

# NEWCASTLE TOY & LEISURE LIBRARY



**Supporting children & young people with additional needs**

## Annual Report 2011 - 2012

**Registered Charity No. 1120882  
Limited Company No. 6162092  
Patron: Charlie Charlton**

**Hadrian School  
Bertram Crescent  
Newcastle upon Tyne  
NE15 6PY**

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## REFERENCE AND ADMINISTRATION INFORMATION

**Charity Name:** NEWCASTLE TOY & LEISURE LIBRARY  
**Charity Registration Number:** 1120882  
**Company Registration Number:** 06162092  
**Registered Office and Operational Address:** c/o Hadrian School  
Bertram Crescent  
Newcastle upon Tyne  
Tyne & Wear  
NE15 6PY

### Management Committee (as at 31<sup>st</sup> March 2012)

Mrs Pat Cant	Chairperson
Ms Alex Macdonald	Vice Chair
Mrs Sara Wild	Treasurer
Mrs Margaret Hall	Secretary
Mrs Margaret Fothergill	Appointments Secretary
Mr Chris Senior	
Mrs Hilary Hardy	
Mrs Louise Watson-Jones	
Ms Lynn Milburn	Resigned 13/06/2011
Miss Heather Davidson	
Ms Sally Allen	Appointed 12/09/2011
<b>Co-opted Member</b>	
Ms Louise Metcalfe	

**Charity Organiser** Mrs Christine Graham  
**Charity Administrator** Mrs Elizabeth Summerson

**Independent Examiner** Keith Taylor, FCA (Appointed at AGM 9<sup>th</sup> July 2011)

**Bankers** Barclays Newcastle City Group,  
Northumberland Street,  
Newcastle,  
NE1 4QL

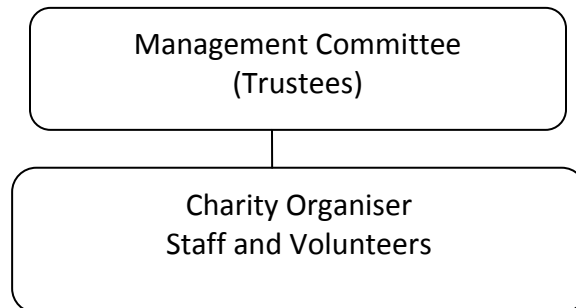
**Legal Advisers** Eversheds LLP (in pro-bono capacity)

## **GOVERNANCE, STRUCTURE AND MANAGEMENT**

### **Governing Document**

Newcastle Toy & Leisure Library (NTLL) is a charitable company limited by guarantee, incorporated on 15<sup>th</sup> March, 2007 and registered in its new name on 17<sup>th</sup> September 2007, having previously operated as Charity Number 506732 under the name of Newcastle Toy & Leisure Libraries since being constituted in 1974. The company was established under a Memorandum of Association, which sets out the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

### **Organisational Structure**



NTLL currently has 10 Members on the Management Committee, which meets approximately 9 times each year, and who are responsible for the strategic direction and policy of the organisation. Our Charity Organiser attends these meetings in an advisory capacity only, sitting outside the meeting when discussion is necessary on matters which directly relate to her role. Day-to-day responsibility for the provision and operational management of NTLL's charitable services rest with our Charity Organiser, who is also responsible for supervising the staff and their ongoing training and development needs, thus ensuring continued improvement of skills, policies and working practices

## **Relationship with Related Parties**

NTLL was one of the first British Toy Libraries, opened in 1974 and originally established by parents of disabled children and those with a special interest in disability. Based in a day centre for the disabled, it was staffed by volunteers and opened twice a month to support and lend toys to children with disabilities and their families. From its inception, the organisation recognised the crucial role of play in helping their children – irrespective of disability – to explore the world around them. Over the next few years, and in a variety of venues, NTLL became an unincorporated charity. In 2007 we became a charitable company, limited by guarantee, re-registering with the Charity Commission in September that year.

