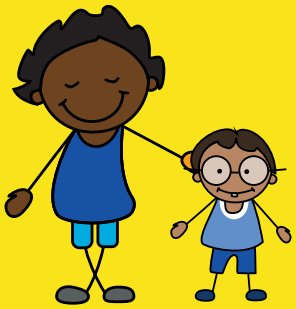


REPORT OF THE TRUSTEES & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

BROMLEY CHILDREN & FAMILIES Voluntary Sector Forum

CHARITY NUMBER 1153545

Crane & Partners
Chartered Accountants
Leonard House, 5 - 7 Newman Road
Bromley, Kent BR1 1RJ

TOGETHER WE ARE STRONGER

BROMLEY CHILDREN & FAMILIES VOLUNTARY SECTOR FORUM

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

Chair's Report	1
Report of the Trustees	2
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9
Detailed Statement of Financial Activities	13

CHAIR'S REPORT

For The Year Ended 31 March 2020

2019-2020 has been a year of growth and consolidation for the Forum. Securing three-year funding from the Mayor's Office through the Young Londoner's Fund has enabled us to further our strategic planning and allowed us to feel in a more stable position from which to attract more funding.

Our Operations Manager Samantha has revolutionised our infrastructure by leading on our digital transformation, primarily by building our secure cloud based Sharepoint Platform; enabling us to be more efficient and responsive in all areas including membership, communications, finance and fundraising.

Our reach and membership continues to grow, with new charities and organisations joining each month. One of our most successful events this year was our networking lunch in (month) at the CASPA Community Café in Anerley Old Library, where Forum members from around the borough came together to share information, celebrate achievements, discuss some of the issues affecting the sector and identify some areas which the Forum can support them in, including Safeguarding, training and development, capacity building and fundraising. This was a fabulous opportunity for member organisations large and small to come together in true Forum style over a delicious lunch as well as for the Forum to launch our new 'look'! Our Operations Manager has worked in collaboration with the Trustees to develop a vibrant new visual identity which reflects the ever-evolving and growing Forum. With banners, flyers and collections tins now all ready to be shared far and wide we are excited to see even more engagement from voluntary sector partners.

The Forum partnered with Community Links Bromley to deliver the Young Londoner's Fund workshop to a cross-sector audience and continued to support a number of member organisations to complete applications, our Chair even represented one of the members Crystal Palace Community Trust at their final YLF interview at City Hall and celebrated with them when they were awarded a significant amount of funding in order to develop services for young people in Anerley and Crystal Palace, some of Bromley's most deprived areas.

Once again the annual Masonic Biker's Santa Run early in December proved a massive success, with our incredible friends from the South East Masonic Bikers roaring into Anerley to deliver hundreds of presents which we shared between 14 different charities including Bromley and Croydon Women's Aid, Bromley Children's project, Bromley Traveler & Gypsy project, Kinship Carers, Bromley Mencap, CASPA, St Edwards, St Hilda's, Lay Witness for Christ International and Crystal Palace Community Trust. This wonderful initiative annually allows us as a collective of amazing charities to get gifts to some of the most underprivileged children and families in the borough and literally change their lives, even if just for a short time over the festive period.

The power of the Forum has always lain in the passion of those working within the sector being brought together to share knowledge and mutually support each other. We are committed to providing support to and advocating for the sector, without which many services would collapse and many hundreds of people across the borough would suffer greatly. The voluntary sector prevents health, justice and social care crises and has risen out of need, and our natural human desire to relieve need and hardship. The forum truly connects the Bromley VS - because Together We Are Stronger.

REPORT OF THE TRUSTEES

For The Year Ended 31 March 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Significant activities

The Forum's activities for the year followed the objectives set in our Operational Plan and included:

1. Information

Outcome: Member groups have been regularly informed of relevant local and national issues, plans and developments, so that they can better serve and appropriately inform the children, young people, and their parents and carers that they represent.

We have provided regular electronic updates in the form of our Newsletter (moving to the more efficient Mailchimp) to member groups and partner organisations with information central to their work. We have, this year, continued to provide valuable information on the regulations concerning GDPR and local Job opportunities and requests for support across the sector are included. Safeguarding and resources available for training continue to feature. We have streamlined the database even more as our cloud system has been developed, thanks to our Administrator Samantha Britnell.

2. Networking

Outcome: Sharing information and good practice has been of benefit to those served by member groups.

Four open events were held during the year for networking and information purposes. We held these at member's premises and/or Community House for ease of access and to keep expenditure to a minimum. At each of these meetings we include some time for members to share good news, best practice or to share how they have overcome challenges.

We also give our members an opportunity to tell others about their work and provide fundraising tips. One of the most successful and vibrant was our 'networking lunch' held at Forum member's CASPA Community Café in Anerley, where member organisations had the chance to discuss a range of issues affecting them and present some wonderful current and forthcoming projects as well as participating in a training needs assessment activity which will inform our services moving forward. This kind of networking is a vital and popular part of the work we do to bring the sector together.

