Charity number 1137347

A company limited by guarantee number 07114974

Annual Report and Financial Statements for the year ended 31 March 2019



West Yorkshire Community Accounting Service

Annual Report and Financial Statements for the year ended 31 March 2019

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Prepared by West Yorkshire Community Accounting Service

Trustees' report for the year ended 31 March 2019

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
---------------	-------

Jan de Villiers Chair Resigned April 2018

Tracey McNamara Chair

Joyce Godward Secretary Resigned September 2018

Margaret Dennison Treasurer

Franck Berthebaud

Robert Clarkson Resigned September 2018

Tim Astin

Charity number 1137347 Registered in England and Wales

Company number 07114974 Registered in England and Wales

Registered and principal address Bankers

Bierley Community Centre HSBC Bank plc (The Life Centre) 64 Tong Street 102-104 Bierley House Avenue Dudley Hill Bradford BD4 6BU BD4 6BU

Independent examiner

Helen Galvin FCCA

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 3 January 2010. It is governed by a memorandum and articles of association (as amended by special resolution 28 May 2010 and 16 January 2018). The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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.

Trustees' report (continued) for the year ended 31 March 2019

Objectives and activities

The charity's objects

To benefit the residents of Bierley and the surrounding area and other estates across the Yorkshire region regardless of the sex, sexual orientation, race or political, religious or other beliefs of such persons by bringing together the said residents with local authorities, voluntary and other organisations in a common effort to advance the inclusion of such residents in the community by facilitating, education, training, and other similar facilities to develop social welfare through recreation, leisure time, giving an occupation with the overriding objective of improving the conditions of life for such residents.

In furtherance of these objectives but not otherwise the trustees shall have power to secure the establishment of a community centre and to maintain, 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 objectives.

The charity's main activities

Bierley Community Association Limited runs The Life Centre, a community centre in the heart of Bierley housing estate in the BD4 area of Bradford. We have been in the community for many years though have gone through various changes over the last couple of years to ensure we are providing a good quality and accessible service that meets the needs of our neighbourhood.

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.

Achievements and performance

Our vision is "working in partnership to bring the community together – creating hope, realising potential and changing lives." We hope that through accessing our services members of the community will improve their health and wellbeing, build lasting relationships and feel part of their community.

The Life Centre offers a wide range of activities and services each week through our own OPAL and BASE programmes, as well as working alongside experienced external agencies.

For our older community we have our well-established OPAL Project, aimed at increasing social inclusion amongst older people and improving health and wellbeing. Our weekly programme includes, Gentle Exercise, Movie Club, Coffee Club, Prize Bingo, 'Huff Chuff and Makes Stuff' Craft group, a Supermarket Bus Run Reminiscing groups, Friday Lunch, Friday Friends activity, Shopping Trips, Wellbeing Wednesday activities, Day Trips, Home visits, and access to Computer Facilities with guidance if needed.

For young people aged 5 -21yrs, our BASE Project provides over 20 hours of activity over 6 days each week. Our timetable includes: Sports & Fitness, Games, Arts & Crafts, Cooking, Dance, a Young Leaders' volunteer programme, Youth Café and IT access. We also provide holiday activities including trips out and summer clubs. The project is dedicated to providing a warm, safe environment and a listening ear to all who need it.

This year we have also focussed on providing activities for families. This includes launching a parent and toddler group, hosted at Bierley Bethal church, increasing our Life Café to run on Mondays and Tuesday's and offering a an intergenerational activity group following Monday lunch. We are keen to continue to grow this area of our work in the coming year.

The Life Café opens every Monday and Tuesday where, for a small donation, families enjoy a 2-course meal with refreshments. They are also able access our pay as you feel Mini Mart where food can be purchased for a small donation. Food for the café and minimart is provided by a subscription to 'FareShare', a national charity fighting hunger and food waste. In addition, we are now also able to our community a range of discounted food items through a relationship with our local Greggs and Asda stores.

Our offices, meeting rooms and large hall are available to hire for local organisations or group bookings for events. We are proud to be able to accommodate organisations like the NHS, Council surgeries and other health and welfare organisations including a weekly free welfare advice clinic provided by CHAS.