NTLL is deeply involved with Newcastle Council's Children's Services. In addition, our Organiser represents our charity - and children in Newcastle with special and additional needs – by way of Local Council Strategy Groups, and has been instrumental in cementing links via the Aiming High agenda with Sure Start Children's Centres throughout the city. She also regularly attends Newcastle's Locality Partnership meetings, and our staff work with – amongst others - the Children's Services Parent-Carer Participation Group and the Children and Young People's Voluntary Sector Reference Group. As a long-standing member of Stepney Banks Stables in the west of Newcastle, NTLL has forged a link to encourage our members to develop a range of skills, both as riders and as volunteers.

NTLL was a member of NATLL, the National Association of Toy & Leisure Libraries, (and is now affiliated with The National Children's Bureau), and holds regular meetings with the Toy Library Forum in Newcastle. We are a member of Newcastle Council for Voluntary Service, on which we rely for support and information relating to the Voluntary Sector, as well as our local Volunteers Bureau. Our CRB checks are verified via Fair Play, an umbrella organisation which ensures our costs are kept to a minimum. We have close links with the North East Special Needs Network with whom we co-host an information event every 18 months to ensure city-wide families have sufficient details available to improve their children's and family's lives.

Being based in Hadrian School, a primary school for children with special and additional needs, we are able to make use of many of their specialised facilities, whilst sharing our soft-play room and our rebound trampoline with the school. Some of our charity's members attend this and other special schools in Newcastle, and referrals to our service may come from this source, or from professionals such as physiotherapists and speech therapists, as well as self-referrals from families.

We have close links with the Child Development Centre at Newcastle's Great North Children's Hospital at the Royal Victoria Infirmary, holding a monthly session for families with children who have been newly-diagnosed as having additional needs. Gradually assisting them through our Under 5s Group to access mainstream facilities wherever possible. NTLL's Family Workers also visit families at home, to encourage the children to learn through play and the families to overcome the feelings of isolation and loneliness which can result from their child's disabilities and/or behaviour problems.

## **Recruitment and Appointment of Directors**

While known as members of the Management Committee, the committee members are also charity trustees for the purposes of charity law, and under the company's Articles are known as Trustees. Under the requirements of the Memorandum and Articles of Association, one third (or the number nearest to one third) of the Trustees are subject to retirement by rotation, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee who remains qualified may be re-appointed. All Committee Members give their time voluntarily, and receive no benefits from the charity.

The Management Committee is comprised largely of parents of children using the charity's services, as well as parents and relations of previous members, and others who have a long link with the service and a great pride in the charity's achievements over its long history. The Charity Organiser attends committee meetings, liaising with the Management Committee on matters of policy, and informing the Management Committee of updates in the service provided, while also representing the NTLL on several strategic groups throughout the city of Newcastle, to further the aims and objectives of its members and their families.

By way of a Skills Audit, the Management Committee aims to maintain a good mix of skills and abilities, covering Law, Education Directorship, Human Resources, Company Management, School Governance, Finance and Administration, while also benefitting from the knowledge brought as parents of children with special and additional needs. Although they currently make up the majority, committee membership is not restricted to parents of our charity's members.

## **Induction and Training of Trustees**

As mentioned, most of our Trustees are already familiar with the practical work of the Charity, being connected in different ways. As a small organisation, there is no need for a formal induction Process for Trustees, though all new Trustees are issued with copies of The Charity Commission's Booklet "The Essential Trustee", the most recent Annual Report and Finance details, the Charity's 3-Year Business Plan, the Minutes from the preceding three Committee Meetings, and directed to read the Memorandum and Articles of Association.

As good practice, they are also vetted by way of an enhanced CRB disclosure, which allows them to work safely with our children as volunteers, should the need arise. They are also encouraged to read our Policy and Procedure Documents, which include Safeguarding and Child Protection, Health and Safety, Equal Opportunities, Grievances and Complaints, all of which are reviewed annually.

