



play it forward

Annual Review  
**2022/23**

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## Message from the Chairman

Play It Forward UK and Play It Forward Zambia are two charities with separate boards of local trustees. The balance of influence and power is with the Zambian operation with some guidance and funding provided by the UK.

Millions of young people in Southern Zambia struggle to obtain an education, live healthy lives and fulfil their potential. By helping children and their families meet these basic needs, Play It Forward is helping to break the cycle of poverty and develop community leaders for the future. In the following pages, I am proud to be able to share an account of some of the work that we have undertaken in the last year to improve the livelihoods, education, health and prospects of children and families in Southern Zambia. It really is only a selection though. The daily support that our 22 local employees provide to boys and girls in our football-for-good activities, in local schools and in the community is the bedrock of their lives and our work.

Having visited many of the projects personally and spent many days in Zambia, I am inspired by the commitment of our Zambian staff to the people in their communities and their passion for the work. I have witnessed its results: the remarkable difference in children's energy levels that a borehole makes at a rural school; the unique power of football to break down gender stereotypes and help deliver sexual health programmes; the difference that daily nutrition and mentoring can have on the prospects of a child.

Play It Forward (in the UK and Zambia) keeps bureaucracy to a minimum. The trustees cover all of the running costs and are committed to doing so in the future. Both boards inspect the quality and sustainability of every project and we use local experts to assist where necessary. None of the work described in this document would be possible without the commitment of our team and the dedication of those who volunteer their time for Play It Forward.

To everyone involved, I offer my heartfelt thanks.



**Oliver Brendon**  
Chairman, Play It Forward



## About Us

### VISION



Our vision is a world in which every young Zambian has the opportunity to reach their full potential and thrive.

### MISSION



Our mission is to empower young Zambians to develop sustainable livelihoods through quality education and health activities.

### WHAT WE DO



Play It Forward inspires and empowers a whole new generation of young people to take control of their lives. Our support, on and off the football pitch, ensures that young people emerge from our programmes with new skills to succeed in school, the workforce and in life.

### WHERE WE WORK



Most of our work is in remote, rural regions in the Southern Province of Zambia. These are areas that suffer from especially high levels of poverty and low levels of educational achievement. Isolated from governmental services, they can often be overlooked.

### OUR PARTNERS



Our projects take a holistic approach to meeting these challenges using the extensive experience of our partner organisations. Motivated by passion and local knowledge, these organisations are well-equipped to produce powerful results in a cost-effective way.

## Sustainable Development Goals

The Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for all. We align our objectives with these to ensure that our efforts achieve measurable results and contribute to the overall objective of creating a more equitable and just society.

Play It Forward is committed to supporting the following Sustainable Development Goals (SDGs)



Ensuring children get a nutritious and balanced diet and that no child goes hungry.



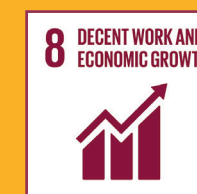
Enhancing children's knowledge of how to protect themselves from diseases and improving their mental health.



Improving the quality of educational opportunities and making them more accessible to children.



Empowering girls to challenge gender norms, defy child marriage and early pregnancies, and succeed academically.



Promoting entrepreneurship and post-16 vocational training to help young people to transition to work.

62.6%

OF YOUNG PEOPLE  
ON OUR  
PROGRAMMES  
ARE GIRLS



1200

HIV EDUCATION  
SESSIONS DELIVERED

12 CLASSROOM  
BLOCKS BUILT

464

NUTRITIOUS  
MEALS  
SERVED  
EVERY  
WEEK

19

LOCAL STAFF  
IN ZAMBIA

COMMUNITY  
VOLUNTEER HEALTH  
COACHES TRAINED

153



## Our Commitment

Our generous trustees cover the core running costs of the UK charity, everything from salaries to costs associated with project monitoring visits to our partners in Zambia.

Thanks to this generous support, 100% of every penny raised by Play It Forward will go to the projects we support - so you can rest assured that your donation will be making a positive impact where it's needed most.



