



Extratime

Limited by Guarantee

Trustees Report
and Unaudited Financial Statements
for the year ended 31 March 2022

Registered Charity Number 1116203
Registered Company Number 04514110

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EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

CHARITY INFORMATION

Trustees	Rosamund Cook (Chair) Mari Booker Lisa Douglas (appointed 2 September 2021) Christine Hanson (Treasurer) Sally Howell Angela Morris (resigned 1 June 2022) Brett Preston (appointed 5 June 2022) Helen Slater 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	Geoffrey Frost 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 2022. 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 the trustees, who delegate the day to day running to the Chief Executive Officer.

The management committee members have a broad knowledge of disability issues and other relevant professional experience and skills. This includes education, childcare, fundraising, procurement, advocacy and charity governance. More than half of the trustees have lived experience of caring for a child with special educational needs and disabilities (SEND). Some are also involved in other local organisations and activities and have experience of working in the statutory, public, and voluntary sectors.

This year we were pleased to welcome Lisa Douglas, who brings with her a wealth of public sector experience. This includes commissioning and procurement.

New trustees are selected for their experience and expertise. They participate in an induction with the Chief Executive and the Chair. Trustees 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.

At the time of writing, the trustees are awaiting final Charity Commission approval on the following new Charity Objects.

1. The advancement of education and development of children, young people and adults with or without special educational needs and disabilities (SEND).
2. The relief of disability by the provision of services, information and support, including the provision of respite care, to those with SEND and their families and carers, as well as contributing to the development of services in the local area, particularly out-of-school services and opportunities for those with SEND.
3. The promotion of equality, diversity and social inclusion, by the provision of recreational and leisure-time activities in the interests of social welfare for children, young people and adults with and without SEND.

These new Charity Objects more accurately reflect the broad range of services currently provided by Extratime, and also allow for the development of new services to meet the needs of our families and ensure financial and operational sustainability of the charity. We anticipate these will be in place by April 2023.

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TRUSTEES' REPORT

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's first after school club opened in 2003 for ten children from local special and mainstream schools at Hillside School, Portslade. Since then, Extratime has grown to become 'a lifeline' for hundreds of families of children with disabilities in Brighton & Hove and West Sussex.

Children and young people accessing Extratime services have a range of special educational needs and disabilities (SEND). For many, these include; severe learning disabilities, autistic spectrum disorders and life-limiting conditions. Our children and young people 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. They may require tube feeding, posture care, medication administration or have emergency protocols in the event of epileptic seizures. 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 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, socialise 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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TRUSTEES' REPORT

Operational and impact report

We began the year in the third lockdown of the Covid-19 pandemic. Various restrictions for schools, and on social and public gatherings, remained in place throughout 2021, and influenced Extratime's service delivery to the end of the year.

Every member of the team showed extraordinary commitment, passion, and creativity to safely support the children, young people, and families through another tough year. The trustees are extremely grateful and very proud of everything the team achieved to support our community who have been amongst the groups worst affected by the pandemic.

Although 2020 caused unprecedented challenges, in some ways, 2021 was harder for families and for the team. The uncertainty around the virus, the continuously changing guidance and the practical challenges around buildings and staffing, made planning and communicating with any confidence very difficult.

The sense of shifting sands applied to Extratime services, and also impacted on the personal and family lives of our service users, which was especially unsettling for children and young people with SEND, who thrive on familiarity and routine.

The national data on the profound impact of the pandemic on children and young people with SEND is reflected in the responses to Extratime's 2021 parent carer survey. Parent carers told us that because of the pandemic; 45% of young people had worse mental health, 45% felt lonelier or more isolated and 55% were struggling to transition out of lockdown.

This made us more determined than ever to do all we could to return Extratime to our 'pre-pandemic' capacity levels.

As we had at the height of the pandemic, our tight COVID safety protocols enabled us to keep face to face clubs and schemes open whenever central and local government guidance allowed. We also continued to provide a virtual offer of online resources and Zoom sessions, delivered activity packs and meal kits to over 100 families during the Easter holidays, and opened our base at Portslade Village Centre for small groups of families to enjoy.

Some of the highlights of 2020 also continued into 2021. We continue to be extremely grateful, and at times, moved, by the extraordinary support of our partners and funders. This includes the vital alliances created between Short Breaks and local CVS leaders during the height of pandemic, which have now become established and important professional networks of shared resources, information, and collaboration.

When we fully re-opened in Easter 2021 (albeit at reduced capacity), our face to face holiday schemes reunited young people with their friends and support workers in a familiar environment, alleviating the loneliness and isolation that many experienced as a result of the pandemic.

Alongside this we gradually welcomed back users of Portslade Village Centre and the staff team moved to a Hybrid working model. As a small team we remained vigilant of the risk of transmission within the team on Extratime services and our more vulnerable young people.

"The sense (and evidence) that your work helps young people feel supported and empowered was clear."

BBC Children in Need



Young people loved re-uniting with their friends

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TRUSTEES' REPORT

Our priority was the re-opening of Extratime's core term-time clubs and holiday schemes for our children and young people throughout 2020 and 2021. This year it was therefore exciting to be able to re-focus on the some of the new services and activities which were paused during the height of the pandemic lockdowns in 2020. This included;

- Participation and Transition project with local partners Stay Up Late and Albion in the Community, which began in March.
- Community Outreach Programme for parent carers of children with SEND with partners Amaze and B&H Parent Carer Council, which started in January.
- Introduction of a new quality framework for working with children and young people with Profound and Multiple Learning Disabilities (PMLD), funding secured for new post in 2022.

Our ethos of participation has underpinned all our work this year. This means ensuring people with their own lived experience of disability and / or autism lead or support the delivery of activities, and young people with SEND have a voice in decisions that affect them at Extratime and the wider community.

