

**Registered Charity Number: 1176481**

**Kirklees Summer Playscheme Camp**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**For the year ended 31 January 2021**

# Kirklees Summer Playscheme Camp

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## **Kirklees Summer Playscheme Camp**

### **Legal and administrative information for the year ended 31 January 2021**

#### **Trustees**

James Haywood  
Gwen Perfitt  
Richard Jackson  
Stephen Metcalf

#### **Charity number**

1176481

#### **Contact address**

32 Clowne Road  
Barlborough  
Chesterfield  
S43 4EJ

#### **Accountant**

Voluntary Action Sheffield  
Community Accountancy  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

# **Kirklees Summer Playscheme Camp**

## **Trustees' annual report For the year ended 31 January 2021**

The Trustees submit their annual report and the financial statements for the year ended 31 January 2021.

### **Structure, governance and management**

Kirklees Summer Playscheme Camp ("KSPC") is a Charitable Incorporated Organisation which registered with the Charity Commission on 2 January 2018. KSPC is governed by the rules and regulations set down in its governing document.

Prior to this the camps were run by a small voluntary group which was funded by grant from the local authority, Kirklees Metropolitan Borough Council.

### **Method of recruitment and appointment of Trustees**

The first Trustees were appointed by the members of the small voluntary group from their existing members. One of the Trustees is the joint camp leader and one is a qualified accountant.

In accordance with the Charity constitution, one third of the Charity's Trustees must stand down on an annual basis. Richard Jackson stood down on the 11 May 2019 and was duly re-elected by the Charity's members at the Annual General Meeting held on the same date. Gwen Perfitt stood down on 16 May 2020 and was duly re-elected at the Annual General Meeting held on the same date.

### **Charitable objectives and activities**

The objective of the Charity is to help young people, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society. The general activities to meet our objectives are the running of a residential summer camp based in West Yorkshire for children aged 9 -12 and is open to children across the region and beyond.

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

### **Achievements and performance**

Sadly, the summer camp was unable to run due to the ongoing Covid-19 crisis. Until mid-March 2020 bookings were going well and we had expected to fill all our places. Upon cancellation of the 2020 camps, all fees were refunded resulting in a significant shortfall in income. As highlighted in the 2019 annual report certain sunk costs remained and total expenditure for 2020 after repaying fees was £5,147.

We were very successful with fundraising in the year on multiple fronts. We obtained grants of £1,000 for play equipment and a further £1,000 to support assisted places, both of which are carried over to next year. In addition, we received £3,500 from the Sun newspaper and raised a further £5,000 as part of a matched funding scheme. We ended the financial year with £12,951 in the current account and petty cash and £8,000 in reserves. We expect at least £2,000 from the matched funding scheme to be received in 2021/22.

### **Financial review**

Each child's camp place incurs costs of around £70. Through fundraising for additional income and income from Aspiring Leaders, KSPC is able to offer places at a small loss. In addition, the Charity usually provides 100 of the 450 available places at half price for families from less fortunate backgrounds. The Trustees are of the view that, so far as practically possible, the cost of each place should be reduced to support families who are struggling. We also aim to offer additional assisted places in 2021 to support more families on reduced incomes.

For the forthcoming year, we need to ensure that we engage with as many children as possible as future years depend on children and families returning and we need to maintain our presence and service in Kirklees. This has to be carefully balanced with the financial impact in the event of Covid-19 restrictions continuing in the summer of 2021. The Trustees have agreed that, if we are able to operate, we will offer a reduction if more than one child from a family is booked, and further reduce the cost of our assisted places. The Trustees have worked through a number of plausible downsides and sensitivities for the forthcoming year. The suggested worst-case scenario results in a drawing on the reserves of around £2,000.

## Kirklees Summer Playscheme Camp

### Trustees' annual report (continued)

#### Plans for the future

There remains uncertainty as to whether the camp can operate fully in 2021 and the Trustees have considered all reasonable scenarios to meet the Charity objectives whilst maintaining the financial health of the Charity. However, the bookings for the summer are going well with 70% of places booked by mid April. We expect to be able to run if the lockdown restrictions are lifted in line with the Government's roadmap. Our plans for the next year are fluid and we will wait as long as practical before making firm decisions. So far as possible, costs will not be incurred until there is a clear likelihood of running in the summer of 2021. We continue to build on a secure financial base and are targeting annual fundraising of £2,500 a year to keep the cost to families as low as possible.

#### Reserves policy

The Trustees are of the view that KSPC is financially viable for a period of at least three years and the total funds carried forward provides a reasonable operating surplus for unexpected costs during the forthcoming years.