# PROJECT FOCUS


**Project Cost**  
£5,000

**Location**  
Southern Province,  
Zambia

**No. of Beneficiaries**  
220

### Details:

 Access to computers

 Introduction to coding

 Professional development course

**Funded by**  
Pestalozzi Foundation

### Related SDGs



## Digital Skills Inclusion

Launched in January 2022, our Digital Skills Development course is a pivotal initiative, arming young Zambians with essential Information Communication Technology (ICT) skills required to excel in this evolving digital ecosystem.

Over a year, this program immerses participants in diverse activities, from hackathons to digital job fairs. Selected from Livingstone's underserved communities, including Dambwa, Maramba, Nyenya, Nakatindi, and Libuyu, ten school leavers will undergo a comprehensive training course. This endeavour aims to produce adept developers capable of creating web pages, applications, and databases, enabling them to make informed technical decisions for the future.

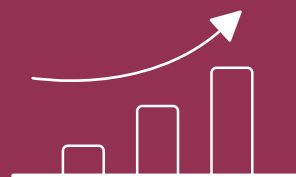
### IMPACT HIGHLIGHT

At the end of the 1-year project,

# 72%

of participants attained full stack web development competency and can build a simple website from scratch.

Across all students involved in the programme, **9 out of 10** feel confident to use computers on their own - **up from 20%** at the start of the Digital Skills Project.



## Leveraging the Power of Technology

Simultaneously, our commitment extends to fostering digital literacy among younger demographics. In January 2022, we initiated an introductory coding course for 180 students aged 12-16, ensuring a fun and informative learning experience for those new to computers.

Supported by the Pestalozzi International Foundation, dedicated to transforming lives in underprivileged communities worldwide, we anticipate achieving significant milestones. Our vision encompasses not only skill development but also the creation of ambassadors who, armed with knowledge, will empower their communities. Through technology, we aspire to enhance the lives of the people of Zambia, looking toward a future where digital skills uplift individuals and communities alike.

In today's fast-paced digital landscape, essential technology skills are not just an advantage; they're a necessity.

*Chiluba, Project Officer*



# PROJECT FOCUS

## Project Cost

£5,627

## Location


Livingstone, Zambia

## No. of Beneficiaries

1500

## Details

 Peer coach training

 Sexual health & HIV education

 Clinical services and HIV testing

## Funded by

The Mercury Phoenix Trust

## Related SDGs



## Tackling HIV Through Football

Of the nearly 2 million adolescents living with HIV around the world, over 60% are girls and young women aged 10-24 and 80% live in sub-Saharan Africa.

These young people not only face the complexities of navigating the transition into adult life, but they must also manage a chronic disease as they do so. And even if they do try to seek help, there is a lack of youth-friendly HIV and sexual and reproductive health and rights (SRHR) services available, which makes access and adherence to antiretroviral therapy (ART) challenging.

The project aims to empower young individuals in Livingstone to proactively manage their sexual and reproductive health by providing accessible clinical services and enhancing their understanding of family planning, HIV prevention, and healthy relationships. The course uses a bespoke curriculum designed in partnership with Comic Relief and Tackle; covering information around family planning, HIV and SRHR and incorporate the subjects into a sport-for-development approach.

Over

# 96%

of young people correctly acknowledge sexual consent as an important agreement between both people before sexual activity.

## IMPACT HIGHLIGHT

# 8/10

**Eight out of ten** girls in our programs believe that they can say no to unwanted sex after 10 weeks of programming vs. just **34%** before our programme.



## Gender and Health Outcomes

Play It Forward is collaborating with the Mercury Phoenix Trust to combat HIV/AIDS in Zambian communities, emphasising young people's sexual and reproductive health and rights (SRHR). In December 2022, we organised the inaugural 'Play & Prevent' community festival during the 16 days of activism with the theme, 'UNITE! Activism to End Violence Against Women and Girls'. The event at Mulwani Secondary School engaged over 350 youth in football, discussions on issues like child marriage and family planning, and pitch-side testing for HIV & STIs. The tournament united young people, supporting the fight against gender-based violence and advocating for healthy lifestyles.



