

MILTON KEYNES PLAY ASSOCIATION

(A company Limited by guarantee)

REPORT OF THE DIRECTORS AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

COMPANY NUMBER: 03051975

CHARITY NUMBER: 1047318

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MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

LEGAL & ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2024

Directors in office during the year
And on the date the report was approved,
were as follows:

Marie Diana Jay
Jonathan Robert Elvin
Lucinda Mobaraki (Resigned 29/10/2023)
Costas Stathis (Resigned 15/03/2024)
Gulraj Bariah
Caroline Godfrey
Sara Groocock-Wilson
Paul Sayer (Appointed 16/05/2024)
Amanda Webster0Uz (Appointed 11/07/2024)

Principal office:

2 Burners Lane
Kiln Farm
Milton Keynes
Buckinghamshire MK11 3HB

Company Registration Number:

03051975 (England and Wales)

Charity registration number:

1047318

Bankers:

National Westminster Bank plc
80 High Street
Stony Stratford
Milton Keynes
MK11 1AJ

Independent Examiner:

Ad Valorem Accountancy Services Ltd
2 Manor Farm Court
Old Wolverton Road
Old Wolverton
Milton Keynes
MK12 5NN

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2024

The Directors, listed on page 3, who are also Trustees of the Association, present their report and the accounts for the Association for the year ended 31 March 2024.

Structure, governance and management

Governance

The Milton Keynes Play Association is a company limited by guarantee and a registered charity and is governed by its Memorandum and Articles and Constitution.

Trustee recruitment

The Trustees are appointed by members at the AGM each year and are members of the public who have expressed a particular interest in serving as trustees of MKPA. New Trustees are introduced to the work of the MKPA by the staff and Trustees and provided with whatever assistance they need to perform their duties effectively.

Organisational structure

The Trustees/Directors, meet as a Board on a regular basis and are responsible for the management of the affairs of the MKPA. All major decisions are made by the Board, including the approval of annual accounts as well as material agreements, major capital expenditures, budgets and strategic plans and they have delegated day to day operation decisions to the senior staff. All Trustees are non-executive.

MKPA is one of the longest running charitable organisations in Milton Keynes, with over 50 years' experience of supporting child-centred play. MKPA supports parents, childminders and a range of organisations including After School Clubs, Nurseries and Schools who provide services to children and young people. MKPA also partners with Parish & Town Councils and has close liaison with other organisations such as MK Parks Trust, MK City Council, The Community Foundation, Community Action: MK and other voluntary and community groups.

Although each is independent, it cooperates with play associations in other local authority areas and shares best practice with those bodies. It also arranges, on a national basis, joint resources "swaps" to share donated materials to the mutual advantage of each participant.

Risk Management

The principal risks to which the charity is exposed relate to the safety of the children and young people with whom it is in direct contact and to funding its sustainability. Procedures, which are reviewed at least annually, are in place to manage the risks involved in dealing with children and young people. Operational risks such as safe equipment management and safety in the workplace are regularly reviewed. The Trustees review regularly the MKPA's financial situation to enable them to take appropriate action to minimise as far as possible the probability and likely impact of the financial risks.

Volunteers

The Charity has benefitted greatly from the input of volunteers. The financial value of the hours the volunteers have given to the company is not reflected in the accounts.

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

OBJECTIVES AND ACTIVITIES

Objectives

The objectives of Milton Keynes Play Association are to provide professional play services across Milton Keynes. Sharing our skills, and knowledge, and providing low-cost resources, equipment and training. With over 50 years' experience, we champion play on behalf of children, young adults, their families & carers, and the wider community for public benefit.

Public benefit

MKPA have taken the Charity Commission's public benefit guidance into account when making any decision it is relevant to its operations. The MKPA carries out a wide range of activities in pursuance of its charitable objectives, for example providing opportunities for open access play in parks and green spaces across Milton Keynes and surrounding areas, training for those working with children, specialist play equipment and play resources from our Scrapstore and shop. The Trustees consider that all the activities it undertakes meet the test of public benefit, by meeting the needs of children and young people in Milton Keynes and surrounding areas and support those who are directly responsible for their care in the wider community.

The two core aims of MKPA are:

- Making Play Happen – we want all children in Milton Keynes and the surrounding area to have the opportunity to direct their own play in an open and accessible environment.
- Making Play Matter – we want to ensure that the statutory, private, voluntary and community sector understand the value of child-centred, free play, and that the organisations that work with the children are trained and resourced to provide high quality play opportunities.