The Trustees initially determined in 2019 that a surplus of at least £8,000 should be maintained within reserves, and continue to monitor this level in respect of the unprecedented situation we are currently operating in. This figure would allow the estimated liabilities of operating the camp for one summer to be settled in the unlikely scenario the summer camp were to cease at very short notice. The Trustees also resolved that the reserve could be used in the event of the loss of a significant amount of canvas owing to adverse weather conditions. This scenario is considered remote.

Free reserves at 31 January 2021 are £19,951 (2020: £12,516).

The Trustees declare that they have approved the Trustees' report above on 30/4/21  
and are signed on their behalf by:



Print name: James Duncan Haywood  
Chair of Trustees

## Kirklees Summer Playscheme Camp

### Accountants' report to the Trustees of Kirklees Summer Playscheme Camp ("the Charity")

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the financial statements of the Charity for the year ended 31 January 2021 as set out on pages 5 to 7 from the charity's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Trustees of the Charity, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of the Charity and state those matters that we have agreed to state to the Board of Trustees of the Charity, as a body. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and its Board of Trustees as a body for our work or for this report.

It is your duty to ensure that the Charity has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of the Charity. You consider that the Charity is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of the Charity. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Signed: *VAS Community Accountancy*  
VAS Community Accountancy  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

Date: 30/04/2021

# Kirklees Summer Playscheme Camp

## Receipts & payments account

For the year ended 31 January 2021

	Unrestricted fund £	Restricted fund £	Total 2021 £	Total 2020 £
<b>Receipts</b>				
Fees	11,958	-	11,958	25,796
Grants	4 4,500	1,000	5,500	-
Donations	6,285	-	6,285	3,718
Tuck shop	-	-	-	2,859
Easy Fundraising & Virgin Giving	61	-	61	200
Gift aid	899	-	899	34
Interest	6	-	6	14
Miscellaneous	229	-	229	-
<b>Total receipts</b>	<b>23,938</b>	<b>1,000</b>	<b>24,938</b>	<b>32,621</b>
<b>Payments</b>				
Food	-	-	-	6,534
Camp equipment	1,099	-	1,099	1,643
Travel	-	-	-	3,969
Activity equipment	198	-	198	1,008
Website and admin	2,550	-	2,550	4,065
Publicity	834	-	834	-
Training and planning	260	-	260	897
Security and site	-	-	-	5,644
Volunteer expenses	-	-	-	4,422
Tuck shop	-	-	-	1,686
Long term equipment	-	-	-	3,495
Paypal charges	196	-	196	433
Fee refunds	11,366	-	11,366	-
<b>Total payments</b>	<b>16,503</b>	<b>-</b>	<b>16,503</b>	<b>33,796</b>
<b>Net receipts/(payments) for the year</b>	<b>7,435</b>	<b>1,000</b>	<b>8,435</b>	<b>(1,175)</b>
Total funds brought forward	12,516	-	12,516	13,691
<b>Total funds carried forward</b>	<b>19,951</b>	<b>1,000</b>	<b>20,951</b>	<b>12,516</b>

# Kirklees Summer Playscheme Camp

## Statement of assets and liabilities As at 31 January 2021

	Note	2021 £	2020 £
<b>Cash assets</b>			
Balances at bank		20,951	12,516
<b>Total</b>		<b>20,951</b>	<b>12,516</b>
		<b>Current value 2021 £</b>	<b>Current value 2020 £</b>
<b>Assets retained for the Charity's own use</b>			
Assets gifted to the Charity		12,091	12,729
Assets purchased by the Charity		7,728	6,333
		<b>19,819</b>	<b>19,062</b>
		<b>2021 £</b>	<b>2020 £</b>
<b>Liabilities</b>			
Creditors		-	244
Accountancy & independent examination		330	420
		<b>330</b>	<b>664</b>

These Financial Statements are accepted by the Trustees on 22/04/21

Signed on behalf of the Trustees by:

*JD Haywood*

James Duncan Haywood  
Trustee



## Kirklees Summer Playscheme Camp

### Notes to the financial statements

For the period ended 31 January 2021

#### 1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

#### 2 Trustee's expenses

Three Trustees received expenses totalling £21 (2020: £858) during the period. No other remuneration or benefits were paid.

#### 3 Related party transactions

There were no related party transactions during the year (2020: £nil).

#### 4 Grant income

	Unrestricted fund £	Restricted fund £	Total 2021 £	Total 2020 £
One Community Foundation	-	1,000	1,000	-
Hillards	1,000	-	1,000	-
News UK	3,500	-	3,500	-
	<b>4,500</b>	<b>1,000</b>	<b>5,500</b>	<b>-</b>

**One Community Foundation** - grant awarded to support assisted camp places.