# PROJECT FOCUS

## Project Cost

£7,568

## Location

Livingstone, Zambia

## No. of Beneficiaries

66

## Details

 Reading groups

 Environmental trips

 Teacher training

## Funded by

The Brian Murtagh Charitable Trust

## Related SDGs



# Environmental Action

Our new literacy project, running for 12 months in Livingstone, targets 66 children aged 8-14 to enhance their reading skills, ensuring they meet internationally recognised standards.

Divided by ability, children engage in bi-weekly after-school clubs at Mulwani School. Most sessions take place in outdoor natural, green spaces, creating a fun and engaging learning environment.

Sessions are structured around themes, incorporating diverse activities like reading aloud, storytelling, letter-word associations, role-plays, and quizzes. Monthly educational trips increase environmental awareness, combining literacy development with hands-on experiences like tree-planting and national park visits.

The project utilises volunteer trainee teachers recruited from the David Livingstone College of Education, who undergo a comprehensive three-day course covering safeguarding, program objectives and methodology and social-emotional learning. Continuous support, including weekly observations and Ministry of Education-involved stakeholder meetings, ensures ongoing development for these young role models. The project combines literacy and nature, with an aim to empower children through creativity and imagination to spark environmental consciousness in a practical, immersive manner.

## IMPACT HIGHLIGHT

# 108

Indigenous trees were planted across our **five partner schools** in Livingstone.

Students showed a

# 93%

**attendance** across all 5 literacy project sites



## Trustee Visit

In February 2023, three of our UK trustees travelled to Zambia as part of a monitoring visit. They took this opportunity to meet with three Play It Forward Zambia trustees to strengthen communication and governance between the boards.

The trustees visited projects in our three impact areas; Health and Wellbeing, Education, and Livelihoods, all over Southern Province. They went to schools, rural villages, football pitches and farms, learning how Play It Forward serves the young people of Zambia.

As part of their commitment to monitoring, the trustees visited one of our long-term partner schools, Nakawa Pre-School. The school vegetable garden has made great progress and was supplying enough food to provide free school lunches for all 74 children.

As part of our commitment to building the capacity of the Play It Forward staff, the trustees delivered a series of training workshops covering fundraising, entrepreneurship and safeguarding. This is helping to foster a culture of reflection within our organisation, acknowledging failures, seeking opportunities for growth, and actively learning from our experiences.

All Play It Forward trustees meet three times per year to discuss progress made on charitable objectives, fundraising and how to manage the charity's resources responsibly and effectively. Trustee and staff meetings are full of energy, creativity and ambition, tackling challenges and setting out the future direction of the charity. All trustee trips to Zambia are generously funded by our Chairman & Founder, Oliver Brendon.





## A Community, An Opportunity

Play It Forward found its home in Dambwa, a peri-urban compound in Livingstone, Southern Zambia.

Most households in this community earn their livelihoods through brick-making, tailoring, agriculture and other small micro-enterprises.

Access to basic amenities such as electricity, healthcare, and clean water have never been a given.

Youth access to education in Dambwa is also reflective of the larger global crisis, particularly for girls, who are often kept out of school due to societal gender expectations.

## Fundraising Highlights

### THE GLOBE TRAVEL AWARDS 2023

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Play It Forward was thrilled to be selected as the official charity partner for the Travel Weekly Globe Awards in January 2023. We raised an astonishing £11,632 which will go directly to our girls' empowerment projects. We really appreciate everyone who donated on the night and the fabulous team of 13 volunteers who helped with the fundraising.

### QUIZ NIGHT & AUCTION

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We are so grateful to everyone who joined us at the Play It Forward Quiz & Auction in February 2023. Thank you to everyone who made the evening possible, including our trustees, volunteers and our resident quiz master, Leo Humphries. The event raised a total of £11,196.

### CHARITY BAKE SALE AND SPONSORED SWIM

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A huge thank you to Matthew Hardy and his team at National Citizen Service (NCS) who hosted a charity bake sale and swam 5km each. Their efforts raised an impressive £639.52.