We are currently in the process of revising Data Protection, as well as drawing up an IT policy, with the assistance of solicitors company Eversheds LLP, with whom we are pro-bono clients. All new Trustees are requested to complete a Skills Audit form, and are provided with a summary of the Roles and Responsibilities of Trustees/Membership Committee Members, and are directed to the Charity Commission website for any further information, regular updates being emailed to all Trustees when issued.

## **Risk Management**

Our Business Plan to 2014 shows the budget needed for sustainability within that time, but since it was drawn up we have been more successful than usual in securing multi-year funding from some of our benefactors, including Newcastle City Council, who have granted us the majority of the management and administration running costs for the next three years. The long-term security of NTLL depends partly upon the relationship with Newcastle City Council but also requires the securing of grants and other funding from donors who have a close cooperation with our charity. We are also mindful of the potential changes in that commissioning and service level agreements are being more favourably looked at in the future, so realise that there is a need to identify suitable training in order to be able to meet these changing demands. Risks within the charity are

minimised by the implementation of our Policies and Procedures, which are reviewed annually with the support of Eversheds LLP solicitors.

### **Aims, Objectives and Activities:**

Our charity demonstrates that for the charitable purposes of the advancement of disability via sport/recreation, within the city of Newcastle, Newcastle Toy & Leisure Library acts in the Public Benefit as required by the Charities Act 2011. As stated in our Constitution drawn up in 1974, and Memorandum of Association of 2007, the object of the charity is “the relief and education of local babies, children and young people with special needs by the provision of therapeutic, educational and stimulating toys and equipment”. Our Vision, as set out below, is also included in our Welcome Pack, which is supplied to every parent and prospective user and user group of our service. Our Vision is “To provide Quality Assured play and leisure services, in a safe environment, for children and young people with additional needs in Newcastle, assisting and encouraging them to develop and achieve their potential”

### **Objectives**

In addition to our overall aims and objectives, NTLL set out to achieve the following objectives during this Financial Year:

- To expand our lending service for specialised toys and specialised equipment, together with a wide range of Play and Leisure activities for children from birth to 18 years with special and additional needs throughout the city of Newcastle, together with their siblings and families.
- To implement a Business Plan of operation and funding up to 2014, and begin preparations for future planning.
- The evaluation of the Quality Assurance Accreditation “Quality Play Matters” as approved by the National Association of Toy & Leisure Libraries (but now being supported by the National Children’s Bureau ) in order to improve our service provision throughout Newcastle upon Tyne.
- To secure sufficient grants and/or funding in order to ensure that our full service provision continues after 31<sup>st</sup> March 2012, as we have identified shortfalls in the funding already awarded.
- To continue to provide Volunteering Opportunities for people of all ages, thus ensuring that they achieve standards as expected by Duke of Edinburgh Award Scheme, Uniformed Services Authorities, Universities or other bodies, while knowing they are fully covered by enhanced CRB checks to protect our users and themselves.

## Activities

### July 2011 – June 2012

Family Worker - Heather Taylor (30 hours per week), 0 - 5 age group funded by BBC Children in Need

Family Worker – Jackie Wallace (21 hour per week), 5-13 age group funded by Lloyds TSB

Family Worker – Gary Bowden (9 hour per week), 13-18 age group funded by Lloyds TSB

Sessional Worker –Michelle Scott funded by Newcastle Fund

Sessional Worker -Yue Wang funded by Newcastle Fund

Sessional Worker – Kate Smith Funded by Newcastle Fund

### 0 – 5 years age group

Families with pre-school children have had the opportunity to access one of our twice weekly term time under 5's groups, home visits, toy loan service or Saturday Club. During the past year families have had access to **15** additional outings/activities to mainstream and specialist venues. Over **50** children in the 0-5 age group have attended Toy Library sessions.

### 5 - 13 years age group

Over **90** children and young people in the 5-18 year old age group have regularly accessed our services this year. Some of the outings and activities have been free and some have required a nominal charge.