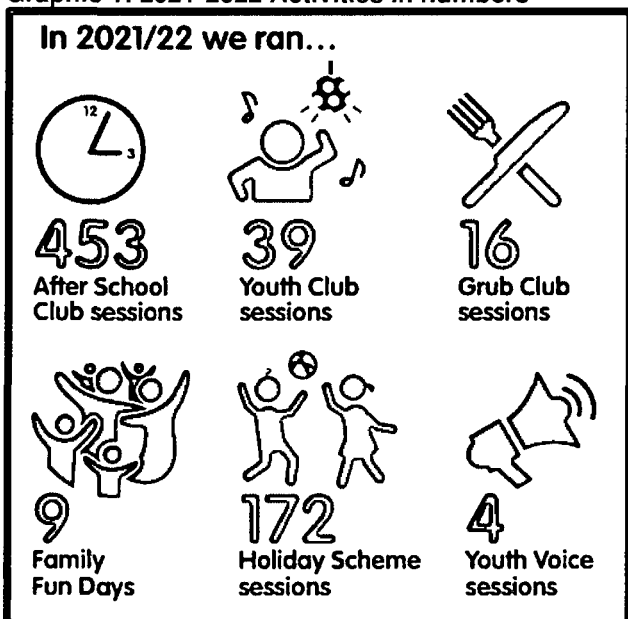
What we did 2021-2022

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.

Graphic 1: 2021-2022 Activities in numbers



PECS at After School Club

"I like drawing and painting at Extratime as it makes me feel relaxed... and I can see my friends."

Young Person, aged 15

Youth Club (Portslade Village Centre, Wednesdays)

The weekly Youth Club offered a packed programme of age appropriate activities including arts and crafts, dance, gaming and sports for 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.

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TRUSTEES' REPORT

Grub Club (Portslade Village Centre, Thursdays)

We were very excited to welcome young people back to Grub Club in November after it closed at the beginning of the pandemic. Each week Grub Club supports young people (aged 11 – 25) with SEND to prepare and then share a meal. Young people learn vital (hard and soft) life skills including food preparation and cooking skills, as well as the opportunity to try healthy new foods, make new friends and socialise.

Holiday Play Schemes at;

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

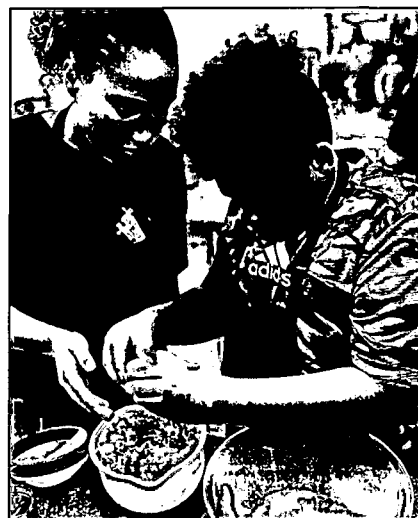
*Two half term holidays relocated to Hill Park School due to school building works

Holiday Play Schemes are for children aged 5-11 years.

Holiday Youth Schemes at;

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

Holiday Youth Schemes are for young people aged 11-19 years.



Baking at Grub Club



Water Play at Youth Scheme

At Holiday Schemes children and young people participate in activities, make new friends and socialise in supportive and friendly settings. During the year the children and young people enjoyed a wide range of venue-based activities and we were delighted to welcome back external workshop providers such as Albion in the Community, Balance Yoga, Gaming Retrobuton, Froglife, Bell Tree Music and Parable Dance.

Covid-19 safety measures remained in place at all schemes to keep everyone safe and reduce the risk of infection, including organising children and young people into 'bubbles' to minimise mixing.

In partnership with the national Holiday Activities & Food Programme (HAF), we were able to offer new services to support children, young people and families during school holidays. Activity Packs containing fun, creative toys and art materials to use at home were delivered to 123 children. The packs included resources to enable children to participate in virtual workshops being run through our Extratime@Home offer. In collaboration with Brighton & Hove Food Partnership, Community Transport and volunteers, 403 healthy home-made ready meals and meal kits were delivered to families at their homes. Approximately 20 children coming to the holiday schemes had their places fully-funded and were provided with tasty, nutritious packed lunches.

Availability of suitable, accessible venues

Throughout the year, delays to school building and maintenance, work due to COVID related backlogs for school contractors, caused disruption in the preparation and delivery of Extratime holiday schemes. By working closely with our school partners and local authority colleagues, we were able to relocate most schemes to alternative sites, but we were unfortunately also forced to close some settings on some days due to the lack of suitable, alternative locations.

"The staff at Extratime are amazing, my children always have fun and are excited to go. It would be great if more holiday sessions were available."

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Family Fun Days (Portslade Village Centre)

After being suspended during the pandemic, Family Fun Days restarted in July. Children with disabilities and their families came together to have fun and enjoy a range of music, sport, art and cultural activities. We used an adapted, Covid-safe model for small family units until the easing of government Covid restrictions in March when the event returned to its original 'drop in' format.

EASTER 2021
Extratime & Friends Live Online Sessions Week 2

MONDAY 12TH	TUESDAY 13TH	WEDNESDAY 14TH	THURSDAY 15TH	FRIDAY 16TH
Belltree Music Therapy Music Therapy 11:00 am Science Session 4:30 pm	Albion in the Community Sports Session 11:00 am Live Animals 4:30 pm	Yoga 11:00 am FOOD Partnership Live Cooking 4:30 pm	Live Magic 11:00 am GO: KID MUSIC Music Session 4:30 pm	Albion in the Community Sports Session 11:00 am SUSSEX MUSIC WORKSHOPS Music Session 4:30 pm

To Register go to www.extratimebrighton.org.uk/extratime-and-friends-live-sessions-form

Extratime & Friends Zoom Timetable

Extratime@Home

The Extratime@Home offer which became a vital source of support for Extratime families during the height of the Covid lockdowns in 2020 was scaled back as families' appetites for screens naturally waned as they were able to access the community once again.