### PRIVATE CHEF FOR A DINNER PARTY

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We were lucky enough to once again have the exceptional culinary services of Dave Courtley, who took ten guests on a 4-course dinner journey. The event raised a total of £1,100 as part of the auction.



## Volunteers

We really recognise the value of our amazing team of dedicated volunteers who are integral to the success of the charity. Here we have attempted to credit everyone who gave their time and energy and contributed in some way or another during the year. Thank you for your continued support and enthusiasm!



**Abby Ricketts** - helped fundraise at the Globe Travel Awards.

**Brais Acebal** - gave time supporting our football coaches in Zambia.

**Caroline Leon** - helped fundraise at the Globe Travel Awards.

**Claire Walter** - helped fundraise at the Globe Travel Awards.

**Dave Courtley** - cooked a 4-course dinner as an auction prize.

**Dicky Barton** - helped fundraise at the Globe Travel Awards.

**Eleanor Cobbe** - helped fundraise at the Globe Travel Awards.

**Emi Webber** - designed this annual review.

**Emily Garrett** - helped fundraise at the Globe Travel Awards.

**Hans Dorr** - helped fundraise at the Globe Travel Awards.

**Jaymin Trivedi** - helped fundraise at the Globe Travel Awards.

**Kate Bates** - helped fundraise at the Globe Travel Awards.

**Kate & Jonathan Loynes** - volunteered at Nakawa Pre-School.

**Kate Warner** - helped fundraise at the Globe Travel Awards.

**Lara Luthgens** - helped fundraise at the Globe Travel Awards.

**Lee Burns** - helped fundraise at the Globe Travel Awards.

**Leo Humphries** - gave his time as a quiz master.

**Matthew Hardy** - hosted a bake sale and did a sponsored swim.

**Neil** - donated hundreds of pairs of football boots through his charity.

**Nicole Nymoen** - donated football kits and boots.

**Paul Conaghan** - donated a dinner voucher as an auction prize.

**Rebecca Creasey** - helped fundraise at the Globe Travel Awards.

**Sebastian Schyberg** - donated a golf day auction prize.

## Corporate Donors, Trusts & Foundations



- Ashworth Charitable Trust
- The Souter Charitable Trust
- Brian Murtagh Charitable Trust
- Mercury Phoenix Trust
- Eleanor Rathbone Charitable Trust
- De la Rue Charitable Trust
- Be One Percent
- Attraction Tickets
- Far & Wild
- Tiro Partners
- Rotary Club Livingstone
- Pestalozzi International Foundation
- Spark Foundry
- Travel Weekly

## Our Supporters & Partners

Play It Forward would like to thank our institutional donors and partners for their support in 2022/2023. Their sustained commitment to our mission enables us to continue connecting children and young people in Zambia with life-saving health information and services, quality education and life-skills.



## The Play It Forward Staff Team



**Jake Criswick** Chief Executive Officer  
**Lwanga Bwalya** Country Director  
**O'brian Ntebeka** Accountant  
**Precious Chungu** M&E Coordinator  
**Edson Sialutaba** Programme Manager

**Mwenya Kombe** Bookkeeper  
**Natasha Chirambo** Project Officer  
**Chiluba Fungo** Project Officer  
**Carol Mapitao** Project Officer  
**Brighton Chinyama** Office Cleaner

**Selina Mashewa** Project Coordinator & Coach  
**Starford Manda** Project Coordinator & Coach  
**Webster Mweemba** Project Coordinator & Coach  
**Bwalya Mutale** Project Coordinator & Coach  
**Mercy Mukobo** Project Coordinator & Coach

**Serge Mumba** Coach  
**Choolwe Ngosa** Coach  
**Caristo Maambo** Tutor  
**Gift Munshya** Tutor  
**Andrew Imbuwa** Driver  
**Mercy Miselo** Driver

## Our Board of Trustees

### **Oliver Brendon** Chairman

Oliver is a Co-founder of Play It Forward and has been the vision and energy behind its mission. He is also the founder & CEO of the successful e-commerce company Attraction Tickets Ltd.

