

BD4 Community Trust Limited

Charity number 1152702

A company limited by guarantee number 6753751

Annual Report and Financial Statements for the year ended 31 March 2018



BD4 Community Trust Limited

Annual Report and Financial Statements for the year ended 31 March 2018

Contents	Page
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 14

Prepared by West Yorkshire Community Accounting Service

BD4 Community Trust Limited

Trustees' report for the year ended 31 March 2018

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
Lisa Normington		
Lorna Brickman		
Jan DeVilliers		Resigned July 2017
Joanne Medd		
Donald Smith		
Lynne Walker		Resigned September 2017
Timothy Thomas		Appointed September 2017
Fiona Saville		

Company secretary Lisa Normington

Charity number 1152702 Registered in England and Wales

Company number 6753751 Registered in England and Wales

Registered and principal address	Bankers
Neville Road	HSBC Bank plc
Bradford	47 Market Street
BD4 8TU	Bradford
	BD1 1LW

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 19 November 2008 and registered as a charity 3 July 2013. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

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.

BD4 Community Trust Limited

Trustees' report (continued) for the year ended 31 March 2018

Objectives and activities

The charity's objects

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.

The charity's 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.

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 and in particular the advancement of education.

Achievements and performance

Over the past year we have seen both BD4 Family and Gems develop new services alongside existing ones. Our new Intergenerational Games group is a collaboration between the two projects that is for children up to 4 years and adults over 60 to stay active, learn new skills, and bridge the generation gap. A great way to make new friends and play games from all generations.

Through a grant from The Lloyds Foundation we have delivered a Community Consultation and Development Plan both of which will inform our decision making into the next year. We are also working towards achieving the PQASSO Quality Mark.

BD4 Family offers: Family Links Nurturing Programme, Welcome to the World and HENRY all nationally recognised parenting programmes. First Friends, Breastfeeding Support and friendship group for families with children under 1 year. Time for Me! Families with children under 2 years meet for breakfast and a chat. Children are provided with a crèche and adults are supported to take part in various activities. 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. Culture Comforts for families in East Bowling to make friends from other cultures in a friendly and welcoming environment. Tots unlimited is a nursery preparation group where stimulating and engaging environments are provided for children to learn through play and exploration. Children also benefit from going on visits to museums and other places in the community to further their learning and understanding of the world. Parent and Toddler groups run twice a week.

BD4 Community Trust Limited

Trustees' report (continued) for the year ended 31 March 2018

Achievements and performance continued

BD4 Family has 197 families registered with the project.

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. We offer older people a range of services including a weekly bus run to the local supermarket, reminiscing group, age-appropriate fitness classes, indoor bowls, a nutritious lunch, beauty treatments, periodical skills tuition such as computer classes and day trips. We provide a door-to-door bus service enabling those with mobility issues to access the lunch and other services on offer. During the year we have seen 50-60 older people using the project per week, the majority being between 70 and 90+ years of age. Through our work we provide close support to older people which helps them to remain in control of their own lives and independent for as long possible. We aim to reduce isolation for older members of our community by creating a social, caring context and opportunities for people to re-connect with their community.

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

We have identified that as we see the work of BD4 CT expand that it would benefit from the oversight of a BD4 CT Manager. With this in mind we will be seeking to recruit someone to fulfil this role during the next year.

In 2016 we partnered with Bradford Academy to form Our BD4 CIC. The company was formed with the support of the local authority to enable the provision of independent yet supported childcare at nurseries within BD4. Both organisations wanted to work together to create a unique company that could serve local children and families through making use of our experienced personnel and skills from both the community and educational sector. In April 2017, Our BD4 opened its first nursery – The Life Nursery. The first year has gone well and we have seen numbers increasing throughout the year. The nursery has worked in partnership with BD4 Family to deliver parenting courses and outreach into the community. Another partnership that has made a significant progress is with Ash (Yorkshire) CIC. This year they secured an asset transfer from the council of Gardiners Lodge in Bowling Park, together with funding of £400,000 from multiple sources, to develop a community café and classroom which is due to open in August 2018.

Financial review

The net income for the year was £16,924, including net income of £4,973 on unrestricted funds and net income of £11,951 on restricted funds.

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 of between 3 and 6 months of running costs are retained.

The charity's free reserves, excluding fixed assets, at the year end were £11,722.

