



Report & Financial Statements

For the period

1st April 2015 to 31st March 2016

Registered Company Number : 6753751

(England & Wales)

Registered Charity Number: 1152702

BD4 Community Trust Limited

Report and Accounts
for the year ended 31st March 2016

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BD4 Community Trust Limited

Company Information for the year ended 31st March 2016

Legal Status	A Company limited by guarantee, not having share capital. The governing instructions are the company's Memorandum and Articles of Association. The company is a Registered Charity.
Charity Number	1152702
Company Registration	6753751
Directors/Trustees	H.K. Astin J.A. De Villiers L.R. Brickman L.J. Normington J.E. Medd D. Smith L. Walker
Registered Office	96 Lister Avenue Bradford BD4 7QS
Accountants	Torevell Dent Ltd T/as Clarkson & Co Chartered Certified Accountants Centre of Excellence Hope Park Trevor Foster Way Bradford BD5 8HH
Bankers	The Royal Bank of Scotland Bradford Branch 45-47 Bank Street Bradford BD1 1TS HSBC 47 Market Street Bradford BD1 1LW

BD4 Community Trust Limited

Trustees Report

for the year ended 31st March 2016

The trustees who are also directors of the company present their Report and Financial Statements for the year ended 31st March 2016.

Organisation

The company was formed on 19th November 2008 under the name BD4 Community Interest Company. The company changed its name to BD4 Community Trust Limited on 7th May 2013 and revised its Memorandum and Articles to a company limited by Guarantee. The company was also registered as a charity on 3rd July 2013.

The charity is organised so that the trustees meet regularly to manage its affairs.

Trustees are appointed and re-appointed by members of the company as determined by the company's Memorandum and Articles of Association.

Objects

The objects of the charity are:-

Under a Christian ethos:

1. To further or benefit the residents of East Bowling, Bradford, West Yorkshire and the surrounding South Bradford area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.
2. To relieve the needs of elderly people, in particular but not exclusively by the provision of day care facilities and a lunch club:
3. To advance the education of babies and young children, in particular but not exclusively by offering appropriate play facilities and courses for the children and their families.

Trustees

H.K. Astin

J.A. De Villiers

L. R. Brickman

L.J. Normington

J.E. Medd

D. Smith

L. Walker

BD4 Community Trust Limited

Trustees Report

for the year ended 31st March 2016 (continued)

Activities and Achievements

Main Activities

The Aim of BD4 CT is to support and restore community across the generations. This work is split between two projects, each of which contributes to the ultimate aim of improving the quality of life for the residents of the BD4 postcode area in Bradford. The **BD4 Family** project strongly focuses on working with families with pre-school children and provides sessions each week through term time to support families by providing a place to meet other people, participate in activities, get training and advice and be encouraged to find out what is available to them and how to access it. The BD4 Family worker further provides many one-to-one support sessions in the home to individual parents and carers according to their needs. The **Gems** project works with the older members of our community delivering a variety of activities each week with additional activities at times throughout the year. The project provides opportunities for older people to make friends, participate in healthy activities, learn a new skill, enjoy a nutritional meal, access the local supermarket and enjoy day trips.

Achievements

Over the past year we have seen both projects develop new services alongside existing ones.

BD4 Family offers: **Family Links Nurturing Programme** and **Welcome to the World**, both nationally recognised parenting programmes. **First Friends**, a group where parents/ carers and their children up to 18 months have access to support. **Mums Unlimited**, Mums with children under 2 years and pregnant women providing socialisation, healthy eating, exercise and wellbeing. **Infant message**, a 5 week programme promoting healthy physical and emotional development, stronger bonding and attachment. **Movers and Groovers**, supporting children's physical development through movement and dance. **Tots unlimited** is a nursery preparation group. **Parent and Toddler** groups run twice a week.

The **Gems** project has continued to provide a more diverse timetable of trips and outings on a more regular basis which services users have benefited from greatly and gained much enjoyment from. Gems have also had access to the Gems Online computer course; for some it was the first time they had used a computer. Awards for All, Big Lottery funded a Reminiscing Group meeting to chat about days gone by and sharing memories from the past to help develop friendships and end social isolation.

As ever we are hugely grateful to the dedicated volunteers who give their time to the projects, over this last year we have welcomed even more volunteers who give their time on a weekly basis, ensuring that we can continue to deliver good quality services throughout the year to those in our community who are in need of them.

Future Developments

Into the next year both projects will continue to consult with beneficiaries and the wider community and seek to develop services in response to the needs identified. Building work has started on the premises which we use as part of the new Community Hub in partnership with the local church. The building will be ready to use from October 2016 which we hope will lead to expanded services.