Mission

Milton Keynes Play Association exists to provide opportunities for children to experience child-led play through the provision of professional play services.

Aims:

- We aim to advocate a child's right to play and ensure that everyone understands its importance.
- We aim to lead innovative play practice.
- We aim to provide resources to support child-led play (people, places, things).
- We aim to be a growing sustainable and well-run organisation.

Achievements and performance

MKPA operates three core services:

- Play Activities
- Sale of play materials and scrapstore
- Training Services

We also provide a play equipment hire service for local organisations and residents.

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Play Services are central to the delivery of the charitable objects of the company. We currently deliver Open Access Play sessions (free to the children) in partnership with Parish Councils in Milton Keynes.

Sale of play materials and scrapstore (which takes clean re-usable waste products from companies which has a play or crafting use) is hugely valued by our 1500+ members'. A mobile scrapstore service is provided for childcare providers and schools in and around Milton Keynes.

MKPA provides a wide range of training and development opportunities to support the needs of those who care for children and young people, and to inspire and promote a quality play service. We have extensive experience in this area, delivering around 150 courses to approximately 2,000 learners each year.

Financial Review

The charity made a surplus of £18,987 for the year compared to a loss of (£3,638) last year largely due to better cost control and improved income from rents, donations and membership.

Play income continues to perform in line with previous years and training is still coming to terms with a more competitive market. The improved range and quality of goods donated to the scrapstore has led to increased income. A large financial donation from a long-term partners enabled us to purchase a play van during the year. This income along with good cost control have contributed to the Charities surplus for the year.

Reserves

General reserves are needed in order to properly plan for unforeseen significant financial expenditure.

The level of reserves is set by taking account of

1. The financial risks to the charity's activities and
2. The charity's commitments to achieve an organised closure.

The level of reserves is reviewed on an annual basis and in accordance with changes in risks and potential closure costs and the trustees consider the current level of reserves is sufficient to meet future needs.

Investment Policy

The Trustees consider that the funds identified to meet the reserves policy should be held on deposit accounts to maintain access and generate income. Funds available above this level are considered by the Trustees for investment in income generating assets.

Political and charitable donations

No charitable or political donations were made in this financial year.

REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Plans for future periods

The charity has developed the following strategic aims to move the charity forward and measure its success.

- To continue to offer activities that support children's learning through play
- To continue to embed the sustainable financial operating model
- To continue to increase funds generated through donations, grants and other activities
- To promote and increase awareness of all our services and achievements in the community whilst increasing engagement with the charity
- To maintain the sustainable structure that helps grow our colleagues
- To continue to build on improved use of technology and facilities
- To continue to operate compliant and efficient governance

Trustees' responsibilities

The Trustees (who are also the directors of Milton Keynes Play Association for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees/Directors to prepare financial statements for each financial year. Under that law, the Trustees/Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law, the Trustees/Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees/Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

Signed by order of the Trustees


.....
Caroline Godfrey (Director/Trustee)

Date: 26/9/24

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS
FOR THE YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 7 to 14

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.


Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants, which is one of the listed bodies

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.


.....
Nigel Adams FCCA
Ad Valorem Accountancy Services Ltd
2 Manor Farm Court
Old Wolverton Road
Old Wolverton
Milton Keynes
MK12 5NN

Date: 24/9/2024

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income and Endowments					
Donations and legacies	9	8,289	10,000	18,289	8,838
Grants	10	12,614	-	12,614	39,541
Other income					
Membership fees		27,100	-	27,100	25,312
Sundry		5,000	-	5,000	5,000
Other trading activities					
Rent of surplus accommodation		23,097	-	23,097	18,934
Income from charitable activities					
Play activities		106,286	-	106,286	90,411
Sales of play materials and scrapstore		109,723	-	109,723	105,660
Training activities		61,995	-	61,995	62,067
Other Income		442	-	442	474
Total income and endowments		354,546	10,000	364,546	356,237
Expenditure					
Expenditure on charitable activities					
Cost of play activities	11	137,260		137,260	136,874
Cost of play materials and Scrapstore	12	124,162		124,162	142,130
Training	13	63,725		63,725	66,784
Administration	14	10,413		10,413	14,087
Total expenditure		335,560	-	335,560	359,875
Net income/(deficit) before transfer		18,987	10,000	28,987	(3,638)
Asset Purchase		-	(10,000)	(10,000)	-
Net movement in funds		18,987	-	18,987	(3,638)
Reconciliation of funds					
Total funds brought forward		51,496	-	51,496	55,134
Total funds carried forward		70,483	-	70,483	51,496

The statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 14 form part of these accounts

MILTON KEYNES PLAY ASSOCIATION
(A company Limited by guarantee)

Registered Number: 03051975

BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Assets	4		16,856		8,137
Current assets					
Goods for resale		-		2,249	
Debtors & prepayments	5	61,390		27,708	
Cash in hand and at bank	6	79,255		80,103	
			<u>140,645</u>		<u>110,060</u>
Liabilities					
Creditors: Amounts falling due within one year					
Creditors & Accruals	7	87,018		66,701	
			<u>87,018</u>		<u>66,701</u>
Net Current Assets			<u>53,627</u>		<u>43,359</u>
Total Assets less Current Liabilities			<u>70,483</u>		<u>51,496</u>
General funds	16	70,483		51,496	
Designated funds		-		-	
Total unrestricted funds			<u>70,483</u>		<u>51,496</u>
Total charity funds			<u>70,483</u>		<u>51,496</u>

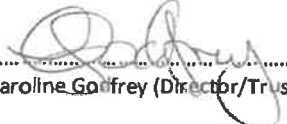
For the year ended 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

The Trustees acknowledge their responsibilities for complying with the requirements of the Act, with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the members of the committee on the 26/9/24 and are signed on their behalf by:



 Caroline Gouffrey (Director/Trustee)

The notes on pages 9 to 14 form part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

- 1. Statement of accounting policies**
 - a. These financial statements have been prepared in compliance with FRS 102, "The Financial Reporting Standard applicable in the UK and the Republic of Ireland", the 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) (Charities SORP (FRS 102) and the Charities Act 2011.
 - b. The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.
 - c. **Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a statement of financial activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.
 - d. **Disclosure exemptions**

The entity satisfied the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

 - a) No cash flow statement has been presented for the charity.
 - b) Disclosures in respect of financial instruments have not been presented.
 - c) No disclosure has been given for the aggregate remuneration of key management personnel.
 - e. **Fund accounting**

Unrestricted funds are those which are available to be used by the Trustees at their discretion in furtherance of the charity's objects. Unrestricted funds also include any funds designated by the Trustees for a specific future purpose. Restricted funds are those which must be used only in accordance with the specific instructions imposed by the donors. Direct costs are charged as appropriate, but overheads are recovered from restricted funds only insofar as the terms of the funding permits.
 - f. **Income**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

 - Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
 - Legacy income is recognised when receipt is probable and entitlement is established.
 - Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
 - Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

g. Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. When costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of the resources.

h. Goods for resale

Stocks of goods for resale are value on the basis of cost, less any provision for diminution in value. Stocks of donated items are not valued on the balance sheet as this depends solely on members' discretion, when making a donation.

i. Fixed assets

All fixed assets are initially recorded at cost.

j. Depreciation

All assets will be depreciated at the following rates, designed to write off their cost less any residual value over their expected useful lives:

Furniture and equipment	25.00% straight line
IT equipment	33.33% straight line
Motor vehicles	33.33% straight line
Intangible assets	33.33% straight line

2. Analysis of staff costs, Trustee remuneration and cost of key management personnel

	2024	2023
Staff costs	£	£
Salaries	182,664	201,289
Employer's national insurance contributions	14,177	5,750
Employer's pension contributions	2,443	3,592
	<u>199,284</u>	<u>210,631</u>

Employee numbers

The average number of full- time staff employed by the Association 5 (2023: 4)

In addition, up to 53 seasonal staff are employed on a temporary basis during school holidays. There are no employees with emoluments above £60,000.

The key management personnel of the charity comprise the General Manager, Play Coordinator, Training Manager and scrapstore Manager. Their total salaries were £95,499 (2023:£93,316)

3. Trustees' expenses

The Trustees receive no remuneration in respect of the services they perform for the Association but are reimbursed in respect of the travel and subsistence expenses they incur in attending meetings, functions etc. No remuneration or benefits in kind were paid to any trustee during the year (2023: £Nil).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

4. Tangible and Intangible fixed assets

	Motor Vehicles	IT Equipment	Furniture & Equipment	Total
Cost	£	£	£	£
As at 1 April 2023	6,000	17,181	72,129	95,310
Additions/(Disposals)	11,425	-	-	11,425
As at 31 March 2024	17,425	17,181	72,129	106,735
Depreciation				
As at 1 April 2023	6,000	13,278	67,895	87,173
Charge for the year	97	1,862	747	2,706
As at 31 March 2024	6,097	15,140	68,642	89,879
Net Book Values				
As at 31 March 2024	11,328	2,041	3,487	16,856
As at 31 March 2023	-	3,903	4,234	8,137

