

HUMBER PLAYING FIELDS ASSOCIATION

Annual Report & Financial Statements

For the year ended
31st March 2012



REGISTERED CHARITY
England & Wales No 505466

HUMBER PLAYING FIELDS ASSOCIATION

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2012

The Board of the Humber Playing Fields Association (HPFA), who are the charity's trustees, present their report together with the financial statements and the independent examiner's report for the year ended 31st March 2012.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity.	Humber Playing Fields Association		
Charity Number.	505466		
Principal Address.	14, Market Place, Howden, Goole, East Riding of Yorkshire, DN14 7BN.		
Internet Address.	Martin.bell@hwrcc.org.uk		
Current Trustees.			
	David Craker	Chair	Fenners Cricket Club.
	Nick Evans	Vice Chair	Holme on Spalding Moor Village Hall
	Arthur Bunyan		Broughton Town Council.
	David Rudd		East Riding of Yorkshire Council.
	Stephen Kersey		Willerby Parish Council.
	Michael Osgerby		Barton Town Council.
	Terry Etherington		Leven Playing Fields Association.
	Terry Geraghty		Hull City Council
	Alan Parker		Hull amateur rugby league.
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Other Trustees who served during the year.	Kalvin Neal		Hull City Council
County Secretary.	Martin Bell		
Bankers.	HSBC Bank plc,		16, Market Place, Howden, Goole, East Riding of Yorkshire, DN14 7BN.
Independent Examiner.	David S Walker		Hunters Lodge, Main Street, Great Hat Great Hatfield, East Riding of Yorkshire, HU11 4US.

HUMBER PLAYING FIELDS ASSOCIATION

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2012

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

The charity is an unincorporated association, governed by its constitution adopted 23 July 1975, as amended on 30 October 1976, 1980, 30 April 1984, 8 November 2001 and 10 October 2002, as amended 14 April, 13 October 2005 and 12 April 2007.

Humber Playing Fields Association (HPFA) is a member of the National Playing Fields Association.

Appointment of Trustees

The Trustees are elected annually from the membership at the AGM or nominated by local authorities. Retiring trustees are eligible for re-election. Trustees may be co-opted during the year and serve until the next AGM. The trustees are supported by the County Secretary who also administers the HPFA. There is no trustee induction policy.

All trustees give of their time freely and no trustee remuneration or expenses was paid in the year. Trustees are required to disclose all relevant interests and register them with the County Secretary and in accordance the association's policy withdraw from decisions where a conflict of interest arises.

Organisational Structure.

The trustees normally meet four times per year to consider the business of the association with one of those occasions being the AGM.

Risk Management.

The trustees, who maintain a formal Risk Assessment Register, regularly review the risks to which the Association is exposed. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. The association has **XXX** employees and lease office premises. It holds both public liability and employee liability insurance policies.

OBJECTIVES & ACTIVITIES

Objectives and activities.

The objects of the HPFA are to support the provision and development of playing fields in the area of benefit. In addition to this HPFA will act to protect and improve playing fields through making grants to appropriate institutions

- a) the objects of the association shall be to further within the Humberside region the aims and objects of the National Playing Fields Association, but so that they shall be limited always to serve the general public.
- b) the protection and preservation of the environment for the public benefit by the provision, maintenance or improvement of a public park, recreation ground or open space; or the provision of some other public amenity.

HUMBER PLAYING FIELDS ASSOCIATION TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2012

The HPFA carries out these objects by:

- providing an advice and support service to its members and the public.
- seeking grant aid and other funds to promote outreach projects, working with and supporting local community groups.
- administering a small grant scheme supporting playing field providers.
- providing a series on training events for playing field providers.

By focusing on these areas we achieve our strategic priorities of maintaining a programme for the development and provision of playing fields.

The HPFA carries out this programme through partnership with Local associations in the voluntary sector, local authorities, town and parish councils and through its membership.

Public Benefit Statement.

The trustees have considered HPFA's activities and achievements for 2011/2012 and its plans for 2012/2013 against the Public Benefit Guidance issued by the Charity Commission and confirm that they have had due regard to the Charity Commission's general guidance on public benefit requirements when reviewing the HPFA's aims and objectives and in planning future activities and setting the grant making policy for the year.

ACHIEVEMENTS & PERFORMANCE

The HPFA were able to develop and increase services to member organisations and others through the year as a result of the Big Lottery Fund Reaching Communities grant for the Humberactive project. The grant is for five years starting in May 2010, so the second project year, in terms of annual budgets and targets very nearly coincides with the annual report year.

The grant has enabled HPFA to employ the Secretary for 2.5 days per week, a Development Officer for 2.5 days per week and an Active Recreation Officer full time. The Development Officer role is undertaken by an experienced consultant working on a self employed basis, rather than by an HPFA direct employee. This is proving to be effective and was implemented in agreement with the Big Lottery Fund. It has been many years since the HPFA has been able to employ resources at this level, and the 5 year duration of the grant provides the organisation with significant security at a time when grant funding and statutory sector funding has declined as a result of budget cuts and diversion of funds to the 2012 Olympics.

