

Company no. 1773155
Charity no. 288551

Bristol Playbus Project Ltd
Report and Financial Statements
31 March 2009

Bristol Playbus Project Ltd

Reference and Administrative Details

For the Year Ended 31 March 2009

Status	The organisation is a charitable company limited by guarantee, incorporated on 25 November 1983 and registered as a charity on 26 January 1984.	
Governing Document	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.	
Company Number	1773155	
Charity Number	288551	
Registered Office and Operational Address	24 Bright Street Barton Hill Bristol BS5 9PR	
Management Committee	June Aland Jane Burgoyne Jacqueline Collard Pat Foster Rosemary Matthews Susan Russell Julian Tucker Gillian Western	appointed 16 July 2009 appointed 13 February 2009, resigned 12 March 2009 appointed 29 June 2009
Principal Staff	Claire Dowling (Project Manager)	
Bankers	Charities Aid Foundation Kings Hill West Malling Kent ME19 4JQ	Lloyds-TSB Bank Plc 55 Corn Street Bristol BS99 7LE
Auditors	Godfrey Wilson Limited Chartered Accountants and Registered Auditors 5.11 Paintworks Bath Road Bristol BS4 3EH	

Bristol Playbus Project Ltd

Report of the Management Committee

For the Year Ended 31 March 2009

The management committee presents its report and the audited financial statements for the year ended 31 March 2009.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005).

Objects of the Charity

The principal activity of the charitable company is the provision of play and community development from a converted bus in and around Bristol.

The objects of the charity are as follows:

- To advance the education of children below compulsory school age by providing or assisting in the provision of facilities for group play and whose parents can participate where appropriate;
- In the interests of social welfare to provide recreational facilities for the inhabitants of the County of Avon so that their conditions of life may be improved.

Organisational Structure

The charitable company is governed by a voluntary management committee which is elected annually. Officers stand down at the end of each year but are eligible for re-election. Members who served on the management committee during the year are listed below. The management committee delegates the day-to-day management and operational activities to a team of staff, led by Claire Dowling, the Project Manager.

Review of Activities

It has been an exciting year for the Bristol Playbus Project with our focus resting on two fronts:

- We continue to work hard for the children and young people of Bristol, South Gloucestershire and North Somerset, providing some of England's most deprived communities with facilities for play and learning.
- We have seen our fundraising efforts reach fruition with the purchase and conversion of a newer Playbus and Play Truck.

We have continued to play a key role in developing Play Rangers across the city of Bristol. Play Rangers engage children in challenging outdoor play sessions in Lawrence Weston, Barton Hill & the Dings. We are working hard in partnership with our colleagues in linked organisations. The Play Ranger scheme is currently a three-year project, funded by the Lottery.

Bristol Playbus Project Ltd

Report of the Management Committee

For the Year Ended 31 March 2009

We also continue to work with Traveller families across our region, providing early years play, enabling young Traveller children to enter school on an equal basis with housed children.

Our Playbus and Truck will be used to work with young Travellers in the schools they attend, as an afterschool provision enhancing play opportunities and allowing young Travellers to mix and play with other children outside the normal school day.

We have purchased two vehicles to help the project achieve its aims. We have been fundraising for a number of years to replace our existing Playbus which has served us admirably but has reached the end of its useful life. With the help of many generous donations from existing funders, companies and individuals, we have been able to purchase an 8 year old bus and convert it to meet the needs of the project. This is a fantastic development for the Project and we are all excited by the new opportunities that this modern and effective space will provide following the launch of the new bus in August. This is a significant investment for a project of our size but one that will truly benefit the communities that we serve.

In addition to the new bus, we also converted our Play Truck which is aimed at young people and contains a music suite and a range of physically challenging and exciting play equipment for children in the 5-13 age range. A relatively small investment has vastly increased the flexibility of the Project and is regularly used at after school sessions and as a backup for Play Rangers.

It is a great testament to the hard work of our staff, ably led by our Project Manager, Claire Dowling, that we have been able to achieve so much this year, and the management committee extend our grateful thanks to them, and to our many friends in all areas of the community, for their ongoing support for our work.

Reserves Policy

The management committee have set a target of holding £30,800 in reserves. This represents approximately 3 months' expenditure and would help the charity to continue to operate in the event of a drop in funding. At 31 March 2009 £30,800 was held as a designated fund (Contingency Fund) for this purpose.