### **Joe Thompson** Treasurer

Joe qualified as a chartered accountant with KPMG before a 20+ year corporate finance career with a number of leading investment banks and UK PLC's. He is now an independent consultant advising companies on capital raising and strategy.

### **Sasha Brendon** Trustee

Following a successful career in the travel industry and raising three wonderful children, Sasha is now a key organiser of Play It Forward UK fundraising events, utilising her wide social network to gain support and funding for the charity.

### **Chibwe Henry** Trustee

Chibwe is an experienced and innovative NGO and international development management professional with a strong track record of working for and building local, national and international charities and grantmakers. She is partnership manager for DFID at Comic Relief.

### **Pete Edwards** Trustee

Pete has worked in the media and marketing industry for more than 25 years. Currently, Pete is a non-exec director for B2B business services group Crimtan and a consultant at the French advertising and media network, Publicis.

### **Jane Caujolle** Trustee

Jane founded Townhouse Concierge, where she now heads up a team of 13 handpicked experts, offering the very best in private client services to an international ultra-high net worth clientele. She has experience advising and guiding her clients in a range of not-for-profit projects.

### **Rebecca Harding** Trustee

Rebecca is the safeguarding lead at Comic Relief. Previously she worked at the NHS Trust for 10 years, specialising in adult safeguarding and social work.

UK

ZAMBIA

### **Mara Michelo** Trustee

Mara is the Founder & Country Director at Jacaranda Hub, an organization that aims to develop young people through the provision of collective services, infrastructure and specialized tools and equipment for common use among aspiring MSMEs.

### **Benson Kayuma** Treasurer

Benson trained as a chartered accountant at the Kaplan Financial ITraining Company in London. Currently, he runs a primary school and an events business in Livingstone.

### **Justin Palmer** Trustee

Justin is a football administrator with a dedication to developing the sport in Southern Africa. Currently, he is the General Manager of City of Lusaka Football Club in the Zambian Premier League.

### **Maureen Stickel** Trustee

Maureen Stickel is the Director of International Program Development at the World Poultry Foundation. In this role, Maureen is part of the WPF Executive Team, overseeing the growth and development of WPF's global program portfolio.

### **Yande Kalengo** Trustee

Yande, Restless Development's Power Shifting Director, is an advocate with 7 years in development, specialising in Gender Equality, Women's Rights, and Youth programs in Zambia. She holds a Masters in International Law from the University of Westminster.





## PLAY IT FORWARD INDEPENDENT EXAMINER'S REPORT

### Independent Examiner's Report to the Board of Trustees of PLAY IT FORWARD

I report on the accounts of the charity for the period ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiners' statement

My examination was carried out in accordance with General Directions given by the Charity Commission. 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 section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act, 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.

*M S Caldicott*

#### Mr M S Caldicott ACA FCCA CTA

for and on behalf of White Hart Associates (London) Limited  
Chartered Accountants & Statutory Auditors  
2nd Floor, Nucleus House  
2 Lower Mortlake Road  
Richmond  
TW9 2JA

DATE: 24.01.24

## Statement of Financial Activities for the 12 months ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds <sup>1</sup> £	Total funds 2023 £
<b>Income &amp; endowments from:</b>				
Donations and fundraising activities	3	101,606	92,548	194,154
<b>Total income</b>		<b>101,606</b>	<b>92,548</b>	<b>194,154</b>
<b>Expenditure on:</b>				
Charitable grants	4	(95,984)	(18,335)	(114,319)
Support costs	5	-	(64,647)	(64,647)
<b>Total expenditure</b>		<b>(95,984)</b>	<b>(82,982)</b>	<b>(178,966)</b>
<b>Net income/(expenditure) before transfers</b>		<b>5,622</b>	<b>9,566</b>	<b>15,188</b>
Gross transfers between funds		-	-	-
<b>Net movement in funds</b>		<b>5,622</b>	<b>9,566</b>	<b>15,188</b>
<b>Reconciliation of fund:</b>				
Total funds brought forward		30,897	11,192	42,089
<b>Total funds carried forward</b>	11	<b>36,519</b>	<b>20,758</b>	<b>57,277</b>