We maintained a small offer of Zoom sessions for children who were continuing to shield, and our hub of online resources remains on the website for anyone to access.

The Extratime Team

This year we said goodbye to valued colleagues within the senior team who have moved on to new opportunities. For some, the part time work pattern of Extratime roles is understandably not a sustainable career. We continue to address this challenge in our planning.

As well as missing their personal contribution to Extratime and the difference they have made in the lives of hundreds of children during their time with us, the departure of skilled and experienced Venue Leads further impacted on capacity, as this personal knowledge of the children takes time to replace.

The wellbeing of staff remained a priority, particularly given the ongoing impact of the pandemic, and the subsequent cost of living crisis, on the professional and personal lives of our young staff team.

We continued to offer an enhanced sick pay policy, access to free counselling, coaching for senior staff, additional annual leave days, and small goodwill gestures (e.g. vouchers). We also shared regular email updates for the venue based staff teams of Play and Youth Workers and prioritised line management support and supervision to allow people space to offload and to support them during the ongoing uncertainty of the pandemic. When government restrictions eased, we began face to face meetings and a hybrid working model for the office team.



Graphic 2: Extratime staff in numbers



Our robust Covid-secure working practices minimised the risk of infection transmission and strengthened staff confidence in their safety at work. Measures included home LFD tests for staff, keeping Track & Trace records, supporting social distancing amongst staff and wearing face masks (unless exempt). We continuously reviewed government and local authority guidance and updated risk assessments to account for changes. This included the 'Test and Release' scheme to reduce the impact of staff needing to self-isolate when identified as contacts of positive cases.

We have worked hard to recruit new staff to allow more children and young people to access Extratime and return to pre-pandemic levels, however the emerging national social care staffing crisis has made attracting candidates very challenging. While we have

delivered all our services during the year, the difficulty in recruiting new staff has impacted capacity at clubs and holiday schemes and placed additional pressure on existing teams.

Digital Strategy

Our new website, launched in April 2020, continued to enable the delivery of our virtual Extratime@Home offer during the lockdown in Spring 2021.

Work on Phase Two of the strategy continued during the year, overhauling our internal systems and processes to increase efficiency and enhance user experience. In December we were excited to launch two new digital systems to streamline HR and rota processes, enabling our venue staff to proactively manage their working arrangements and reducing HR administration.

The technical design and development of our new online Extratime Portal progressed, although pressures on the core team due to the pandemic and staffing changes led us to delay the launch of the new system to summer 2022. At the time of writing, it is now being used by parent carers to register their children, update the information Extratime holds on them and make bookings. All session planning and administration is done using the Portal, delivering efficiencies for our teams and reducing our environmental footprint.

Participation and Transition

Having been postponed in 2020, we were thrilled to finally welcome our new Participation Lead to the team in September, and to launch the monthly young people's participation group at the Youth Club. Drawing on her own lived experience of being a young person with autism, our new colleague is passionate about supporting young people with SEND to become active members of their community.

The group is run in partnership with Stay Up Late and includes around 20 young people with a diverse range of abilities, interests and support needs. Each young person participates at their own level and pace. Within the first few sessions, the group created an activity programme for the Youth Club, a TikTok video to support young people new to Extratime, and contributed questions for a recruitment interview panel.

As the project develops into year two, we anticipate young people will participate in YouthWise (BHCC young decision makers forum), sharing their views with City Councillors and other young people, their voices helping to shape local decision making.

In partnership with Stay Up Late we also continue to run successful staff training sessions on 'listening and involving people with learning disabilities' as part of this project.

Extratime's Impact: Achieving what we set out to do: Monitoring and evaluation**Graphic 3: Service delivery in numbers**

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. This has enabled us to stay abreast of and meet the changing and diverse needs of disabled children and young people and their families as they came out of the pandemic.

This year we provided more than 17,500 hours of support to 395 of the most vulnerable children and young people in Sussex. The easing of Covid-19 restrictions this year means we were able to run our usual services, delivering twice as many hours and supporting an additional 136 children compared to 2020-21.

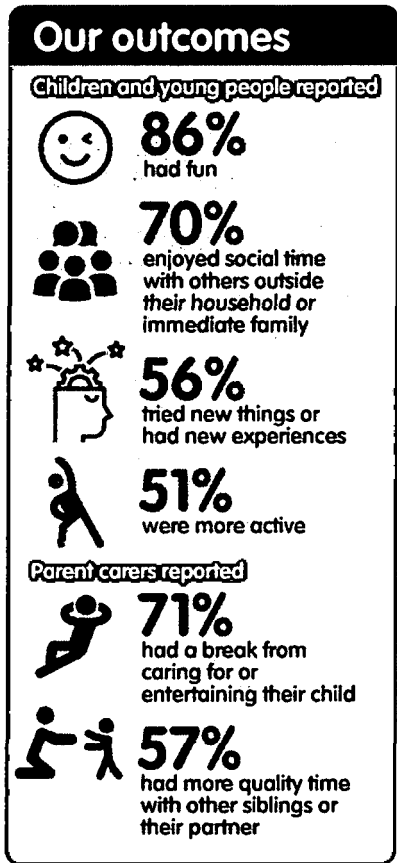
As detailed above, despite our commitment to return to pre-pandemic service delivery levels, low staffing levels and operational challenges (e.g. 'bubble model', self-isolation rules), reduced the number of places we were able to offer families. Recruiting new staff was also exceptionally challenging, reflecting the issues facing social care nationally.