Risk Statement

The management committee have considered the key risks facing the charitable company and, where possible, have taken steps to mitigate them.

Statement of Responsibilities of the Management Committee

The management committee is required 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 its incoming resources and application of resources, including the net income or expenditure, for the period. In preparing those financial statements the management committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;

Bristol Playbus Project Ltd

Report of the Management Committee

For the Year Ended 31 March 2009

- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The management committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. The management committee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The management committee confirm that to the best of their knowledge there is no information relevant to the audit of which the auditors are unaware. The management committee also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the auditors.

Members of the Management Committee

The members of the management committee, who are also trustees under charity law, who served during the year and up to the date of this report are listed on page 1.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2009 was 10 (2008 - 6). Members of the management committee are members of the charity but this entitles them only to voting rights.

Auditors

Godfrey Wilson Limited were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the management committee on

and signed on its behalf by

Jane Burgoyne - Trustee

Independent Auditors' Report

To the Members of

Bristol Playbus Project Ltd

We have audited the financial statements of the Bristol Playbus Project for the year ended 31 March 2009 which comprise the statement of financial activities, balance sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005).

This report is made solely to the charitable company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of The Management Committee and Auditors

The trustees (who are also directors of charitable company for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005). The responsibilities of the trustees are set out in the statement of responsibilities of the trustees.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with Companies Act 1985. We report to you whether, in our opinion, the information given in the trustees' report is consistent with the financial statements. We also report to you if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the trustees' remuneration and other transactions is not disclosed.

We read other information contained in the annual report, and consider whether it is consistent with the audited financial statements. This other information comprises only the report of the trustees. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

Independent Auditors' Report

To the Members of

Bristol Playbus Project Ltd

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice as modified by the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005), of the charitable company's state of affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the management committee's report is consistent with the financial statements.

(date)

GODFREY WILSON LIMITED

Chartered Accountants &

Registered Auditors

5.11 Paintworks

Bath Road

Bristol

BS4 3EH

Bristol Playbus Project Ltd**Statement of Financial Activities** *(Incorporating an Income and Expenditure Account)***For the Year Ended 31 March 2009**

	Note	Restricted £	Unrestricted £	2009 Total £	2008 Total £
Incoming Resources					
Grants & Service Level Agreements	2	65,140	127,329	192,469	181,617
Grant For Replacement Bus	2	-	-	-	30,000
Donations & Fundraising		-	3,949	3,949	8,001
Bus Bookings		-	3,962	3,962	8,338
Bank Interest		-	3,298	3,298	6,738
Other Income		-	143	143	311
Total Incoming Resources		<u>65,140</u>	<u>138,681</u>	<u>203,821</u>	<u>235,005</u>
Resources Expended					
Salaries & Wages	4			105,478	88,847
Sessional Staff	4			12,507	20,847
Recruitment & Training				3,369	2,010
Travel & Subsistence				877	1,330
Session Mileage				1,100	-
Vehicle Running Costs				15,826	10,947
Materials & Equipment				5,533	2,427
Rent, Rates & Telephone				7,833	8,033
Office Costs				5,399	3,175
Subscriptions & Publications				488	87
Bank Interest & Charges				31	35
Audit & Accountancy				1,840	1,105
Management Costs				141	86
Depreciation				45,150	1,467
Session Sundries				672	1,480
Total Resources Expended	3	<u>-</u>	<u>-</u>	<u>206,244</u>	<u>141,876</u>
Net Movement in Funds		65,140	138,681	(2,423)	93,129
Funds at 1 April 2008		<u>64,772</u>	<u>208,313</u>	<u>273,085</u>	<u>179,956</u>
Funds at 31 March 2009		<u>129,912</u>	<u>346,994</u>	<u>270,662</u>	<u>273,085</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 10 to the financial statements.

Bristol Playbus Project Ltd

Balance sheet

As at 31 March 2009

	Note	£	2009 £	2008 £
Tangible Fixed Assets	6		132,511	167,129
Current Assets				
Debtors	7	28,524		21,068
Cash at Bank and in Hand		115,605		89,927
		144,129		110,995
Creditors: Amounts Due Within 1 Year	8	5,978		5,039
Net Current Assets			138,151	105,956
Net Assets			270,662	273,085
Funds	10			
Restricted Funds				64,772
Unrestricted Funds:				
Designated Funds				165,664
General Funds				42,649
Total Funds			-	273,085

Approved by the management committee on

and signed on its behalf by

Jane Burgoyne - (Trustee)

Bristol Playbus Project Ltd

Notes to the Financial Statements

For the Year Ended 31 March 2009

1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005).
- b) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- c) Grants are recognised in full in the statement of financial activities in the year in which they are receivable.

