

Charity Number 1128555  
Company Number 6713923



## **SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED**

### **Report and Accounts**

**for the year ended**

**31 January 2021**

# **SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED**

## **Report and Accounts for the year ended 31 January 2021**

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## **SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED**

### **Trust Information for the year ended 31 January 2021**

|                             |  |
|-----------------------------|--|
| <b>Charity Number</b>       | 1128555  |
| <b>Company Number</b>       | 6713923  |
| <b>Trustees/Directors</b>   | Chris Graham<br>Tina Butler<br>Sameera Khan<br>Zulekha Pander<br>Teresa Jackson                                |
| <b>Registered Office</b>    | 3rd Floor<br>Howard House<br>6 Bank Street<br>Bradford<br>BD1 1HA  |
| <b>Business Address</b>     | 3rd Floor<br>Howard House<br>6 Bank Street<br>Bradford<br>BD1 1HA  |
| <b>Independent Examiner</b> | S J Sutcliffe FCCA<br>Torevell Dent Limited<br>1-3 St Ann's Place<br>Pellon Lane<br>Halifax<br>HX1 5RB         |
| <b>Bankers</b>              | National Westminster Bank plc<br>Bradford City Centre Branch<br>7 Hustlegate<br>M60 4EP<br>Bradford<br>BD1 1PP |

Safety F1rst Community Training Centre  
'The Peoples Charity'

# *Safety F1rst Community Training Centre*

*'The Peoples Charity'*

## *Trustees End of Year report*

*2020/2021*

*Registered Charity number 1128555*

*Trustees End of Year report 2020-2021*

*Another challenging year at the charity and throughout the world with the Coronavirus pandemic.*

*Our main challenge was keeping staff, volunteers and Centre users safe while maintaining and sometimes increasing the number of adults on our courses. Many other Centres were closed to the public for almost a year and longer.*

*Safety First Community Training Centre worked for some of the year with reduced staff numbers at the Centre – enabling some staff to work from home and some staff on furlough.*

*We were also able to work with our landlords; Yorkshire Building Society to lease a further floor in our building in order to work with more people in need , maintaining a safe space .*

*In order to meet these challenges and continue to work with those in most need, we worked with fantastic funders, positive partners and valuable volunteers.*

*Our Fareshare provision is really getting going – the extra floor has allowed us to set up a Community Shop to allow unemployed adults , Asylum Seekers and Refugees to access food*

*We have built up and maintained good links with other organisations, for example Womens Refuges ; Anaah Project and Homeless Support organisations ; Hope Housing, Abigail Housing and Palm Cove Society , providing practical support ; Food and Training .*

*Some of our Trustees have been with us for more that 12 years and have now decided to move on. New Trustees have now been recruited to carry on the good work . The Trustees that have moved on take with them our gratitude for all the work they have done to get the charity to where it is.*

*Trustees End of Year report 2020-2021*



*The Reception area of our new 4<sup>th</sup> Floor provision*

*During the 2020/ 2021 year we also received funding from:*

- *Bradford Council who agreed to extend their Community Buildings Fund*
- *Good Things Foundation – Future Digital Inclusion – now completed*
- *WRAP Surplus Food Distribution to complement our FareShare*
- *European Social Fund – to deliver Employment related support*
- *WYPCC – support for women in refuges*
- *Yorkshire Building Society – laptops*
- *Citizens Advice Bureau – Big Energy Saving Network*

*Without this support we would be unable to help as many people.*

*We have had support from the National Lottery via the Community Fund and the Covid 19 Support Fund sponsored by the Government.*

*We have worked with many of our service users and Partners to decide on the best way forward both during the pandemic and into the future.*



*Trustees End of Year report 2020-2021*



*Ritu, our Fareshare Chef – started as a volunteer with us , now employed part time as our Fareshare Chef supporting families in food poverty, asylum seekers, refugees and the unemployed .*

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*The Safety First Community Training Centre Team*

*Is made up of*

- *5 Trustees*
- *6 Staff*
- *11 Volunteers*
- *7 service users on User Group Committee*

*All working to help between 350 and 450 people in need each year.*

*Trustees End of Year report 2020-2021*



*Our ESOL,Tutors Sonia and Parvin with some of our ESOL learners in the Community .*

***Activities***

*Safety First Community Training Centre believes that it is important to work with disadvantaged adults to increase their opportunities and benefit themselves and their families – we do this within our charitable objectives of ;*

*To provide a focal point in the community where People can become involved in a range of activities including Education, Training, Recreation and Health projects.*

*To provide a response to particular problems identified by the Community and residents .*

***Activities include:*** Functional Skills; English, Maths and ICT , ESOL ,  
Employment support , Volunteering, Signposting , Energy Saving Advice and  
Food Poverty support



# Safety First Community Training Centre

## 'The Peoples Charity

### Trustees End of Year report 2020-2021

This coming financial year will be a challenge but the Trustees feel sure that we are moving forward to where we need to be .