The Humberactive project has well defined output targets most of which were successfully achieved.

Target 1. 12 facilities to be improved as a result of obtaining grant funding.

- Output; 11 facilities were improved. The target was slightly missed because of the lead in time associated with many grant funded projects. It is expected that Humberactive will be “back end” loaded in this respect and that the target will be exceeded in future years.
- Target 2. 600 people per year to be participating in new active recreation sessions.
- Output; 788 people are now participating in a range of sport, play and exercise sessions. It has been found, as suggested by the pre project consultation, that there is significant demand for assistance with organising activities on playing field and in village and community halls.
- Target 3. 20 organisations to be assisted through advice
- Output; 35 organisations assisted. This figure is net of the organisations whose facilities were improved or who hosted recreation sessions, so the level of activity of HPFA is working with around 2 organisations per week. Advice and assistance on grant funding opportunities and facility development are now the mainstay of advice requested rather than organisational or charity issues.
- Target 4. 20 community volunteers to be trained to deliver recreation services
- Output 22 volunteers were trained, 14 in playground management and inspection, 6 in community Sports leadership and 2 people were assisted to obtain sport governing body qualifications.
- Output; In conclusion, 2011/12 was a good year for the HPFA during which improved services were developed and delivered. Members and others can look forward to the next year with confidence. In addition to funding from the Big Lottery Fund, support was once again received from the Sir James Reckitt Charity and the Hull and East Riding Trust for which the HPFA is grateful.

The HPFA’s work is reliant on income these amounts totaling are a valuable donation to the Association’s unrestricted funds.

Unrestricted sums will complement the reserves and be used as ‘pump priming’ sums supporting future projects.

Plans for the future.

The continuing challenge for HPFA in the future is to attract new external grant funding for projects so that it can build on, and complement its core advisory work.

To further consolidate the financial situation, Trustees have continued the policy of levying a £20 annual membership fee. This is a small amount to pay and will provide the funding to top up the

Humberactive budget and to ensure that the printing and distribution costs of the quarterly “Playing Field” magazine can continue to be met.

No additional gift aid was received from WREN (Waste Recycling Environmental) during the period, as low bank interest, from which the gift is derived, prevented this. However, HPFA negotiated with WREN during The year to pilot a WREN Acorn grant scheme, providing grants between £250-£2000, which falls below the threshold for WREN’s own small grant scheme. Part of the pilot is to liase and consult with other County Playing Field Associations on the possibility of delivering a national Acorn grant scheme. The Humber WREN Acorn grant scheme will be delivered during 2012/13.

Cementing partnerships with strategic alliances.

It is essential that a small independent organization such as HPFA works with other organizations to avoid duplication and to identify potential synergies. In developing the successful Big Lottery bid, collaboration took place with Humber and Wolds Rural Community Council, local authorities and voluntary action services.

The County Secretary, a role that may be paid or honorary, administers the HPFA under the control of the Trustees. On a local basis, the HPFA works with local authorities, other local associations in the voluntary sector, town and parish councils and its membership in working towards its own charitable objectives. The HPFA has adopted a range of policies and procedures that help to meet legal and other requirements for the conduct of business.

Grant making policy.

The HPFA has established its grant making policy to achieve its objects for the public benefit to improve and protect the provision of recreational playing field facilities. We review the grant making policy annually to ensure that it reflects the charity’s objects and thereby advances public benefit.

The beneficiaries of our grant making programme are ultimately institutions who promote and support the use of playing fields as recreational facilities. Any benefit received by institutions is purely incidental to the objects of our work.

The HPFA invites applications for grants from institutions by advertising in the voluntary sector press and own newsletter. Eligibility is restricted to applicants having the relevant association with the promotion and support of providing playing field facilities within the geographical area of the HPFA. Applicants made in the correct format are reviewed against the grant scheme criteria and HPFA objectives.

Details of how to apply for grants, together with the relevant forms, are available by contacting the County Secretary.

FINANCIAL REVIEW

Summary

Reserves policy.

The Trustees aim to maintain free reserves in unrestricted funds at a level to cover such items such as redundancy and dissolution costs. A policy was adopted in 2004 by setting aside a sum of £9,000.

The balance held as unrestricted funds at 31st March 2012 was £10,000 and are regarded as free reserves.

Approved by the trustees on
FIELDS ASSOCIATION by:

2012 and signed on behalf of the HUMBER PLAYING

Signature[s]

Full Name[s]

Position

Date

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2012

Independent Examiner's Report to the trustees of the Humber Playing Fields Association.

I report on the accounts of the Association for the year ended 31st March 2011, which are set out on pages 19 to 14.

