periods.

### 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.



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## TRUSTEES' REPORT

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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.

## PLANS FOR THE FUTURE

### Next steps

In December we were delighted to accept Brighton & Hove City Council's offer of Portslade Village Centre. We are looking forward to moving into our new home in April 2019. We have begun to put plans in place to develop the space into a dynamic, vibrant and inclusive space for disabled young people to feel at home.

This will include a new 'chill out' area, sensory room, hygiene room and outside space co-designed by the young people.

We hope the Centre will become an important new hub for the local community as we will be able to rent space for community groups, including partners who support families with SEND.

The next twelve months will involve further consolidation for Extratime as we build on the growth and change in 2018-2019. 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.



As always, there are challenges ahead as we enter into a new political landscape, but we are confident that our organisational capacity, resilience and flexibility means we have long term sustainability for our young service users and their families.

The trustees look forward to reporting on the progress of these changes in 2020.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of Avert for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
  - observe the methods and principles in the Charities SORP 2015 (FRS 102);
-

## **EXTRATIME**

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

### **TRUSTEES' REPORT**

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- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **APPOINTMENT OF INDEPENDENT EXAMINER**

In the period since the year end the trustees reviewed the charity's external scrutiny provision and appointed Blue Spire Limited as the charity's examiner for the year under review.

Blue Spire Limited have expressed their willingness to stand for reappointment and a resolution proposing their reappointment will be put forward at the annual general meeting of the charity.

### **SMALL COMPANIES PROVISIONS**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the trustees and signed on their behalf.



R Cook  
Chair

Date 20 December 2019

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## INDEPENDENT EXAMINER'S REPORT

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### Independent Examiner's Report to the Trustees of Extratime

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2019 which are set out on pages 14 to 23.

### Responsibilities and basis of report

As the charity 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 company'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 Institute of Chartered Accountants in England and Wales, 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 that in any material respect:

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 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Geoffrey Frost BSc(Hons) FCA  
Blue Spire Limited  
Cawley Priory  
South Pallant  
Chichester  
West Sussex  
PO19 1SY

Date 20 December 2019

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and legacies	1	47,637	1,200	48,837	28,142
Charitable activities	2	145,431	422,284	567,715	551,153
<b>Total income and endowments</b>		<u>193,068</u>	<u>423,484</u>	<u>616,552</u>	<u>579,295</u>
<b>EXPENDITURE ON:</b>					
Raising funds	3	33,405	-	33,405	12,189
Charitable activities	4	104,357	423,484	527,841	530,735
<b>Total expenditure</b>		<u>137,762</u>	<u>423,484</u>	<u>561,246</u>	<u>542,924</u>
<b>Net Income/(expenditure)</b>		55,306	-	55,306	36,371
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<u>55,306</u>	<u>-</u>	<u>55,306</u>	<u>36,371</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward	13	187,942	-	187,942	151,571
<b>Total funds carried forward</b>	13	<u>243,248</u>	<u>-</u>	<u>243,248</u>	<u>187,942</u>

The charity has no recognised gains or losses other than those dealt with in the statement of financial activities.  
None of the charity's activities were acquired or discontinued during the above two financial years.



# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## BALANCE SHEET AS AT 31 MARCH 2019

	Note	2019		2018	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	9		346		462
<b>CURRENT ASSETS</b>					
Debtors	10	61,435		22,994	
Cash at hand and in bank		<u>228,038</u>		<u>171,639</u>	
<b>Total current assets</b>		<u>289,473</u>		<u>194,633</u>	
<b>CURRENT LIABILITIES</b>					
Creditors: amounts falling due within one year	11	<u>46,571</u>		<u>7,153</u>	
<b>Net current assets/(liabilities)</b>			242,902		187,480
<b>Net assets/(liabilities)</b>			<u>243,248</u>		<u>187,942</u>
<b>THE FUNDS OF THE CHARITY</b>					
Restricted funds	13		-		-
Unrestricted funds	13		243,248		187,942
<b>Total charity funds</b>			<u>243,248</u>		<u>187,942</u>

For the year ending 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes on pages 19 to 23 form part of the financial statements

