

**Oldham Play Action Group**  
**ANNUAL REPORT AND ACCOUNTS**  
**Year Ended 31st March 2021**

**Oldham Play Action Group  
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**Oldham Play Action Group  
Legal Information**

The Management Committee presents its report and financial statements for the year ended 31<sup>st</sup> March 2021

**Reference and Administrative Information**

Charity Name	Oldham Play Action Group
Charity Registration No	511463
Bankers	Co-operative Bank Plc 12 Market Place Spindles Centre Oldham OL1 1HE
Accountants	FG Accountancy Ltd Bro Dawel Glanrafon Llangoed Anglesey LL58 8PB
Principal Address	Greenacres Community Centre Galland Street Greenacres Oldham OL4 3EU
Telephone No	0161 678 9662
Mobile	07790 753931
e.mail	playactiongroup@hotmail.com

**Management Committee / Trustees**

**Officers**

Chair	Shirley Dickson	Werneth and Freehold CDP
Treasurer	Cllr Colin McLaren	Independent
Secretary	Christine Wilson	Independent
	Damyanti Patel	Independent
	Linda Dawson	Independent
	Rev. Paul Monk	Independent

## **Oldham Play Action Group Report of the Trustees**

### **Structure, Governance and Management**

Oldham Play Action Group is a registered Charity number 511463. The constitution was adopted on 31<sup>st</sup> March 1981. The organisation's objects are 'to provide or assist in the provision of opportunities and facilities for play, recreation and other leisure time for children and young people resident in Oldham Metropolitan District'.

### **Recruitment and Appointment of Management Committee**

The members of OPAGs Management Committee are trustees of the charity as specified in charity law.

Under the requirement of the constitution, the OPAG Management Committee shall consist of not less than three elected officers, who will hold the roles, Chair, Treasurer and Secretary. The Management Committee as a whole must consist of not less than three and not more than twelve committee members.

In addition the constitution allows for a person or persons to be co-opted by the Management Committee to assist with particular pieces of work. The number of co-options must not be more than one third of the total number of Management Committee members currently serving. Any agreed co-options will be granted voting rights.

### **Trustee Induction and Training**

New trustees are invited and encouraged to attend sessions to familiarize themselves with the charity and the context in which it operates. These are facilitated by established members of the management Committee with the support of information input from the core staff team. In particular the induction would cover

- 1 The obligations of Management Committee members.
- 2 Specific roles and responsibilities.
- 3 The governing documents, constitution and charity documentation.
- 4 Resources available and awareness of current financial position.
- 5 Examination of bi-monthly financial report and published accounts.
- 6 Future, strategic planning including funding bids, financial forecasts and objectives.
- 7 Annual planning/visioning session for Management Committee and core staff.
- 8 OPAG has completed an induction pack for new and prospective Management Committee members.

### **Risk Management**

Procedures are in place to ensure compliance with current legislation and good practice to ensure the health and safety of staff, volunteers, children/young people and parents using the services and general public when sharing public space. Members of OPAG staff team work in different locations and all premises, activities are risk assessed and insured accordingly. All staff undertake relevant training, demonstration of activities to minimise risk.

We have worked to minimise risks to the services we offer through insufficient funding by exploring longer term funding programmes. The organisation continues to work to devise a long term strategic approach to allow for the diversification of funding and sustainability of OPAGs work.

### **Organisation Structure**

Oldham Play Action Group has a voluntary Management Committee. The Management Committee meets bi-monthly. Core members of staff also attend these meetings.

The members of the Management Committee are representatives from member organisations working in play, community development, community groups and individual members. The Management Committee is reflective of OPAGs members and the communities we seek to serve.

The Management Committee is responsible for the strategic direction and development and implementation of policies within the organisation. The Co-ordinator is responsible for the day-to-day management of the project, supporting and supervising the team and ensuring that the charity delivers services specified by funders and that key performance indicators and targets are met. In addition to the Co-ordinator the core staff team comprises Resources Assistant and a Financial Management Administrator plus 16 sessional workers.

### **Related Parties**

#### **Policies to achieve objectives**

OPAG meets these aims through the employment of a core team, sessional and casual pool of staff and the development of working partnerships with other agencies across the borough. OPAG also works with and for volunteers, hosts placements from local schools and Universities and colleges across the North West.

OPAG has a full and active commitment to equality of opportunity. OPAG is committed as an equal opportunities employer to eliminating all forms of discrimination, whether based on race, gender, disability, sexual orientation age or religious belief, both through the work of the organisation and through the implementation and review of its' equal opportunities and diversity policy. OPAG plays an active role in challenging such forms of discrimination

### **Development, activities and achievements in the year**

The following section gives up to date information about OPAGs development, activities and achievements in the last year.