This sum falls short of the policy and the trustees are currently engaged in increasing the level of earned income in the current year.

BD4 Community Trust Limited

Trustees' report (continued) for the year ended 31 March 2018

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..... (Trustee)

Name.....

Date.....

BD4 Community Trust Limited

Independent examiner's report to the trustees of BD4 Community Trust Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018, 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

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: Name: Simon Bostrom

Relevant professional qualification or body: FCIE

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

BD4 Community Trust Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2018

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Income from:					
Grants and donations	(2)	16,365	71,467	87,832	37,947
Fees and charges		21,383	-	21,383	14,861
Total income		37,748	71,467	109,215	52,808
Expenditure on:					
Salaries NICs and pensions	(3)	17,265	21,357	38,622	32,932
Rent		1,005	7,475	8,480	7,455
Repairs and renewals		-	-	-	862
Office and administrative costs		1,427	5,236	6,663	6,363
Telephone		-	-	-	52
Insurance		-	520	520	297
Resources and office supplies		73	87	160	262
Activities and trips		3,927	4,303	8,230	9,413
Printing and reproduction		-	53	53	156
Business development		5,747	9,730	15,477	10,850
Travel and motor costs		55	6,853	6,908	8,604
Accountancy		-	600	600	600
Volunteer Costs		139	673	812	542
Food		2,614	1,585	4,199	3,713
Training courses		-	1,044	1,044	-
Bank charges		136	-	136	-
Depreciation		387	-	387	516
Total expenditure		32,775	59,516	92,291	82,617
Net income / (expenditure)		4,973	11,951	16,924	(29,809)
Fund balances brought forward		7,910	1,871	9,781	39,590
Fund balances carried forward	(4)	12,883	13,822	26,705	9,781

All incoming resources and resources expended derive from continuing activities.

BD4 Community Trust Limited

Balance sheet

as at 31 March 2018

	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Fixed assets				
Tangible assets (5)	1,161	-	1,161	1,548
Total fixed assets	<u>1,161</u>	<u>-</u>	<u>1,161</u>	<u>1,548</u>
Current assets				
Cash at bank and in hand	12,322	13,822	26,144	8,833
Total current assets	<u>12,322</u>	<u>13,822</u>	<u>26,144</u>	<u>8,833</u>
Current liabilities: amounts falling due within one year				
Creditors and accruals (6)	600	-	600	600
Total current liabilities	<u>600</u>	<u>-</u>	<u>600</u>	<u>600</u>
Net current assets / (liabilities)	<u>11,722</u>	<u>13,822</u>	<u>25,544</u>	<u>8,233</u>
Net assets	<u>12,883</u>	<u>13,822</u>	<u>26,705</u>	<u>9,781</u>
Funds				
Unrestricted funds	12,883	-	12,883	7,910
Restricted funds	-	13,822	13,822	1,871
Total funds	<u>12,883</u>	<u>13,822</u>	<u>26,705</u>	<u>9,781</u>

For the year ending 31 March 2018 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 2015).

The financial statements were approved by the board of trustees on

Date:

Signed:

(Trustee)

Name

BD4 Community Trust Limited

Notes to the accounts

for the year ended 31 March 2018

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 2015). 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 £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 over their expected useful economic lives as follows:

Computer equipment: 25% reducing balance

Fixtures and fittings: 25% reducing balance

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.

BD4 Community Trust Limited

Notes to the accounts

for the year ended 31 March 2018

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.

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.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

BD4 Community Trust Limited

Notes to the accounts continued

for the year ended 31 March 2018

2 Grants and donations	2018	2018	2018	2017
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
City of Bradford Met. District Council (CBMDC)	-	17,322	17,322	17,349
Bradford City Challenge	-	5,000	5,000	2,250
Garfield Weston	-	-	-	5,000
Trusthouse Charitable Trust	-	18,497	18,497	9,249
BBC Children in Need	-	9,607	9,607	-
Provident Social Fund	5,634	-	5,634	-
Awards for All	-	9,990	9,990	-
Barchester	1,000	-	1,000	-
Sovereign Healthcare	2,500	-	2,500	-
The Foyle Foundation	5,500	-	5,500	-
Lloyds Foundation	-	10,265	10,265	-
Other donations	1,731	786	2,517	4,099
	<u>16,365</u>	<u>71,467</u>	<u>87,832</u>	<u>37,947</u>