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund.

- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- e) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- f) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- g) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- h) The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The charity has no liability under the scheme other than for the payment of those contributions.
- i) Depreciation is provided on all tangible assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:

Motor Vehicles	25% per annum
Computer Equipment	25% per annum

Assets under the course of construction are not depreciated until the asset is brought into use.

Bristol Playbus Project Ltd

Notes to the Financial Statements

For the Year Ended 31 March 2009

2. Grants & Service Level Agreements

	Restricted £	Unrestricted £	2009 Total £	2008 Total £
Bristol City Council:				
Core Funding	-	48,195	48,195	35,523
Parks Department	-	-	-	1,200
Lottery Commission Funding				
Grant towards Bus	-	-	-	30,000
Play Rangers	-	24,302	24,302	25,352
Barton Hill Play Rangers	-	24,069	24,069	
DION	36,690	-	36,690	-
Quartet	1,650	-	1,650	-
South Gloucestershire Council	-	14,000	14,000	47,000
Patchway Town Council	-	800	800	-
Irish Youth Foundation	13,000	-	13,000	14,000
North Somerset Council	-	14,455	14,455	14,175
Bristol Play Group	-	1,508	1,508	-
Local Network Fund	-	-	-	7,000
Community at Heart	-	-	-	10,746
BBC Children in Need	13,800	-	13,800	13,580
	<u>65,140</u>	<u>127,329</u>	<u>192,469</u>	<u>198,576</u>
<i>Movements on Deferred Income:</i>				
Northwood Park Crèche			-	-
Sure Start Kingsweston / Barnardos			-	-
Bristol City Council - Young People's Services			-	5,000
Bristol City Council - Parks Dept			-	5,000
Bristol City Council - Community Safety			-	1,000
Community at Heart			-	4,000
South Gloucestershire Council			-	1,000
North Somerset Council			-	(2,959)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,041</u>
Total	<u><u>65,140</u></u>	<u><u>127,329</u></u>	<u><u>192,469</u></u>	<u><u>211,617</u></u>

Bristol Playbus Project Ltd

Notes to the Financial Statements

For the Year Ended 31 March 2009

3. Net Incoming Resources for the Year

This is stated after charging:

	2009	2008
	£	£
Management Committees' Remuneration	Nil	Nil
Management Committees' Reimbursed Expenses	Nil	Nil
Auditors' Remuneration	<u>1,840</u>	<u>1,105</u>

4. Staff Costs and Numbers

Staff costs were as follows:

	2009	2008
	£	£
Salaries and Wages	109,115	101,152
Social Security Costs	7,520	6,834
Pension Contributions	<u>1,350</u>	<u>1,708</u>
	<u>117,985</u>	<u>109,694</u>
Total emoluments paid to staff were:	<u>110,465</u>	<u>102,860</u>

No employee earned more than £60,000 during the year.

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2009	2008
	£	£
Core Staff	0	3.3
Sessional Staff	<u>0.0</u>	<u>2.8</u>
	<u>0.0</u>	<u>6.1</u>

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Bristol Playbus Project Ltd**Notes to the Financial Statements****For the Year Ended 31 March 2009****6. Tangible Fixed Assets**

	Assets Under Construction £	Motor Vehicles £	Computer Equipment £	Total £
Cost				
At 1 April 2008	164,196	4,250	1,617	170,063
Additions in the Year	10,532			10,532
Transfers on completion of construction	<u>(174,728)</u>	<u>174,728</u>	<u>-</u>	<u>-</u>
At 31 March 2009	<u>-</u>	<u>178,978</u>	<u>1,617</u>	<u>180,595</u>
Depreciation				
At 1 April 2008	-	2,126	808	2,934
Charge for the year	<u>-</u>	<u>44,745</u>	<u>405</u>	<u>45,150</u>
At 31 March 2009	<u>-</u>	<u>46,871</u>	<u>1,213</u>	<u>48,084</u>
Net Book Value At 31 March 2009	<u>-</u>	<u>132,107</u>	<u>404</u>	<u>132,511</u>
At 31 March 2008	<u>164,196</u>	<u>2,124</u>	<u>809</u>	<u>167,129</u>

Assets under construction consists of a new playbus which was purchased in 2007/8 but the modifications will not be completed until August 2008. The bus will be depreciated when it is brought into use in August 2008.