Approved by the trustees and signed on their behalf



R Cook  
Chair

Date 20 December 2019

Extratime  
Registered charity no.: 1116203  
Registered company no.: 04514110

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## STATEMENT OF CASH FLOWS

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	Note	2019	2018
		£	£
<b>Net cash flow from operating activities (see below)</b>		56,399	97,047
<b>Cash flow from investing activities</b>			
Purchase of tangible fixed assets		-	-
<b>Net cash flow from investing activities</b>		-	-
<b>Net increase/(decrease) in cash and cash equivalents</b>		56,399	97,047
<b>Cash and cash equivalents at 1 April 2018</b>		171,639	74,592
<b>Cash and cash equivalents at 31 March 2019</b>		<u>228,038</u>	<u>171,639</u>
<b>Cash and cash equivalents consist of:</b>			
Cash at bank and in hand		228,038	171,639
<b>Cash and cash equivalents at 31 March 2019</b>		<u>228,038</u>	<u>171,639</u>

### Reconciliation of net income to net cash flow from operating activities

	2019	2018
	£	£
Net income for the period	55,306	36,371
Adjusted for:		
Depreciation and impairment of tangible fixed assets	116	648
Decrease/(increase) in debtors	(38,441)	(12,343)
Increase/(decrease) in creditors	<u>39,418</u>	<u>72,371</u>
	1,093	60,676
	<u>56,399</u>	<u>97,047</u>

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# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

## ACCOUNTING POLICIES

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### General information and basis of the financial statements

Extratime is an incorporated charity, limited by guarantee, in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are given in the trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006\* and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the Charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the Charity and it is probable that they will be fulfilled.

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.

Investment income is earned through holding assets for investment purposes such as shares and cash deposits. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend income is recognised as the Charity's right to receive payment is established.

### Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following expenditure headings:

- Raising funds; these include wages and other costs incurred in the pursuance of funding to support the charity's activities
- Charitable activities; these include all costs directly incurred in the furtherance of the charity's objects with support and governance costs

Support and governance costs are those that assist the work of the charity but do not directly represent charitable activities. They are incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in the governance of the charity and primarily associated with the constitution and statutory requirements.

### VAT

The charity is not registered for VAT and is unable to recover VAT incurred. On this basis costs are recorded inclusive of VAT within the SOFA.

### Taxation

The charity is considered to pass the tests set out in sections 466 to 493 Corporation Tax Act 2010 (CTA 2010), as such no income tax is payable on the charity's activities.

### Employee benefits

When employees have rendered service to the Charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

## ACCOUNTING POLICIES

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### Pension costs

The charity operates a defined contribution pension scheme. Contributions to the scheme are charged to the statement of financial activities on a payable basis.

### Fixed Assets Policy Notes

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

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

### Debtors receivable and creditors payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank that is subject to an insignificant risk of change in value.

### Funds Structure Policy Notes

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or raised by the charity for particular purposes. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund are set out in the notes to the financial statements.

### Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## NOTES TO THE FINANCIAL STATEMENTS

### 1. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
Donations	47,637	1,200	48,837	26,209	1,933	28,142
	<u>47,637</u>	<u>1,200</u>	<u>48,837</u>	<u>26,209</u>	<u>1,933</u>	<u>28,142</u>

### 2. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
User fees <sup>1</sup>	91,559	-	91,559	142,022	-	142,022
BHCC Short Breaks Contract (Play)	-	57,528	57,528	-	57,542	57,542
BHCC / YMCA DLG (Youth)	-	140,935	140,935	-	135,352	135,352
BHCC Youth Grant Programme	-	19,000	19,000	-	17,000	17,000
BHCC Youth Led Grant Programme	-	5,469	5,469	-	-	-
WSCC Cat 1 Family Fun Days	-	12,000	12,000	-	20,000	20,000
WSCC Cat 2 Short Breaks	-	62,000	62,000	-	60,000	60,000
Children In Need	-	39,916	39,916	-	39,416	39,416
Baily Thomas	-	25,000	25,000	-	-	-
Garfield Weston	-	25,000	25,000	-	-	-
BHCC Sustainability Grant	-	15,000	15,000	15,000	-	15,000
BHCC TSIP	10,000	-	10,000	10,000	-	10,000
Sobell Foundation	-	10,000	10,000	-	10,000	10,000
Ernest Kleinwort	7,500	-	7,500	-	-	-
Sussex Community Foundation	6,797	-	6,797	-	-	-
Barbara Ward Foundation	-	6,000	6,000	-	6,000	6,000
Silverhill Trust	6,000	-	6,000	-	-	-
Chalk Cliff Trust	5,000	-	5,000	5,000	-	5,000
Grant Foundation	5,000	-	5,000	-	-	-
Trustees of the 29th of May 1961 Charity	5,000	-	5,000	-	-	-
Global Make Some Noise	-	4,436	4,436	-	-	-
Youth Service Partners	4,125	-	4,125	-	-	-
Peter Harrison	-	-	-	-	20,000	20,000
BHCC Inclusion Grants	-	-	-	7,321	-	7,321
Youth Collective (Impact)	-	-	-	-	3,500	3,500
February Foundation	-	-	-	-	3,000	3,000
Other income from charitable activities	4,450	-	4,450	-	-	-
	<u>145,431</u>	<u>422,284</u>	<u>567,715</u>	<u>179,343</u>	<u>371,810</u>	<u>551,153</u>