Respective Responsibilities of Trustees and Examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider an audit is not required for this year under section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to;

- examine the accounts under section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiners Statement.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners and with Regulation 11 of the 2011 Regulations. 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 you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is 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 trustees have not met the requirements;
 - to keep accounting records in accordance with section 41 of the 1993 Act; and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts with accord with the accounting records and to comply with the accounting requirements of the 1993 Act, section 44(1)(b) and Regulation 8 of the 2006 Regulations; and
 - which are consistent with the methods and principles of the Statement of Recommended Practice, Accounting and Reporting by Charities

have 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.



David Stanley Walker BA (Hons), FILCM, ACIB, AICB,
 Hunters Lodge, Main Street, Great Hatfield,
 East Riding of Yorkshire, HU11 4US.
 2 November 2012

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

1 Basis of preparation

1.1 Basis of Accounting

The financial statements have been prepared under the historical cost and in accordance with:-

- a) Accounting and Reporting by Charities - Statement of Recommended Practice 'Accounting and Reporting by Charities' published in March 2005 and Financial Reporting Standard for Smaller entities (FRSSE) (2008)
- b) Charities Act 1993

The charity has no fixed assets or investments that require to be reported at market value.

1.2 Changes in the basis of accounting

None

1.3 Changes to previous accounts

None

2 Accounting Policies

2.1 Form of Financial Statements

- a) Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or when funds are raised for a specific purpose.
- b) Unrestricted income funds comprise those funds are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

2.2 Incoming Resources

- a) Incoming Resources are recognized and included in the Statement of Financial Activities (SOFA) when the Charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- b) Bank interest is recognised as an incoming resource when this is credited to the bank account. All Bank Interest is treated as unrestricted income to the charity.

2.3 Expenditure & Liabilities

- a) Expenditure is accounted for on an accruals basis.
- b) Liabilities are recognized as soon as there is a legal or constructive obligation to pay out resources.
- c) Governance Costs include the cost of preparation and examination of the statutory accounts, the cost of trustees meetings.
- d)

2.4 Assets

Tangible fixed assets are originally stated at cost and it is the Charity's policy not to capitalise assets costing less than £100 and can be used for more than one year. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follow: Office equipment: -20% reducing balance; Computer equipment: -33% straight line

2.5 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expenses to which it relates.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
3. Interest Receivable				

Bank interest	38	0	38	38
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4. Income Receivable	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
The Big Lottery Fund	0	65572	65572	61670
Sir James Reckitt Charity	1220	0	1220	1220
Hull & East Riding Trust	0	0	0	2500
	1220	65572	66792	69390
Other income received				
Gift Aid	0	0	0	0
Management Fees	0	0	0	0
Miscellaneous income	880	0	880	880
TOTAL INCOMING RESOURCES	2138	65572	67710	69319

5. Costs in Furtherance of Charitable Activities	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
Staff costs (Note 10)	0	59511	59511	37587
Depreciation and other costs (Note 11)	847	7228	8075	12917
TOTAL RESOURCES EXPENDED	847	66739	67586	50504

6. Movement Between Funds	Balance 31/03/2011	Incoming Resources	Outgoing Resources	Transfers	Balance 31/03/2012
Restricted Funds					
Big Lottery	14239	65572	(66739)	1184	14256
WREN	19734	0	(6274)	0	13460
	33973	65572	(73013)	1184	27716
Unrestricted Funds	21921	2138	(1106)	(1184)	21769
General Fund	10000	0	0	0	10000
TOTAL FUNDS	65894	67710	(74119)	0	59485

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

7. Tangible Fixed	Office Equipment	Computer Equipment	Total
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NET BOOK VALUE

At 1 Apr 11	62	133	195
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DEPRECIATION

Charge for the year	12	133	145
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NET BOOK VALUE at 31 Mar 2012

TANGIBLE ASSETS	50	0	50
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8. Debtors

	Unrestricted Funds	Restricted Funds	Total Funds
Prepayments	242	0	242
TOTAL DEBTORS	242	0	242

9. Creditors

	Unrestricted Funds	Restricted Funds	Total Funds
Cheques unpresented;	221	0	221
TOTAL CREDITORS	221	0	221

10. Staff Costs

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
Salaries	0	34226	34226	33976
HMRC	0	10225	10225	
Employer's Pension Contributions	0	759	759	
PLW Consultancy	0	11008	11008	
Travel Costs	0	3293	3293	3611
STAFF COSTS	0	59511	59511	37587

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

11. Depreciation and Other Costs	Unrestricted	Restricted	Total
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	Funds £	Funds £	Funds £
Accommodation		3000	3000
Marketing		2022	2022
Postage/Printing		411	411
Recreational Equipment		261	261
Sessional Staff		733	733
Training		801	801
Audit	395		395
Publications	95		95
Insurance	22		22
NPFA	25		25
Room Hire	45		45
Other Operational Costs	120		120
Depreciation	145		145
TOTALS OTHER COSTS	847	7228	8075