

Burmantofts Community Projects

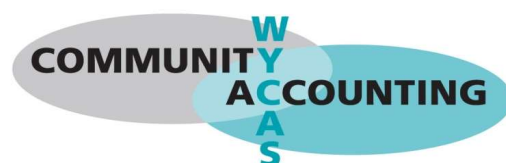
Charity number 1051368

A company limited by guarantee number 03061633

Annual Report and Financial Statements for the year ended 31 December 2019



← **Burmantofts Community Projects** →



West Yorkshire Community Accounting Service

Burmantofts Community Projects

Annual Report and Financial Statements for the year ended 31 December 2019

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Prepared by West Yorkshire Community Accounting Service

Burmantofts Community Projects

Trustees' report for the year ended 31 December 2019

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Madeleine Andrews	Chair	
Martin Bassant	Vice Chair	
John Smith	Company secretary	
Ann Nicholl		
Norah Gibson		
Amos Kasibante		
Robert Andrews		
Simon McNair		Resigned 25 March 2019
Sophie Meeson		
Charity number	1051368	Registered in England and Wales
Company number	03061633	Registered in England and Wales

Registered and principal address	Bankers
St Agnes' Church Hall	Yorkshire Bank Plc
23 Shakespeare Close	329 Harehills Lane
Leeds	Leeds
LS9 7UQ	LS8 5BW

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 22 May 1995. It is governed by a memorandum and articles of association as amended by special resolutions on 29 September 1995, 11 April 2011 and 15 April 2018. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Burmantofts Community Projects

Trustees' report (continued) for the year ended 31 December 2019

Objectives and activities

The charity's objects

Any charitable purpose for the benefit of the community in Burmantofts and its vicinity within the City of Leeds and throughout the UK, in particular the advancement of education, the protection and preservation of good health and the relief of poverty, sickness and distress.

The charity's main activities

1. Providing a free, confidential and independent debt advice service.
2. Providing a free, confidential and independent financial capability service.
3. Providing a free, confidential and independent benefits assistance service.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

There have continued to be changes at Ebor Gardens Advice Centre (EGAC) throughout 2019. There was a major restructuring in August 2019 which included the recruitment of a Centre Manager, Director of Communications and Enterprise and Director of Compliance and Advice Services. The Centre continues to open Monday to Friday; 9am until 3pm on Monday and Friday; 9am to 6pm on Tuesday and Wednesday and 8am to 3pm on Thursdays. We have continued to recruit with the addition of an Admin Assistant and 3 debt advisers.

The Money and Pensions Service continued to fund the face to face Debt Advice Project which ran until the end of March 2018 when they announced that we would receive an annual rolling contract after March 2018 until future procurement arrangements are implemented. The 2019/20 contract runs out on 31st March 2020, a contract for 2020/21 is expected shortly. Our allowance was increased to 3 FTE advisers from October 2019 and a further 0.4 FTE from April 2020.

In November 2015 we learnt that the Big Lottery Fund was funding the Money Buddies project with a grant of £472,245 over 5 years starting in December 2015. This funding has been used to consolidate and extend the Money Buddy service in 2019 and ends at the end of November 2020. We are fundraising for the money to continue the service from December 2020.

Renewed funding for the deployment of money buddies was received for East and West Leeds from their respected Area Committees in 2019/20. We also had continued funding for 4 money buddies to be deployed in South Leeds for 2019 and the first quarter of 2020. We obtained funding to open 2 new centres in 2019. In 2020 we hope to extend the Money Buddy service still further with active funding bids for further centres.

In March 2017 we received funding from Leeds City Council to recommence and further develop our Benefit Buddy project. This was expected to run for two years until March 2019 but we had funding to extend the end date until June 2019. The project was paused at this time and a Big Lottery application was developed to obtain funding to continue this project for a further 3 years. This is currently being considered.

We had a Quality Mark inspection in May 2019 and as a result regained our AQS Quality Mark at General Help with Casework for 2 years so this will need to be renewed by a further Audit in May 2021 to ensure that we are giving an excellent service to our clients.

The Board of Trustees continued to work effectively in 2019. However we did lose one of our Trustees when they moved away from Leeds. We currently have eight Trustees.

The Board of Trustees and the BCP staff are continuing to actively seek further funding for 2020/21. The future of the Centre has been secured until at least December 2020. Several funding bids are being developed for further long term funding and the Board of Trustees are very confident that this will be achieved.

