

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024  
FOR  
CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

# CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES

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## **CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2024**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The Charity's objectives are to support children with additional needs, their siblings and families, by:

1. Offering integrated play and social opportunities to children with additional needs and their siblings.
2. Supporting the families and carers of children with additional needs through short breaks, mutual support and information.
3. Increasing awareness of disability issues in the local area.

All activities provided by the charity are for the benefit of the public. The Trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charities Commission including public benefit guidance.

##### **Significant activities**

The Charity offers integrated play and social opportunities to children with additional needs and their siblings through :

Saturday Clubs during term time  
School Holiday playschemes - Summer, Easter and Christmas  
Specialist interest clubs  
Outings  
Christmas parties

These activities provide a significant and proven benefit to improving the physical and mental wellbeing of the whole family.

#### **ACHIEVEMENT AND PERFORMANCE**

This information is contained within the Chair's report which is available on request from our office at 2nd floor, Four Rivers House, 4c Fentiman Walk, Hertford SG14 1DB.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Charity will look to optimally maintain twelve months of reserves to cover the running costs of the Charity across a year. The policy is designed to address the worst case scenario of the Charity needing to start the closing process just before the Summer schemes are about to run.

CHIPS Trustees feel that they have a moral obligation to provide as much support as possible to the young people attending our schemes and to help transition to other services if CHIPS were forced to close. This is particularly important for the children who are on the Autistic spectrum, as they may struggle to deal with any transition.

Any surplus funds which are unlikely to be needed to pay for charitable activities in one period are placed on deposit to earn interest.

The policy is to be reviewed by the Trustees at the next AGM.

## **CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2024**

#### **FUTURE PLANS**

The Charity Manager and CHIPS Trustees will work closely with Hertfordshire County Council regarding the availability of funding. The Development Manager will continue to widen the Charity's income stream through grant applications to other charitable organisations and fundraising events, and CHIPS has appointed a Fundraising Co-Ordinator with the view to increasing income from fundraising activities. CHIPs will continue to develop and extend the provision available to children and their families where funding and opportunities arise.

The Trustees will closely follow the guidance from Hertfordshire County Council and Ofsted to ensure that all provision offered meets all relevant guidelines.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Charity is an unincorporated charity controlled by a governing document, its constitution, which was adopted on 1st April 1998 and amended on 21st June 2001.

The Charity is required to operate in accordance with its constitution.

##### **Recruitment and appointment of new trustees**

CHIPS is a parent led organisation and usually 50% of the Trustees are parents who have, or previously had, children attending sessions. Trustees are elected, appointed and reappointed annually at the AGM.

##### **Organisational structure**

The Charity employs a Charity Manager and a Development Manager and Fundraising Co-ordinator, who report to the Chair of Trustees, and three part time administrators. The Playscheme leaders are responsible for running the playschemes and clubs. They are directly managed by the Charity Manager but also provide reports at CHIPS Trustee meetings which are held five times per year. All playschemes are registered with Ofsted.

##### **Induction and training of new trustees**

All Trustees are encouraged to regularly visit the playschemes. Training is made available on request.

##### **Wider network**

The Charity works closely with Hertfordshire County Council, which provides the core funding grant, and the managers of venues where the playschemes and clubs are held. The Charity has established strong links with local businesses, other charities, elected councillors and community organisations and actively continues to widen this network.

##### **Risk management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate financial and other controls are in place to provide reasonable assurance against fraud and error. All policies and procedures are reviewed annually.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1069535

##### **Principal address**

2nd Floor, Four Rivers House  
4C Fentiman Walk  
Hertford  
Hertfordshire  
SG14 1DB

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**REPORT OF THE TRUSTEES  
for the Year Ended 31 MARCH 2024**

**Trustees**

- G Nickson - Chair
- M Cooper - Vice Chair
- S Banerjee
- P Campbell
- T Ivison
- M Ronsley
- A James
- S Tatam
- R Thomas
- A Lynch
- Ms N Shaw Trustee (appointed 15.5.23)
- Ms S Embley Trustee (appointed 1.7.23)

**08/19/2024**

Approved by order of the board of trustees on ..... and signed on its behalf by:

*Graham Nickson*

[Graham.Nickson \(Aug. 19, 2024 17:36 GMT+1\)](#).....

