

**Oldham Play Action Group**  
**ANNUAL REPORT AND ACCOUNTS**  
**Year Ended 31st March 2022**

**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 2022

**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	Independent
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 familiarise 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**

Following a year which had been dominated by the pandemic, periods of lockdown and significant restrictions we began to move back towards a more regular delivery of activities. Over the two year period OPAG has demonstrated a strong capacity to change and adapt in order to continue to reach and engage with families and this has put us in a positive position moving forward. Initially we operated a hybrid of continued zooms and in person activities. Our activities in parks and open spaces were the first to open back up.

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' this continued through Easter and May half term representing approximately 400 individuals. OPAG worked in partnership with agencies supporting children and families distribute resources. It ran alongside 'in person' sessions running in parks and greenspaces across Oldham.

#### **Summer Programme**

By Summer our activity programme was properly opened back up and sessions were up on our last 'normal' year. During this time OPAG was still able to work with 24 community groups to plan, deliver and fund playdays and activity sessions throughout the borough. OPAG ran an enhanced programme of a combination of zooms, sessions in Royton Parks and open spaces and a Holiday Activities and Food (HAF) programme across Oldham totaling over 3300 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 National Playday returned with a bang. The event took place in Royton Park, fittingly as the place where OPAG began all those years ago. Ward Councillors and Oldham MP Jim McMahon visited the event which was also a focus to thank OPAG volunteers, especially Rose Lever MBE founder of OPAG who joined us for the day and still continues to support and encourage the team.

### **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, HAF Oldham Team 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 able to run the series of playwork training courses funded by WEA. This featured opportunities for the groups to get involved in the practical planning and delivery of events. These included a large scale space themed day at Greenacres Community Centre, Messy Play at Northern Roots and The Royton Christmas Light Switch On.

### **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 290 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 Oldham HAF.

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, after fund transfers, on general (unrestricted) funds of £ 52,950 in the year and total net assets of £ 221,091 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 22 September 2022 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 2022.

**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**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. 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  
22nd September 2022

**Oldham Play Action Group**

**Statement of Financial Activities for the year ended 31st March 2022**

	General funds	Restricted funds	2022 Total funds	2021
	£	£	£	£
<b>Incoming resources:</b>				
Activities in furtherance of the charity's objectives:				
Grants:				
- OMBC Social Action Fund	31,451	-	<b>31,451</b>	29,095
- OMBC Business grants (Pandemic support)	8,000	-	<b>8,000</b>	19,205
- Action Together - Community Champions	-	22,459	<b>22,459</b>	-
- OMBC HAF (with Wi-Fi North West)	-	47,460	<b>47,460</b>	-
- OMBC HAF (with Skills for All)	-	8,724	<b>8,724</b>	-
- Community Fund - Project Play	-	-	-	9,950
- Community Fund - Project Boing	-	9,774	<b>9,774</b>	-
- WEA Playworks	-	19,933	<b>19,933</b>	19,934
- Children in Need (re covid)	-	23,198	<b>23,198</b>	14,761
- Children in Need (van & equipment)	-	37,172	<b>37,172</b>	-
Coronavirus job retention scheme	6,357	-	<b>6,357</b>	35,668
Provision of relevant activities and training services	52,624	-	<b>52,624</b>	59,420
Shop & hire income	16,793	-	<b>16,793</b>	30,738
Donations	-	-	-	-
Other income	147	-	<b>147</b>	1,699
<b>Total incoming resources</b>	<b>115,372</b>	<b>168,720</b>	<b>284,092</b>	<b>220,470</b>
<b>Resources expended:</b>				
Charitable expenditure:				
Salaries & national insurance Note 2	34,513	59,166	<b>93,679</b>	88,980
Pension contributions	2,391	409	<b>2,800</b>	4,262
Purchases of play material etc.	12,820	-	<b>12,820</b>	20,243
Playschemes/Playdays/Workshops/Training/Events - re	3,530	21,370	<b>24,900</b>	35,695
Specialist session providers	1,354	36,477	<b>37,831</b>	5,795
Insurances	3,447	-	<b>3,447</b>	2,478
Travel costs	544	1,233	<b>1,777</b>	2,766
Rent	-	6,341	<b>6,341</b>	3,716
Telephone, stationery & office (inc IT costs)	2,457	3,238	<b>5,695</b>	6,053
Payroll preparation	990	-	<b>990</b>	2,220
Equipment expensed	-	4,085	<b>4,085</b>	-
Independent examiners fee	950	-	<b>950</b>	900
Depreciation	(1,999)	6,296	<b>4,297</b>	-
Other costs	367	-	<b>367</b>	30
<b>Total resources expended</b>	<b>61,364</b>	<b>138,615</b>	<b>199,979</b>	<b>173,138</b>
<b>Net incoming (outgoing) resources</b>	<b>54,008</b>	<b>30,105</b>	<b>84,113</b>	<b>47,332</b>
<b>Funds brought forward</b> Note 5	129,961	7,017	<b>136,978</b>	89,646
<b>Transfers between funds</b> Note 5	(1,058)	1,058	-	-
<b>Funds carried forward</b> Note 5	<b>182,911</b>	<b>38,180</b>	<b>221,091</b>	<b>136,978</b>