## Statement of Financial Activities for the 12 months ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds <sup>1</sup> £	Total funds 2022 £
<b>Income &amp; endowments from:</b>				
Donations and fundraising activities	3	67,521	46,566	114,087
<b>Total income</b>		<b>67,521</b>	<b>46,566</b>	<b>114,087</b>
<b>Expenditure on:</b>				
Charitable grants	4	(69,181)	-	(69,181)
Support costs	5	-	(45,881)	(45,881)
<b>Total expenditure</b>		<b>(69,181)</b>	<b>(45,881)</b>	<b>(115,062)</b>
<b>Net income/(expenditure) before transfers</b>		<b>(1,660)</b>	<b>685</b>	<b>(975)</b>
Gross transfers between funds		-	-	-
<b>Net movement in funds</b>		<b>(1,660)</b>	<b>685</b>	<b>(975)</b>
<b>Reconciliation of fund:</b>				
Total funds brought forward		32,557	10,507	43,064
<b>Total funds carried forward</b>	11	<b>30,897</b>	<b>11,192</b>	<b>42,089</b>

<sup>1</sup>Restricted Funds relate to donations made in response to specific projects. This includes the Operational Costs fund which is fully funded each year by the Trustees to cover the operating costs of the Charity, thus ensuring that all other income raised can be used on charitable grants.

## Balance Sheet as at 31 March 2023

	Notes	2023 £	2022 £
<b>Fixed assets:</b>			
Tangible assets	9	-	-
<b>Current assets:</b>			
Other debtors		6,498	5,287
Cash at bank and in hand		53,863	46,678
<b>Creditors: amounts falling due within one year</b>	10	<b>(3,147)</b>	<b>(9,876)</b>
<b>Net current assets</b>		<b>57,214</b>	<b>42,089</b>
<b>Net assets</b>		<b>57,214</b>	<b>42,089</b>
<b>Funds of the Charity:</b>			
Unrestricted funds	11	36,519	30,897
Restricted income funds	11	20,758	11,192
<b>Total funds</b>		<b>57,277</b>	<b>42,089</b>

The financial statements on pages 9 to 18 were approved by the Trustees, authorised for release on:

24-01-2024

and signed on their behalf by:



**Oliver Brendon**

Chairman

## Financial Statements

### Notes to the financial statements for the year ended 31 March 2023

#### 1. Basis of preparation

The financial statements of the charity have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- Accounting Standards; and
- The Charities Act.

There have been no changes to accounting policies, nor changes to the accounts of prior years.

#### 2. Accounting policies

##### Recognition of Income and endowments

###### Donations and legacies

These are included in the Statement of Financial Activities (SoFA) when: the charity becomes unconditionally entitled to the income; and the monetary amount can be measured with sufficient reliability.

###### Investment income

Investment income is recognised on a receivable basis.

###### Gifts in kind

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

###### Tax reclaims on donations and gifts

Gift Aid receivable is included in income, based on the amount recovered at the balance sheet date.

###### Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

##### Expenditure and liabilities

###### Liability recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

###### Charitable grants

Grants payable are payments made to third parties in the furtherance of the charitable objectives of the charity. Single or multi-year grants are accounted for when the recipient has a reasonable expectation that they will receive the grant and the Trustees have agreed to pay the grant without condition and any condition attaching to the grant is outside the control of the charity.

#### Support costs

Support costs relate to all the costs and expenditure of the charity other than its charitable grants and are recognised as incurred. All Support costs are met out of the Operating Costs Fund, which is fully funded each year by the Trustees to cover the operating costs of the Charity, thus ensuring that all other income raised can be used on charitable grants. Support costs are further analysed in the following categories, with staff costs allocated by time spent:

##### Grant management costs

Grant management costs are all costs associated with the origination, appraisal and inspection of the charity's grant giving activities.