BD4 Community Trust Limited

Trustees Report

for the year ended 31st March 2016 (continued)

Review of Financial Affairs

Full details of the financial transactions are contained in the attached accounts. The total income for the year is £103,353 (£78,320) and after deducting expenditure of £83,641 (£76,177) the net income for the year was £19,712 (£2,143).

The net assets of the charity at 31st March 2016 were £39,590 (£20,269).

Reserves Policy

The Trustees have reviewed the charity's need for reserves in line with guidance issued by the Charities Commission and consider it prudent that free, unrestricted reserves need only be sufficient to meet running costs.

Risk Management

The Trustees actively review the risks which may affect its continuation or the smooth running of its services on a regular basis. The Trustees also examine other operational and business risks faced by the charity and this helps to mitigate any significant risks which may arise.

Signed on behalf of the Trustees:



Howard K. Astin

4th August 2016

Trustees' Responsibilities in relation to the Financial Statements

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Trustees are required by company law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and apply them consistently
- b) Make judgements and estimates that are reasonable and prudent
- c) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- d) Prepare the financial statements on an ongoing basis unless it is inappropriate to assume that the charity 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 charity and enable them to ensure that the financial statements 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.

BD4 Community Trust Limited

Independent Examiner's Report to the Directors and Trustees of BD4 Community Trust Limited

I report on the accounts of the Trust for the year ended 31st March 2016 which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

As Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements;
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be draw in order to enable a proper understanding of the accounts to be reached.



Michael B Fox, FCA, FCCA
Torevell Dent Limited
T/As Clarkson & Co
Chartered Certified Accountants
Hope Park, Trevor Foster Way
Bradford, BD5 8HH

4th August 2016

BD4 Community Trust Limited**Statement of Financial Activities
for the year ended 31st March 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Income and endowments from:					
Donations and legacies	9	-	84,650	84,650	49,849
Charitable activities		12,703	-	12,703	21,471
Other income		6,000	-	6,000	7,000
Total		18,703	84,650	103,353	78,320
Expenditure on:					
Charitable activities	4	564	82,437	83,001	75,537
Other costs		640	-	640	640
Total		1,204	82,437	83,641	76,177
Net income/(expenditure)	3	17,499	2,213	19,712	2,143
Total funds brought forward		1,752	18,126	19,878	18,126
Total funds carried forward		19,251	20,339	39,590	20,269

The notes on pages 11 to 13 form part of these financial statements

BD4 Community Trust Limited

Balance Sheet **as at 31st March 2016**

	Notes	£	<u>2016</u>	£	£	<u>2015</u>	£
Fixed Assets							
Tangible Assets	5			2,064			2,464
Current Assets							
Cash at bank		38,166			18,445		
Liabilities:							
Creditors: Amounts falling due within one year	6	640			640		
		-----			-----		
Net Current Assets			37,526			17,805	
			-----			-----	
Total Net Assets			39,590			20,269	
			=====			=====	
The funds of the charity:							
Restricted funds	7		20,339			18,517	
Unrestricted funds	7		19,251			1,752	
			-----			-----	
Total Charity Funds			39,590			20,269	
			=====			=====	

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- b) 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.

BD4 Community Trust Limited

Balance Sheet

as at 31st March 2016 (continued)

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the SORP (FRSSE), (effective January 2015).

The financial statements were approved by the Board of Directors on 4th August 2016 and were signed on its behalf by:

A handwritten signature in dark ink, appearing to be 'H. Astin', written in a cursive style.

Howard K Astin - Director

The notes on pages 11 to 13 form part of these financial statements

BD4 Community Trust Limited

Notes to the Accounts **for the year ended 31st March 2016**

1. Statement of Accounting Policies

a) Basis of Accounting

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, Accounting and Reporting by Charities, 2015 and the Companies Act 2006. The accounts are prepared under the historical cost convention with the exception of the valuation of certain tangible fixed assets and are in accordance with SORP (FRSSE), (effective January 20015).

b) Incoming and endowments

Incoming and endowments are reported gross.

c) Donations and legacies

Donations and legacies are credited in full to the financial statements on a cash basis.

d) Grants Receivable

Grants are recognised as income when receivable.

e) Direct Charitable Expenditure and Other Costs

Direct charitable expenditure comprises all expenditure directly relating to the objects of the charity. When necessary, support costs are allocated between direct charitable expenditure and other costs on a basis designed to reflect the use of the resources. Expenditure is included in the accounts when the liability is incurred and includes non-recoverable VAT.

f) Fixed Assets

Fixed assets are included at cost less accumulated depreciation.