Financially the charity is in the enviable position that we have around 6 months running costs with regular funds continuing to come in.

We will be putting in a further TNL application to Reaching Communities to allow us to improve and extend what we currently do.

The Trustees at Safety First Community Training Centre would like to thank everyone who has supported the charity during this difficult year.



Socially distanced Employment Support session in ICT Suite

Signed

Chris Graham , Trustee / Director

## **SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED**

### **Statement of Trustees Responsibilities for the year ended 31 January 2021**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales, the Charity Act 2011 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed.. 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

**Independent Examiner's Report to the Directors/Trustees of Safety First Community Training Centre Limited**

**For the year ended 31 January 2021**

I report on the charity trustees on my examination of the accounts of the Company for the year ended 31 January 2021.

**Responsibilities and basis of report**

As the charity's trustees of the 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 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 2011 ("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**

I confirm that I am qualified to undertake the examination due to being a member of the Association of Chartered Certified Accountants.

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

- 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 requirements 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 of 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.



.....  
S.J. Sutcliffe FCCA

**Torevell Dent Limited**  
**Chartered Certified Accountant**  
**1-3 St Ann's Place**  
**Pellon Lane**  
**Halifax**  
**HX1 5RB**

**Date: 30 March 2021**

# SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

## Statement of Financial Activities for the year ended 31 January 2021

|   | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|---|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b><u>Income and endowments from:</u></b> |       |                            |                          |                             |                             |
| Donations                                 |       | 102,901                    | -                        | 102,901                     | 108,210                     |
| Other income                              |       | 1,225                      | -                        | 1,225                       | 2,800                       |
| HMRC - JRS grant                          |       | -                          | 7,289                    | 7,289                       | -                           |
| <b>Total</b>                              |       | <b>104,126</b>             | <b>7,289</b>             | <b>111,415</b>              | <b>111,010</b>              |
| <b><u>Expenditure on:</u></b>             |       |                            |                          |                             |                             |
| Charitable activities                     | 2     | 89,627                     | 7,289                    | 96,916                      | 77,478                      |
| Other costs                               |       | 564                        | -                        | 564                         | 462                         |
| <b>Total</b>                              |       | <b>90,191</b>              | <b>7,289</b>             | <b>97,480</b>               | <b>77,940</b>               |
| <b>Net Income/(Expenditure)</b>           |       | <b>13,935</b>              | <b>-</b>                 | <b>13,935</b>               | <b>33,070</b>               |
| Balance as at 1 February 2020             |       | 42,703                     | -                        | 42,703                      | 9,633                       |
| Transfer between funds                    |       | (18,518)                   | 18,518                   |                             |                             |
| <b>Balance as at 31 January 2021</b>      |       | <b>38,120</b>              | <b>18,518</b>            | <b>56,638</b>               | <b>42,703</b>               |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

# SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

## Balance Sheet for the year ended 31 January 2021

|  | Notes | 2021<br>£            | 2020<br>£            |
|--|-------|----------------------|----------------------|
| <b>Fixed Assets</b>                          |       |                      |                      |
| Tangible assets                              | 3     | 6,025                | 6,185                |
| <b>Current Assets</b>                        |       |                      |                      |
| Debtors                                      | 4     | -                    | -                    |
| Cash at bank                                 |       | 62,200               | 45,538               |
|  |       | <u>62,200</u>        | <u>45,538</u>        |
| <b>Liabilities:</b>                          |       |                      |                      |
| Creditor amounts falling due within one year | 5     | (11,587)             | (9,020)              |
|  |       | <u>50,613</u>        | <u>36,518</u>        |
| <b>Net Assets</b>                            |       | <u><u>56,638</u></u> | <u><u>42,703</u></u> |
| <b>Funds</b>                                 |       |                      |                      |
| Unrestricted funds                           |       | 38,120               | 42,703               |
| Restricted funds                             |       | 18,518               | -                    |
| <b>Total Funds</b>                           |       | <u><u>56,638</u></u> | <u><u>42,703</u></u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 January 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 January 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge responsibilities for:

- Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the 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) and the Charities Act 2011.

20.4.21

The financial statements were approved by the Board of Directors on ..... and were signed by:



C. Graham  
Director



## **SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED**

### **Notes to the Accounts for the year ended 31 January 2021**

#### **1. Accounting Policies**

##### **a) Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with 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) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

##### **b) Income and Endowments**

Income is recognised when the charity has entitlement to the funds and when it is probable that the income will be received and the amount can be measured reliably

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

##### **c) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

##### **d) Fixed Assets**

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

Fixtures, fitting, equipment and computer equipment      - 25% on cost

##### **e) Taxation**

The charity is exempt from tax on its charitable activities.