##### Fundraising and publicity

Fundraising and publicity costs are all costs associated with the charity's fundraising activities and events and related promotional activity.

##### Finance and governance

Finance and governance costs include costs of the preparation and independent review of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

##### Office overheads

Office overheads are the charity's remaining central and support costs.

##### Taxation

The charity is a registered charity and is therefore exempt from taxation.

##### Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

##### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office equipment	33% straight line on cost

##### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Financial Statements

### Notes to the financial statements for the year ended 31 March 2023

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired or incurred in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

#### Foreign Exchange

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

#### Fund structure

Unrestricted income funds are general funds that are available for use in the provision of charitable grants at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose. The Operating Costs Fund is fully funded each year by the Trustees to cover the support costs of the Charity, thus ensuring that all other income raised can be used on charitable grants.

## 3. Analysis of income & endowments

	Unrestricted Funds £	Restricted Funds <sup>1</sup> £	2023 £	2022 £
Personal donations	70,900	69,980	140,880	83,295
Gift aid reclaimed	10,490	-	10,490	11,679
Fundraising events	20,216	-	20,216	16,189
Grant funding	-	22,568	22,568	2,924
<b>Total income</b>	<b>101,606</b>	<b>92,548</b>	<b>194,154</b>	<b>114,087</b>

<sup>1</sup> Restricted Funds relate to donations made in response to specific projects such as the restricted grant funding which is specifically for Play It Forward Zambia's projects. In addition, Restricted Funds also includes the Operational Costs Fund which is fully funded each year by the Trustees to cover the operating costs of the Charity, thus ensuring that all other income raised can be used on charitable activities.

## Financial Statements

### Notes to the financial statements for the year ended 31 March 2023

#### 4. Grantmaking

Below are details of material grants provided during the period.

Name of partner	Description	Purpose for which grants are made	2023 £	2022 £
Play It Forward Zambia	Engages young people in sports, education and health activities	Cover operational and administration costs of the organisation to enable them to deliver their community football for good projects	114,319	69,181
<b>Total grants</b>			<b>114,319</b>	<b>69,181</b>

Support costs associated with grantmaking	27,854	19,115
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##### 4.1 Grant management costs

## Financial Statements

### Notes to the financial statements for the year ended 31 March 2023

#### 5. Analysis of support costs

	2023 £	2022 £
Grant management	27,854	19,115
Fundraising and publicity	22,842	17,082
Finance and governance	6,862	5,106
Office overheads	7,089	4,578
<b>Total support costs</b>	<b>64,647</b>	<b>45,881</b>

#### 6. Trustee and auditor remuneration and expenses

During the year ended 31 March 2023, no Trustees received any remuneration or other benefits in respect of their position as Trustee of the charity.

##### 6.1 Net income for the period is after charging:

	2023 £	2022 £
Independent examiner fees and expenses	600	600

## Financial Statements

Notes to the financial statements for the year ended 31 March 2023

### 7. Paid employees

#### 7.1 Staff costs

	2023 £	2022 £
Gross wages, salaries and benefits in kind	36,500	20,500
Employer's National Insurance Costs	3,939	3,092
Pension costs	1,400	1,250
Medical insurance	141	116
Training Costs	169	4,960
<b>Total staff costs</b>	<b>42,149</b>	<b>29,918</b>

#### 7.2 Average number of full-time equivalent employees in the last year

	2023 FTE	2022 FTE
<b>Total</b>	<b>1</b>	<b>1</b>

#### 7.3 Defined contribution pension scheme

The charity provides its full-time employees with access to a defined-contribution pension scheme, the costs of which in the current period are detailed in 7.1 above.

