



Extratime

Limited by Guarantee

Trustees Report

and Unaudited Financial Statements

for the year ended 31 March 2021

Registered Charity Number 1116203

Registered Company Number 04514110

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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CHARITY INFORMATION

Trustees	Rosamund Cook (Chair) Mari Booker Lisa Douglas (appointed 2 September 2021) Christine Hanson (Treasurer) Sally Howell Angela Morris Helen Slater (appointed 21 September 2020) Marian Tipler
Principal and registered office	Portslade Village Centre 3 Courthope Close Portslade Brighton East Sussex BN41 2LZ
Registered charity number	1116203
Registered company number	04514110
Company secretary	Samantha Price
Chief executive	Samantha Price
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Examiner	Blue Spire Limited Cawley Priors South Pallant Chichester West Sussex PO19 1SY
Solicitors	Belcher Frost Solicitors 3 West Street Emsworth Hampshire PO10 7DX

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TRUSTEES' REPORT

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 2021. 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 and relevant professional experience and skills. This includes education, childcare, fundraising, HR, advocacy and charity governance. More than half of the trustees have lived experience of caring for a child with SEND. Some are also involved in other local organisations and activities and have experience of working in both the statutory and voluntary sectors.

This year we were pleased to welcome Helen Slater who brings over 20 years of fundraising and marketing expertise to the management committee. As a parent of two children with additional needs, Helen can also relate and understand the needs of families and the mission and aims of Extratime.

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.

Extratime's first after school club opened in 2003 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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EXTRATIME'S VALUES

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

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.

Extratime is 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 even pre-COVID, 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 means children and young people with additional needs and disabilities can have fun, try new things and participate in activities 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 group and learn about difference.

Our clubs and schemes also provide parent carers with a vital 'short break' from the demands of caring for a disabled child. This helps to promote 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.

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Operational and impact report

Extratime was poised for an exciting year in 2020 during which we had planned to consolidate and develop the new activities we had begun in 2019 alongside our established clubs, schemes and family events. Specifically to;

- operate our new home at Portslade Village Centre as a self-funded community resource and SEND community hub
- build on the early success of the two new youth projects; Gaming Night and Buzz Buddies
- begin two new three-year partnership projects funded by BHCC Third Sector Investment Programme;
 - Participation and Transition project with local partners (with Stay Up Late and Albion in the Community)
 - Community Outreach Programme for parent carers of children with SEND (with Amaze and B&H Parent Carer Council)
- Introduce a new quality framework for working with children and young people with Profound and Multiple Learning Disabilities (PMLD)

Our COVID Response

The arrival of COVID-19 in Brighton & Hove in February 2020 changed our plans overnight. Along with the rest of the country, the first national lockdown forced the closure of Extratime's physical clubs and the core staff team moved to home working in March.

What none of us knew then, was that this was to become a new way of life for months to come. Extratime's term time clubs remained closed until September 2020, and then closed again from December 2020 until the following April. We reopened our usual holiday schemes at reduced capacity for the summer holidays and for October half-term, but remained closed for the February 2021 half-term due to the local authority response to the high prevalence of the virus in Sussex at the time.

This extremely challenging year was particularly tough for children and young people with SEND and their families. Many were isolated and suddenly cut off from the support networks they depended on. Without school, social care, Extratime, and family and friends to support their disabled child, there was no break from the intensity of caring for their disabled child 24/7.

Children and young people's mental (and physical) health quickly deteriorated from lack of activity and social contact. Many were distressed, confused and some children's behaviour became aggressive and self-injurious. Siblings were affected by the chaotic home environment and unable to focus on home schooling.

The whole Extratime team worked extremely hard, and at pace to offer whatever support we could, doing everything possible to support families throughout this extraordinarily difficult time. The trustees are very grateful to Sam and the team for navigating the challenges and creating the best response we could to meet the needs of families.

Throughout the pandemic we stayed in close contact with children, young people and parent carers. We listened to their needs and experiences via calls and surveys, and set up creative new ways to support our community.

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What we did 2020-2021



Extratime@Home

The launch of the new Extratime website in March 2020 enabled us to quickly set up our virtual Extratime@Home offer and Extratime@Home offer which became a vital source of support for Extratime families. We continually adapted the offer in response to feedback from families and in line with changing government guidance and local authority advice. Over the year Extratime@Home provided;

- One to one Zoom sessions for children/young people
- 'Extratime@ Friends' programme of live online workshops with activity partners and club staff
- Virtual Clubs
- A digital activity Hub and YouTube channel with accessible activity ideas, links and videos
- Individual family play sessions at the Centre (garden and later indoor areas)
- Weekly support calls and behaviour support line for parent carers
- Activity pack deliveries
- Meal kit and home-made ready meal deliveries

“Extratime has excelled at keeping carers and families up to date with their services and have constantly strived to offer support and information. Their online work has been exceptional, and we were able to use the Portslade Centre a couple of times, which was a very welcome break from our isolation routine. A very strange year but Extratime continues to go from strength to strength.” – Parent carer April 2021

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Extratime & Friends: Virtual magic workshop...



...and Virtual cookery workshop

Emergency Holiday Schemes

We also established emergency holiday provision during the 2020 Easter and May school holidays to support the most vulnerable and keyworker children with SEND. These were set up and run as a partnership between Extratime, Brighton & Hove City Council, Hill Park and Downs View special schools.

“Extratime were amazing - looking after A during the Easter holidays at the time when we were unsure how coronavirus would impact on us. Everyone was worried about catching it and becoming ill, but the staff at Extratime volunteered to come in and care for our kids so we could work too. It took the stress off us so we could focus on looking after our patients. And A benefited hugely from coming to Extratime. He can be quite destructive at home when unattended.”