Burmantofts Community Projects

Trustees' report (continued) for the year ended 31 December 2019

Financial review

The net expenditure for the year was £26,734, including net income of £1,961 on unrestricted funds and net expenditure of £28,695 on restricted funds after transfers.

In order to mitigate against a loss of income (due to Council HUBs closing for the duration of the Covid 19 pandemic) we have submitted several bids for emergency funding. If we fail to secure any replacement funding then our strategy would be to reduce costs to match the guaranteed income we will receive.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £37,479.

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least £30,400 as a minimum level regarding covering the charities liabilities if it had to close. The trustees will review this figure annually. The trustees have also put in place an upper limit of 6 months of the annual expenditure. This equates to £155,643 based on the budgeted expenditure of £311,286 for 2020.

Funds held as custodian trustee on behalf of others

At the year end Burmantofts Community Projects was holding £2,188 on behalf of the Joint Leeds Debt Forum in the Ebor Gardens Advice Centre bank account. The Forum consists of a number of agencies working together to provide the community with quality advice, information and support with a view to addressing the needs of the community. The funds are not recognised in the charity's accounts.

Burmantofts Community Projects

Trustees' report (continued) for the year ended 31 December 2019

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.....Madeleine Andrews..... (Trustee)

Date.....17/06/2020.....

Burmantofts Community Projects

Independent examiner's report to the trustees of Burmantofts Community Projects

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2019, which are set out on pages 7 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charitable company'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 ACIE 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 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:Simon Bostrom.....

Relevant professional qualification or body: FCIE

Date:23/06/2020.....

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Burmantofts Community Projects

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 December 2019

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Income from:					
Grants and donations	(2)	1,500	269,547	271,047	257,734
Fees and charges		-	-	-	1,379
Bank interest		-	-	-	22
Other income		-	-	-	940
Total income		<u>1,500</u>	<u>269,547</u>	<u>271,047</u>	<u>260,075</u>
Expenditure on:					
Salaries and NIC	(3)	17,271	219,251	236,522	227,339
Recruitment		-	-	-	66
Staff and volunteer expenses		-	4,470	4,470	5,278
Office and administration		297	23,526	23,823	23,284
Insurance		-	4,762	4,762	4,509
Rent and rates		-	671	671	1,493
Security and maintenance		-	5,582	5,582	5,755
Training		62	3,151	3,213	3,380
Subscriptions and publications		469	15,277	15,746	14,027
Project expenditure		-	1,467	1,467	5,276
Independent examination		-	1,080	1,080	1,440
Depreciation		444	-	444	444
BSA assets transferred to BSA CIO		-	-	-	48,252
Total expenditure		<u>18,543</u>	<u>279,237</u>	<u>297,780</u>	<u>340,543</u>
Net income / (expenditure)		<u>(17,043)</u>	<u>(9,690)</u>	<u>(26,733)</u>	<u>(80,468)</u>
Transfers between funds		<u>19,004</u>	<u>(19,004)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>1,961</u>	<u>(28,694)</u>	<u>(26,733)</u>	<u>(80,468)</u>
Fund balances brought forward		<u>36,405</u>	<u>67,434</u>	<u>103,839</u>	<u>184,307</u>
Fund balances carried forward	(4+5)	<u>38,366</u>	<u>38,740</u>	<u>77,106</u>	<u>103,839</u>

All incoming resources and resources expended derive from continuing activities.

Burmantofts Community Projects

Balance sheet

as at 31 December 2019

	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(6) 888	-	888	1,332
Total fixed assets	<u>888</u>	<u>-</u>	<u>888</u>	<u>1,332</u>
Current assets				
Debtors	-	32,329	32,329	6,541
Cash at bank and in hand	(7) 37,479	7,490	44,969	97,046
Total current assets	<u>37,479</u>	<u>39,819</u>	<u>77,298</u>	<u>103,587</u>
Current liabilities:				
amounts falling due within one year				
Accruals	-	1,080	1,080	1,080
Total current liabilities	<u>-</u>	<u>1,080</u>	<u>1,080</u>	<u>1,080</u>
Net current assets / (liabilities)	<u>37,479</u>	<u>38,739</u>	<u>76,218</u>	<u>102,507</u>
Total assets less current liabilities	<u>38,367</u>	<u>38,739</u>	<u>77,106</u>	<u>103,839</u>
Net assets	<u>38,367</u>	<u>38,739</u>	<u>77,106</u>	<u>103,839</u>
Funds				
Unrestricted funds	38,366	-	38,366	36,405
Restricted funds	-	38,740	38,740	67,434
Total funds	<u>38,366</u>	<u>38,740</u>	<u>77,106</u>	<u>103,839</u>

For the year ending 31 December 2019 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date:17/06/2020.....