Trustees' report (continued) for the year ended 31 March 2019

Achievements and performance (continued)

Our total footfall figure for the last 12 months was 30,700. This means our footfall was an average of 2,500 each month. We continue to find people accessing services more regularly and have over 250 individuals registered to our provision.

Our beneficiary impact evaluations in March 2019 found that thanks to our work:

- 95% of our beneficiaries feel that they are involved in activities run at The Life Centre and that attending has helped them to feel more part of the community.
- 91% told us that attending The Life Centre has helped them to feel less lonely
- 86% feel that, at The Life Centre, they have a say in what activities they are able to participate in.
- 77% told us that as a result of attending The Life Centre, they feel their voice is heard in the community.

Financial review

The net expenditure for the year was £19,285, including net expenditure of £2,018 on unrestricted funds and net expenditure of £17,267 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £21,623.

The trustees aim to maintain sufficient reserve funds to cover 3 months salaries of our Centre Manager, Opal Manager, Youth Worker, Administrator and Support worker, which equals £24,235.

We will work to increase income from room hire and anticipate a reduction in rent and rates from Bradford council upon completion of the impending asset transfer. This will enable us to continue to build up our reserves by transferring funds from available unrestricted income.

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(Tr	ustee)
Name	
Date	

Independent examiner's report to the trustees of Bierley Community Association Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2019, which are set out on pages 6 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:	Helen Galvin		
Relevant professional qualification or body: FC	CA			
Date:				
West Yorkshire Community Accounting Service				

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bierley Community Association Limited Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 March 2019

	Notes	S			
		2019	2019	2019	2018
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	5,436	120,120	125,556	113,378
Room hire	()	38,984	-	38,984	34,025
Activities		9,771	_	9,771	10,413
Other income		1,200	_	1,200	3,498
Total income		55,391	120,120	175,511	161,314
Total income		33,391	120,120	173,311	101,314
Expenditure on:					
Staff costs	(3)	3,057	94,739	97,796	63,434
Sessional workers	(0)	-	5,045	5,045	19,629
Recruitment expenses		_	-	-	672
Training		621	- 881	1,502	107
Events and activities		723	10,812	11,535	10,217
		1,440	4,612	6,052	3,700
Furniture, equipment and materials					
Telephone and internet		-	1,084	1,084	1,041
Rent and rates		4,446	8,901	13,347	5,842
Utilities		4,244	2,435	6,679	6,885
Building maintenance, refurbishment and sec	urity	5,457	37	5,494	7,412
Insurance		652	-	652	617
Independent examination		816	-	816	737
Licences, memberships and subscriptions		-	79	79	1,717
Professional fees and contracted services		20,830	3,600	24,430	28,898
IT repairs		1,185	2,178	3,363	788
Bank and credit card charges		-	-	-	68
Sundries		803	1,215	2,018	1,356
Cleaning and waste disposal		967	888	1,855	924
Postage and printing		8	26	34	129
Travel expenses		20	2	22	1,348
Vehicle expenses		3,358	853	4,211	2,533
Administration		2,743	-	2,743	2,987
Depreciation		6,039	-	6,039	4,690
Total expenditure		57,409	137,387	194,796	165,731
Net (expenditure)		(2,018)	(17,267)	(19,285)	(4,417)
Fund balances brought forward		32,377	36,710	69,087	73,504
Fund balances carried forward	(4)	30,359	19,443	49,802	69,087
	(-)	20,000	.5,5	.5,552	

All incoming resources and resources expended derive from continuing activities.

Balance sheet

as at 31 March 2019	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 8,736		8,736	9,381
Total fixed assets	8,736		8,736	9,381
Current assets				
Debtors and prepayments	(6) 339	12,215	12,554	332
Cash at bank and in hand	(7) 22,335	27,228	49,563	60,561
Total current assets	22,674	39,443	62,117	60,893
Current liabilities: amounts falling due within one year				
Deferred income	-	20,000	20,000	-
	(8) 1,051	<u> </u>	1,051	1,187
Total current liabilities	1,051	20,000	21,051	1,187
Net current assets	21,623	19,443	41,066	59,706
Total assets less current liabilities	30,359	19,443	49,802	69,087
Net assets	30,359	19,443	49,802	69,087
Funds				
Unrestricted funds	30,359	-	30,359	32,377
Restricted funds		19,443	19,443	36,710
Total funds	30,359	19,443	49,802	69,087

For the year ending 31 March 2019 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)
Nove	

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.