#### **To run a range of quality play activities for children in Oldham**

The year was dominated by the pandemic, periods of lockdown and significant restrictions. Normal activities were suspended for the majority of the year. OPAG was however able to change and adapt in order to continue to reach and engage with families.

At the start of this time furloughed staff who found themselves available chose to volunteer for the East Oldham Council Crisis Hub. This involved shopping, collecting medication and welfare visits to vulnerable families identified through the hub. The core team made over 250 support visits, benefiting over 600 individuals.

Later in the year, the core team returned from furlough on a part time basis to restart activities. Activities during this period were delivered by zoom, the shop offered deliveries and carpark collection of play activities and craft supplies.

OPAG continues to use its' practical/financial/human resources to support children's play and development, which was vital in the difficult and challenging times.

OPAG devised a programme of family activities offered through zoom and accompanied by activity bags dropped off on participants' doorsteps. OPAG regularly engaged with 120 families across 4 'repeat sittings', representing approximately 400 individuals. OPAG worked in partnership with agencies supporting children and families distribute resources.

The core team received the High Sheriff's Award for services to the community during the pandemic and the organisation also received a nomination for the Queen's Award for voluntary service.

#### **Summer Programme**

During this year OPAG was still able to work with 24 community groups to plan, deliver and fund playdays and activity sessions throughout the borough. OPAG ran a reduced programme of a combination of zooms and socially distanced sessions in Royton Parks and open spaces totaling over 3120 visits.

#### **National Playday**

OPAG hosts an annual event to highlight the value and importance of play in the lives of children and in the lives of communities. This year restrictions meant large scale events could not be permitted and so this too moved to zoom with a number of 'featured families' hosting a 'how to' activity slot with materials provided.

### **Partnership Work**

OPAG continues to work in key partnerships with Men Behaving Dadly, Greenacres Community Association, Wifi North West CIC, Oldham Social Action Fund, Oldham Arts and Entertainments, Gallery Oldham, other Council departments, Oldham Life Long Learning, Action Oldham, Action Together as well as a range of local community led groups.

### **Training**

Due to a reduction in core funding OPAG no longer has a designated Training Officer. However, OPAG has continued to deliver a reduced ongoing range of practical skills and arts based play and arts training for member groups and volunteers. OPAG has worked alongside Oldham Life Long Learning to shape and deliver play and arts related training opportunities, and are looking to build on this for future years. This year we were due to run a playwork training course funded by WEA. This was shelved due to the pandemic but the WEA allowed us to reformat the proposal as Family Play, which we delivered throughout lockdown and was very well received by the participating children and their parents and carers.

### **OPAG Resource Store**

OPAG has a resource store comprising hire equipment, craft materials not for profit shop and small scrap store. This was closed to shoppers during lockdown and later offered deliveries and carpark collections. The resource store recorded 220 sales visits, plus the office deals with a further 500 telephone and office enquiries and signposting. Individuals and community groups still benefited from the resource store and from OPAG's support, advice and sharing of practical ideas.

### **Other Work**

OPAG undertakes short term arts projects and creative, child friendly consultation work with voluntary and community groups and also with statutory agencies/ customers such as Chadderton and Royton District Teams, Arts & Entertainment and Gallery Oldham.

The trustees have had regard to the Charity Commission guidance on public benefit.

### **Staff and Project Development**

OPAG continues to employ a Resource Officer, Financial Management Administrator, Co-ordinator and 16 part time casual sessional playworkers/arts workers. OPAG was also able to employ an additional regular part time Project Worker funded through one-off funding from Children In Need Covid Support Fund.

### **Financial Review**

OPAG had net incoming resources on general (unrestricted) funds of £57,064 in the year and total net assets of £136,978 at the year end. In the opinion of the trustees OPAG's assets are sufficient to meet its obligations on a fund by fund basis.

### Reserves Policy

The trustees have considered OPAG's need for reserves, the trustees consider that a minimum of three months expenditure should be held in reserves.

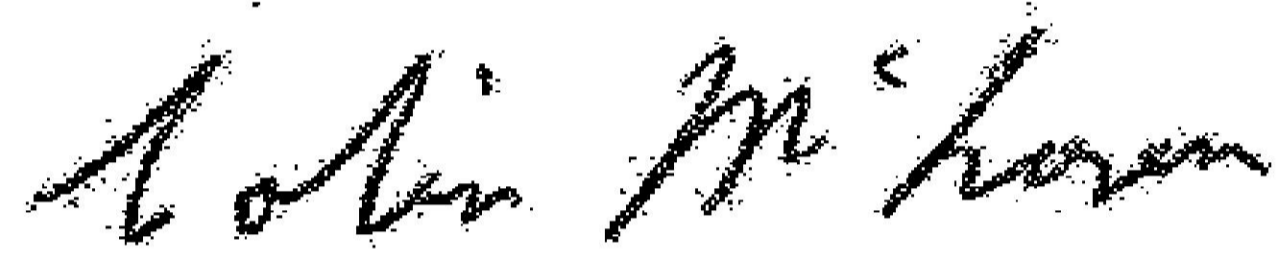
The unrestricted reserves at the year end met this target. The trustees review this policy annually.