Signed:Madeleine Andrews.....

(Trustee)

Burmantofts Community Projects

Notes to the accounts

for the year ended 31 December 2019

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation 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.

Tangible fixed assets

Tangible fixed assets costing more than £1,500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment: over 4 years, straight line basis.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Burmantofts Community Projects

Notes to the accounts continued

for the year ended 31 December 2019

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Advice - EGAC				
National Citizens Advice	-	117,067	117,067	104,020
BIG Lottery	-	96,819	96,819	88,570
LCC Money Buddies funding				
Inner East Community Committee	-	11,413	11,413	2,476
Outer West Community Committee	-	6,109	6,109	2,470
Inner West Community Committee	-	12,379	12,379	7,411
Outer East Community Committee	-	5,930	5,930	12,434
Inner North East Community Committee	-	2,539	2,539	1,617
Inner South Community Committee	-	3,713	3,713	10,718
Outer South Community Committee	-	7,527	7,527	4,810
Inner North West Community Committee	-	2,475	2,475	-
Outer North West Community Committee	-	1,238	1,238	-
North West Community Committee	-	-	-	223
LCC Little London	-	188	188	-
Institute of Money Advisers	500	-	500	-
Department of Work and Pensions (DWP)	-	2,150	2,150	3,841
Birmingham City Council	-	-	-	5,000
Other donations	1,000	-	1,000	290
Community work with the elderly - BSA			-	
LCC Adult Social Care (ASC)	-	-	-	10,397
Leeds Quaker Meeting Trust Fund	-	-	-	912
Newground Together	-	-	-	1,500
Other donations	-	-	-	1,045
	<u>1,500</u>	<u>269,547</u>	<u>271,047</u>	<u>257,734</u>

Burmantofts Community Projects

Notes to the accounts continued

for the year ended 31 December 2019

3 Staff costs and numbers	2019	2018
	£	£
Gross salaries	215,001	208,324
Social security costs	11,082	10,640
Pensions	6,629	4,470
Payroll costs	2,049	1,905
Settlements / redundancies	1,761	2,000
	<u>236,522</u>	<u>227,339</u>

The average number employees during the year was 13.1, being an average of 10.2 full time equivalent (2018: 9.9 FTE (9.4 EGAC, ave number 12.4; BSA 0.5 FTE, ave number 0.8)). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2019	2018
	£	£
Costs of the scheme to the charity for the year	6,629	4,470

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
National Citizens Advice 2018-19	12,929	13,003	26,968	1,036	-
National Citizens Advice 2019-20	-	104,064	87,918	-	16,146
BIG Lottery revenue	15,715	91,514	89,905	-	17,324
BIG Lottery capital	894	5,305	-	(6,199)	-
Clydesdale Bank	350	-	-	-	350
LCC SIF	18,907	-	16,638	(380)	1,889
Money buddies	5,827	53,323	56,255	-	2,895
Proceeds of Crime	34	-	-	-	34
DWP	(683)	2,150	1,467	-	-
Other small grants	13,461	-	-	(13,461)	-
Little London	-	188	86	-	102
	<u>67,434</u>	<u>269,547</u>	<u>279,237</u>	<u>(19,004)</u>	<u>38,740</u>

Fund name	Purpose of restriction
National Citizens Advice 2018-19	Towards the Money Advice and Pensions Service A transfer of £1,036 was made to fund the overspend from reserves
National Citizens Advice 2019-20	Towards the Money Advice and Pensions Service
BIG Lottery revenue	To fund the Money Buddies service from December 2015 onwards
BIG Lottery capital	Towards capital equipment for the Money Buddies service A transfer of £6,199 was made to reflect that claims for capital expenditure were paid backdated, so the spend had already occurred prior to 1 December 2018
Clydesdale Bank	Towards phone system enhancements
LCC SIF	To set up a benefit buddies service £380 was transferred from this fund to reflect prior year's spend.
Money buddies	Funds from LCC towards the Money Buddies services
Proceeds of Crime	Towards security enhancements
DWP	For Access to Work grants
Other small grants	Towards other EGAC activities The balance held on other small grants has been transferred to unrestricted funds. No funders are awaiting reports of where the spend has been applied.
Little London	To rent a room in the Little London community centre for Money Buddy sessions