G Nickson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CHIPS-CHILDREN'S INTEGRATED PLAYSCHMES**

**Independent examiner's report to the trustees of CHIPS-CHILDREN'S INTEGRATED PLAYSCHMES**

I report to the charity trustees on my examination of the accounts of CHIPS-CHILDREN'S INTEGRATED PLAYSCHMES (the Trust) for the year ended 31 March 2024.

**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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can 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 material 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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*Maurice Brindley*

Maurice Brindley (Aug 22, 2024 14:19 GMT+1)

Maurice Briindley FCA

Date: **08/22/2024** .....

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 MARCH 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		38,349	-	38,349	84,323
<b>Charitable activities</b>					
General		271,781	-	271,781	210,574
Other trading activities	2	39,497	-	39,497	14,338
Investment income	3	325	-	325	730
<b>Total</b>		<u>349,952</u>	<u>-</u>	<u>349,952</u>	<u>309,965</u>
<b>EXPENDITURE ON</b>					
Raising funds		8,076	-	8,076	2,722
<b>Charitable activities</b>					
General		<u>363,611</u>	<u>-</u>	<u>363,611</u>	<u>324,598</u>
<b>Total</b>		<u>371,687</u>	<u>-</u>	<u>371,687</u>	<u>327,320</u>
<b>NET INCOME/(EXPENDITURE)</b>		(21,735)	-	(21,735)	(17,355)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		253,473	-	253,473	270,828
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>231,738</u></u>	<u><u>-</u></u>	<u><u>231,738</u></u>	<u><u>253,473</u></u>

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**BALANCE SHEET  
31 MARCH 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	1,840	-	1,840	2,866
<b>CURRENT ASSETS</b>					
Debtors	9	6,105	-	6,105	5,100
Cash at bank		242,842	-	242,842	262,089
		<u>248,947</u>	-	<u>248,947</u>	<u>267,189</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	(19,049)	-	(19,049)	(16,582)
<b>NET CURRENT ASSETS</b>					
		<u>229,898</u>	-	<u>229,898</u>	<u>250,607</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>231,738</u>	-	<u>231,738</u>	<u>253,473</u>
<b>NET ASSETS</b>					
		<u>231,738</u>	-	<u>231,738</u>	<u>253,473</u>
<b>FUNDS</b>					
Unrestricted funds	11			<u>231,738</u>	<u>253,473</u>
<b>TOTAL FUNDS</b>					
				<u>231,738</u>	<u>253,473</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 08/19/2024..... and were signed on its behalf by:

Graham Nickson

Graham Nickson (Aug 19, 2024 17:36 GMT+1)

.....  
G Nickson - Trustee



# CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES

## NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2024

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 33% on cost and 15% on reducing balance
Computer equipment	- 33% on cost

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustee/trustees

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES

### NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 MARCH 2024

#### 2. OTHER TRADING ACTIVITIES

	31.3.24	31.3.23
	£	£
Fundraising events	<u>39,497</u>	<u>14,338</u>

#### 3. INVESTMENT INCOME

	31.3.24	31.3.23
	£	£
Deposit account interest	<u>325</u>	<u>730</u>

#### 4. SUPPORT COSTS

	Management	Finance	Governance	Totals
	£	£	costs	£
General	<u>131,204</u>	<u>67</u>	<u>2,345</u>	<u>133,616</u>

#### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

#### 6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Average number of employees	<u>20</u>	<u>62</u>

No employees received emoluments in excess of £60,000.

#### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted	Restricted	Total
	fund	fund	funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	47,940	36,383	84,323
<b>Charitable activities</b>			
General	210,574	-	210,574
Other trading activities	14,338	-	14,338
Investment income	730	-	730
<b>Total</b>	<u>273,582</u>	<u>36,383</u>	<u>309,965</u>
<b>EXPENDITURE ON</b>			
Raising funds	2,722	-	2,722
<b>Charitable activities</b>			
General	287,419	37,179	324,598

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 MARCH 2024**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>Total</b>	290,141	37,179	327,320
<b>NET INCOME/(EXPENDITURE)</b>	(16,559)	(796)	(17,355)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	270,032	796	270,828
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>253,473</u>	<u>-</u>	<u>253,473</u>

**8. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2023	4,212	11,470	15,682
Additions	-	680	680
At 31 March 2024	<u>4,212</u>	<u>12,150</u>	<u>16,362</u>
<b>DEPRECIATION</b>			
At 1 April 2023	3,702	9,114	12,816
Charge for year	76	1,630	1,706
At 31 March 2024	<u>3,778</u>	<u>10,744</u>	<u>14,522</u>
<b>NET BOOK VALUE</b>			
At 31 March 2024	<u>434</u>	<u>1,406</u>	<u>1,840</u>
At 31 March 2023	<u>510</u>	<u>2,356</u>	<u>2,866</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.24	31.3.23
	£	£
Other debtors	5,100	5,100
Prepayments	1,005	-
	<u>6,105</u>	<u>5,100</u>