During this year we provided **33** outings/activities, in addition to our general services. **23** of the activities were with mainstream providers.

### 13 – 18 years age group

This 1 Group involved **9** young people who took part in **9** mainstream activities, which were all accessed via public transport. These included:-

- Battle of Newburn
- Bowling
- Skating
- Cinema

A very popular new activity was a 3 week course experiencing surfing in a pool environment called **"Flowrider"**. A few of the group also took part in song writing sessions with the Sage Gateshead.

### Under 5's Group

This twice weekly inclusive term time group gives families with pre-school children the opportunity to access supported play session within an informal setting. Focus and planning is on the differing needs of the children with a range of activities including multi sensory sessions, art & crafts and soft play with the opportunity to try out and borrow toys and equipment. For many families this is the first step into accessing Toy Library Services enabling them to build social networks, share information and develop friendships.



## Participation

Sadly, the Children Decide group is no more, due to young people leaving the service and restrictions on staff time during the Saturday Club. However, new ways of engaging more children and young people in developing participation throughout the club have been explored.

A wonderful legacy of the Children Decide group was their successful bid to Newcastle U-Decide which provided the Toy Library with funds of an incredible **£3,400**. This was to provide an outward bound team building day and workshops for various activities on a Saturday relating to art, drama and music.

This 1 Group decided which activities and trips they would like to take part in, which were documented by the group using cameras and video.

## Summer Programme

We provided **23** outings/activities, 12 to mainstream venues. The summer programme as always is developed predominantly from requests of our members, with some additional new activities and places to try. Some of the more popular outings/activities included:-

- Treasure hunt
- Adapted cycling
- Teddy bears picnic
- Kirkley Hall
- Swimming

**75** children and **65** adults attended the summer activities. This represents **42** of our **55** regular families.

## Saturday Club Sessions

There were **18** Saturday sessions, offering free play, sporting activities and football staffed by Emma Wilkinson and Martin Smith, aromatherapy, staffed by Eileen Hughes, soft play, sensory room, arts and crafts, table top games, family room with refreshments and healthy eating snacks. A brilliant addition to the Saturday Club has been the U-Decide funding which has provided the club with fabulous opportunities to try new activities relating to the arts. Such as workshops in:-

- Art
- Various music opportunities
- Drama
- Circus skills

In total there have been **18** activities provided through U-Decide funding which has been a great asset to the Saturday Club sessions trying to offer opportunities for all.

## Toy Loan

The regular toy loan continues to grow with new families borrowing on a frequent basis. We have recently purchased some much needed switch adapted toys through a very kind donation and have purchased some toys more suitable for the older age range. There is still a need to continue to develop the basic switch and sensory range.

The uptake on the Sensory packs for groups has been disappointing with only a couple of regular users, this is an area we will look to promote further in the future. However, the Sensory packs for families (developed with money from the Access Fund) have been very successful through the Saturday Club, Under 5's and home visits.

## Networking

Information sharing is an important part of our service and we continually look at ways to not only build upon our good relationships with other organisations but seek out and develop new partnerships as well. Some of the events we have attended and supported are:-

- Let's talk (Newcastle Council)
- Parent Conference (Newcastle Council)
- Special Needs Network and Stepney Bank Fun day
- Information Day at Hadrian School
- NAPI ( Newcastle Action for Parent and Toddlers Initiative) AGM and Funday
- Child Safety Activity launch day

Links with the Child Development Centre at the Great North Children's Hospital have continued to flourish with greater emphasis on sensory equipment.

