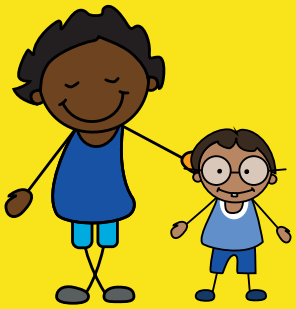


REPORT OF THE TRUSTEES & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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 2021

2020-2021 was one of the most challenging yet also one of the most successful years for the Bromley Children and Families Voluntary Sector Forum since our inception. In March 2020 we took the decision to close face-to-face services and take everything online.

The challenge of finding ways to continue supporting our members was met magnificently by our two wonderful staff members, supported as always by our dedicated Board. Securing a number of grants during the year, as well as focussing on developing new services and projects has allowed The Forum to grow again this year, both financially and in terms of services - a huge achievement.

Our Operations Manager Samantha Britnell has continued to innovate and drive forward digital developments; both for The Forum and by facilitating member organisations to support their most vulnerable and needy beneficiaries to stay connected during the pandemic and resulting lockdowns; for example, supporting Penge Chill and Chat group to provide internet and tech equipment to their Kinship Carers, and being able to provide one of our Parent Carer Network families with a laptop so they could access education and other vital services.

Despite COVID restrictions forcing us to cap our numbers attending, the annual Masonic Biker's Santa Run early in December 2020 proved a huge success, with our incredible friends from the South East Masonic Bikers collecting thousands of pounds for our team to spend in The Entertainer toy shop in Bromley. The Entertainer generously gave the forum a 25% discount which helped us to purchase hundreds of toys and games to share between 15 different charities including Bromley Children's project, Bromley Brighter Beginnings, Bromley Foodbank, Bromley Traveller & Gypsy project, Kinship Carers, 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 to 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. In this difficult year, we managed to continue to do just that; through sheer determination and creative thinking; and our members have told us that they felt supported in what could otherwise have been a lonely and uncertain time.

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 Voluntary Sector and never has it been truer than this year that 'Together We Are Stronger'. I want to say an immense thank you to our Samantha and Sammy for driving forward all the developments that the Forum has seen this year and to the Board of Trustees for their wisdom, support and commitment.

REPORT OF THE TRUSTEES

For The Year Ended 31 March 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021.

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 2019).

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: Whilst 2020 - 2021 continued to be a hugely challenging year globally, The BCFF stepped up locally to connect with our members and wider audience through the power of social media. Member groups were frequently updated about local services, provision and support available to enable them to better serve the people for whom their organisations represent.

As updates about local and national information changed so quickly The BCFF used our newly refreshed and redesigned social media to provide updates. We were able to continue to provide valuable information to our members and support that seemed otherwise not easily available. This included changes or updates to regulation around GDPR, local support and access to local and national funding opportunities - particularly regarding emergency funding.

2. Networking

Outcome: In previous years our members have told us that sharing information and good practice has been of benefit to those served by member groups, however the challenges of Covid have made this increasingly challenging for The Forum to deliver.

BCFF were unable to host face-to-face open forum sessions, these had previously been held quarterly and each session covered a particular subject, e.g. Safeguarding training for individual organisations. We were able to successfully move these online to deliver via Zoom -the frequency with which we were able to deliver the sessions increased to monthly and they were, in the majority, focused on Covid emergency topics. The Open Forum sessions allowed for organisations to ask question, benefit from peer-to-peer support and connect with other organisations (often from the third sector) to discuss relevant issues in what was and still is an unprecedented time.

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 worked to inform organisations about The Direct Line emergency Covid fund, making sure that all Bromley based third sector organisations were aware of the potential funding and provided tips, advice and support on how to apply for the funds. Our Development Officer, Samantha Baldwin continued to deliver on our 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 Operations Manager 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. Other groups have offered venues in exchange for a place on a training course. Whilst this usual approach has been challenging this year, acknowledging local and national restrictions we have

still been able to deliver training to some of the groups of people involved in our projects, most notably The Parent Carer Champion Network and Mottingham Youth Matters.

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 moved all our meetings online minimising costs (Covid does have some benefits!). This is our fifth year of independence without any statutory funding, and we are grateful for the financial support we have received.

REPORT OF THE TRUSTEES

For The Year Ended 31 March 2021

This year we were awarded with The Mottingham Big Local funding and Mottingham Youth Matters. These programmes recruited young volunteers to represent Mottingham (MBLR boundary) to the wider voluntary sector as well as being key in providing the voices of young people and the challenges that they are facing in society today. BCFF coordinates and supports a youth co-ordinator and further volunteers in the planning of a monthly forum meeting with which we offer support to deliver the following:

- Identify key issues /challenges faced by the children and young people within the local community
- Design a 12 month and 3 year strategic plan
- Plan and deliver 2 community activities for the children/young people of Mottingham
- Plan and execute monthly meetings
- Train and support participating young people across IT and Social Media platforms. Our members continue to support us through donations.

BCFF were also awarded the Parent Carer champion Network and Mentor Support Programme Funding. This was a new partnership in conjunction with The LBB and Community Links to establish and support a new parent/carers champion network which will support parents of children and young people aged 11-24 years who re at risk of going missing, exploitation, gang affiliation and running county lines in Bromley. The project aimed at creating a safe space for parents/carer who may be isolated, frustrated and lonely, things that often occur when their children exhibit behaviours that place them at risk and they often find it hard to get the right support and training.