### 8. Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Financial Statements

Notes to the financial statements for the year ended 31 March 2023

### 9. Tangible fixed assets

	Computer and IT equipment £	Total £
<b>Cost</b>		
As at 1 April 2022	1,134	1,134
Disposals	1,134	1,134
<b>As at 31 March 2023</b>	<b>-</b>	<b>-</b>
<b>Accumulated depreciation</b>		
As at 1 April 2022	1,134	1,134
Charge for the period	-	-
Eliminated on disposal	-1,134	-1,134
<b>As at 31 March 2023</b>	<b>-</b>	<b>-</b>
<b>Netbook value</b>		
As at 1 April 2022	-	-
<b>As at 31 March 2023</b>	<b>-</b>	<b>-</b>

### 10. Creditors and accruals

	Amounts falling due within one year	
	2023 £	2022 £
Other accruals	3,147	9,876
<b>Total</b>	<b>3,147</b>	<b>9,876</b>

## Financial Statements

### Notes to the financial statements for the year ended 31 March 2023

#### 11. Funds

##### 11.1 Funds held

Fund name	Type	Purpose and restriction
General Fund	Unrestricted	Unrestricted income funds are general funds that are available for use in the provision of charitable grants at the trustees' discretion in furtherance of the objectives of the charity.
Operating Costs Fund	Restricted	The Operating Costs Fund, which is fully funded each year by the Trustees, covers the operating costs of the Charity, thus ensuring that all other income raised can be used on charitable grants.
Grant Funds	Restricted	These funds are restricted for use by the project which the grant was awarded for. These include grants from various trusts and foundations as stated in 11.2.

##### 11.2 Movements of major funds in 12 months to 31 March 2023

	Balance at 1 April 2022 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2023 £
<b>Unrestricted funds:</b>				
General Fund	30,897	101,606	(95,984)	36,519
<b>Restricted funds:</b>				
Operating Costs Funds	8,268	69,980	(64,647)	13,601
Chalk Cliff Trust	2,924	-	(2,924)	-
Ashworth Charitable Trust	-	3,000	(3,000)	-
Souter Charitable Trust	-	3,000	(3,000)	-
Brian Murtagh Charitable Trust	-	7,568	(2,839)	4,729
Mercury Phoenix Trust	-	5,000	(3,638)	1,362
Eleanor Rathbone Charitable Trust	-	2,000	(1,107)	893
De La Rue Charitable Trust	-	2,000	(1,827)	173
<b>Total Funds</b>	<b>42,089</b>	<b>194,154</b>	<b>(178,966)</b>	<b>57,277</b>

## Financial Statements

### Notes to the financial statements for the year ended 31 March 2023

#### 11.2 Movements of major funds in 12 months to 31 March 2022

	Balance at 1 April 2021 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2022 £
<b>Unrestricted funds:</b>				
General Fund	32,557	67,521	(69,181)	30,897
<b>Restricted funds:</b>				
Operating Costs Funds	10,507	43,642	(45,881)	8,268
Covid Relief	-	2,924	-	2,924
<b>Total Funds</b>	<b>43,064</b>	<b>114,087</b>	<b>(115,062)</b>	<b>42,089</b>

#### 12. Transactions with related parties

##### 12.1 Operating expenses and loan amounts

Certain operating and support costs of the charity (including all employee costs) are initially met by Attraction Tickets Ltd a company majority owned and controlled by Oliver Brendon, Chairman and Trustee of Play It Forward. Such expenses incurred are fully re-charged to the charity at cost and any amounts owing between the two entities are settled periodically at arm's length. At the year-end no amounts were owed between the parties (March 2022: £Nil).

During the year the charity entered into the following transactions with a related party:

##### Play It Forward Zambia

The charity has a close working relationship with Play It Forward Zambia which is a registered NGO based in Zambia. Under an agreement with the two entities Play It Forward in the UK is obliged to provide support to Play It Forward Zambia in the development of strategies, projects, targets and budgets, to raise funds and raise the international profile of Play It Forward Zambia, to assist with monitoring and evaluation, and to provide technical support. Under the agreement, Play it Forward Zambia is obliged to work closely with Play It Forward on strategies, projects, targets and budgets, to assist with fundraising applications, to use funds raised by Play It Forward as agreed, and to provide financial and operational reports.

In the year ending 31 March 2023, grant funding of £114,319 was transferred to Play It Forward Zambia (March 2022: £69,181).



## Play It Forward

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Registered Charity No. 1177278