Burmantofts Community Projects

Notes to the accounts continued

for the year ended 31 December 2019

5 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Money Buddy Network	8,177	-	1,781	-	6,396
Reception Fund	17,400	-	15,305	-	2,095
	<u>25,577</u>	<u>-</u>	<u>17,086</u>	<u>-</u>	<u>8,491</u>

Fund name	Purpose of designation
Money Buddy Network	Towards the Money advice service
Reception Fund	To fund a receptionist until February 2020

6 Tangible assets

Cost

At 1 January 2019

At 31 December 2019

Office equipment	Total
£	£
1,776	1,776
<u>1,776</u>	<u>1,776</u>

Depreciation

At 1 January 2019

Charge for year

At 31 December 2019

444	444
444	444
<u>888</u>	<u>888</u>

Net book value

At 31 December 2019

<u>888</u>	<u>888</u>
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At 31 December 2018

<u>1,332</u>	<u>1,332</u>
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7 Cash at bank and in hand

	2019	2018
	£	£
Yorkshire bank BCP	121	121
Yorkshire bank EGAC	44,608	96,685
Petty cash	240	240
	<u>44,969</u>	<u>97,046</u>

8 Trustee expenses

No trustee received any expenses during this year or the previous year.

9 Trustee remuneration and benefits

		2019	2018
		£	£
Name of trustee	Legal authority		
John Smith (trustee)	Governing document	20,155	18,229
		<u>20,155</u>	<u>18,229</u>

John Smith received remuneration during the year, being employed as the Finance and Contracts Administrator. The charity has received consent from the Charity Commission on the 11th April 2011 to remunerate him and the articles of association have been amended to allow for this.

Burmantofts Community Projects

Notes to the accounts continued

for the year ended 31 December 2019

10 Remuneration and benefits received by key management personnel

The key management personnel of the charity comprises the CEO only. The total employee benefits of the key management personnel of the charity were £26,913 (2018: £23,933, for the two project managers).

11 Post balance sheet events

After the year end proceedings were commenced in relation to an employment tribunal.

It is not possible to estimate the financial effects of this at the date of approval of the accounts, however the charity does have adequate insurance cover.

Burmantofts Community Projects

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2019

	2019 Unrestricted funds £	2018 Unrestricted funds £	2019 Restricted funds £	2018 Restricted funds £	2019 Total funds £	2018 Total funds £
Income						
Grants and donations	1,500	863	269,547	256,871	271,047	257,734
Fees and charges	-	1,379	-	-	-	1,379
Bank interest	-	22	-	-	-	22
Other income	-	940	-	-	-	940
Total income	1,500	3,204	269,547	256,871	271,047	260,075
Expenditure						
Salaries and NIC	17,271	1,537	219,251	225,802	236,522	227,339
Recruitment	-	66	-	-	-	66
Staff and volunteer expenses	-	179	4,470	5,099	4,470	5,278
Office and administration	297	1,940	23,526	21,344	23,823	23,284
Insurance	-	-	4,762	4,509	4,762	4,509
Rent and rates	-	720	671	773	671	1,493
Security and maintenance	-	-	5,582	5,755	5,582	5,755
Training	62	-	3,151	3,380	3,213	3,380
Subscriptions and publications	469	30	15,277	13,997	15,746	14,027
Project expenditure	-	75	1,467	5,201	1,467	5,276
Independent examination	-	780	1,080	660	1,080	1,440
Depreciation	444	-	-	444	444	444
BSA assets transferred to BSA CIO	-	32,557	-	15,695	-	48,252
Total expenditure	18,543	37,884	279,237	302,659	297,780	340,543
Net income / (expenditure)	(17,043)	(34,680)	(9,690)	(45,788)	(26,733)	(80,468)
Transfers between funds	19,004	16,530	(19,004)	(16,530)	-	-
Net movement in funds	1,961	(18,150)	(28,694)	(62,318)	(26,733)	(80,468)
Fund balances brought forward	36,405	54,555	67,434	129,752	103,839	184,307
Fund balances carried forward	38,366	36,405	38,740	67,434	77,106	103,839