The increasing SEND needs of children and young people

The proportion of young people with SEND we supported this year increased to 94%, up from 84% in the previous two years. This reflects the increasingly high SEND needs of children and young people, which are becoming more complex, requiring higher levels of specialist staff support to safely participate in Extratime activities. i.e. The number of children and young people requiring 1:1 staff:child support for complex medical, behavioural and learning needs increased from 55% to 64% between 2019 and 2021.

Although the percentage who required 1:1 or 1:2 support (81%) has remained broadly the same as last year, there has been a significant increase from the pre-pandemic period 2019-20 (74%) and, along with the growth in the overall proportion of young people with SEND being supported by Extratime, reflects the increased demand for services for young people with the highest needs.

Graphic 4: Our Outcomes in numbers



The pattern of increasing numbers of children with the most complex needs and disabilities 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 acutely aware that this means 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.

Our usual parent carer survey ran in Spring 2022, providing valuable data and feedback about our impact during the year. The graphic to the left illustrates the outcomes reported by parent carers in respect of themselves and their children. 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 to pre-pandemic service levels 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.

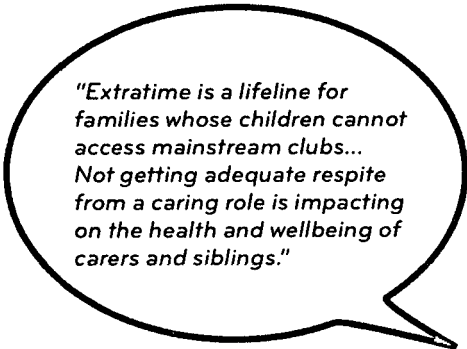
Governance

Our strategic focus this year has been on re-building Extratime's capacity to return to 'pre-pandemic' service delivery levels, and to ensure Extratime's longer-term sustainability for our community of families with children and young people with SEND who tell us they are desperate for more Extratime provision.

The outcome of a 'whole team' strategic review in October 2021, identified the following five areas of work to support these objectives.

- 1. Responding to the increasingly high SEND needs of children and young people
- 2. Stabilising the availability of suitable, accessible venues
- 3. Improving staff recruitment and retention
- 4. Maintaining a sustainable funding model to deliver strategic priorities
- 5. Increasing core team capacity

The table below contains a summary of the key achievements against the five areas of work, alongside governance, quality assurance and partnership priorities.



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TRUSTEES' REPORT

Table 1: 2021--2022 Governance highlights

1. Responding to the increasingly high SEND needs of children and young people	<ul style="list-style-type: none"> • Preparation to create 3 x new specialist SEND roles within the core team, including new grant funding for complex need and behaviour support. • Preparation to implement new set of standards to support children and young people with the most complex (PMLD) needs • Enhanced training programme • Strengthening information sharing protocols with NHS colleagues and reviewing information sharing processes with parent carers • Increased supernumerary staff capacity within club and scheme settings
2. Stabilising the availability of suitable, accessible venues	<ul style="list-style-type: none"> • Raised Extratime profile with local authority estates teams • Secured alternative locations for holiday schemes in Brighton & Hove where required
3. Improving staff recruitment and retention	<ul style="list-style-type: none"> • Early adoption of national living wage increases and other financial incentives • Established new strategic recruitment partnerships (BHCC Employment Hub, colleges, Job Centre Plus etc) • Introduced 'Refer a Friend' and other incentives • Secured grant funding for new Recruitment Advisor role within core team • Reorganised club team structures • Investment in staff health, safety and wellbeing prioritised; <ul style="list-style-type: none"> ◦ Robust COVID safe working ◦ Staff training programme ◦ Staff well-being measures; additional leave, sick pay, financial incentives, counselling, coaching and goodwill gestures, additional line management support and supervision
4. Maintaining a sustainable funding model to deliver strategic priorities	<ul style="list-style-type: none"> • Strategic and efficient use of resources • Secured grant funding for additional fundraising resource • Secured funding from local authorities and trust funders to support COVID response and recovery • Secured grant funding to build organisational capacity with new specialist roles within the core team, including fundraising, recruitment, Complex Needs, Secured £319,606 in donations, grants and gifts • Secured handover of full BHCC Short Breaks contract to reflect operational and strategic accountability • Preparation for BHCC and WSCC Short Breaks contract re-commissioning for 2023-2029 (Stakeholder engagement involvement)
5. Increasing core team capacity	<ul style="list-style-type: none"> • Responded to movement within the team by strengthening core functions (HR, fundraising, SEND) and management capacity. New post holders (incl. new and experienced colleagues) joined the team between April and July 2022; Service Manager (replaces Senior Venues Lead and HR & Operations Lead), Senior T&F Fundraiser*, Recruitment Advisor*, Play Services Lead, Youth Services Lead**, Complex needs Practice Lead*, Participation Lead* <p><i>*grant funded posts</i> <i>** part-time post became full-time post</i></p>
Quality Assurance	<ul style="list-style-type: none"> • Successful outcome of Ofsted inspection at Woodys Play Scheme in May. • Participation: Ongoing inclusion of children and young people in activity and session planning, older young people involved in organisational and local authority decision making • Transition: Supporting young people to access mainstream and community leisure activities as part of their transition from children to adult opportunities

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	<ul style="list-style-type: none">• Launched Portslade Parent Carer Peer Support Group in partnership with Amaze and Hill Park School• Phase Two of Digital Strategy
Governance	<ul style="list-style-type: none">• New Charity Objects ready for approval by the Charity Commission. Will be introduced with new Articles of Association in financial year 2022-23.• Appointment of new Trustee with public sector procurement experience
Partnerships	<ul style="list-style-type: none">• Close partnership working with B&H Parent Carer Council (PaCC), Amaze and West Sussex Parent Carer Forum to help shape local services and priorities, including Extratime's recovery from COVID• Collaboration across all of our partners, funders, colleagues 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, are hugely important sources of support and information.• The Brighton & Hove Resource Panel Short Breaks providers supporting the most vulnerable children and young people with SEND.• Partnership with B&H Food Partnership, Cardamom Pod (local caterer), Community Transport to provide BHCC funded Holiday Activities and Food programme (HAF) for free a school meal eligible children and families in Brighton & Hove.• Participation and Transition project with Stay Up Late and Albion in the Community

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.

