

The Bartlett Foundation
(a company limited by guarantee)

Trustees' report and financial statements

Company registered number 3108996

Charity registered number 1050151

30 November 2021

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Trustees' report

The Trustees present their report and financial statements for the year ended 30th November 2021 in compliance with statutory requirements, the requirements of the charity's governing documents and the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2005.

Reference and Administrative Information

Charity Name:	The Bartlett Foundation
Charity registration number:	1050151
Company registration number:	3108996
Registered office and Operational address:	Broadway Hall, Horsforth Leeds LS18 4RS

Trustees (who act as directors for the purposes of company law):

C L Marks Senior Trustee
F M Bartlett (resigned 31 August 2021)
E L Bartlett
R F Bartlett
A M Bartlett

Secretary:
J H Ransome

Bankers:
HSBC plc, 33 Park Row, Leeds LS1 1LD

Structure, Governance and Management

Governing Document. The organisation is a charitable company limited by guarantee, incorporated on 2nd October 1995 and registered as a charity on 25th October 1995. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees. The trustees who act as directors for the purposes of company law are detailed above. Trustees can be appointed with the agreement of the current trustees. Mr A M Bartlett and Mr R F Bartlett are trustees and also directors of Bartlett Group Limited. Trustees' liability insurance was in force throughout the year.

Trustees' report (continued)

Risk management. The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Foundation and are satisfied that systems are in place to mitigate exposure to major risks.

Organisational structure. The trustees meet annually or more frequently as required. At their meeting the trustees will receive a financial report, update the risk assessment document as necessary and consider applications made for new or additional grants.

Objectives and Activities

The objects of the charitable company are:

- to promote the welfare and education of vulnerable young people, especially those living in the Yorkshire Region and Africa; and
- such exclusively charitable objectives as the trustees may from time to time in their absolute discretion determine.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives of the Charity.

Achievements and Performance

The Foundation's grants programme is directed primarily toward the advancement of young people and their education and towards other charities with similar objectives. The Foundation ensures the grants awarded contribute to the delivery of its objectives and priorities by the application of a review and assessment process designed for this purpose.

All the applications are reviewed to ensure eligibility of the applicant organisation and of the activity. Applications which fit the eligibility criteria are taken into assessment for analysis of the applications and all relevant supporting documents.

All applications are reported to the trustees, who consider all the risk factors involved in deciding which applications to support. Donations of more than £1,000 are decided by the trustees at their yearly meeting. All donations are reported to all trustees.

A list of the grants over £1,000 paid during the year are shown on page 10 of the accounts.

Financial Performance

Principal funding sources. The principal source of funds available to the charity is the capital and income resulting from donations made by Bartlett Group Limited. There are no restrictions on the use of these funds.

Investment policy. Funds retained to meet future commitments are held on money market deposit or as equity investments. Rathbone Investment Management manages the latter on the trustees' behalf.

Trustees' report (continued)

Reserves Policy. It is the trustees' policy to maintain a level of reserves sufficient to meet requests made to the charitable company in addition to the ongoing payment of commitments already made. At the year end free reserves amounted to £340,618, allowing the trustees to make additional commitments where considered appropriate.

Plans for Future Periods

- Following a recent review of its giving strategy the Foundation will move towards a grant programme which is based on the following principles. Funding will continue to focus on the education and welfare of young people. Funding will continue to have a geographical focus on West Yorkshire and East Africa, with grants aiming to achieve a 60/40 split. Grants will be awarded to UK registered charities only. Grants will continue to be a combination of pro-active and application-based awards, with a long-term focus on pro-active funding. Grants will be awarded on a multi- year basis, to ensure sustainability of projects. Unrestricted funding will be available. Funded organisations will be required to submit written reports to ensure grants are effectively monitored and reviewed.

To meet these objectives, the trustees will raise funds and invite and receive contributions and gifts. Surplus funds, whilst available, will be invested in line with the investment policy described earlier in this report.

Approved by the Trustees and signed on its behalf by:



CL Marks
Trustee

Broadway Hall
Horsforth
Leeds
LS18 4RS

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BARTLETT FOUNDATION

I report on the accounts of the Bartlett Foundation for the year ended 30 November 2021 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 terms or disclosures in the accounts, and seeking explanations from the 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 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alan Williamson ACMA

6 Undercliffe Rise
Ben Rhydding
LS29 8RF

Statement of Financial Activities
for the year ended 30 November 2021

	Note	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Incoming resources			
Incoming resources from generated funds			
<i>Investment income:</i>			
Donations		250,000	175,250
Total incoming resources		<u>250,000</u>	<u>175,250</u>
Resources expended			
Charitable activities	5	106,064	163,201
Governance costs	5	7	19
Total resources expended		<u>106,071</u>	<u>163,220</u>
Net incoming resources before other recognised gains and losses		143,929	12,030
Other recognised gains and losses			
Realised losses	8	-	-
Net movement in funds		143,929	12,130
Reconciliation of funds			
Total funds brought forward		<u>196,689</u>	<u>184,659</u>
Total funds carried forward	9	<u><u>340,618</u></u>	<u><u>196,689</u></u>

The charitable company has no recognised gains or losses other than the net movement in funds for the year.