Parent carer (NHS Key worker)

Whilst our Centre remained empty during the first lockdown, we set up a Food Distribution Hub in partnership with Brighton & Hove Food Partnership to support people in food crisis at the height of the first lockdown. We also distributed food parcels, activity packs and winter grants to families facing financial hardship.

“I saw on the news about parents and families with children who have disabilities being completely isolated. I felt so sad to see that and then I realised, without Extratime we might be in the same position. I am so grateful to you all that we have Extratime as a support network. It is really helping me to feel less isolated and I know there is someone to talk to who will understand.” Parent carer, 2020

“When I said to the Educational Psychologist about Extratime and the Zoom calls, she was really pleased. She said this is exactly what [CYP] needs to build his self-esteem and to support his mental health....said that Extratime’s support for [CYP] has been exemplary and that you have set a brilliant example for schools and other organisations to follow.”

Parent carer (referring to Zoom sessions)

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Physical Services

The suspension of physical services for large portions of the year inevitably reduced service delivery levels in 2020/21.



Playworkers celebrating the successful re-opening of our summer holiday schemes in August

Covid health, safety and well being

Throughout the pandemic the health, safety and well-being of our staff, services users and the wider community has been our absolute priority. The rapid and constantly changing circumstances required a continuous cycle of risk assessment and management.

Following their suspension due to Covid-19 in March 2020, clubs and schemes safely reopened in August with extensive risk assessments and COVID safe working protocols in place. At all times we have carefully followed government guidance, local authority advice, and working with Public Health colleagues to ensure all settings are as safe as possible.

We have also invested in the wellbeing of the staff team to increase support through the pandemic. These measures included introducing; a new sick pay policy, additional annual leave days, access to counselling (and coaching for senior staff) and small goodwill gestures (e.g. inexpensive Christmas gifts). We also provided regular email updates and prioritised line management support and supervision, increasing from monthly to weekly to allow people space to offload and to adjust to new ways of working.

“Knowing you are there, thinking up stuff and coming up with ideas, is a massive weight off. Even in lockdown, isolation, that makes me feel less isolated and alone in all this.” Parent carer, March 2021

After school clubs (ASC);

- Hill Park School, Portslade (Mon-Friday)
- Woodys, Woodingdean (Mon-Friday)
- Hawkins Crescent, Shoreham-on-Sea (Tues / Wednesday)

Extratime's after school clubs offer children a fun and supportive space where they can relax or play with their friends at the end of the school day and a 'walking bus' brings from children from surrounding schools to the clubs.

Youth Club (Portslade Village Centre, Wednesdays)

During the period it was safe to open, the club offered a packed programme of age appropriate activities including arts and crafts, dance, gaming and sports for 17 young people (aged 11-25) with SEND in a mainstream youth setting. Transport is provided for students from Downs View School and Downs View Link College as their additional needs prevent them from travelling independently. Young people from schools and colleges closer to the venue were supported by parent carers to make their own way.

Grub Club (Portslade Village Centre, Tuesdays)

After it closed at the beginning of the pandemic, we made the difficult decision not to reopen Grub Club this year due to the increased risks of transmitting Covid-19 whilst preparing/sharing food. The club is due to restart in Autumn 2021.

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Gaming Night

Pre-pandemic we had planned to secure additional funding to continue this popular (video gaming) club into 2020. We paused this decision to focus on the COVID response but plan to restart it as part of the recovery plans for coming out of the pandemic. Our activity partner for the club, 'Games Retro-bution' instead providing gaming workshops at youth clubs and schemes during the year.

Buzz Buddies (Adur and Worthing, Fortnightly days vary according to activity)

This exciting outreach project began in October 2019 in partnership with Stay Up Late to support young people (18-25 years) in West Sussex to enjoy a social life with their peers. Activities included fortnightly socials to pubs, bowling and games nights. The outbreak of COVID took the group online in March when the young people met on Zoom to have quizzes, bingo and music sessions.

Holiday Play Schemes at;

- Hill Park School, Portslade (Summer holidays)
- Downs View School, Hollingdean (Summer holidays)
- Herons Dale School, Shoreham (Summer and half term holidays)

Holiday Play Schemes are for children aged 5-11 years who participated in a range of venue-based activities. Unfortunately, we were unable to organise outings this year, or welcome external workshop providers to the schemes due to the risks of Covid-19. Instead, our talented and creative team came up with lots of safe new activity ideas, with an emphasis on infection reduction such as being outdoors, to ensure young people had fun but most importantly stayed safe.

Holiday Youth Schemes at;

- Woodys Youth Club, Woodingdean (Summer and half term holidays)
- Portslade Village Centre, Portslade (Summer and half term holidays)

Holiday Youth Schemes are for children and young people aged 11-19 years who participated in a range of venue-based activities.

Family Fun Days

These were also suspended during the year due to the risks of bringing large numbers of people together in one place. Family Fun Days are due to restart with an adapted, Covid-safe model in Summer 2021.

Portslade Village Centre

After a year in our new home, the Centre was set to become a lively community hub for 17 separate community groups by April. Their hire fees would also have covered the running costs of the Centre for Extratime.

Although at various points through the year we were able to safely re-open the Centre for some groups, the restrictions we introduced (social distancing, additional cleaning requirements etc), reduced it's capacity.