Throughout the year this involved a review of business continuity plans and 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 related to the pandemic.

This was informed by government guidance and local authority advice.

Consistent with the trustees usual practice, internal risks are minimised by the implementation of procedures for the 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 **£678,901** compared to income of **£668,848** in 2020-21. **Expenditure** for the year was **£655,736** compared to **£578,200** in 2020-21.

As expected, the increased expenditure, and associated income, reflects the increase in activity as lockdowns eased and service delivery returned to a more usual level. This has placed Extratime in a reasonably strong financial position as we enter 2022-23, maintaining unrestricted reserves at a similar level to 2021-22.

EXTRATIME

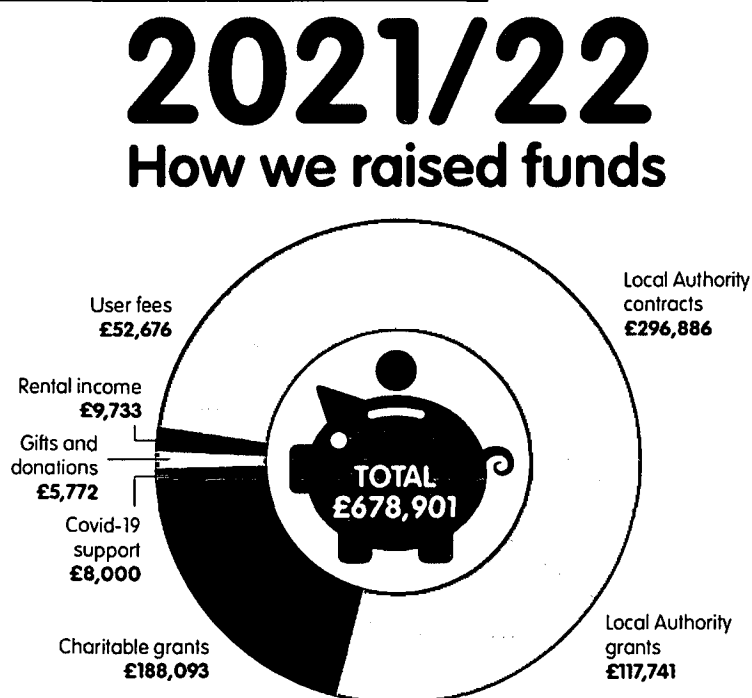
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TRUSTEES' REPORT

Income

Extratime's diverse funding model includes a mix of funding streams which offer sustainability.

Graphic 5: 2021-22 How we raised funds



Principal Sources of Funding

As Graphic 5 illustrates, our Local Authority contracts represented 44% of our income this year. This included contracts with Brighton & Hove City Council (£224,351) and West Sussex County Council (£72,535) to provide Short Breaks for families of children with additional needs and disabilities.

This year YMCA DLG handed the BHCC Short Breaks contract for Youth Scheme services to Extratime in recognition of Extratime's operational and strategic accountability for the contract.

Further Brighton & Hove City Council (BHCC) funding of £117,741 includes, £28,540 to deliver the 'Holiday and Good Activity Programme for children and young people with SEND, £22,217 to support SEND youth participation and transition, and £24,838 to support SEND youth services in the city. £9,500 was to support post-pandemic recovery, £15,000 for sustainable childcare and £2,646 for parent carer peer support. This also includes £15,000 in 'Winter Grants' which we passed directly to individual families (£50-100 cash and vouchers).

The graphic illustrates a modest upturn in rental income and user fees, which reflects the return to physical services and re-opening of Portslade Village Centre.

The full list of our Trust and Foundation funders can be found in Note 2 of the accounts, and includes Baily Thomas Charitable Fund (£20,000), Garfield Weston Foundation (£30,000) and Peter Harrison Foundation (£25,000), whose grants provided a vital sources of funding this year.

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. We are especially grateful for the ongoing generosity and flexibility without which we could not operate and may not have survived the financial impact of the pandemic.

