

**Registered Charity Number: 1176481**

**Kirklees Summer Playscheme Camp**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**For the period ended 31 January 2020**

# Kirklees Summer Playscheme Camp

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## **Kirklees Summer Playscheme Camp**

### **Legal and administrative information for the period ended 31 January 2020**

#### **Trustees**

James Haywood  
Gwen Perfitt  
Richard Jackson  
Stephen Metcalf

#### **Charity number**

1176481

#### **Contact address**

32 Clowne Road  
Barlborough  
Chesterfield  
S43 4EJ

#### **Independent Examiner**

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

## **Kirklees Summer Playscheme Camp**

### **Trustees' annual report For the period ended 31 January 2020**

The Trustees submit their annual report and the financial statements for the period ended 31 January 2020.

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

Kirklees Summer Playscheme Camp ("KSPC") is a Charitable Incorporated Organisation which registered with the Charity Commission on 2 January 2018. Kirklees Summer Playscheme Camp 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.

#### **Charitable objectives and activities**

The object 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**

Summer 2019 was a great summer for both the children on camp and our volunteer group. We welcomed some new volunteers who made a significant contribution to our team. The children were, as always, great fun and they had a really enjoyable summer. We supported a number of children with special needs to participate and enjoy summer camp drawing on the expertise of our experienced volunteers. We played lots of games in the woods and on the field. We had great discos and camp fires and played on the waterslide even when it was raining. We were very fortunate to be joined by members of Yorkshire County Cricket Club and The British Red Cross throughout the summer, providing cricket coaching and first aid training to the children.

This was all in despite of some terrible weather. We experienced a range of climates, with torrential rain and strong winds coupled with very cold temperatures, right through to a heat wave. Unfortunately, 13 tents and a marquee top were lost to the adverse conditions which did have an impact on our running costs. In testing conditions, the strength and resolve of our volunteers shone through as they strove to give the children the best experience possible.

The running of each camp is supported by young adults completing their Duke of Edinburgh Gold Award ("DofE"). Sadly we did not fill all of the available DofE volunteer places which was a great shame as the volunteers bring a fresh energy and new ideas to camp each year. KSPC have now registered as a DofE Approved Activity Provider allowing national advertisement. Recruitment opened in January 2020 for the summer and the early signs are encouraging. We have also introduced an assisted place scheme for DofE participants from low income families for the forthcoming year.

## **Kirklees Summer Playscheme Camp**

### **Trustees' annual report - continued For the period ended 31 January 2020**

#### **Financial review**

Each child's camp place incurs costs of around £70. Through fundraising for additional income, KSPC is able to offer places at a small loss. In addition, the charity provides 100 of the 450 available places at half price for families from less fortunate backgrounds.

Unfortunately we did not fill all our places this year and so one of our six camps ran with reduced numbers. We have addressed this in our marketing, changing the dates on offer and our approach to handling bookings going forwards so we expect to have a full camp again in 2020.

As always we were supported by our generous volunteer group who helped us minimise our running costs. This included someone who quite literally went the extra mile by running a marathon to raise funds for the charity, and a building company and its suppliers who provided battery drills for our new screw in pegs. These pegs revolutionised our putting up and taking down of camp. No more hammering in to hard ground or struggling with pegs that refuse to come out!

This year we funded an external security company for the whole of the summer and they provided excellent service. We also introduced waste collection over the summer and next year we hope to extend this to recycling as well.

We ended the year with a net outflow of resources of £1,175.

#### **Plans for the future**

Our finances remain healthy through our careful cost control and the support of our volunteers, fundraisers and the families of young people who pay to come to camp. We are grateful to all those who have and continue to donate either their time or resources to KSPC.

Ongoing investment continues and KSPC have already purchased new giant lego and tents for next year and are hoping to have a climbing wall visit the camp during the summer. In addition, the charity is looking forward to welcoming back the Yorkshire Cricket club for more coaching sessions. We are also hoping to upgrade our waterslide. Planning for summer 2020 is already well underway and the volunteer group is raring to go to provide a summer to remember for the children.

#### **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 periods.

The Trustees determined during 2019 that a surplus of at least £8,000 should be maintained within reserves. 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 2020 are £12,516 (2019: £13,691).