7. Debtors

	2009 £	2008 £
Trade Debtors	21,681	17,229
Prepayments	6,843	3,275
Accrued Income	<u>-</u>	<u>564</u>
	<u>28,524</u>	<u>21,068</u>

Bristol Playbus Project Ltd

Notes to the Financial Statements

For the Year Ended 31 March 2009

8. Creditors: Amounts Due Within 1 Year

	2009	2008
	£	£
Trade Creditors	-	1,124
Accruals	5,978	956
Deferred Income	-	2,959
	<u>5,978</u>	<u>5,039</u>

9. Analysis of Net Assets Between Funds

	Restricted Funds £	Designated Funds £	General Funds £	Total Funds £
Fixed Assets	-	-	132,511	132,511
Current Assets	-	-	144,129	144,129
Current Liabilities	-	-	(5,978)	(5,978)
Net Assets At 31 March 2009	<u>-</u>	<u>-</u>	<u>270,662</u>	<u>270,662</u>

Bristol Playbus Project Ltd

Notes to the Financial Statements

For the Year Ended 31 March 2009

10. Movements in Funds

	At 1 April 2008	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2009
	£	£	£	£	£
Restricted Funds:					
Bristol City Council - Ashton Vale	6,430			-	6,430
Irish Youth Foundation	2,884	13,000		-	15,884
Quartet	-	1,650		-	1,650
Local Network Fund	1,349			-	1,349
Bus Fund (Dion)	20,000	36,690		-	56,690
Bus Fund (Other)	34,109			-	34,109
Children In Need	-	13,800		-	13,800
Total Restricted Funds	64,772	65,140	-	-	129,912
Unrestricted Funds:					
<i>Designated Funds:</i>					
Contingency Fund	30,800				30,800
Bus Renewal Fund	130,052				130,052
Bus Driver Training	1,022				1,022
Staff Training	890				890
Truck Refurbishment Fund	1,400				1,400
Launch Fund	1,500				1,500
<i>Total Designated Funds</i>	165,664	-	-	-	165,664
General Funds	(22,415)	138,681	-	-	116,266
Total Unrestricted Funds	143,249	138,681	-	-	281,930
Total Funds	208,021	203,821	-	-	411,842

At the end of the year the total funds available for the new bus were £184,161, made up of the DION restricted fund (£20,000), other restricted grants and donations (£34,109) and the Bus Renewal designated fund (£130,052). Of this £ had been spent at 31 March 2009.

Bristol Playbus Project Ltd

Notes to the Financial Statements

For the Year Ended 31 March 2009

10. Movement in Funds (continued)

Purposes of Restricted Funds:

Bristol City Council - Ashton Vale	This fund is for the provision of play and learning opportunities in Ashton Vale for children aged 0-4 years.
Irish Youth Foundation	The Irish Youth Foundation fund is for staff and sessional workers on the travellers' after school project.
GWR FM Bristol Kidz Fund	This fund is for the set up of a small music studio on the playbus.
Local Network Fund	This fund is for music technology workshops for children in Upper Horfield.
DION - Bus Fund	This fund is a contribution towards a new bus.
Bus Fund Other	This fund is a contribution towards a new bus.
BBC Children in Need	This fund supports the Early Years Creche at a Traveller Site in South Gloucestershire.

Purposes of Designated Funds:

Contingency Fund	The management committee have earmarked £30,800 as a contingency fund.
Bus Fund	The management committee have earmarked £130,000 for the conversion and purchase of a second hand bus.
Bus Driver Training	The management committee have earmarked £1,022 for staff to train in bus driving.
Staff Training	The management committee has earmarked £890 to train new play ranger teams; in house or externally.
Truck Refurbishment Fund	The Management Committee have earmarked £1,400 to complete the refurbishment and conversion of the Play Truck.
Launch Fund	The management Committee have have earmarked £1,500 towards the Launch of the new Playbus and Truck on completion.