Depreciation is provided on the following basis to write down the cost of the assets over their expected useful lives:

Computer Equipment	25%	on reducing balance
Furniture and Equipment	25%	on reducing balance

g) Restricted Funds

Where funds have been received for specific purposes they are treated as restricted funds.

h) Grant Payable

Grants payable are charged in the year as incurred.

i) Pensions

The charity contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered trusts. Contributions are charged as incurred.

BD4 Community Trust Limited
Notes to the Accounts
for the year ended 31st March 2016

	<u>2016</u>	<u>2015</u>
2. Staff Costs		
Salaries	29,051	27,340
National Insurance	-	-
Pension Contributions	2,089	1,177
	<u>£31,140</u>	<u>£28,517</u>
 Average number of staff	 2	 2
3. Net Incoming Resources	£	£
Depreciation	688	821
Trustees expenses	Nil	Nil
Trustee's salary	11,592	11,360
4. Resources Expended		
Staff costs	31,140	28,517
Activity costs	13,449	13,390
Property expenses	8,100	6,461
Administration expenses	21,753	18,930
Professional expenses	1,881	1,908
Depreciation	688	821
Minibus hire	5,990	5,510
	<u>£83,001</u>	<u>£75,537</u>
5. Tangible Fixed Assets		
	Furniture and equipment £	Computer equipment £
Cost		Totals £
At 1 st April 2015	13,167	5,707
Additions		288
	<u>13,167</u>	<u>5,995</u>
and 31 st March 2016		19,162
Depreciation		
At 1 st April 2015	10,975	5,435
Charge for the year	548	140
	<u>11,523</u>	<u>5,575</u>
At 31 st March 2016		17,098
Net Book Value		
At 31 st March 2016	<u>1,644</u>	<u>420</u>
At 31 st March 2015	<u>2,192</u>	<u>272</u>

BD4 Community Trust Limited
Notes to the Accounts
for the year ended 31st March 2016

6. Creditor: Amounts falling due within one year	2016	2015
Accruals	£640	£640
	-----	-----
	£640	£640
	=====	=====

7. Funds	Unrestricted	Restricted	Total
Tangible Assets	2,064	-	2,064
Current Assets	26,168	11,998	38,166
Current Liabilities	(640)	-	(640)
	-----	-----	-----
	27,592	11,998	39,590
	=====	=====	=====

8. Related Party Disclosures

L.J Normington received £0 (2015: £60) for the provision of services during the year.

9. Donations and legacies

Bradford City Challenge	£3,000
Sovereign	£1,250
Scurrah Wainwright	£2,500
The Brelms Trust	£3,000
CBMDC	£17,349
OBT	£8,277
The Allen Lane Foundation	£2,500
Awards for All	£9,377
Souter Charitable Trust	£4,000
Near Neighbors	£3,900
Charles and Elsie Sykes	£5,000
Albert Hunt Trust	£1,000
Trusthouse Charitable Foundation	£18,497
The Sobell Foundation	£5,000

Total	£84,650
Donations and legacies	<u>£84,650</u>

BD4 Community Trust Limited**Trading and Profit and Loss Account
for the year ended 31st March 2016**

	2016		2015	
	£	£	£	£
Turnover				
Grants received	84,650		49,849	
BD4 Family activities	10,404		10,828	
Donations received			5,309	
Gems activities	2,299		3,641	
Fundraising			1,693	
Outworks	6,000		7,000	
		103,353		78,320
Cost of sales				
Gems – food	2,940		2,755	
BD4 Family – food	928		869	
		3,868		3,624
Gross Profit		99,485		74,696
Expenditure				
Venue hire	8,067		6,432	
Administration and office contribution	16,929		15,720	
Insurance	270		343	
Directors' salaries	11,592		11,360	
Directors' pension contributions	572		640	
Staff costs	17,459		15,980	
Pensions	1,517		537	
Printing and stationery	336		638	
Travel & accommodation	541		128	
Motor expenses	5,990		5,510	
Internet expenses	241		824	
Repairs & renewals	3,045		561	
Subscriptions & journals	135		159	
Cleaning	33		29	
Gems activity expenses	1,311		1,978	
BD4 Family activity expenses	8,270		7,768	
Sundry expenses	256		577	
Accountancy	640		640	
Funding consultancy	1,881		1,908	
Depreciation				
Furniture and equipment	548		731	
Computer equipment	140		90	
		79,773		72,553
Net Incoming/ (Outgoing) Resources		19,712		2,143