### Conclusion

OPAG has continued to maintain and develop its work in accordance with its agreed priorities.

Approved by the Trustees on 15<sup>th</sup> November 2021 and signed on their behalf by

Colin McLaren - Trustee



**Oldham Play Action Group  
Independent Examiners Report to the Trustees of Oldham Play Action Group**

I report to the trustees on my examination of the accounts of Oldham Play Action Group (OPAG) for the year ended 31st March 2021.

**Responsibilities and basis of report**

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

**Independent examiner's statement**

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

1. the accounting records were not kept in accordance with 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.



F.R. Godfrey FCCA  
FG Accountancy Ltd  
Bro Dawel  
Glanrafon  
LLangoed  
Anglesey  
LL58 8PB

15th November 2021

**Oldham Play Action Group**  
**Statement of Financial Activities for the year ended 31st March 2021**

	General funds	Restricted funds	2021 Total funds	2020
	£	£	£	£
<b>Incoming resources:</b>				
Activities in furtherance of the charity's objectives:				
Grants:				
- OMBC Social Action Fund	29,095	-	29,095	28,232
- OMBC Business grants (Pandemic support)	19,205	-	19,205	-
- OMBC New Arrivals	-	-	-	16,094
- Oldham Youth Council - Kerrching	-	-	-	4,935
- Action together - Early Help	-	-	-	4,890
- Action Together - Family Active	-	-	-	7,700
- Awards for All - Good Neighbour	-	-	-	9,790
- National Playdays	-	-	-	3,250
- Community Fund - Onward	-	-	-	3,000
- Community Fund - Project Play	-	9,950	9,950	-
- WEA playworks	-	19,934	19,934	-
- Children in Need (re covid)	-	14,761	14,761	-
- Coronavirus job retention scheme	35,668	-	35,668	-
Provision of relevant activities and training services	59,420	-	59,420	74,459
Shop & hire income	30,738	-	30,738	21,034
Donations	-	-	-	2,000
Other income	1,699	-	1,699	3,122
<b>Total incoming resources</b>	<b>175,825</b>	<b>44,645</b>	<b>220,470</b>	<b>178,506</b>
<b>Resources expended:</b>				
Charitable expenditure:				
Salaries & national insurance Note 2	55,711	33,269	88,980	84,553
Pension contributions	3,366	896	4,262	3,448
Purchases of play material etc.	10,319	9,924	20,243	16,101
Playschemes/Playdays/Workshops/Training/Events - re	25,407	10,288	35,695	17,939
Specialist session providers	5,795	-	5,795	7,453
Insurances	2,478	-	2,478	2,174
Travel costs	2,766	-	2,766	2,469
Rent	3,716	-	3,716	2,974
Telephone, stationery & office (inc IT costs)	6,053	-	6,053	8,171
Payroll preparation	2,220	-	2,220	480
Independent examiners fee	900	-	900	905
Other costs	30	-	30	123
<b>Total resources expended</b>	<b>118,761</b>	<b>54,377</b>	<b>173,138</b>	<b>146,790</b>
<b>Net incoming (outgoing) resources</b>	<b>57,064</b>	<b>(9,732)</b>	<b>47,332</b>	<b>31,716</b>
<b>Funds brought forward</b> Note 5	<b>72,897</b>	<b>16,749</b>	<b>89,646</b>	<b>57,930</b>
<b>Transfers between funds</b> Note 5	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds carried forward</b> Note 5	<b>129,961</b>	<b>7,017</b>	<b>136,978</b>	<b>89,646</b>

**Oldham Play Action Group  
Balance Sheet as at 31st March 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>	4	<u>2</u>	<u>2</u>
<b>Current assets</b>			
Debtors & prepayments		49,604	30,663
Stocks		11,321	11,076
Bank accounts		80,364	50,096
Cash		<u>175</u>	<u>65</u>
		<u>141,464</u>	<u>91,900</u>
<b>Creditors: amounts falling due within one year:</b>			
Accruals		4,573	1,741
Paye & national insurance		<u>(85)</u>	<u>515</u>
		<u>4,488</u>	<u>2,256</u>
<b>Net current assets</b>		<u>136,976</u>	<u>89,644</u>
<b>Net assets</b>		<u>136,978</u>	<u>89,646</u>
<b>Funds:</b>			
General (unrestricted) funds	5	129,961	72,897
Restricted funds	5	<u>7,017</u>	<u>16,749</u>
		<u>136,978</u>	<u>89,646</u>

Approved by the trustees on 15th November 2021 and signed on their behalf by:

 ..... Colin McLaren -Trustee

## **1. Accounting Policies**

**Basis of Accounting.** The accounts have been prepared under the historical cost convention in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008, Financial Reporting Standard 102 (FRS102) and the Charities Statement of Recommended Practice (FRS102).