Extratime's Sam (R), Nerissa (L) sorting half-term activity packs

The Centre continued to play an important role in the community as the large spaces meant groups could continue to run safe activities, and we also used it as a Food Distribution Hub.

Crucially, the Centre was a vital part of Extratime's reopening plans as we were able to use it to accommodate both youth and play schemes during August when we were unable to access some of our usual venues. This was largely due to delayed building work in the schools.

As lockdown eased in Summer 2020, we made the centre's garden and sports courts available for families of children with SEND who may not have access to a garden at home, and/or who would find public places like parks too busy and overwhelming. We also offered the outdoor space to CVS partners to meet with vulnerable service users in crisis.

In February and March 2021, we took this a step further and with robust Covid-safety protocols in place, we opened up the centre for single household play sessions, giving families the opportunity to get out of the house and enjoy a range of activities and facilities such as pool, table tennis, and computer gaming on the Wii.

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“On the day we used the Village Centre it broke up the day with a different place and activity for [our son] which reduced unregulated and difficult behaviours we experience with him” – Parent carer, March 2021

Digital Strategy

Our new website was launched in April 2020; this was accelerated by the coronavirus pandemic and enabled us to quickly pivot to our virtual Extratime@Home offer when Covid-19 closed our physical services. The colourful new site has improved functionality for sharing information and booking arrangements for existing and new users of Extratime services. It was also a vital part of the new 'Extratime@Home' one-stop shop for families.

We were also able to track and report web traffic analytics which allowed us to trial, monitor and evaluate different options at pace and adapt the offer to meet the changing needs of families through the pandemic.

Phase Two of the strategy will overhaul our internal systems and processes to increase efficiency and enhance user experience. This work was ongoing throughout the year, although inevitably, the additional pressures on our core team during the pandemic have meant that some of this work has been delayed. We expect to roll out the new systems next year.

Participation and Transition

Due to begin in April, this exciting new partnership project was delayed and only partially delivered this year. We were unable to set up the new participation club for young people with SEND to have a voice in internal and local decision that affect them. We were also unable to invite new external workshop providers into the clubs to support the young people's transition into adult and community leisure activities. These elements of the project have been postponed.

We were able to involve some of Extratime's children and young with people with SEND in a local authority review of youth services in the city, and to represent their views at the city wide YouthWise forum.

In partnership with Stay Up Late we ran a successful staff training sessions on 'listening and involving people with learning disabilities' which was also part of the project.

Extratime's Impact

Achieving what we set out to do: Monitoring and evaluation
Total CYP and hours of support in 2020-21



This year we provided more than 8,000 hours of support to 259 of the most vulnerable children in Sussex. Inevitably, the number of young people supported, and the hours of support delivered was much lower than in 2019-20. This is because we were unable to run our usual services for large portions of the year, and when these did re-open, they ran at a lower capacity than usual, as we were operating with a 'bubble' model to keep young people and staff safe, and services up and running.

The proportion of young people with SEND we supported this year remained the same as in 2019-20, however the percentage who required 1:1 or 1:2 support increased from 74% in 2019-20 to 83% this year. This is because our emergency holiday childcare benefitted young people with the highest needs, as identified by the local authority, and because those with lower needs, and families that were coping better at home, were more likely to stay at home during the pandemic.

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The pattern of increasing numbers of children with the most complex needs and disabilities has continued over a number of years, and the high number of children requiring one to one staffing levels means the size of the clubs must remain small to support these children and young people.

We are also acutely aware that many families experience long waits for an Extratime place and this situation has only been worsened by the pandemic. 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 wherever we can. We continue to closely monitor the situation, setting up new services and growing capacity where possible and remain committed to our positive and transparent relationships with funders and commissioners.

During the year we used a range of quantitative and qualitative methods, including performance data and regular feedback to listen to stakeholders, monitor and evaluate our work. The iterative nature of Extratime@Home meant we could use real time monitoring and evaluation feedback from all stakeholders. This has enabled us to stay abreast of and meet the changing and diverse needs of disabled children and young people and their families, throughout the pandemic.

Our usual parent carer survey ran in March 2021, providing valuable data and feedback about our impact during the year. The survey showed that virtual services worked very well for some young people, and feedback was overwhelmingly positive about the impact we've had on young people's well-being. However we are very aware that virtual services don't meet the needs for many young people with SEND and many have felt isolated and alone during Covid. We all know that a screen is not a substitute for a physical club or holiday scheme session for either the young person or the parent carer. Survey results suggest young people had positive outcomes around health and well-being:

- 64% social time with friends and others outside of household/immediate family
- 89% had fun

Inevitably, comparison data also shows a significant reduction in social time (90% in 2020 survey). The outcome score for improved mental health dropped from 77% in 2020 to just 44%, mirroring the mental health outcome score for parent carers (83% to 46% over the year). So, although we can see the positive impact of our work this year, it is also clear that we have a vital Covid recovery role ahead.

Governance

Whilst our work to deliver our 2018-2021 strategy paused to address the COVID crisis, the table below contains a summary of the key achievements against the three core objectives.