<sup>1</sup> Individual contributions from parents, carers and local authority

### 3. Raising funds

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
Wages and salaries	33,405	-	33,405	12,189	-	12,189
	<u>33,405</u>	<u>-</u>	<u>33,405</u>	<u>12,189</u>	<u>-</u>	<u>12,189</u>

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## NOTES TO THE FINANCIAL STATEMENTS

### 4. Charitable activities

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
Wages and salaries	47,700	222,933	270,633	87,464	220,046	307,510
Other employment costs	5,049	23,596	28,645	6,136	15,436	21,572
Direct costs of activities	9,433	44,085	53,518	15,216	38,281	53,497
Support and governance costs (note 5.)	42,175	132,870	175,045	48,176	99,980	148,156
	<u>104,357</u>	<u>423,484</u>	<u>527,841</u>	<u>156,992</u>	<u>373,743</u>	<u>530,735</u>

### 5. Support and governance costs

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
Wages and other employment costs	22,006	102,848	124,854	30,502	76,739	107,241
Premises costs	1,857	8,678	10,535	2,398	6,032	8,430
Office costs	4,567	21,344	25,911	6,840	17,209	24,049
Travel costs	1,657	-	1,657	1,641	-	1,641
Other costs	3,394	-	3,394	1,287	-	1,287
Professional fees	6,534	-	6,534	1,248	-	1,248
Governance costs						
Examiner's fees	2,160	-	2,160	4,260	-	4,260
	<u>42,175</u>	<u>132,870</u>	<u>175,045</u>	<u>48,176</u>	<u>99,980</u>	<u>148,156</u>

### 6. Independent examiner's fees

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
Examination current year	1,800	-	1,800	4,260	-	4,260
Examination prior year	360	-	360	-	-	-

### 7. Wages and salaries

	2019 Total Funds £	2018 Total Funds £
Gross wages	404,729	413,083
Employer's national insurance costs (inclusive of employer national insurance allowance)	16,590	15,561
Employer's pension contributions	3,260	1,587
	<u>424,579</u>	<u>430,231</u>

No employees received employee benefits inclusive of social security contributions (excluding employer pension costs) above £60,000 in the year under review or the comparative year.

The average number of employees was: 56 58

The charity operates defined contribution pension scheme for its employees. The total payable for the year under review was £3,260 (2018: £1,587). £565 (2018: £192) was outstanding at the end of the financial year.

# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## NOTES TO THE FINANCIAL STATEMENTS

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### 8. Related party transactions

No trustees received remuneration, expenses or waived expenses in the year under review, nor the comparative year.

The charity's key management personnel comprising the trustees, Chief Executive Officer, Senior Venue Lead and HR Lead received total employee benefits of £109,190 (2018: £105,699) consisting of salary together with employer national insurance and pension contributions.

### 9. Fixed assets

	Computers, equipment, furniture and fittings £	Motor vehicles £	2019 £
Asset cost			
Brought forward as at 1 April 2018	2,592	27,510	30,102
Carried forward at 31 March 2019	<u>2,592</u>	<u>27,510</u>	<u>30,102</u>
Depreciation			
Brought forward as at 1 April 2018	2,130	27,510	29,640
Charge for the year	116	-	116
Carried forward at 31 March 2019	<u>2,246</u>	<u>27,510</u>	<u>29,756</u>
Net book value			
At 31 March 2019	<u>346</u>	<u>-</u>	<u>346</u>
At 31 March 2018	<u>462</u>	<u>-</u>	<u>462</u>