**Oldham Play Action Group  
Balance Sheet as at 31st March 2022**

	Notes	2022 £	2021 £
<b>Fixed assets</b>	4	<u>25,188</u>	<u>2</u>
<b>Current assets</b>			
Debtors & prepayments		19,899	49,604
Stocks		10,830	11,321
Cash at bank and in hand		<u>172,856</u>	<u>80,539</u>
		<u>203,585</u>	<u>141,464</u>
<b>Creditors: amounts falling due within one year:</b>			
Accruals		6,628	4,573
Paye & national insurance		<u>1,054</u>	<u>(85)</u>
		<u>7,682</u>	<u>4,488</u>
<b>Net current assets</b>		<u>195,903</u>	<u>136,976</u>
<b>Net assets</b>		<u>221,091</u>	<u>136,978</u>
<b>Funds:</b>			
General (unrestricted) funds	5	182,911	129,961
Restricted funds	5	<u>38,180</u>	<u>7,017</u>
		<u>221,091</u>	<u>136,978</u>

Approved by the trustees on 22nd September 2022 and signed on their behalf by:

.....  ..... Colin McLaren -Trustee

**Oldham Play Action Group**  
**Notes to the accounts for the year ended 31st March 2022**

**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 2022**

**2. Employees remuneration**

Staff numbers head count basis **23** (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-imbusement 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	11,500	2,335	13,835
additions	31,483	-	31,483
disposals	(11,500)	-	(11,500)
carried forward	<u>31,483</u>	<u>2,335</u>	<u>33,818</u>
Depreciation:			
brought forward	11,499	2,334	13,833
on disposals	(11,499)	-	(11,499)
charge for the year	6,296	-	6,296
carried forward	<u>6,296</u>	<u>2,334</u>	<u>8,630</u>
Net book value:			
31.03.22	<u>25,187</u>	<u>1</u>	<u>25,188</u>
31.03.21	<u>1</u>	<u>1</u>	<u>2</u>

**Oldham Play Action Group**  
**Notes to the accounts for the year ended 31st March 2022 (continued)**

**5. Funds**

<b>2021/22</b>	Brought forward £	Incoming resources £	Outgoing resources £	Transfers between funds	Carried forward £
<b>General funds</b>	129,961	115,372	61,364	(1,058)	182,911
<b>Restricted funds:</b>					
- OMBC New Arrivals	4,018	-	4,018	-	-
- Action Together - Community Champions	58	22,459	9,524	-	12,993
- Awards for All - Good Neighbour	2,454	-	2,454	-	-
- OMBC HAF (with Wi-Fi North West)	-	47,460	47,612	152	-
- OMBC HAF (with Skills for All))	-	8,724	8,777	53	-
- Community Fund - Project Boing	-	9,774	10,029	255	-
- WEA Playworks	-	19,933	20,145	212	-
- Children in Need (re covid)	487	23,198	23,685	-	-
- Children in Need (van & equipment)	-	37,172	12,371	386	25,187
	<u>136,978</u>	<u>284,092</u>	<u>199,979</u>	<u>-</u>	<u>221,091</u>

Represented by:

	£
Fixed assets	25,188
Net current assets	<u>195,903</u>
	<u>221,091</u>

**Restricted funds carried forward:**

Children in Need (van) balance carried forward above is to be matched to future years depreciation on the electric van purchased in the year from the grant.

Other restricted funds carried forward are to be utilised in the 2022/23 financial year.

<b>Prior Year 2020/21</b>	Brought forward £	Incoming resources £	Outgoing resources £	Transfers between funds	Carried forward £
<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>

**Oldham Play Action Group**  
**Notes to the accounts for the year ended 31st March 2022 (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.