As a consequence, 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.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

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 £750 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 on a straight line basis over their expected useful economic lives as follows:

Motor vehicles: over 4 years

Computer equipment: over 4 years

1 Accounting policies continued

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.

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.

2 Grants and donations	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford MDC (CBMDC)	-	15,000	15,000	16,711
Bradford City Challenge Foundation Ltd	-	5,000	5,000	750
Charles & Elsie Sykes	-	-	-	5,000
Children in Need	-	25,469	25,469	10,044
Comic Relief	-	9,951	9,951	19,833
Coop Foundation	-	-	-	2,624
Gannett Foundation	-	5,530	5,530	-
Garfield Weston	-	10,000	10,000	-
In Communities	-	5,836	5,836	-
Leeds Building Society	-	920	920	-
National Lottery Awards For All	-	10,000	10,000	-
People's Health Trust	-	-	-	5,770
Provident Social Impact Fund	-	-	-	5,260
Sir George Martin	-	-	-	2,000
Sobell Foundation	-	5,000	5,000	5,000
Social Investment Business	-	-	-	-
Sovereign Healthcare	-	-	-	-
The Brelms Trust	-	2,500	2,500	2,500
The Henry Smith Charity	-	24,915	24,915	27,900
The Scurrah Wainwright Charity	-	-	-	5,000
Tesco Bags of Help	-	-	-	2,000
Other small grants and donations	5,436		5,436	2,986
	5,436	120,120	125,556	113,378
3 Staff costs and numbers			2019	2018
			£	£
Gross salaries			89,415	59,663
Social security costs			6,633	3,873
Pensions			4,749	2,898
Employment allowance			(3,000)	(3,000)
			97,796	63,434

The average number employees during the year was 5.3, being an average of 4 full time equivalent (2018: 4.2, 2.9 FTE).

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

Defined contribution pension scheme	2019	2018
	£	£
Costs of the scheme to the charity for the year	4,749	2,898
Amount of any contributions outstanding at the year end	235	443
Amount of any contributions prepaid at the year end	-	_

Fund name

Leeds Building Society

Sobell Foundation

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Children in Need	5,786	25,469	26,738	4,517
Comic Relief	4,953	9,951	14,904	-
Community Games Yorkshire	90	-	90	-
The Henry Smith Charity	7,019	24,915	31,934	-
Provident Social Impact Fund	5,260	-	5,260	-
The Brelms Trust	2,462	2,500	2,492	2,470
The Scurrah Wainwright Charity	3,516	-	3,516	-
Charles & Elsie Sykes	5,000	-	5,000	-
Co Op Community Fund	2,624	-	2,624	-
National Lottery Awards For All	-	10,000	6,971	3,029
Bradford City Challenge Foundation Ltd (1)	-	3,200	3,200	-
Bradford City Challenge Foundation Ltd (2)		1,800	1,800	-
CBMDC (1)	-	10,000	10,000	-
CBMDC (2)		5,000	4,957	43
Gannett Foundation	-	5,530	3,526	2,004
Garfield Weston	-	10,000	10,000	-
In Communities	-	5,836	442	5,394
Leeds Building Society	-	920	-	920
Sobell Foundation		5,000	3,934	1,066
	36,710	120,120	137,387	19,443

Purpose of restriction

Children in Need	Towards the costs of a sessional Youth Worker and other related project costs.
Comic Relief	Towards support worker and administrator costs and development consultancy.
Community Games Yorkshire	To provide activities in the community for people of all ages to enable families and communities to be more active.
The Henry Smith Charity	Towards salary costs for Centre Manager and related core costs.
Provident Social Impact Fund	Towards the salary costs of the Seniors Inclusion Worker and boiler repair.
The Brelms Trust	Towards the salary costs of the Seniors Inclusion Worker.
The Scurrah Wainwright	Towards the salary costs of the Seniors Inclusion Worker.
Charity	
Charles & Elsie Sykes	Towards core costs.
Co Op Community Fund	Towards older people's work core costs.
National Lottery Awards For All	Towards core costs.
Bradford City Challenge Foundation Ltd (1)	Towards base project activity costs.
Bradford City Challenge Foundation Ltd (2)	Towards opal project activity costs.
CBMDC (1)	Towards core costs.
CBMDC (2)	Towards the costs of a sessional Youth Worker and other related project costs.
Gannett Foundation	Towards the Life Garden project.
Garfield Weston	Towards core costs.
In Communities	Towards core costs.