### 10. Debtors

	2019 £	2018 £
Accrued income	60,905	22,994
Prepayments	530	-
	<u>61,435</u>	<u>22,994</u>

### 11. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals	16,306	4,786
Deferred income	24,930	-
Other creditors	565	192
Taxation and social security	4,770	2,175
	<u>46,571</u>	<u>7,153</u>

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# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## NOTES TO THE FINANCIAL STATEMENTS

### 12. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Fixed Assets	346	-	346	462
Net current assets	242,902	-	242,902	187,480
	<u>243,248</u>	<u>-</u>	<u>243,248</u>	<u>187,942</u>

### 13. Net movement in funds

	Total funds brought forward £	Total incoming resources £	Total resources expended £	Transfers between funds £	Total funds carried forward £
Restricted funds					
BHCC Short Breaks Contract (Play)	-	57,528	(57,528)	-	-
BHCC / YMCA DLG (Youth)	-	140,935	(140,935)	-	-
BHCC Youth Grant Programme	-	19,000	(19,000)	-	-
BHCC Youth Led Grant Programme	-	5,469	(5,469)	-	-
WSCC Cat 1 Family Fun Days	-	12,000	(12,000)	-	-
WSCC Cat 2 Short Breaks	-	62,000	(62,000)	-	-
BHCC Sustainability Grant	-	15,000	(15,000)	-	-
Baily Thomas	-	25,000	(25,000)	-	-
Garfield Weston	-	25,000	(25,000)	-	-
Barbara Ward Foundation	-	6,000	(6,000)	-	-
Children In Need	-	39,916	(39,916)	-	-
Global Make Some Noise	-	4,436	(4,436)	-	-
Sobell Foundation	-	10,000	(10,000)	-	-
Other restricted funds	-	1,200	(1,200)	-	-
Total restricted funds	<u>-</u>	<u>423,484</u>	<u>(423,484)</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
2018/19 After school clubs and holiday play	30,000	-	-	(30,000)	-
2019/20 After school clubs and holiday play	-	-	-	85,000	85,000
Total designated funds	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>55,000</u>	<u>85,000</u>
General fund	157,942	193,068	(137,762)	(55,000)	158,248
Total unrestricted funds	<u>187,942</u>	<u>193,068</u>	<u>(137,762)</u>	<u>-</u>	<u>243,248</u>
	<u>187,942</u>	<u>193,068</u>	<u>(137,762)</u>	<u>-</u>	<u>243,248</u>



# EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

## NOTES TO THE FINANCIAL STATEMENTS

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### 14. Description of funds

#### Restricted funds

BHCC Short Breaks Contract (Play)	After school Clubs, Holiday Play Schemes in East and West of Brighton & Hove (usually Hill Park School, Portslade and Woodingdean).
BHCC / YMCA DLG (Youth)	Youth Holiday Schemes in East and West of Brighton & Hove (Usually Portslade Village Centre and Woodingdean Youth Centre).
BHCC Youth Grant Programme	Inclusive Youth Club for young people with SEND in Brighton & Hove.
BHCC Youth Led Grant Programme	Grub Club Inclusive Cookery Club for children and young people with SEND.
WSSC Cat 1 Family Fun Days	Family Fun Days in West Sussex (Adur & Worthing).
WSSC Cat 2 Short Breaks	After School clubs and Holiday Scheme in West Sussex (Adur & Worthing).
BHCC Sustainability Grant	Early Years and Childcare to support inclusive after school clubs and holiday play schemes for children with and without disabilities in Brighton & Hove.
Baily Thomas	Inclusive Clubs, Schemes, Fun Days for children & young people with SEND.
Garfield Weston	Inclusive Clubs, Schemes, Fun Days for children & young people with SEND.
Barbara Ward Foundation	Play worker costs at Inclusive After school clubs for children with SEND.
Children In Need	Inclusive After School Clubs and Holiday Play Schemes for children with SEND in Brighton & Hove.
Global Make Some Noise	Inclusive Family Fun Days and Youth Club.
Sobell Foundation	One to one support for children with SEND.

#### Designated funds

2018/19 After school clubs and holiday play	Designated funds established to meet the costs of running clubs, schemes and family events in the 2018/19 financial year.
2019/20 After school clubs and holiday play	Designated funds established to meet the costs of running clubs, schemes and family events in the 2019/20 financial year.