## Evaluation

This is as always key to all of our services and helps shape our plans for the future, as our primary aim is to provide popular valued services. A thorough evaluation of the Summer programme was completed with very positive feedback. We received **93** responses of which **84** stated the programme was very good, **8** good and **1** average, **none** were below average. Some comments from the evaluation:-

**"We couldn't have got through the holidays without Toy Library Trips."**

**"We rarely get swimming because it is so stressful to manage two kids safely on my own. Knowing all the Toy Library staff were there helping to watch over the kids meant it was a great experience for all of us."**

## Publicity and Branding

- We have seen an incredible increase in efforts towards our fundraising throughout the club. Many of our members have completed challenges to raise funds for the club and some of the children and young people have come up with their own good ideas.
- The launch of our new website [www.ntll.co.uk](http://www.ntll.co.uk) at our A.G.M. in 2010 was very well received and has been a wonderful achievement for the club. We also use the website as a tool for parents to keep up to date with our activities, download photographs of their children which can be used as evidence of out-of-school activities for their development programme, by ensuring that all the relevant consent and disclaimers have been completed to permit the use of these pictures.
- We now have a magnificent portable display stand to promote the achievements that we have made with the Play Lottery Funding.
- Our sporting and football groups have recently received new t-shirts.
- A film has been developed of the video and photos which the children and young people have taken when Out and about.

## **Additional Matters on Activities**

We are extremely grateful to our Volunteers, without whom our activities would be unable to function so well. Their commitment to our charity and the support work that they do cannot be undervalued, as they support our activities at all levels. Thank you to Rachael Coates, Kate Smith, Jen Taylor, Pat Cant, Margaret Walker, Emma Wallace, Liam Scott, Rebecca Forbes, Chelsea Askew and Katie Harrison.

## **Policy on Reserves:-**

NTLL's policy on reserves is explained below:-

NTLL believes that as responsible Charitable Organisation it should adopt a relevant and useful policy on the management and holding of its reserves. Reserves have accumulated due to donations from supporters and modest surpluses on our income and expenditure account over several years.

NTLL holds reserves for one main reason, and that is, to cover running costs in the event of an emergency. Should the Organisation get into serious financial trouble, there could be potential risks for both Trustees and Staff. It believes it should have adequate reserves to cover its winding up. It therefore feels it is prudent to hold 3-4 months worth of running costs to provide for such an eventuality, as well as sufficient funds to provide redundancy pay to our long-serving staff, and to cover the costs of providing our Activity Clubs (including coaches' fees, additional rent and overheads)

This policy will be reviewed annually by the Trustees, to ensure that it is still a relevant working document for the Organisation.

As at year end March 2012, NTLL's reserves were £29,000.00 including running costs for 3 months and contingency funding in case of redundancies.

## **Details of any funds in deficit**

In accordance with previous years' operations, NTLL does NOT have any funds in deficit. We ensure that all the funds obtained are spent within budget, and in accordance with our aims, in furthering our Vision to support children and young people in Newcastle via play and leisure opportunities.

## **Further financial review details**

Our principal sources of funding for this financial year to 31<sup>st</sup> March 2012 are Newcastle City Council's Newcastle Fund £34002, and Grants from Charitable Donors, Children In Need £23,555, Lloyds TSB £15000, Trusthouse Charitable Foundation £8000, together with Membership Fees from our User Families, currently £15 per annum. We have also received over £3500 from a variety of sponsored events throughout the year, which – together with Membership Fees – have been greatly boosted by Gift Aid contributions, as well as a number of regular donations from WA Handley.

## **Responsibilities of the Directors**

Company law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and if its incoming resources and application of resources, including income and expenditure, for the financial year. In providing these financial statements, the Trustees should follow best practice and:-

- Select suitable accounting policies and then apply them consistently,

- Make judgements and estimates that are reasonable and prudent, and
- Prepare the financial statements on the going concern basis unless it is no appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006.

### **Members of the Management Committee/Trustees:-**

Members of the Management Committee, who are Directors for the purpose of Company Law, and Trustees for the purpose of Charity Law, who served during the year and up to the date of this report are set out on Page 3

In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiner is aware, and
- As the directors of the company we have undertaken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Newcastle Toy and Leisure Library  
For the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012**

I report on the accounts of Newcastle Toy & Leisure Library for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012.