1. Quality
2. Value for Money
3. Participation

2020-2021 Strategy implementation summary

Core Objective		Key Achievements
Quality	Governance	<ul style="list-style-type: none">• Paused planned governance work and pivoted to weekly trustee meetings to support the CEO and team with crisis management.• New Charity Objects ready approved by the Charity Commission. Will be introduced with new Articles of Association in financial year 2021-2022.
	People	<ul style="list-style-type: none">• Investment in staff health, safety and well being prioritised;<ul style="list-style-type: none">○ Robust COVID safe working○ Government Staff Retention Scheme○ Staff training programme moved online○ Reorganisation of Core team including fundraising function, and Admin (2 posts redundant)○ Created temporary part-time Participation Lead post (existing Venue Lead role extended)○ Staff well-being measures; additional leave, sick pay, counselling, coaching and goodwill gestures, additional line management support and supervision

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Core Objective		Key Achievements
	Quality Assurance	<ul style="list-style-type: none">• Successful outcome of (virtual) Ofsted inspection at Woodys Youth Scheme October.• Safeguarding and other policies updated to include COVID response.
Value for Money	Financial Management	<ul style="list-style-type: none">• Prudent spending• Fortnightly cashflow and budget monitoring during initial months of the pandemic.
	Contract Management	<ul style="list-style-type: none">• Extension of Brighton & Hove City Council Short Breaks contracts to 2021• Flexibility on KPIs secured from commissioners and funders
	Fundraising Strategy	<ul style="list-style-type: none">• Senior Fundraiser welcomed back from maternity leave.• Secured emergency funding from local authorities and trust funders to support COVID response• Secured £246,160 in donations, grants and gifts
	Growth and Change	<ul style="list-style-type: none">• Comprehensive COVID response, including• Extatime@Home offer (sess Activities and Performance section for detail)• Participation activities
	Capacity	<ul style="list-style-type: none">• Reduction in capacity to help keep service users and staff safe from COVID transmission and illness.
Co-Production	Children & Young People's Participation	<ul style="list-style-type: none">• Ongoing inclusion of children and young people in activity and session planning
	Parent Carer Participation	<ul style="list-style-type: none">• Close partnership working with B&H Parent Care Council (PaCC), Amaze and West Sussex Parent Carer Forum to help shape local services and priorities, including Extratime's response to COVID
	Multi-agency Collaboration	<ul style="list-style-type: none">• Extraordinary collaboration across all of our partners, funders, colleague and community.• The strong and effective local partnerships in Brighton & Hove and West Sussex facilitated sharing of resources, expertise, and peer support. The West Sussex Short Breaks Provider Forum and the Brighton & Hove CEO Forum (led by Community Works) in particular, were hugely important sources of support and information.• The Brighton & Hove Resource Panel moved online and ensured we continued to work together to support the most vulnerable children and young people with SEND.• Emergency holiday schemes for key worker's children with SEND and the most vulnerable, delivered in partnership with two special schools and funded by BHCC• Extensive practical and financial support from West Sussex Short Breaks team• Partnership with B&H Food Partnership, Cardamom Pod (local caterer), Community Transport to provide HCC funded Holiday Activities and Food programme (HAF) for free a school meals eligible children and families in Brighton & Hove.• Flexibility from Ofsted who registered a new setting in days when we needed to relocate a Play Scheme to a new venue at short notice.
	Digital Strategy	<ul style="list-style-type: none">• New website launched April 2020• Social Media strategy

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TRUSTEES' REPORT

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. Although the global pandemic had not been identified by the trustees as a risk prior to February 2020, Extratime trustees successfully managed the risks presented to the charity and the Extratime community by working together with the CEO, the staff team and external partners.

This involved a review of business continuity plans and the introduction of fortnightly virtual trustees meetings to track and manage financial stability and sustainability, the health, safety and well-being of staff and service users, reputational risk and other risk factors.

Throughout, government guidance and local authority advice were carefully followed to help keep everyone in the Extratime community safe and well.

Consistent with the trustees usual practice, 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

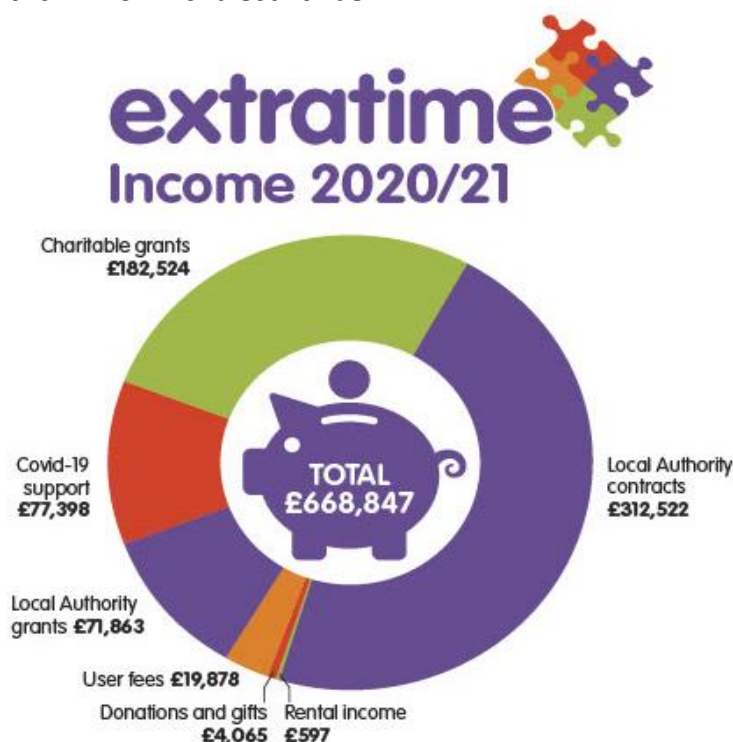
Charity income for the year was £668,847 compared to income of £600,253 in 2019-20. Expenditure for the year was £578,199 compared to £711,847 in 2019-20.