5. Debtors (amounts falling due within 1 year)

	2024	2023
	£	£
Trade debtors	58,121	19,495
Prepayments & accrued income	3,269	8,213
	61,390	27,708

6. Cash at bank and in hand

Petty cash	5,809	1,908
Current accounts	38,043	48,233
Investment account	339	29,962
Fixed Deposit Account	35,064	-
	79,255	80,103

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

7. Creditors (amounts falling due within 1 year)

	2024	2023
	£	£
Trade creditors	4,603	7,933
Social Security & other taxes	1,774	3,035
Other creditors	-	1,380
Accruals & income received in advance	80,641	54,353
	<u>87,018</u>	<u>66,701</u>

8. Income from charitable activities – Play activities

Play Service income is received largely from Parish and Town Councils, who contribute towards the delivery of the Open Access Play Sessions in the school holidays.

9. Income from generated funds – donations

	2024	2023
	£	£
Donations	18,289	8,838
	<u>18,289</u>	<u>8,351</u>

10. Grants

	2024	2023
	£	£
BMCF	-	918
MK Council (HAF)	12,614	38,623
	<u>12,614</u>	<u>39,541</u>

11. Expenditure – Play Activities

	2024		2023	
	Unrestricted	restricted	Total	Total
	£	£	£	£
Staff & administration costs	84,222	-	84,222	78,192
Play Projects	-	-	-	-
Open Access Sessions	18,178	-	18,178	20,007
Overheads allocation	34,860	-	34,860	38,675
	<u>137,260</u>	<u>-</u>	<u>137,260</u>	<u>136,874</u>

See above note regarding the allocation of overheads.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

12. Expenditure – Scrapstore

	2024		2023	
	Unrestricted	restricted	Total	Total
	£	£	£	£
Staff & administration costs	57,949	-	57,949	71,238
Shop Stock	13,113	-	13,113	15,812
Overheads allocation	53,100	-	53,100	55,080
	<u>124,162</u>	<u>-</u>	<u>124,162</u>	<u>142,130</u>

See above note regarding the allocation of overheads.

13. Expenditure – Training

	2024		2023	
	Unrestricted	restricted	Total	Total
	£	£	£	£
Staff & administration	15,976	-	15,976	14,753
Tutors & materials	25,049	-	25,049	24,291
Overheads allocation	22,700	-	22,700	27,740
	<u>63,725</u>	<u>-</u>	<u>63,725</u>	<u>66,784</u>

Overheads are allocated to restricted activities to the extent that the funding terms permit.

Unrecovered overheads are treated as expenditure on unrestricted activities.

See above note regarding the allocation of overheads.

14. Expenditure – Administration

	2024		2023	
	Unrestricted	restricted	Total	Total
	£	£	£	£
Staff & administration costs	7,708	-	7,708	9,823
Depreciation	2,705	-	2,705	4,264
	<u>10,413</u>	<u>-</u>	<u>10,413</u>	<u>14,087</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

15. Income funds

	General	Designated	Total Funds 2024	Total Funds 2023
	£	£	£	£
As at 1 April 2023	51,496	-	51,496	55,134
Surplus for the year	18,987	-	18,987	(3,638)
Transfers	-	-	-	-
As at 31 March 2024	70,483	-	70,483	51,496

16. Movements in Funds

	Bfwd	Income/ Transfer	Expenditure/ Transfer	Cfwd
	£	£	£	£
General Unrestricted Funds	51,496	349,547	(330,560)	70,483
Restricted funds – Asset purchase	-	10,000	(10,000)	-
Total	51,496	359,547	(340,560)	70,483
Restricted Funds				
Donation from Marshalls for Van	-	10,000	-	-
Purchase of vans	-	(10,000)	-	-
Total	-	-	-	-

17. Analysis of net assets between funds

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Unrestricted Income Funds			
General Unrestricted Funds	16,856	53,627	70,483
Designated Unrestricted Funds	-	-	-
	16,856	53,627	70,483

18. Taxation

The Association by virtue of its charitable status is exempt from taxation on its ordinary activities.

19. Status

The Association is a company limited by guarantee (no. 03051975) not having a share capital (the guarantee being restricted to £1 per member) and a registered charity (no. 1047318).