**Respective responsibilities of trustees and examiner**

The Charity's trustees (who are also directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under 144(2) of the Charities Act 2011 and that an independent examination is needed. The Charity's gross income did not exceed £250,000, and I am qualified to undertake the examination by being a qualified Fellow of the Institute of Chartered Accountants (F.C.A.)

Having satisfied myself that the charity is not subject to audit under company law, and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Keith D Taylor F.C.A.  
14, Meridian Way  
Newcastle upon Tyne, NE7 7RU

**Newcastle Toy and Leisure Library (Company Limited by Guarantee)**  
**Registered Charity No. 1120882 Limited Company No. 6162092**

**Statement of Financial Activities**  
**Period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012**

**Income**

	Note	Unrestricted Funds £	Restricted Funds £	2011-2012 £	2010-2011 £
Newcastle Toy Library	1	9,521.90	34,694.41	44,216.31	44,958.71
Activity Clubs	2	1,401.39	0	1,401.39	6,809.39
Family Worker Project - Under 5s	3	637.58	24,450.00	25,087.58	23,958.89
Family Worker Project - 5-18 yrs	4	2,621.93	26,400.00	29,021.93	49,340.50
<b>TOTAL</b>		<b>14,182.80</b>	<b>85,544.41</b>	<b>99,727.21</b>	<b>125,067.49</b>

**Expenditure**

	Note	Unrestricted Funds £	Restricted Funds £	2011-2012 £	2010-2011 £
Newcastle Toy Library	5	7,423.61	34,287.82	41,711.43	41,784.60
Activity Clubs	6	0	5,613.77	5,613.77	10,297.09
Family Worker Project - Under 5s	7	588.43	24,450.00	25,038.43	24,108.97
Family Worker Project - 5-18 yrs	8	2,946.43	15,999.49	18,945.92	54,500.45
<b>TOTAL</b>		<b>10,958.47</b>	<b>80,351.08</b>	<b>91,309.55</b>	<b>130,691.11</b>

**Appropriation Account 2011/2012**

	Note	2011-2012 £	2010-2011 £
<b>Total Funds Brought Forward at 1<sup>st</sup> April 2011</b>		46,017.25	51,640.87
Less Deficit/Add Surplus		8,417.66	(5,623.62)
<b>TOTAL funds carried forward at 31<sup>st</sup> March 2012</b>		<b>54,434.91</b>	<b>46,017.25</b>

### Balance Sheet at 31<sup>st</sup> March 2012

	Note	Unrestricted Funds £	Restricted Funds £	2011-2012 £	2010-2011 £
<b>Total Funds at 31<sup>st</sup> March 2012</b>		43,341.91	11,093.00	54,434.91	46,017.25
Current Account		£ 12,808.13			
Deposit Account		£ 41,626.78			
<b>TOTAL funds carried forward at 31<sup>st</sup> March 2012</b>	9	43,341.91	11,093.00	54,434.91	46,017.25

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31<sup>st</sup> March 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31<sup>st</sup> March 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) Ensuring that the charitable company complies with the requirements of the Act with respect to accounting records and preparation of accounts and
- (b) Confirming that these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime applicable to the charitable company, and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 27<sup>th</sup> June 2012 and are signed on their behalf by:

*S.K. Wild*

Sara Wild  
Treasurer

*Pat Cant*

Pat Cant  
Chair

## Notes to the Accounts

### Accounting Policies

Basis of preparation;

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006.

### Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### Resources Expended

Expenditure is recognized on an accrual basis as a liability is incurred.

### Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure as set out by the donor or grant provider.

#### 1. Newcastle Toy Library - Income

	Unrestricted £	Restricted £	TOTAL £
Newcastle Council - Newcastle Fund	-	34,002.00	34,002.00
Membership Fees	1,865.00	-	1,865.00
Donations & Fundraising	5,926.63	-	5,926.63
Income from Other Projects	1,710.00	-	1,710.00
Additional Short-term Projects	-	692.41	692.41
Bank Interest	20.27	-	20.27
<b>TOTAL</b>	<b>9,521.90</b>	<b>34,694.41</b>	<b>44,216.31</b>

- Newcastle City Council Newcastle Fund - a contribution towards 'core' running costs.  
Membership Fees charged this year - £ 15 per family membership, £ 150 group membership.