Bromley Children & Families Voluntary Sector Forum, in partnership with Community Links Bromley and Bexley CVS continued to build on the work done in the previous year on the network project funded by The Mayor of London's Young Londoner's Fund, to continue to improve and increase capacity in the sector, and to support more organisations to fund and deliver high quality services as well as consolidating our relationship with these two significant umbrella organisations.

The Forum contracted our first Development Officer, Samantha Baldwin as part of this project, and she immediately implemented a new social media approach, focussing on increasing visibility of and access to the Forum, primarily through Facebook and Instagram.

3. Consultation and Representation

Outcome: The London Borough of Bromley was enabled to consult organisations working with children, young people and families within the voluntary sector. The Forum represented children's, young people and family services effectively, (especially with regard to service provision in these challenging economic times). The Forum has and will continue to be a conduit by which the LBB can consult organisations working with children, young people and families. The strategic work done by both our Administrator and Development Officer has resulted in even greater connections with the LA and the Forum being considered an important partner in the borough.

It is the Forum's ambition to continue to increase its ability to proactively represent the needs of children, young people and families in Bromley, offering support to its member groups as appropriate.

We continue to represent the interests of member organisations on the Bromley Children's Safeguarding Partnership, Voluntary Sector Strategic Network, Bromley MET Stop & Search Committee and the Children's Executive Board.

4. Encouraging Good Practice - Training and resources (Workforce Development)

Outcome: Improved skills and knowledge for those working for member organisations whether paid staff or volunteers.

We continue to seek ways to support member groups increasing the skills and knowledge to serve children and young people across the Borough.

The Forum strives to encourage member groups to share training. We have previously seen member groups sharing training including: spaces being offered on First Aid, Lone Worker Training, Personal Care & Dignity and Introduction to Autism.

Other groups have offered venues in exchange for a place on a training course. This year saw four of our member organisations (and our own Administrator) attend Fundraising Training with local consultant George Ruston, leading to a number of successful bids for those organisations - our intention is to roll this out to more members across 2020-21.

5. Administration, Finance/ Fundraising, Reporting and Governance

Outcome: Value for money, effective governance, financial security and efficient administration.

The Forum is a 'no-frills' network providing support and information for the benefit of local children's, youth and families voluntary organisations. We seek to keep our expenditure to a minimum and over the past year have used member accommodation to host both trustee and open forum meetings. This is our fourth year of independence without any statutory funding and we are grateful for the financial support we have received. Our members continue to support us through donations.

This year, the imbedding of our Administrator post and creating of the Development Worker post has enabled the Forum to continue streamlining our database and reach out to more Bromley groups and organisations as well as to build our capacity to take on more diverse projects and seek and submit further funding applications to trusts and foundations. Our infrastructure continues to develop.

REPORT OF THE TRUSTEES

For The Year Ended 31 March 2020

Structure, governance and management

Background

The charity is controlled by its governing document, a deed of trust, and constitutes a Charitable Incorporated Organisation.

Bromley's Children and Families Voluntary Sector Forum was established in the early 1990's as an independent network of voluntary and community organisations concerned with children, young people and their families. The Forum acts as a primary point of access for a diverse range of organisations in the London Borough of Bromley for information, training, joint planning, consultation and representation purposes. There are approx. 250 groups in membership, many of which are small and do not have the time or expertise to keep up to date with changes in legislation, good practice or funding opportunities. A full list of membership can be found at www.bcfforum.org.

Recruitment and appointment of new trustees

Trustees are appointed at the Annual Meeting on the basis of nominations received from member groups. Consideration is given to specialist skills or knowledge, competence and overall suitability. New Trustees receive information about their responsibilities and the aims of the charity. They are required to undergo a Disclosure and Barring Service check. Trustees meet every two months. The day to day running of the charity is undertaken by the Operations Manager.

None of the Trustees has any beneficial interest in the charity. If the Forum is wound up, the members of the Forum have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Risk management

Risks are identified, assessed and controls established throughout the year. The key controls used include:

- comprehensive strategic planning, budgeting and accounting.
- clear authorisation and approval levels.
- vetting procedures as required by law for the protection of children.

Reference and administrative details

Registered Charity number 1153545

Principal address
Community House South Street
Bromley, Kent BR1 1RH

Trustees

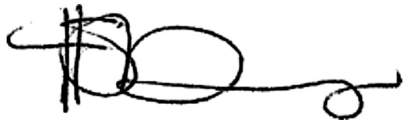
- H Dyer
- E McWhirter
- G Ruston P Cosgrave
- J Rosewell
- B Lewis
- B-J Price

Independent examiner
Crane & Partners
Chartered Accountants Leonard House
5 - 7 Newman Road, Bromley, Kent BR1 1RJ
Tel: 07957 924 287
Email: charityadmin@bcfforum.org
www. bcfforum.org

REPORT OF THE TRUSTEES

For The Year Ended 31 March 2020

Approved by order of the board of trustees on 23 December 2020 and signed on its behalf by:



Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BROMLEY CHILDREN AND FAMILIES VOLUNTARY SECTOR FORUM

Independent examiner's report to the trustees of Bromley Children and Families Voluntary Sector Forum

I report to the charity trustees on my examination of the accounts of the Bromley Children and Families Voluntary Sector Forum (the Trust) for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the Trust 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 the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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. accounting records were not kept in respect of the Trust as required by 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.