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 MARCH 2024**

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.24	31.3.23
	£	£
Taxation and social security	1,254	1,254
Other creditors	17,795	15,328
	<u>19,049</u>	<u>16,582</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	253,473	(21,735)	231,738
	<u>253,473</u>	<u>(21,735)</u>	<u>231,738</u>
<b>TOTAL FUNDS</b>	<u>253,473</u>	<u>(21,735)</u>	<u>231,738</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	349,952	(371,687)	(21,735)
	<u>349,952</u>	<u>(371,687)</u>	<u>(21,735)</u>
<b>TOTAL FUNDS</b>	<u>349,952</u>	<u>(371,687)</u>	<u>(21,735)</u>

**Comparatives for movement in funds**

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	270,032	(16,559)	253,473
<b>Restricted funds</b>			
General	796	(796)	-
	<u>270,828</u>	<u>(17,355)</u>	<u>253,473</u>
<b>TOTAL FUNDS</b>	<u>270,828</u>	<u>(17,355)</u>	<u>253,473</u>

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 MARCH 2024**

**11. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	273,582	(290,141)	(16,559)
<b>Restricted funds</b>			
General	36,383	(37,179)	(796)
<b>TOTAL FUNDS</b>	<u>309,965</u>	<u>(327,320)</u>	<u>(17,355)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>			
General fund	270,032	(38,294)	231,738
<b>Restricted funds</b>			
General	796	(796)	-
<b>TOTAL FUNDS</b>	<u>270,828</u>	<u>(39,090)</u>	<u>231,738</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	623,534	(661,828)	(38,294)
<b>Restricted funds</b>			
General	36,383	(37,179)	(796)
<b>TOTAL FUNDS</b>	<u>659,917</u>	<u>(699,007)</u>	<u>(39,090)</u>

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 MARCH 2024**

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2024.

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 MARCH 2024**

	31.3.24 £	31.3.23 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	38,329	59,754
Donations from organisations	20	24,569
	<hr/>	<hr/>
	38,349	84,323
<b>Other trading activities</b>		
Fundraising events	39,497	14,338
<b>Investment income</b>		
Deposit account interest	325	730
<b>Charitable activities</b>		
Attendance fees	32,085	33,873
Grants HCC	156,638	156,201
Grants- other	83,058	20,500
	<hr/>	<hr/>
	271,781	210,574
<b>Total incoming resources</b>	<hr/>	<hr/>
	349,952	309,965
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Sundries	8,076	2,722
<b>Charitable activities</b>		
Wages	155,244	132,744
Rent	34,712	31,082
Sundries	2,758	1,965
Holiday scheme expenses	9,416	10,817
Entertainment	3,273	2,462
Equipment & maintenance	12,608	14,604
Gifts	453	657
Training	4,219	2,764
Saturday club expenses	2,491	3,788
Clubs expenses	4,821	5,333
	<hr/>	<hr/>
	229,995	206,216
<b>Support costs</b>		
<b>Management</b>		
Wages	93,414	76,443
Pensions	2,665	1,625
Rent	21,840	22,008
Insurance	2,332	2,364
Telephone	2,144	2,044
Carried forward	122,395	104,484

This page does not form part of the statutory financial statements

**CHIPS-CHILDREN'S INTEGRATED PLAYSCHEMES****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 MARCH 2024**

	31.3.24	31.3.23
	£	£
<b>Management</b>		
Brought forward	122,395	104,484
Postage and stationery	3,120	2,500
Sundries	3,983	4,759
Computer expenses	-	1,596
Fixtures and fittings	76	95
Computer equipment	1,630	2,842
	<hr/>	<hr/>
	131,204	116,276
<b>Finance</b>		
Bank charges	67	114
<b>Governance costs</b>		
Accountancy and legal fees	1,985	1,632
Registration fees	360	360
	<hr/>	<hr/>
	2,345	1,992
	<hr/>	<hr/>
Total resources expended	371,687	327,320
	<hr/>	<hr/>
<b>Net expenditure</b>	<u>(21,735)</u>	<u>(17,355)</u>

This page does not form part of the statutory financial statements