The lower expenditure reflects the impact of the pandemic on our ability to run physical services during the year, whilst increased income was a result of a successful year of fundraising and maximising all government support available throughout the year. This has placed Extratime in a stronger financial position as we enter 2021-22 and allowed us to rebuild our unrestricted reserves to a more sustainable level.

Income

Extratime's diverse funding model includes a mix of funding streams which offer sustainability. This is illustrated in the graphic below.

2020-21 How we raised funds



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Principal funding sources

As the pie chart above illustrates, our Local Authority contracts were one of our principal sources of income for the charity representing 47% of our income this year. This included contracts with Brighton & Hove City Council (£57,582), YMCA DLG (BHCC) (£163,623) and West Sussex County Council (£78,235) to provide short breaks for families of children with additional needs and disabilities, and a further £13,083 from BHCC to run emergency holiday schemes during lockdown. We are grateful for the flexibility offered by our commissioners which allowed us to pivot services and provide an alternative offer whilst we were unable to run our physical services during lockdown.

Further funding from BHCC includes Youth Grant Programmes (£25,000), Third Sector Investment Programme (£24,863), Sustainability Grant (£15,000) and Youth Review (£2,000). We also received a payment of £5,000 to distribute winter grants to families facing financial hardship in the city.

As you'll see from the chart above, the subsidised fees we charge for Extratime services took a big hit during the year (totalling £19,878 in 2020-21 compared to £91,915 in 2019-20). This was due to the suspension of services during lockdown and lower than usual capacity when services reopened.

Rental income was also affected by the pandemic due to the restrictions. Rental income was just £597 compared to £11,539 in the prior year and £32,000 we had forecast prior to the pandemic.

However, we were extremely fortunate to receive emergency funding to help replace this lost income and support Extratime to cover its core costs and adapt services during the pandemic. This included £77,398 to support venue staff who we were able to place onto the Government Staff Retention Scheme (furlough) to protect jobs and Extratime's sustainability.

We are also enormously grateful for the generosity and flexibility of our Trust and Foundations funders, without whom we could not operate and may not have survived the financial impact of the pandemic. This includes BBC Children in Need (£85,424) whose grants continued to provide a key source of funding this year. Other emergency funding was received from The National Lottery Community Fund Coronavirus Community Support Fund (£50,000), Sussex Community Foundation through the Sussex Crisis Fund (£15,000) and the CAF Coronavirus Emergency Fund (£3,760).

Further support towards our Extratime@Home, alternative offer was received from The Childwick Trust (£10,000), The Ernest Kleinwort Charitable Trust (£2,990) and The 3H Fund (£2,600).

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.

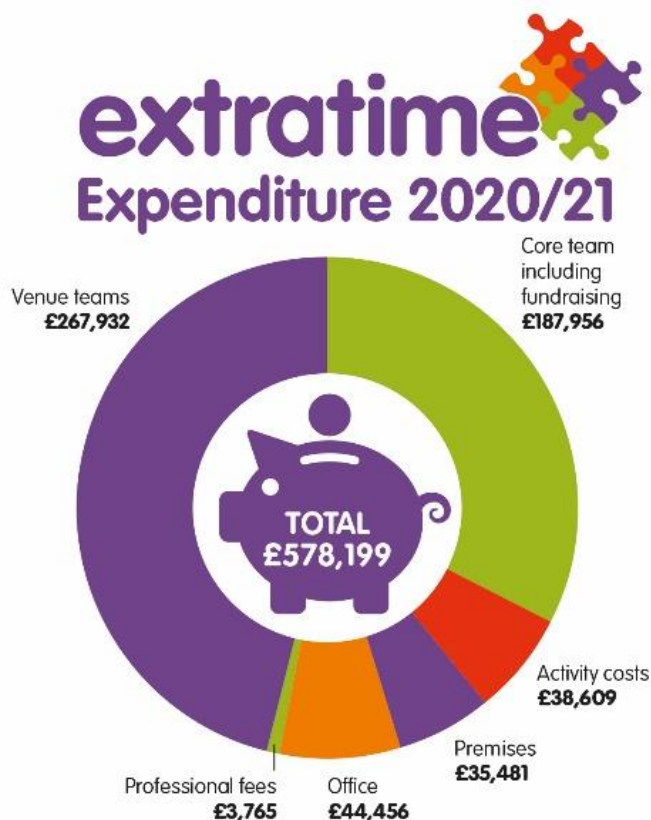
EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

Expenditure

2020-21 Expenditure



Extratime trustees have continued to oversee the efficient and strategic use of charity resources though. The chart above summarises expenditure. It shows nearly 80% of the overall budget against employment costs and just under half of all spend on the staff who directly support children and young people with the highest needs. Just under a third funded the small core team to lead and manage Extratime, and to safeguard our children, young people and staff. This includes financial management, fundraising and contract management. It also 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.

All of the contracts Extratime holds with Brighton & Hove City Council and West Sussex County Council 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.

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

At the balance sheet date the total funds amounted to £222,302 with the charity reserves at £177,102, which is an increase on the prior year, and is a result of prudent financial planning and the trustees taking proactive steps to improve the reserves position. £45,000 has been designated for activities in 2021-22.