Graham Atkin FCA
Chartered Accountant Crane & Partners
Chartered Accountants Leonard House
5 - 7 Newman Road, Bromley
Kent BR1 1RJ

23 December 2020

STATEMENT OF FINANCIAL ACTIVITIES

For The Year Ended 31 March 2020

				2020	2019
		Unrestricted fund	Restricted fund	Total funds	Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies		230	10,532	10,762	1,550
Total		230	10,532	10,762	1,550
EXPENDITURE ON					
Other		333	4,882	5,215	2,974
NET INCOME/(EXPENDITURE)		(103)	5,650	5,547	(1,424)
RECONCILIATION OF FUNDS					
Total funds brought forward		2,640	-	2,640	4,064
TOTAL FUNDS CARRIED FORWARD		2,537	5,650	8,187	2,640

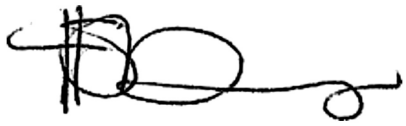
The notes form part of these financial statements

BALANCE SHEET

At 31 March 2020

				2020	2019
		Unrestricted fund	Restricted fund	Total funds	Total funds
	Notes	£	£	£	£
CURRENT ASSETS					
Cash at bank and in hand		2,537	5,650	8,187	2,640
NET CURRENT ASSETS		2,537	5,650	8,187	2,640
TOTAL ASSETS LESS CURRENT LIABILITIES		2,537	5,650	8,187	2,640
NET ASSETS		2,537	5,650	8,187	2,640
FUNDS	4				
Unrestricted funds				2,537	2,640
Restricted funds				5,650	-
TOTAL FUNDS				8,187	2,640

The financial statements were approved by the Board of Trustees on 23 December 2020 and were signed on its behalf by:



Trustees

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED

For The Year Ended 31 March 2020

3. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Total funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,550	-	1,550
Total	1,550	-	1,550
EXPENDITURE ON			
Other	2,974	-	2,974
Total	2,974	-	2,974
NET INCOME/(EXPENDITURE)	(1,424)	-	(1,424)
RECONCILIATION OF FUNDS			
Total funds brought forward	4,064	-	4,064
TOTAL FUNDS CARRIED FORWARD	2,640	-	2,640

4. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	2,640	(103)	2,537
Restricted funds			
Young Londoners Fund		5,650	5,650
TOTAL FUNDS	2,640	5,547	8,187

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£		£
Unrestricted funds			
General fund	230	(333)	(103)
Restricted funds			
Young Londoners Fund	10,532	(4,882)	5,650
TOTAL FUNDS	10,762	(5,215)	5,547

NOTES TO THE FINANCIAL STATEMENTS CONTINUED

For The Year Ended 31 March 2020

4. MOVEMENT IN FUNDS - CONTINED

Comparatives for movement in funds

	At 1.4.18	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General fund	4,064	(1,424)	2,640
TOTAL FUNDS	4,064	(1,424)	2,640

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£		£
Unrestricted funds			
General fund	1,550	(2,974)	(1,424)
TOTAL FUNDS	1,550	(2,974)	(1,424)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	4,064	(1,527)	2,537
Restricted funds			
Young Londoners Fund	-	5,650	5,650
TOTAL FUNDS	4,064	4,123	8,187

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows::

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	1,780	(3,307)	(1,527)
Restricted funds			
Young Londoners Fund	10,532	(4,882)	5,650
TOTAL FUNDS	12,312	(8,189)	4,123

5. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

For The Year Ended 31 March 2020

	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Charitable trusts	10,532	600
Donations	230	700
Member contributions	-	250
	10,762	1,550
Total incoming resources	10,762	1,550
EXPENDITURE		
Other		
Admin support	3,595	2,302
Rent	120	151
Meeting costs	199	97
Computer costs	-	27
Insurance	362	356
Sundry expenses	263	41
Marketing material	215	-
Refreshments	461	-
	5,215	2,974
Total resources expended	5,215	2,974
Net income/(expenditure)	5,547	(1,424)

BROMLEY CHILDREN & FAMILIES
Voluntary Sector Forum

CHARITY NUMBER 1153545

Get involved

Please contact
Charity Administrator at:

Community House, South Street
Bromley, Kent BR1 1RH

www.bcfforum.org

Tel: 07584568776

Email: charityadmin@bcfforum.org

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