- Donations and Fundraising. This year we have had some fantastic individuals raising money for the Toy Library through a range of sponsored events. This amount also includes a donation from another charity which continues to support us with our work.
- The Income from Other Projects is management fees payable to the Toy Library, by the Family Worker Under 5s project.
- Additional Short-Term Projects – small projects NTL is asked to manage – usually relating to grants for equipment.

## 2. Activity Clubs - Income

	Unrestricted £	Restricted £	TOTAL £
Weekly Membership Fees	503.21	-	503.21
Refreshments	188.73	-	188.73
Grants/Donations	400.00	-	400.00
Special Events	309.45	-	309.45
<b>TOTALS</b>	<b>1,401.39</b>	<b>0</b>	<b>1,401.39</b>

- Weekly Membership Fees; subsidised fees for football, trampolining, aromatherapy and rebound therapy ranging from £1 - £3.
- A nominal charge is applied to cover refreshments.
- Grants this year included £ 360 from Access Fund.
- Special events; includes raffles, ticket sales for Christmas and Easter parties.

## 3. Family Worker Under 5 - Income

	Unrestricted £	Restricted £	TOTAL £
BBC Children in Need	-	24,450.00	24,450.00
U5 Sessions	637.58	-	637.58
<b>TOTALS</b>	<b>637.58</b>	<b>24,450.00</b>	<b>25,087.58</b>

- BBC Children in Need grant covers salary costs, rent, insurance and specialised toys. This is Year 2 of a 3 year grant.
- Parents/carers are charged £ 2 per session.

#### 4. Family Worker 5-18 years - Income

	Unrestricted £	Restricted £	TOTAL £
Lloyds TSB Grant	-	15,000.00	15,000.00
Trusthouse Charitable Foundation	-	8,000.00	8,000.00
U Decide Grant	-	3,400.00	3,400.00
Summer Programme	2,621.93	-	2,621.93
<b>TOTALS</b>	2,621.93	26,400.00	<b>29,021.93</b>

- Lloyds TSB Grant covers the majority of the Family Worker salaries.
- Trusthouse Charitable Foundation provides additional Family Worker salaries plus costs towards arts and crafts, travel and outings.
- U Decide Grant has enabled children and young people to access 18 activities, centred around the arts.
- Summer Programme has provided 23 outings/activities at 12 mainstream venues, with 75 children attending.

#### 5. Newcastle Toy Library - Expenditure

	2011/12 £	2010/11 £
<b>NEWCASTLE FUND</b>		
Salary Costs (Including Tax/NIC & Employer NIC, pension)	29,148.55	
Rent	2,082.59	3,806.72
Insurance	750.00	1,951.46
Travel	204.35	
Volunteer Expenses	87.60	51.00
Staff Training	680.24	
Admin	326.51	
Publicity	250.00	
Recruitment	364.00	
Toy Library Resources	393.98	
<b>TOTAL</b>	<u>34,287.82</u>	

<b>NON – NEWCASTLE FUND</b>		
Salaries (Including Tax/NIC & Employer NIC, pension)	4,006.93	23,381.72
Admin/Stationary	719.54	748.36
Special Events	19.95	739.48
Donations and Fundraising Expenditure	2,358.25	935.00

Additional Short-Term Projects	-	10,004.20
Expenditure	-	
Sundries	318.94	166.66
TOTAL	<u>7,423.61</u>	
<b>TOTAL</b>	<b>41,711.43</b>	<b>41,784.60</b>

- Salary Costs; Organiser (26.25 hours), admin worker (20 hours), 2 Sessional Workers and cleaner (2 hours per week).
- Rent; includes rental of office space in Hadrian and Thomas Bewick, storage at Scotswood and room hire for Management Committee meetings.
- Non-Newcastle Fund salary costs were taken from reserves to cover the family worker 5-18 yrs costs (April – June) until new funding was secured in July 2011.