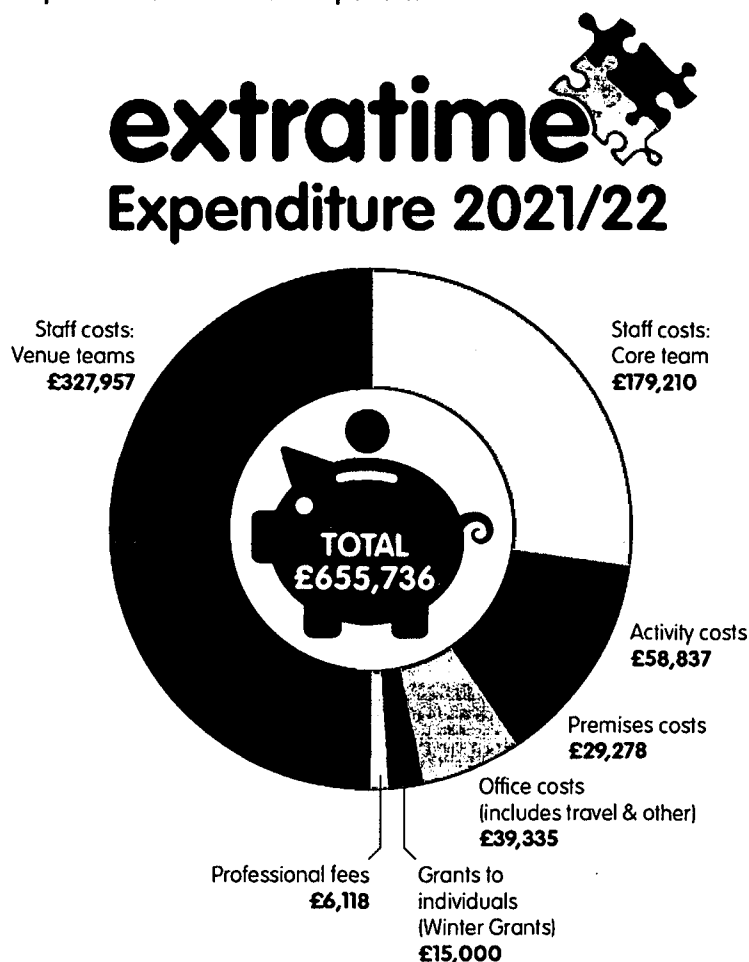
EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

Expenditure

Graphic 6: 2021-22 Total Expenditure



Extratime trustees have continued to oversee the efficient and strategic use of charity resources throughout the year. Graphic 6 summarises expenditure. It shows over three quarters of the overall budget (£507,167) against employment costs and half (£327,957) on the staff who directly support children and young people at our clubs and schemes. Just over a quarter (£179,210) funded the small core team to lead and manage Extratime, and to safeguard children, young people, and staff. This includes financial management, fundraising and HR, and contract management.

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 management of reserve funds.

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

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.

At the balance sheet date the charity reserves were £245,467, which is a similar level to the previous year. £45,000 has been designated for future in subsequent years.

PLANS FOR THE FUTURE

Looking ahead to 2022-23, our focus will be on Extratime's recovery from the pandemic, addressing the five areas of work outlined above. We intend to maximise the opportunities to review and re-start, securing income to re-build the necessary organisational capacity to deliver vital services for children and young people with SEND and their families. We are consolidating the learning of the last year to inform our plans for the year ahead. This includes;

- Preparing for the recommissioning of both local authority contracts (two largest income streams). At the time of writing we have been notified that the BHCC contract for 2023-2026 will remain with Extratime (£224,500)
- Increasing capacity across clubs, holiday schemes and family events by investing in our staff to create additional places wherever possible to build back up towards pre-Covid levels
- Welcoming regular hirers back to Portslade Village Centre, creating a community hub and generating vital income to support the centre's running costs
- Bringing back our popular Gaming Night for young people aged 11-25
- Completing the reorganisation of the core team to ensure high standards of quality assurance, meet the increasingly high SEND needs of our children and young people, and increase capacity
- Completing Phase Two of the Digital Project (Extratime CRM Portal) to deliver internal efficiencies, enhance user experience and reduce Extratime's environmental footprint
- Becoming an accredited 'Green Small Business' as part of our commitment to reduce Extratime's carbon footprint
- Continuing to strengthen governance by ensuring the appropriate skills mix of trustees within the management committee and adopting new Charity Objects
- Responding to the Cost of Living Crisis with creative support for service users and staff
- Continuing to work collaboratively with all of our stakeholders

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.

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES' REPORT

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

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 22 December 2022

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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 2022 which are set out on pages 18 to 30.

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 2022

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

	Note	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	1	4,694	1,078	5,772	4,065
Other trading activities - rental income		9,733	-	9,733	597
Charitable activities	2	171,348	484,048	655,396	586,788
Other - COVID-19 support		8,000	-	8,000	77,398
Total income and endowments		193,775	485,126	678,901	668,848
EXPENDITURE ON:					
Raising funds	3	31,546	-	31,546	38,612
Charitable activities	4	139,064	485,126	624,190	539,588
Total expenditure		170,610	485,126	655,736	578,200
Net Income/(expenditure)		23,165	-	23,165	90,648
Transfers between funds		-	-	-	-
Net movement in funds		23,165	-	23,165	90,648
RECONCILIATION OF FUNDS					
Total funds brought forward	13	222,302	-	222,302	131,654
Total funds carried forward	13	245,467	-	245,467	222,302

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 2022

BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022	2021
		£	£
FIXED ASSETS			
Tangible fixed assets	9	150	200
CURRENT ASSETS			
Debtors	10	90,853	7,140
Cash at hand and in bank		197,153	283,368
Total current assets		<u>288,006</u>	<u>290,508</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	11	<u>42,689</u>	<u>68,406</u>
Net current assets/(liabilities)		245,317	222,102
Net assets/(liabilities)		<u>245,467</u>	<u>222,302</u>
THE FUNDS OF THE CHARITY			
Restricted funds	13	-	-
Unrestricted funds	13	245,467	222,302
Total charity funds		<u>245,467</u>	<u>222,302</u>

For the year ending 31 March 2022 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 30 form part of the financial statements

Approved by the trustees and signed on their behalf



R Cook
Chair

Date 22 December 2022

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

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

STATEMENT OF CASH FLOWS

	Note	2022	2021
		£	£
Net cash flow from operating activities (see below)		(86,215)	160,171
Cash flow from investing activities			
Purchase of tangible fixed assets		-	-
Net cash flow from investing activities		-	-
Net increase/(decrease) in cash and cash equivalents		(86,215)	160,171
Cash and cash equivalents at 1 April 2021		283,368	123,197
Cash and cash equivalents at 31 March 2022		<u>197,153</u>	<u>283,368</u>
Cash and cash equivalents consist of:			
Cash at bank and in hand		197,153	283,368
Cash and cash equivalents at 31 March 2022		<u>197,153</u>	<u>283,368</u>