3 Staff costs and numbers	2018	2017
	£	£
Gross salaries	37,171	31,554
Social security costs	-	-
Pensions	1,451	1,378
	<u>38,622</u>	<u>32,932</u>

The average number employees during the year was 5, being an average of 2 full time equivalent (2017: 5, 2 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2018	2017
	£	£
Costs of the scheme to the charity for the year	1,451	1,378

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Garfield Weston	1,871	-	1,871	-	-
BBC CIN	-	9,607	9,607	-	-
Trusthouse	-	18,497	17,248	-	1,249
BfD City Challenge (Family)	-	2,500	2,500	-	-
CBMDC	-	17,322	17,322	-	-
Lloyds Foundation	-	10,265	6,154	-	4,111
BfD City Challenge (Gems)	-	2,500	1,945	-	555
Awards for All	-	9,990	2,812	-	7,178
Other grants and donations	-	786	57	-	729
	<u>1,871</u>	<u>71,467</u>	<u>59,516</u>	<u>-</u>	<u>13,822</u>

BD4 Community Trust Limited

Notes to the accounts continued

for the year ended 31 March 2018

4 Restricted funds continued

Fund name	Purpose of restriction
Garfield Weston	Towards the charities core activities
BBC CIN	Towards Tots Unlimited
Trusthouse	Towards working with young families
BfD City Challenge (Family)	Towards the Tots Unlimited activities
CBMDC	Towards services for older people
Lloyds Foundation	Towards organisational development
BfD City Challenge (Gems)	Towards activities and trips
Awards for All	For costs relating to Intergenerational Games
Other grants and donations	Towards core costs

5 Tangible assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2017	5,995	13,167	19,162
Additions / (disposals)	-	-	-
At 31 March 2018	5,995	13,167	19,162
Depreciation			
At 1 April 2017	5,680	11,934	17,614
Charge for year	79	308	387
At 31 March 2018	5,759	12,242	18,001
Net book value			
At 31 March 2018	236	925	1,161
At 31 March 2017	315	1,233	1,548

6 Creditors and accruals

	2018 £	2017 £
Creditors	-	-
Accruals	600	600
	600	600

BD4 Community Trust Limited

Notes to the accounts continued

for the year ended 31 March 2018

7 Trustee expenses

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

8 Related party transactions

Other transactions with trustees or related parties			2018	2017
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Jan DeVilliers	Trustee	Provision of business development through Futurekraft company which Jan controls	2,155	10,850
			<u>2,155</u>	<u>10,850</u>

Jan DeVilliers stood down from the trustee board in July 2017 and the value of the transactions disclosed relate only to the period April 2017 to July 2017.

There were no other related party transactions during this year or the previous year.

BD4 Community Trust Limited

Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 March 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
Income						
Grants and donations	16,365	4,099	71,467	33,848	87,832	37,947
Fees and charges	21,383	13,061	-	1,800	21,383	14,861
Total income	37,748	17,160	71,467	35,648	109,215	52,808
Expenditure						
Salaries NICs and pensions	17,265	11,226	21,357	21,706	38,622	32,932
Rent	1,005	2,541	7,475	4,914	8,480	7,455
Repairs and renewals	-	293	-	569	-	862
Office and administrative costs	1,427	2,169	5,236	4,194	6,663	6,363
Telephone	-	18	-	34	-	52
Insurance	-	101	520	196	520	297
Resources and office supplies	73	89	87	173	160	262
Activities and trips	3,927	3,208	4,303	6,205	8,230	9,413
Printing and reproduction	-	53	53	103	53	156
Business development	5,747	3,698	9,730	7,152	15,477	10,850
Travel and motor costs	55	2,933	6,853	5,671	6,908	8,604
Accountancy	-	205	600	395	600	600
Volunteer Costs	139	185	673	357	812	542
Food	2,614	1,266	1,585	2,447	4,199	3,713
Training courses	-	-	1,044	-	1,044	-
Bank charges	136	-	-	-	136	-
Depreciation	387	516	-	-	387	516
Total expenditure	32,775	28,501	59,516	54,116	92,291	82,617
Net income / (expenditure)	4,973	(11,341)	11,951	(18,468)	16,924	(29,809)
Fund balances brought forward	7,910	19,251	1,871	20,339	9,781	39,590
Fund balances carried forward	12,883	7,910	13,822	1,871	26,705	9,781