##### **f) Fund Accounting**

Fundraising and publicity expenses include expenses incurred directly by the charity and those incurred by third parties in raising charity funds for the charity and paid directly by the company.

|                                     |                      |                      |
|-------------------------------------|----------------------|----------------------|
| <b>2. Expenditure</b>               | <b>2021</b>          | <b>2020</b>          |
| <b><u>Charitable activities</u></b> | <b>£</b>             | <b>£</b>             |
| Direct project costs                | 88,589               | 63,286               |
| Administration costs                | 8,327                | 14,192               |
|                                     | <b><u>96,916</u></b> | <b><u>77,478</u></b> |
| <br><b><u>Payroll Costs</u></b>     | <br><b>2021</b>      | <br><b>2020</b>      |
|                                     | <b>£</b>             | <b>£</b>             |
| Gross wages                         | 68,189               | 41,157               |

There were two full time equivalent employees during the year (2020:2)

# SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

## Notes to the Accounts for the year ended 31 January 2021

|   |   |               |
|---|---|---------------|
| <b>3. Tangible Fixed Assets</b>   | <b>Fixtures, fittings and equipment</b> |               |
|   | <b>£</b>                                |               |
| <u>Costs</u>  |   |               |
| At 1 February 2020  |   | 10,250        |
| Additions   |   | 2,558         |
| At 31 January 2021  |   | <u>12,808</u> |
| <u>Depreciation</u>   |   |               |
| At 1 February 2020  |   | 4,065         |
| Charge for the period   |   | 2,718         |
| At 31 January 2021  |   | <u>6,783</u>  |
| <u>Net Book Value</u>   |   |               |
| At 31 January 2021  |   | <u>6,025</u>  |
| At 31 January 2020  |   | <u>6,185</u>  |
| <b>4. Debtors</b>   | <b>2021</b>                             | <b>2020</b>   |
|   | <b>£</b>                                | <b>£</b>      |
| Other debtors   | -                                       | -             |
|   | <u>-</u>                                | <u>-</u>      |
|   | <u>-</u>                                | <u>-</u>      |
| <b>5. Liabilities</b>   | <b>2021</b>                             | <b>2020</b>   |
|   | <b>£</b>                                | <b>£</b>      |
| <b>Creditor amounts falling due within one year:</b>  |   |               |
| Accruals  | 4,780                                   | 4,780         |
| Loans   | 6,807                                   | 4,240         |
|   | <u>11,587</u>                           | <u>9,020</u>  |
| <b>6. Trustee's Remuneration and Benefits</b>   |   |               |
| There were no trustee's remuneration or other benefits for the year ended 31 January 2021 (£nil : 2020) |   |               |
| <b>Trustee's Expenses</b>   |   |               |
| There were no trustee's expenses paid for the period ended 31 January 2021 (£nil : 2020)                |   |               |
| <b>7. Control</b>   |   |               |
| The charity was under the control of the trustees throughout the current and previous years.            |   |               |
| <b>8. Company limited by guarantee</b>  |   |               |
| The members liability is limited to a maximum of £1 per member.   |   |               |

# SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

## Detailed Statement of Financial Activities for the year ended 31 January 2021

|                                    | 2021         |                      | 2020       |                      |
|------------------------------------|--------------|----------------------|------------|----------------------|
|                                    | £            | £                    | £          | £                    |
| <b>Income:</b>                     |              |                      |            |                      |
| Grants received                    |              | 102,901              |            | 108,210              |
| Other income                       |              | 1,225                |            | 2,800                |
| HMRC re JRS grant                  |              | 7,289                |            | -                    |
|                                    |              | <u>111,415</u>       |            | <u>111,010</u>       |
| <b>Expenditure:</b>                |              |                      |            |                      |
| Wages and national insurance       |              | 68,189               |            | 41,157               |
| Payroll costs                      |              | 2,064                |            | 1,632                |
| Project costs:                     |              |                      |            |                      |
| Summer Scheme                      | -            |                      | 5,029      |                      |
| SFYOL staff costs (tutors)         | 15,694       |                      | 14,826     |                      |
| Other                              | <u>2,642</u> | <u>18,336</u>        | <u>642</u> | <u>20,497</u>        |
|                                    |              | 88,589               |            | 63,286               |
|                                    |              | <u>22,826</u>        |            | <u>47,724</u>        |
| <b>Administration Expenditure:</b> |              |                      |            |                      |
| Light and heat                     |              | 4,083                |            | 3,705                |
| Insurance                          |              | 298                  |            | 298                  |
| Accountancy                        |              | 564                  |            | 462                  |
| Repairs                            |              | 188                  |            | 450                  |
| Rent and rates                     |              | -                    |            | 7,661                |
| Printing and stationery            |              | 211                  |            | -                    |
| Sundry expenses                    |              | 829                  |            | -                    |
| Depreciation                       |              | <u>2,718</u>         |            | <u>2,078</u>         |
|                                    |              | 8,891                |            | 14,654               |
| <b>Net Income</b>                  |              | <u><u>13,935</u></u> |            | <u><u>33,070</u></u> |