Reconciliation of net income to net cash flow from operating activities

	2022	2021
	£	£
Net income for the period	23,165	90,648
Adjusted for:		
Depreciation and impairment of tangible fixed assets	50	60
Decrease/(increase) in debtors	(83,713)	18,388
Increase/(decrease) in creditors	(25,717)	51,075
	(109,380)	69,523
	<u>(86,215)</u>	<u>160,171</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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 2022

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 2022

NOTES TO THE FINANCIAL STATEMENTS

1. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Donations	4,694	1,078	5,772	4,065	-	4,065
	<u>4,694</u>	<u>1,078</u>	<u>5,772</u>	<u>4,065</u>	<u>-</u>	<u>4,065</u>

2. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
User fees ¹	52,676	-	52,676	19,878	-	19,878
BHCC Short Breaks Contract (Play)	-	224,351	224,351	-	57,582	57,582
BHCC Covid-19 Holiday Schemes	-	-	-	-	13,083	13,083
BHCC / YMCA DLG (Youth)	-	-	-	-	163,623	163,623
BHCC Youth Grant Programme	-	20,500	20,500	-	25,000	25,000
WSCC Cat 1 Family Fun Days	-	12,535	12,535	-	13,835	13,835
WSCC Cat 2 Short Breaks	-	60,000	60,000	-	64,400	64,400
BHCC COMF Grant	-	7,500	7,500	-	-	-
BHCC HAF Partnership Funding	-	28,540	28,540	-	-	-
BHCC Resilience Fund	-	2,000	2,000	-	-	-
BHCC Sustainability Grant	-	15,000	15,000	-	15,000	15,000
BHCC TSIP	-	22,217	22,217	22,217	-	22,217
BHCC TSIP Amaze COP	-	2,646	2,646	2,646	-	2,646
BHCC Winter Grant	-	15,000	15,000	5,000	-	5,000
BHCC Youth Review	-	-	-	2,000	-	2,000
BHCC Youth Grant Programme	-	-	-	-	-	-
BHCC Youth Led Grants	-	4,338	4,338	-	-	-
3H Fund	-	-	-	-	2,600	2,600
Anthon Jurgens Charitable Trust	-	3,000	3,000	-	-	-
Awards for All	-	9,517	9,517	-	-	-
Barbara Ward Foundation	-	14,000	14,000	-	-	-
Blessed Virgin Mary	-	3,500	3,500	-	-	-
CAF Fund	-	-	-	-	3,760	3,760
Children In Need	-	-	-	-	85,424	85,424
Childwick Trust	-	-	-	-	10,000	10,000
Edward Gosling	-	-	-	5,000	-	5,000
Enjoolata	-	4,648	4,648	-	-	-
Ernest Kleinwort	-	7,500	7,500	-	2,990	2,990
February Foundation	-	3,000	3,000	-	5,000	5,000
National Lottery - Covid-19	-	-	-	-	50,000	50,000
NHS Charities Together	15,422	-	15,422	-	-	-
Peter Harrison	25,000	-	25,000	-	-	-
Sussex Community Foundation	-	14,227	14,227	-	15,000	15,000
The Pebble Trust	-	4,129	4,129	-	-	-
The True Colours	-	5,000	5,000	-	-	-
Trust for Developing Community	-	500	500	-	2,750	2,750
Baily Thomas	20,000	-	20,000	-	-	-
Edward Gosling	5,000	-	5,000	-	-	-
Garfield Weston	30,000	-	30,000	-	-	-
John Collins	5,000	-	5,000	-	-	-
Souter Charitable Trust	3,000	-	3,000	-	-	-
Other grants	15,250	400	15,650	-	-	-
	<u>171,348</u>	<u>484,048</u>	<u>655,396</u>	<u>56,741</u>	<u>530,047</u>	<u>586,788</u>

¹ Individual contributions from parents, carers and local authority

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

3. Raising funds

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Wages and salaries	31,546	-	31,546	38,612	-	38,612
	<u>31,546</u>	<u>-</u>	<u>31,546</u>	<u>38,612</u>	<u>-</u>	<u>38,612</u>

4. Charitable activities

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Wages and salaries	67,610	244,657	312,267	1,707	249,571	251,278
Other employment costs	3,397	12,293	15,690	113	16,541	16,654
Direct costs of activities	12,739	46,098	58,837	263	38,346	38,609
Grants to individuals	-	15,000	15,000	-	-	-
Support and governance costs (note 5.)	55,318	167,078	222,396	6,454	226,593	233,047
	<u>139,064</u>	<u>485,126</u>	<u>624,190</u>	<u>8,537</u>	<u>531,051</u>	<u>539,588</u>

5. Support and governance costs

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Wages and other employment costs	31,971	115,693	147,664	1,016	148,328	149,344
Premises costs	6,339	22,939	29,278	241	35,241	35,482
Office costs	7,861	28,446	36,307	295	43,024	43,319
Travel costs	53	-	53	108	-	108
Other costs	2,976	-	2,976	1,029	-	1,029
Professional fees	4,318	-	4,318	1,965	-	1,965
Governance costs						
Examiner's fees	1,800	-	1,800	1,800	-	1,800
	<u>55,318</u>	<u>167,078</u>	<u>222,396</u>	<u>6,454</u>	<u>226,593</u>	<u>233,047</u>

6. Independent examiner's fees

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 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 2022

NOTES TO THE FINANCIAL STATEMENTS

7. Wages and salaries

	2022 Total Funds £	2021 Total Funds £
Gross wages	446,061	420,153
Employer's national insurance costs (inclusive of employer national insurance allowance)	20,966	21,007
Employer's pension contributions	6,222	6,321
	<u>473,249</u>	<u>447,481</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 50

The charity operates defined contribution pension scheme for its employees. The total payable for the year under review was £6,222 (2021: £6,321).