## 6. Activity Clubs – Expenditure

	2011/12 £	2010/11 £
Aromatherapy Specialist	1,200.00	1,360.00
Football Coaches	577.60	798.95
Trampoline Coaches	120.00	60.00
Rent	2,173.13	1,598.00
Admin. Including printing & publicity	229.09	139.60
Additional Grants/Donations Expenditure	-	4,802.57
Additional Activities/Equipment	-	45.45
Holiday Activities	-	15.00
Special Events	992.20	1,210.31
Refreshments	284.90	203.33
Sundries	36.85	63.88
<b>TOTALS</b>	<b>5,613.77</b>	<b>10,297.09</b>

- Rent; rent and caretaking costs to hire Hadrian school facilities every two weeks.

## 7. Family Worker Under 5 - Expenditure

	2011/12 £	2010/11 £
Salary Costs (Including Tax/NIC & Employer NIC, pension)	16,535.84	16,042.99
Travel Expenses	623.10	753.60
Toys/Equipment	2,151.06	1,757.53
Summer U5 Activities	105.00	166.00

Admin	981.71	1,023.73
Staff Training	180.00	220.00
U5 Session Expenses	351.72	193.12
Rent	1,500.00	1,500.00
Insurance	900.00	800.00
Management Costs	1,710.00	1,652.00
<b>TOTALS</b>	<u>25,038.43</u>	<u>24,108.97</u>

- Salary Costs includes; 1 family worker (30 hours) who covers 2 pre-school inclusive play & soft play sessions, toy loan and home based play sessions.
- Rent and Insurance: covers rental of room containing our Soft Play equipment plus storage and Insurance costs of all our specialised toys and equipment available for loan, plus sensory room facilities.

## 8. Family Worker 5-18 years – Expenditure

	2011/12 £	2010/11 £
Project Running Costs – including salary costs, travel, outings and arts/crafts.	13,595.18	
Salary Costs (Including Tax/NIC & Employer NIC, pension)		25,341.36
Travel Expenses		569.90
Rent		3,500.00
Admin		774.51
Insurance		2,500.00
Staff Training		350.00
Arts & Crafts/Equipment/Visits		3,363.93
Volunteer Training		1,000.00
Interpreters		1,150.00
Toys		6,811.33
Furniture & Equipment		2,345.44
Children - Travel		1,786.70
Recruitment Costs		
Management Costs		5,007.28
U Decide Grant Expenditure	2,404.31	
Summer Programme Costs	2,946.43	
<b>TOTALS</b>	<u>18,945.92</u>	<u>54,500.45</u>

- Salary Costs 2011-12 includes 2 family workers (21 hrs + 9 hrs)  
NB Salary Costs 2010-11 included; 2 play workers (30 hours in total)

<b>9. Funds</b>	<b>£</b>
Total Funds available as at 31.3.2012	<b>£ 54,434.91</b>

**Restricted Funds;**

Family Worker 5-18 years funding remaining (Lloyds TSB/Trusthouse Charitable Foundation)	£ 9,405
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Family Worker 5-18 years U Decide grant remaining	£ 996
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Short-term Project Money Remaining	£ 692
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**Designated Funds;**

Activity Clubs Running Costs – 1Yr	£ 8,500
Donations/Fundraising for equipment (Balance remaining from 2011-12)	£ 5,557

**Unrestricted Funds;**

The Management Committee considers it prudent to maintain a reserve fund which, in the event of the charity having to close down, would cover the running costs for approximately 3 months and the increasing redundancy costs calculated for all our long-serving staff.

Reserves for Closing Down (including running costs for 3 months and redundancies)	£ 29,000
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