**Income.** All income is accounted for on a receivable basis. Any general-purpose grants whose use is restricted by the grantor to some future accounting period are accounted for as deferred income until the restriction has been satisfied.

**Funds.** General funds are corporate funds, which as such are available for use or retention at the discretion of the trustees, in accordance with the Charity's objects. Restricted funds are trust funds subject to specific restrictions imposed by donors.

**Expenditure.** Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

**Debtors.** Short term debtors are measured at transaction price, less any impairment losses for bad and doubtful debts.

**Creditors.** Short term creditors are measured at transaction price.

**Stocks.** Are valued at the lesser of cost and net realisable value.

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

Motor van	20% straight line
Computers	33 1/3% straight line

**Gifts in Kind.** The Charity receives the benefit of work carried out by volunteers, and receives the use of facilities and equipment without charge. No value is placed on these items, except where the benefit extends over several periods, in which case they are valued and included in the balance sheet at a reasonable valuation.

**Taxation.** As a registered charity OPAG benefits from Rates relief and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

**Operating leases.** Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

**Pensions.** Company contributions are charged to the Statement of Financial Activities as they fall due.

**Oldham Play Action Group**  
**Notes to the accounts for the year ended 31st March 2021**

**2. Employees remuneration**

Staff numbers head count basis 20 (Full time equivalent 8).

No employee received remuneration of more than £60,000.

**3. Trustees and related party transactions**

The trustees did not receive any remuneration or re-imburement of expenses during the year.

There were no related party transactions requiring disclosure during the year.

**4. Fixed assets**

	Motor Van	Computers	Total
	£	£	£
Cost:			
Brought forward & carried forward	<u>11,500</u>	<u>2,335</u>	<u>13,835</u>
Depreciation:			
brought forward and carried forward	<u>11,499</u>	<u>2,334</u>	<u>13,833</u>
Net book value:			
31.03.21	<u>1</u>	<u>1</u>	<u>2</u>
31.03.20	<u>1</u>	<u>1</u>	<u>2</u>

**Oldham Play Action Group**  
**Notes to the accounts for the year ended 31st March 2021 (continued)**

**5. Funds**

<b>2020/21</b>	<b>Brought forward</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers between funds</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
<b>General funds</b>	72,897	175,825	118,761	-	129,961
<b>Restricted funds:</b>					
- OMBC New Arrivals	4,465	-	447	-	4,018
- Action Together - Family Active	6,580	-	6,522	-	58
- Awards for All - Good Neighbour	2,704	-	250	-	2,454
- Community Fund - Onward	3,000	-	3,000	-	-
- Community Fund - Project Play	-	9,950	9,950	-	-
- WEA playworks	-	19,934	19,934	-	-
- Children in Need (re covid)	-	14,761	14,274	-	487
	<u>89,646</u>	<u>220,470</u>	<u>173,138</u>	<u>-</u>	<u>136,978</u>

Represented by:

Fixed assets	£	2
Net current assets		<u>136,976</u>
		<u>136,978</u>

Restricted funds carried forward are to be utilised in the 2020/21 financial year.

<b>Prior Year 2019/20</b>	<b>Brought forward</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers between funds</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
<b>General funds</b>	54,070	128,847	110,001	(19)	72,897
<b>Restricted funds:</b>					
- OMBC New Arrivals	3,815	16,094	15,444	-	4,465
- Oldham Youth Council - Kerrching	45	4,935	4,980	-	-
- Action together - Early Help	-	4,890	4,890	-	-
- Action together - Family Active	-	7,700	1,120	-	6,580
- Awards for All - Good Neighbour	-	9,790	7,086	-	2,704
- National Playdays	-	3,250	3,269	19	-
- Onward Community Fund	-	3,000	-	-	3,000
	<u>57,930</u>	<u>178,506</u>	<u>146,790</u>	<u>-</u>	<u>89,646</u>

**Oldham Play Action Group**  
**Notes to the accounts for the year ended 31st March 2021 (continued)**

**6. Other financial commitments**

At the year end the charity had commitments under non-cancellable operating leases as follows:

Total minimum lease payments for lease expiring between 1-5 years	<u>£3,600</u>
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**7. Going concern**

The trustees are not aware of any material uncertainties affecting OPAG's ability to continue as a going concern for the foreseeable future.

**8. Other information**

OPAG is a public benefit entity. Registered charity number 511463. It's address is Greenacres Community Centre, Galland Street, Greenacres, Oldham OL4 3EU.