The above all relate to continuing activities.

All funds are unrestricted funds.

Balance sheet
at 30 November 2021

	<i>Note</i>	2021 £	2020 £
Current assets			
Cash at bank and in hand	6	90,618	196,689
Accrued income	9	250,000	-
		<hr/>	<hr/>
		340,618	196,689
 Creditors - amount falling due within one year			
Net current assets		-	-
		<hr/>	<hr/>
		340,618	196,689
 Unrestricted funds			
General funds	10	340,618	196,689
		<hr/>	<hr/>
		340,618	196,689
		<hr/>	<hr/>

The notes on pages 9 to 11 form part of these financial statements.

For the year ending 30 November 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts of The Bartlett Foundation, registered number 3108996, have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the trustees on 12/9/2022 and were signed on its behalf by:

Claire Mann

CL Marks
Trustee

Notes

(forming part of the financial statements)

1 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

Basis of preparation

The financial statements are prepared under the historical cost accounting convention, with the exception that investments are carried at market value, in accordance with applicable accounting standards and comply with the requirements of the Companies Act 2006 so far as applicable to the Company. The Statement of Recommended Practice "Accounting and Reporting by Charities" 2005, applicable UK Accounting Standards and the Charities Act 2011 have also been complied with.

Donations

Donations and other forms of voluntary income or benefit to the charity are credited to the Statement of Financial activities when legal entitlement for any monies or assets passes to the company.

Interest

Interest income is recognised on an accruals basis.

Grants in furtherance of the charity's objectives

Payments to charities are accounted for when the company has communicated legal entitlement to the relevant beneficiary.

Unrestricted funds

The use of these funds has not been restricted to a particular purpose by any donor or their representatives.

Governance costs

For the period under review all costs are borne by Bartlett and Company Limited with the exception of investment management fees and certain bank charges. No attempt is made to put a monetary value on volunteer provided activities.

Insurance for trustees and officers

Insurance for trustees and officers is maintained and paid for under a policy held by Bartlett and Company Limited.

2 Trustees

None of the trustees received any emoluments or expenses during the year in respect of their services to the charitable Company (2020: NIL).

3 Taxation

As a charity, The Bartlett Foundation is exempt from tax on income and gains falling within sections 466 to 493 of the Corporation Tax Act 2010. No tax charges have arisen in the Charity.

4 Employees and administration costs

There are no employees, the charitable company gratefully receives voluntary help from Bartlett & Company Limited employees. In addition to this the charity also gratefully receives other sundry administration costs from Bartlett and Company Limited.

Notes (continued)

5 Total Resources Expended

Support costs allocated to activities	Basis of allocation	Governance	Grants for Further Education and Charitable Causes	2021 Total £	2020 Total £
Grants	Usage	-	106,064	106,064	163,201
Legal & Professional	Usage	-	-	-	-
Bank charges	Transactions	7	-	7	19
		<u>7</u>	<u>106,064</u>	<u>106,071</u>	<u>163,220</u>

A list of all grants made is available from the charitable company's registered address on request.

During the year 2 grants (2020:2) were made to individuals and 7 grants (2020:32) to institutions.

The following grants (greater than £1,000) were payable in the year in furtherance of the Foundation's primary advancement of education objective:

	2021 £	2020 £
Aids Orphans of Myanmar	-	1,000
Bishop Nkoyoyo School, Uganda	11,042	5,543
CatZero	-	2,500
Cecilys Fund	-	5,500
Chora Chori	-	1,000
CoRSU	-	5,250
Douglas Bader Foundation	-	2,000
Evergreen Africa	-	1,000
Hebridean Pursuits Outdoor Learning	-	1,500
Harrogate Homeless	-	5,000
Justice Defenders	-	5,000
Kids Club Leeds	20,000	5,000
Leeds Children's Hospital	-	1,000
Leeds Community Foundation	20,000	25,000
Leeds Jewish Welfare	-	1,500
Open Arms Malawi	-	5,000
Pipal Tree	2,500	-
Project Trust	-	5,000
Rotary Club of St Francis SA	-	5,000
Rotary Events Management (GB & I) Ltd	-	6,500
Royal Philharmonic Orchestra	-	1,500
St George's Crypt	-	5,000
The Grammar School at Leeds	31,200	62,400
University of Leeds	20,000	2,000
Other	1,322	3008
	<u>106,064</u>	<u>163,201</u>

6 Cash

There are no restrictions on the cash balance, which is to be used to provide further grants for relevant beneficiaries.

7 Share capital

The Bartlett Foundation is a charitable company limited by guarantee and does not have share capital.

8 Investments

The Bartlett Foundation currently does not hold any investments.

9 Accrued income

This relates to a donation from Bartlett Group Limited that was received after the financial year end.

10 Reserves

Unrestricted funds	2021	2020
	£	£
At 1 December	196,689	184,659
Net Incomings for the year	143,929	12,030
	<hr/>	<hr/>
At 30 November	340,618	196,689
	<hr/>	<hr/>

11 Cash flow statement

No cash flow statement has been prepared as the charitable company is exempt under FRS 1 Cash Flow Statements as the charitable company is a small company under the Companies Act 2006.