Our Operations Manager 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.

Structure, governance and management

Background

The charity is controlled by its governing document, a deed of trust, and constitutes an 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 based on 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 trustees.

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

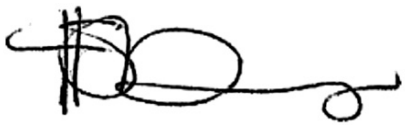
Trustees

- 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

Approved by order of the board of trustees on 31 January 2022 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 2021.

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

31 January 2022

STATEMENT OF FINANCIAL ACTIVITIES

For The Year Ended 31 March 2021

				2021	2020
		Unrestricted fund	Restricted fund	Total funds	Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies		4,440	35,983	40,423	10,762
Other trading activities	2	193	-	193	-
Total		**4,633**	**35,983**	**40,616**	**10,762**
EXPENDITURE ON CHARITABLE ACTIVITIES					
Activities		242	1,465	1,707	-
Other		1,261	16,508	17,769	5,215
Total		**1,503**	**17,973**	**19,476**	**5,215**
NET INCOME/(EXPENDITURE)		3,130	18,010	21,140	5,547
RECONCILIATION OF FUNDS					
Total funds brought forward		2,537	5,650	8,187	2,640
TOTAL FUNDS CARRIED FORWARD		**5,667**	**23,660**	**29,327**	**8,187**

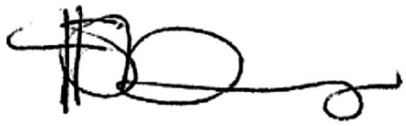
The notes form part of these financial statements

BALANCE SHEET

At 31 March 2021

				2021	2020
		Unrestricted fund	Restricted fund	Total funds	Total funds
	Notes	£	£	£	£
CURRENT ASSETS					
Debtors	5	-	5,164	5,164	-
Cash at bank and in hand		5,668	18,495	24,163	8,187
		5,668	23,659	29,327	8,187
NET CURRENT ASSETS		5,668	23,659	29,327	8,187
TOTAL ASSETS LESS CURRENT LIABILITIES		5,668	23,659	29,327	8,187
NET ASSETS		5,668	23,659	29,327	8,187
FUNDS	6				
Unrestricted funds				5,668	2,537
Restricted funds				23,659	5,650
TOTAL FUNDS				29,327	8,187

The financial statements were approved by the Board of Trustees on 31 January 2022 and were signed on its behalf by:



Helen Dyer
Chair of 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. OTHER TRADING ACTIVITIES

	2021 £	2020 £
Community Fundraising	193	-

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

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

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	5,164	-

NOTES TO THE FINANCIAL STATEMENTS CONTINUED

6. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	2,537	3,131	5,668
Restricted funds			
Young Londoners Fund	5,650	97	5,757
Parent/Carer Champion Network	-	15,912	15,912
Mottingham Big Local Refocused	-	2,000	2,000
TOTAL FUNDS	**8,187**	**21,140**	**29,327**

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

	Incoming resources	Resources expended	Movement in funds
	£		£
Unrestricted funds			
General fund	4,633	(1,502)	3,131
Restricted funds			
Young Londoners Fund	9,141	(9,044)	97
DirectLine Covid Emergency CLB Fund	3,500	(3,500)	-
Parent/Carer Champion Network	20,008	(4,096)	15,912
Mottingham Big Local Refocused	3,334	(1,334)	2,000
	35,983	(17,974)	18,009
TOTAL FUNDS	**40,616**	**(19,476)**	**21,140**

Comparatives for 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**

NOTES TO THE FINANCIAL STATEMENTS CONTINUED

6. MOVEMENT IN FUNDS CONTINUED...

Comparative 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

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

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	2,640	3,028	5,668
Restricted funds			
Young Londoners Fund	-	5,747	5,747
Parent/Carer Champion Network	-	15,912	15,912
Mottingham Big Local Refocused	-	2,000	2,000
	-	23,659	23,659
TOTAL FUNDS	**2,640**	**26,687**	**29,327**

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	4,863	(1,835)	3,028
Restricted funds			
Young Londoners Fund	19,673	(13,926)	5,747
DirectLine Covid Emergency CLB Fund	3,500	(3,500)	-
Parent/Carer Champion Network	20,008	(4,096)	15,912
Mottingham Big Local Refocused	3,334	(1,334)	2,000
	46,515	(22,856)	23,659
TOTAL FUNDS	**51,378**	**(24,691)**	**26,687**

7. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

For The Year Ended 31 March 2021

	2021	2020
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Charitable trusts	38,983	10,532
Donations	1,440	230
	40,423	10,762
Other trading activities		
Community Fundraising	193	-
Total incoming resources	40,616	10,762
EXPENDITURE		
Other		
Admin support	13,863	3,595
Rent	360	120
Meeting costs	30	199
Computer costs	1,130	-
Insurance	354	362
Sundry expenses	72	263
Marketing material	488	215
Refreshments	113	461
Training Programmes	1,164	-
Volunteer Expenses	195	-
Support costs Management		
Telephone	248	-
Postage and stationery	771	-
	1,019	-
Governance costs		
Accountancy and legal fees	688	-
Total resources expended	19,476	5,215
Net income	**21,140**	**5,547**

This page does not form part of the statutory financial statements

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

TOGETHER WE ARE STRONGER

BROMLEY
CHILDREN & FAMILIES
VOLUNTARY SECTOR
FORUM