PLANS FOR THE FUTURE

Looking ahead to 2021-22, there is still a lot of uncertainty around how the pandemic will continue to develop and affect our ability to run services. Regardless of this, we are committed to doing everything we can to provide the support young people with SEND and their families need. We are consolidating the learning of the last year to inform our plans for the year ahead. These include:

- Increasing capacity across all of our clubs and holiday schemes, creating additional places wherever possible to build back up towards pre-Covid levels
- Welcoming regular hirers back to run their activities at Portslade Village Centre, creating a community hub and generating vital income to support the centre's running costs;
- Bringing back our popular Grub Club for young people aged 11-25
- Bringing back our Family Fun Days
- Recruiting a young adult with lived experience of SEND to lead on our Participation and Transition project in partnership with Stay Up Late and Albion in the Community
- Working with Brighton & Hove Parent Carers Council to set up an outreach project which was delayed due to the pandemic
- Securing funding to employ a full-time PMLD Lead to introduce a new quality framework for working with children and young people with Profound and Multiple Learning Disabilities (PMLD)
- Rolling out phase 2 of our digital project – to overhaul our internal IT systems and increase efficiency throughout the team

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of Extratime 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 2019 (FRS 102);
- 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.

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

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 21 December 2021

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

INDEPENDENT EXAMINER'S REPORT

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 2021 which are set out on pages 18 to 29.

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 22 December 2021

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	1	4,065	-	4,065	26,179
Other trading activities - rental income		597	-	597	11,539
Charitable activities	2	56,741	530,047	586,788	550,801
Other - COVID-19 support		77,398	-	77,398	11,734
Total income and endowments		138,801	530,047	668,848	600,253
EXPENDITURE ON:					
Raising funds	3	38,612	-	38,612	41,138
Charitable activities	4	8,537	531,051	539,588	670,709
Total expenditure		47,149	531,051	578,200	711,847
Net Income/(expenditure)		91,652	(1,004)	90,648	(111,594)
Transfers between funds		-	-	-	-
Net movement in funds		91,652	(1,004)	90,648	(111,594)
RECONCILIATION OF FUNDS					
Total funds brought forward	13	130,650	1,004	131,654	243,248
Total funds carried forward	13	222,302	-	222,302	131,654

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 2021

BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	9		200		260
CURRENT ASSETS					
Debtors	10	7,140		25,528	
Cash at hand and in bank		283,368		123,197	
Total current assets		<u>290,508</u>		<u>148,725</u>	
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	11	<u>68,406</u>		<u>17,331</u>	
Net current assets/(liabilities)			222,102		131,394
Net assets/(liabilities)			<u>222,302</u>		<u>131,654</u>
THE FUNDS OF THE CHARITY					
Restricted funds	13		-		1,004
Unrestricted funds	13		222,302		130,650
Total charity funds			<u>222,302</u>		<u>131,654</u>

For the year ending 31 March 2021 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 23 to 29 form part of the financial statements

Approved by the trustees and signed on their behalf



R Cook
Chair

Date 21 December 2021

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

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF CASH FLOWS

	Note	2021	2020
		£	£
Net cash flow from operating activities (see below)		160,171	(104,841)
Cash flow from investing activities			
Purchase of tangible fixed assets		-	-
Net cash flow from investing activities		-	-
Net increase/(decrease) in cash and cash equivalents		160,171	(104,841)
Cash and cash equivalents at 1 April 2020		123,197	228,038
Cash and cash equivalents at 31 March 2021		<u>283,368</u>	<u>123,197</u>
Cash and cash equivalents consist of:			
Cash at bank and in hand		283,368	123,197
Cash and cash equivalents at 31 March 2021		<u>283,368</u>	<u>123,197</u>

Reconciliation of net income to net cash flow from operating activities

	2021	2020
	£	£
Net income for the period	90,648	(111,594)
Adjusted for:		
Depreciation and impairment of tangible fixed assets	60	86
Decrease/(increase) in debtors	18,388	35,907
Increase/(decrease) in creditors	<u>51,075</u>	<u>(29,240)</u>
	69,523	6,753
	<u>160,171</u>	<u>(104,841)</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

ACCOUNTING POLICIES

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 issued in October 2019, 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 2021

ACCOUNTING POLICIES

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 2021

NOTES TO THE FINANCIAL STATEMENTS

1. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Donations	4,065	-	4,065	19,219	6,960	26,179
	<u>4,065</u>	<u>-</u>	<u>4,065</u>	<u>19,219</u>	<u>6,960</u>	<u>26,179</u>

2. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
User fees ¹	19,878	-	19,878	91,915	-	91,915
BHCC Short Breaks Contract (Play)	-	57,582	57,582	-	57,582	57,582
BHCC Covid-19 Holiday Schemes	-	13,083	13,083	-	-	-
BHCC / YMCA DLG (Youth)	-	163,623	163,623	-	163,623	163,623
BHCC Youth Grant Programme	-	25,000	25,000	-	19,000	19,000
BHCC Youth Led Grant 2018	-	-	-	-	1,823	1,823
BHCC Youth Led Grant	-	-	-	-	6,497	6,497
WSCC Cat 1 Family Fun Days	-	13,835	13,835	-	10,000	10,000
WSCC Cat 2 Short Breaks	-	64,400	64,400	-	60,000	60,000
WSCC Short Breaks 18-25	-	-	-	-	12,347	12,347
BHCC TSIP	22,217	-	22,217	10,000	-	10,000
BHCC TSIP Amaze COP	2,646	-	2,646	-	-	-
BHCC Winter Grant	5,000	-	5,000	-	-	-
BHCC Youth Review	2,000	-	2,000	-	-	-
BHCC Sustainability Grant	-	15,000	15,000	-	15,000	15,000
3H Fund	-	2,600	2,600	-	-	-
Adur Community Grants	-	-	-	4,769	-	4,769
Argus Appeal	-	-	-	1,500	-	1,500
Awards for All	-	-	-	9,885	-	9,885
Blessed Virgin Mary	-	-	-	3,000	-	3,000
CAF Fund	-	3,760	3,760	-	-	-
Children In Need	-	85,424	85,424	-	40,424	40,424
Childwick Trust	-	10,000	10,000	-	-	-
Edward Gostling	5,000	-	5,000	-	-	-
February Foundation	-	5,000	5,000	3,000	-	3,000
Global Make Some Noise	-	-	-	-	4,136	4,136
Hove Portslade Aid in Sickness	-	-	-	-	6,000	6,000
Ernest Kleinwort	-	2,990	2,990	5,000	-	5,000
Hayes Foundation	-	-	-	5,000	-	5,000
National Lottery - Covid-19	-	50,000	50,000	-	-	-
Sussex Community Foundation	-	15,000	15,000	5,000	-	5,000
Tesco - Bags for Help	-	-	-	2,000	-	2,000
Trust for Developing Community	-	2,750	2,750	-	2,750	2,750
Other grants	-	-	-	200	-	200
Chalk Cliff Trust	-	-	-	3,000	-	3,000
Edward Gosling	-	-	-	5,000	-	5,000
Other income from charitable activities	-	-	-	2,350	-	2,350
	<u>56,741</u>	<u>530,047</u>	<u>586,788</u>	<u>151,619</u>	<u>399,182</u>	<u>550,801</u>