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 Chief Executive Officer, Senior Venue Lead (left April 2021), HR and Operations Lead (left April 2022) and Finance and Office Lead (2021: Chief Executive Officer, Senior Venue Lead, HR Lead) received total employee benefits whilst in post of £168,385 (2021: £142,894) consisting of salary together with employer national insurance and pension contributions.

9. Fixed assets

	Computers, equipment, furniture and fittings £	Motor vehicles £	2022 £
Asset cost			
Brought forward as at 1 April 2021	2,592	27,510	30,102
Carried forward at 31 March 2022	<u>2,592</u>	<u>27,510</u>	<u>30,102</u>
Depreciation			
Brought forward as at 1 April 2021	2,392	27,510	29,902
Charge for the year	50	-	50
Carried forward at 31 March 2022	<u>2,442</u>	<u>27,510</u>	<u>29,952</u>
Net book value			
At 31 March 2022	<u>150</u>	<u>-</u>	<u>150</u>
At 31 March 2021	<u>200</u>	<u>-</u>	<u>200</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

10. Debtors

	2022 £	2021 £
Accrued income	87,907	2,822
Prepayments	2,946	4,318
	<u>90,853</u>	<u>7,140</u>

11. Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	13,336	4,082
Deferred income	30,699	55,182
Other creditors	(912)	1,172
Taxation and social security	(434)	7,970
	<u>42,689</u>	<u>68,406</u>

12. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Fixed Assets	150	-	150	200	-	200
Net current assets	245,317	-	245,317	222,102	-	222,102
	<u>245,467</u>	<u>-</u>	<u>245,467</u>	<u>222,302</u>	<u>-</u>	<u>222,302</u>

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

13. Net movement in funds

	Year ended 31 March 2022				Total funds carried forward £
	Total funds brought forward £	Total incoming resources £	Total resources expended £	Transfers between funds £	
Restricted funds					
BHCC Short Breaks Contract (Play)	-	224,351	(224,351)	-	-
BHCC Youth Grant Programme	-	20,500	(20,500)	-	-
WSCC Cat 1 Family Fun Days	-	12,535	(12,535)	-	-
WSCC Cat 2 Short Breaks	-	60,000	(60,000)	-	-
BHCC COMF Grant	-	7,500	(7,500)	-	-
BHCC HAF Partnership Funding	-	28,540	(28,540)	-	-
BHCC Resilience Fund	-	2,000	(2,000)	-	-
BHCC Sustainability Grant	-	15,000	(15,000)	-	-
BHCC TSIP	-	22,217	(22,217)	-	-
BHCC TSIP Amaze COP	-	2,646	(2,646)	-	-
BWCC and WS Winter Grant	-	15,000	(15,000)	-	-
BHCC Youth Led Grants	-	4,338	(4,338)	-	-
Anthon Jurgens Charitable Trust	-	3,000	(3,000)	-	-
Awards for All	-	9,517	(9,517)	-	-
Barbara Ward Foundation	-	14,000	(14,000)	-	-
Blessed Virgin Mary	-	3,500	(3,500)	-	-
Enjoolata	-	4,648	(4,648)	-	-
Ernest Kleinwort	-	7,500	(7,500)	-	-
February Foundation	-	3,000	(3,000)	-	-
Sussex Community Foundation	-	14,227	(14,227)	-	-
The Pebble Trust	-	4,129	(4,129)	-	-
The True Colours	-	5,000	(5,000)	-	-
Trust for Developing Community	-	500	(500)	-	-
Wellesley Foundation	-	400	(400)	-	-
Restricted donations	-	1,078	(1,078)	-	-
Total restricted funds	-	485,126	(485,126)	-	-
Unrestricted funds					
After school clubs and holiday play	45,000	-	-	-	45,000
Total designated funds	45,000	-	-	-	45,000
General fund	177,302	193,775	(170,610)	-	200,467
Total unrestricted funds	222,302	193,775	(170,610)	-	245,467
	222,302	678,901	(655,736)	-	245,467

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

13. Net movement in funds (continued)

	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)	-	-
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)	-	-
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	1,004	530,047	(531,051)	-	-
Unrestricted funds					
After school clubs and holiday play	-	-	-	45,000	45,000
Total designated funds	-	-	-	45,000	45,000
General fund	130,650	138,801	(47,149)	(45,000)	177,302
Total unrestricted funds	130,650	138,801	(47,149)	-	222,302
	131,654	668,848	(578,200)	-	222,302

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.
WSCC Cat 1 Family Fun Days	Family Fun Days in West Sussex (Adur & Worthing).
WSCC Cat 2 Short Breaks	After School clubs and Holiday Scheme in West Sussex (Adur & Worthing).
BHCC HAF Partnership Funding	Holiday Activities and Food provision for FSM eligible children and young people with SEND in Brighton & Hove
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.
BHCC TSIP	Youth Participation and transition from children's to adult leisure activities.

EXTRATIME

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

14. Description of funds (continued)

BHCC and WS Winter Grant	Funds received from Brighton & Hove City Council and Sussex Community Foundation to support families in West Sussex with the costs of food and essential supplies.
Children In Need	Inclusive After School Clubs and Holiday Play Schemes for children with SEND in Brighton & Hove.
Childwick Trust	Extratime@Home – virtual offer.
Barbara Ward Foundation	After School Clubs.
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.

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 2022

NOTES TO THE FINANCIAL STATEMENTS

15. Comparative statement of financial activities

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