Towards older people's work core costs.

Towards equipment and resources for the opal sewing project

5 Tangible assets	Computer Equipment	Motor vehicles	Tatal
Cost	£	£	Total £
At 1 April 2018	-	18,761	18,761
Additions	5,394	-	5,394
Disposals	<u> </u>		
At 31 March 2019	5,394	18,761	24,155
<u>Depreciation</u>			
At 1 April 2018	-	9,380	9,380
Charge for year	1,349	4,690	6,039
At 31 March 2019	1,349	14,070	15,419
Net book value			
At 31 March 2019	4,045	4,691	8,736
At 31 March 2018		9,381	9,381
•			·
6 Debtors and prepayments		2019	2018
5.47		£	£
Debtors		12,215	-
Prepayments		339	332
		12,554	332
7 Cash at bank and in hand		2019	2018
		£	£
HSBC current account		24,534	52,568
HSBC deposit account		25,029	8,003
Cash in hand			(10)
		49,563	60,561
8 Creditors and accruals		2019	2018
		£	£
Creditors		235	443
Accruals		816	744
		1,051	1,187

9 Trustee expenses

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

10 Trustee remuneration and benefits	2019	2018	
		£	£
Name of trustee	Legal authority		
Margaret Dennison	Governing document	30	40
Delivery of a craft session			

11 Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £42,986 (2018: £35,430).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Bierley Community Association Limited Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2019

	2019	2018	2019	2018	2019	2018
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	5,436	2,986	120,120	110,392	125,556	113,378
Room hire	38,984	34,025	-	-	38,984	34,025
Activities	9,771	10,413	-	-	9,771	10,413
Other income	1,200	3,498			1,200	3,498
Total income	55,391	50,922	120,120	110,392	175,511	161,314
Expenditure						
Staff costs	3,057	12,457	94,739	50,977	97,796	63,434
Sessional workers	-	627	5,045	19,002	5,045	19,629
Recruitment expenses	-	-	-	672	-	672
Training	621	30	881	77	1,502	107
Events and activities	723	1,094	10,812	9,123	11,535	10,217
Furniture, equipment and materials	1,440	549	4,612	3,151	6,052	3,700
Telephone and internet	-	440	1,084	601	1,084	1,041
Rent and rates	4,446	423	8,901	5,419	13,347	5,842
Utilities	4,244	2,851	2,435	4,034	6,679	6,885
Building maint, refurb and security	5,457	3,589	37	3,823	5,494	7,412
Insurance	652	60	-	557	652	617
Independent examination	816	737	-	-	816	737
Licences, memberships and subs	-	62	79	1,655	79	1,717
Fees and contracted services	20,830	14,317	3,600	14,581	24,430	28,898
IT repairs	1,185	788	2,178	-	3,363	788
Bank and credit card charges	-	68	_	-	_	68
Sundries	803	902	1,215	454	2,018	1,356
Cleaning and waste disposal	967	775	888	149	1,855	924
Postage and printing	8	129	26	-	34	129
Travel expenses	20	30	2	1,318	22	1,348
Vehicle expenses	3,358	1,032	853	1,501	4,211	2,533
Administration	2,743	1,266	-	1,721	2,743	2,987
Depreciation	6,039	4,690			6,039	4,690
Total expenditure	57,409	46,916	137,387	118,815	194,796	165,731
Net (expenditure) / income	(2,018)	4,006	(17,267)	(8,423)	(19,285)	(4,417)
Fund balances brought forward	32,377	28,371	36,710	45,133	69,087	73,504
Fund balances carried forward	30,359	32,377	19,443	36,710	49,802	69,087