¹ Individual contributions from parents, carers and local authority

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

3. Raising funds

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Wages and salaries	38,612	-	38,612	41,138	-	41,138
	<u>38,612</u>	<u>-</u>	<u>38,612</u>	<u>41,138</u>	<u>-</u>	<u>41,138</u>

4. Charitable activities

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Wages and salaries	1,707	249,571	251,278	132,177	216,365	348,542
Other employment costs	113	16,541	16,654	10,444	17,096	27,540
Direct costs of activities	263	38,346	38,609	28,880	47,276	76,156
Support and governance costs (note 5.)	6,454	226,593	233,047	94,070	124,401	218,471
	<u>8,537</u>	<u>531,051</u>	<u>539,588</u>	<u>265,571</u>	<u>405,138</u>	<u>670,709</u>

5. Support and governance costs

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Wages and other employment costs	1,016	148,328	149,344	52,158	85,382	137,540
Premises costs	241	35,241	35,482	13,400	21,936	35,336
Office costs	295	43,024	43,319	10,436	17,083	27,519
Travel costs	108	-	108	1,460	-	1,460
Other costs	1,029	-	1,029	485	-	485
Professional fees	1,965	-	1,965	14,331	-	14,331
Governance costs						
Examiner's fees	1,800	-	1,800	1,800	-	1,800
	<u>6,454</u>	<u>226,593</u>	<u>233,047</u>	<u>94,070</u>	<u>124,401</u>	<u>218,471</u>

6. Independent examiner's fees

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Examination current year	<u>1,800</u>	<u>-</u>	<u>1,800</u>	<u>1,800</u>	<u>-</u>	<u>1,800</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

7. Wages and salaries

	2021 Total Funds £	2020 Total Funds £
Gross wages	420,153	509,810
Employer's national insurance costs (inclusive of employer national insurance allowance)	21,007	22,803
Employer's pension contributions	6,321	6,872
	<u>447,481</u>	<u>539,485</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: 50 67

The charity operates defined contribution pension scheme for its employees. The total payable for the year under review was £6,321 (2020: £6,872). £1,171 (2020: £1,125) was outstanding at the end of the financial year consisting of employee and employer contributions.

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 £142,894 (2020: £136,212) consisting of salary together with employer national insurance and pension contributions.

9. Fixed assets

	Computers, equipment, furniture and fittings £	Motor vehicles £	2021 £
Asset cost			
Brought forward as at 1 April 2020	2,592	27,510	30,102
Carried forward at 31 March 2021	<u>2,592</u>	<u>27,510</u>	<u>30,102</u>
Depreciation			
Brought forward as at 1 April 2020	2,332	27,510	29,842
Charge for the year	60	-	60
Carried forward at 31 March 2021	<u>2,392</u>	<u>27,510</u>	<u>29,902</u>
Net book value			
At 31 March 2021	<u>200</u>	<u>-</u>	<u>200</u>
At 31 March 2020	<u>260</u>	<u>-</u>	<u>260</u>

10. Debtors

	2021 £	2020 £
Accrued income	2,822	22,036
Prepayments	4,318	3,492
	<u>7,140</u>	<u>25,528</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

11. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	4,082	7,230
Deferred income	55,182	4,052
Other creditors	1,172	1,125
Taxation and social security	7,970	4,924
	<u>68,406</u>	<u>17,331</u>

12. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Fixed Assets	200	-	200	260	-	260
Net current assets	<u>222,102</u>	<u>-</u>	<u>222,102</u>	<u>130,390</u>	<u>1,004</u>	<u>131,394</u>
	<u>222,302</u>	<u>-</u>	<u>222,302</u>	<u>130,650</u>	<u>1,004</u>	<u>131,654</u>