## Kirklees Summer Playscheme Camp

### Trustees' annual report - continued For the period ended 31 January 2020

#### Coronavirus impact

Finally, it is important to note that, at the date of this report, the UK is entering a period of social distancing and self-isolation in response to the Coronavirus pandemic which will have a profound effect on the practical functioning of the charity. The Trustees continue to monitor the financial situation closely, with clear expectation that the economic impact of the pandemic will be far-reaching and there will likely be a consequential reduction in donations and income from fees. Nevertheless, if the summer camp is unable to run during 2020, the costs for this year will be significantly reduced. Our suppliers have indicated that they are willing to accept late cancellations without charge and the bulk of our expenditure is incurred when the camp is running during the summer months. The expenditure to date for the period ending 31 January 2021 is £2,816. In the event camp does not run the best estimate at the date of this report is that total expenditure for the period would increase to around £3,500 - £4,000. This would be offset by donations received of around £1,000. If the camp is able to run then the number of children attending is likely to be reduced resulting in a corresponding decrease in fees received. The best estimate of the loss of receipts at the date of this report would be around £9,000. This would be offset by a corresponding reduction in running costs of around £3,000, £2,000 in grants already awarded to support this year's operation, and around £1,000 in donations. In both scenarios the expected outflow of funds can be covered in full from amounts held by the charity without use of the reserves. The Trustees are of the view that the charity remains viable and will continue to fundraise to cover expenditure in the current period.

The Trustees declare that they have approved the Trustees' report above on 11 May 2020

and are signed on their behalf by:

*J D Haywood*

J D HAYWOOD

Print name: James Duncan Haywood  
Chair of Trustees

## **Independent Examiner's Report to the Trustees of Kirklees Summer Playscheme Camp ("the Charity")**

I report to the Trustees on my examination of the accounts of the Charity for the period ended 31 January 2020 which are set out on pages 6 to 8.

### **Responsibilities and basis of report**

As the charity Trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

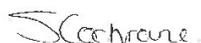
1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

### *Disclaimer*

The charity have disclosed the known impacts of the current COVID-19 outbreak and have concluded that the charity can continue for a period of at least twelve months from the date when the financial statements are authorised for issue. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the charity's ability to continue as a going concern. For example, it is difficult to evaluate all of the potential implications of the current COVID-19 outbreak on the charity's activities, income, volunteers, suppliers and the wider economy.

Signed:



*Susan Cochrane FCA*

On behalf of  
Voluntary Action Sheffield  
Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 11 May 2020

## Kirklees Summer Playscheme Camp

### Receipts & payments account

For the period ended 31 January 2020

	Unrestricted fund £	Total 2020 £	Total 2019 £
<b>Receipts</b>			
Fees	25,796	25,796	26,688
Donations	3,718	3,718	14,893
Tuck Shop	2,859	2,859	2,882
Easy Fundraising & virgin giving	200	200	264
Gift aid	34	34	673
Interest	14	14	5
<b>Total receipts</b>	<b><u>32,621</u></b>	<b><u>32,621</u></b>	<b><u>45,405</u></b>
<b>Payments</b>			
Food	6,534	6,534	6,614
Camp Equipment	1,643	1,643	1,465
Travel	3,969	3,969	3,836
Activity Equipment	1,008	1,008	1,208
Website and Admin	4,065	4,065	2,175
Training and Planning	897	897	635
Security and site	5,644	5,644	5,709
Volunteer expenses	4,422	4,422	4,030
Tuck shop	1,686	1,686	1,496
Long term equipment	3,495	3,495	4,121
Paypal charges	433	433	425
<b>Total payments</b>	<b><u>33,796</u></b>	<b><u>33,796</u></b>	<b><u>31,714</u></b>
<b>Net receipts/(payments) for the year</b>	<b>(1,175)</b>	<b>(1,175)</b>	<b>13,691</b>
Total funds brought forward	13,691	13,691	-
<b>Total funds carried forward</b>	<b><u><u>12,516</u></u></b>	<b><u><u>12,516</u></u></b>	<b><u><u>13,691</u></u></b>

## Kirklees Summer Playscheme Camp

### Statement of assets and liabilities As at 31 January 2020

	Note	2020 £	2019 £
<b>Cash assets</b>			
Balances at bank		12,516	13,691
<b>Total</b>		<b>12,516</b>	<b>13,691</b>
<b>Assets retained for the charity's own use</b>			
Assets gifted to the charity		12,729	16,394
Assets purchased by the charity		6,333	4,121
		<b>19,062</b>	<b>20,515</b>
<b>Liabilities</b>			
Creditors	4	244	-
Accountancy & independent examination		420	420
		<b>664</b>	<b>420</b>

These Financial Statements are accepted by the trustees on 11 May 2020

Signed on behalf of the trustees by:

*J Haywood*

James Duncan Haywood  
Trustee

# Kirklees Summer Playscheme Camp

## Notes to the accounts

For the period ended 31 January 2020

### 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 £858 during the period. No other remuneration or benefits were paid.

### 3 Related party transactions

There were no related party transactions during the year.

### 4 Creditors

Included within creditors are £244 of camp deposits for the 2020 Summer Playscheme Camp that are to be refunded if the camp does not go ahead.