13. Net movement in funds

	Year ended 31 March 2021				
	Total funds brought forward £	Total incoming resources £	Total resources expended £	Transfers between funds £	Total funds carried forward £
Restricted funds					
BHCC Short Breaks Contract (Play)	-	70,665	(70,665)	-	-
BHCC / YMCA DLG (Youth)	-	163,623	(163,623)	-	-
BHCC Youth Grant Programme	-	25,000	(25,000)	-	-
BHCC Youth Led Grant Gaming Night	-	-	-	-	-
BHCC Youth Led Grant Programme	-	-	-	-	-
WSCC Cat 1 Family Fun Days	-	13,835	(13,835)	-	-
WSCC Cat 2 Short Breaks	-	64,400	(64,400)	-	-
WSCC Service Contract:WSCC Short Breaks 18-25	1,004	-	(1,004)	-	-
BHCC Sustainability Grant	-	15,000	(15,000)	-	-
3H Fund	-	2,600	(2,600)	-	-
CAF Fund	-	3,760	(3,760)	-	-
Children In Need	-	85,424	(85,424)	-	-
Childwick Trust	-	10,000	(10,000)	-	-
February Foundation	-	5,000	(5,000)	-	-
Global Make Some Noise	-	-	-	-	-
Hove Portslade Aid in Sickness	-	-	-	-	-
Ernest Kleinwort	-	2,990	(2,990)	-	-
National Lottery Community Fund	-	50,000	(50,000)	-	-
Sussex Community Foundation	-	15,000	(15,000)	-	-
Trust for Developing Community	-	2,750	(2,750)	-	-
Total restricted funds	<u>1,004</u>	<u>530,047</u>	<u>(531,051)</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
2020/21 After school clubs and holiday play	-	-	-	45,000	45,000
Total designated funds	-	-	-	45,000	45,000
General fund	<u>130,650</u>	<u>138,801</u>	<u>(47,149)</u>	<u>(45,000)</u>	<u>177,302</u>
Total unrestricted funds	<u>130,650</u>	<u>138,801</u>	<u>(47,149)</u>	<u>-</u>	<u>222,302</u>
	<u>131,654</u>	<u>668,848</u>	<u>(578,200)</u>	<u>-</u>	<u>222,302</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

13. Net movement in funds (continued)

	Year ended 31 March 2020				
	Total funds brought forward £	Total incoming resources £	Total resources expended £	Transfers between funds £	Total funds carried forward £
Restricted funds					
BHCC Short Breaks Contract (Play)	-	57,582	(57,582)	-	-
BHCC / YMCA DLG (Youth)	-	163,623	(163,623)	-	-
BHCC Youth Grant Programme	-	19,000	(19,000)	-	-
BHCC Youth Led Grant Gaming Night	-	1,823	(1,823)	-	-
BHCC Youth Led Grant Programme	-	6,497	(6,497)	-	-
WSSC Cat 1 Family Fun Days	-	10,000	(10,000)	-	-
WSSC Cat 2 Short Breaks	-	60,000	(60,000)	-	-
WSSC Service Contract:WSSC Short Breaks 18-25	-	12,347	(11,343)	-	1,004
BHCC Sustainability Grant	-	15,000	(15,000)	-	-
3H Fund	-	-	-	-	-
CAF Fund	-	-	-	-	-
Children In Need	-	40,424	(40,424)	-	-
Childwick Trust	-	-	-	-	-
February Foundation	-	-	-	-	-
Global Make Some Noise	-	4,136	(4,136)	-	-
Hove Portslade Aid in Sickness	-	6,000	(6,000)	-	-
Ernest Kleinwort	-	-	-	-	-
Sussex Community Foundation	-	-	-	-	-
Trust for Developing Community	-	2,750	(2,750)	-	-
Other restricted funds	-	6,960	(6,960)	-	-
Total restricted funds	-	406,142	(405,138)	-	1,004
Unrestricted funds					
2019/20 After school clubs and holiday play	85,000	-	-	(85,000)	-
Total designated funds	85,000	-	-	(85,000)	-
General fund	158,248	194,111	(306,709)	85,000	130,650
Total unrestricted funds	243,248	194,111	(306,709)	-	130,650
	243,248	600,253	(711,847)	-	131,654

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 Gaming Night	Gaming night for children and young people with SEND.
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.

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

14. Description of funds (continued)

3H Fund	Virtual activity workshops as part of our alternative offer 'Extratime@Home'.
CAF Fund	Extratime@Home – virtual offer.
Children In Need	Inclusive After School Clubs and Holiday Play Schemes for children with SEND in Brighton & Hove.
Childwick Trust	Extratime@Home – virtual offer.
February Foundation	Funding play and youth workers to staff our after school clubs, youth clubs and holiday schemes
Global Make Some Noise	Inclusive Family Fun Days and Youth Club.
Hove Portslade Aid in Sickness	Accessible Hygiene room at Portslade Village Centre.
Ernest Kleinwort	Extratime@Home – virtual offer.
National Lottery Community Fund	Core running costs to support adapted service delivery during the pandemic.
Sussex Community Foundation	Extratime@Home – virtual offer / Portslade Village Centre running costs.
Trust for Developing Community	Youth Club contribution.

Designated funds

After school clubs and holiday play	Designated funds established to meet the costs of running clubs, schemes and family events.
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EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE FINANCIAL STATEMENTS

15. Comparative statement of financial activities

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	1	19,219	6,960	26,179
Other trading activities - rental income		11,539	-	11,539
Charitable activities	2	151,619	399,182	550,801
Other - COVID-19 support		11,734	-	11,734
Total income and endowments		194,111	406,142	600,253
EXPENDITURE ON:				
Raising funds	3	41,138	-	41,138
Charitable activities	4	265,571	405,138	670,709
Total expenditure		306,709	405,138	711,847
Net Income/(expenditure)		(112,598)	1,004	(111,594)
Transfers between funds		-	-	-
Net movement in funds		(112,598)	1,004	(111,594)
RECONCILIATION OF FUNDS				
Total funds brought forward	13	243,248	-	243,248
Total funds carried forward	13	130,650	1,004	131,654