

The Bartlett Foundation
(a company limited by guarantee)

Trustees' report and financial statements

Company registered number 03108996

Charity registered number 1050151

30 November 2024

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Trustees' report

The Trustees present their report and financial statements for the year ended 30th November 2024 in accordance with the Charities Act 2011, the charity's governing documents, and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP) applicable to charities preparing their accounts in accordance within Financial Reporting Standard 102 (FRS 102), effective 1 January 2019.

Reference and Administrative Information

Charity Name: The Bartlett Foundation

Charity registration number: 1050151

Company registration number: 03108996

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
E L Bartlett
R F Bartlett
A M Bartlett

Secretary:
J C Faulkner

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

Independent Examiner:
Nigel Wyatt FCA, Wyatt & Co Chartered Accountants, 125 Main Street, Garforth, Leeds, LS25 1AF

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 tri-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 Bartlett Foundation's commitment to improving the education and welfare of young people is driven by the core principles of maximizing impact, fostering meaningful relationships, and working as informed and effective funders.

Maximising Impact

In this period the foundation has awarded 12 grants to organisations working to support the welfare and education of young people. In addition it has provided 2 grants of match funding to fundraising efforts of the Bartlett Group.

The Foundation is committed to providing unrestricted, multi-year funding, reflecting our belief in the expertise of the organisations we support and our dedication to enabling their long-term planning and sustainability. As such, for this period, 87% of funding was awarded without restriction and 90% of funding was awarded on a multi-year basis. We were pleased to award a new three-year grant of £30,000 per annum to The Youth Association. We extended our support to PEAS (Promoting Equality in African Schools) through the establishment of a four-year secondary school bursary programme for five students living in rural Uganda.

We continue to support emergency humanitarian work with a £10,000 grant given to support the crisis in South Sudan. Using the Reframe platform, 100% of this funding went directly to Refugee Led Organisations working with refugees displaced through this conflict.

The Foundation continues to ensure the grants awarded contribute to the delivery of its aim by the application of a review and assessment process designed for this purpose.

For this period, new grants to The Youth Association and PEAS were awarded on an invitation only basis and no open grant application process ran in 23/24. All unsolicited applications were informed of when we expect to run an open application programme. All donations of more than £1,000 are decided by the trustees at tri-annual meetings. 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.

Meaningful Relationships

Building relationships with grantees and supporting organisations beyond financial grants is a key value for the foundation. During this period, we have acted on this commitment - offering business and fund-raising advice to a number of our partner charities. The foundation was pleased to be able to facilitate a team volunteering day at The Valley Project.

Informed and Effective funders.

The trustees of the Bartlett Foundation strive to be informed funders attending training and networking events and seeking opportunities to hear directly from communities and young people facing challenge. In October, C L Marks had the pleasure of being a guest speaker for Leeds Community Foundation.

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 in interest bearing bank accounts.

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 £519,252, allowing the trustees to make additional commitments where considered appropriate.

Plans for Future Periods

The trustees will continue to implement a giving strategy underpinned by multi-year, unrestricted grants.

To meet these objectives, the trustees will raise funds and invite and receive contributions and gifts. Funds will be fully committed by November 2025.

In 2025, two new open grant programmes will run. In partnership with Leeds Community Foundation a second round of funding will open for applications in March 2025. It is anticipated that funding of £10,000pa will be awarded to six locally rooted West Yorkshire based organisations for a period of three years. To mark the Bartlett Foundation's 30th Anniversary, a grant programme will open for applications in September 2025, with the intention of awarding two grants of £25,000 per annum, over a three-year period. The balance of our funds remain committed to multi-year funding partnerships currently in place.

The foundation remains committed to being informed by and involving those with lived experience and young people themselves in the decision making progress.

Approved by the Trustees and signed on its behalf by:



CL Marks
Trustee

25/07/2025

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 Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 (FRS 102);
- 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 adequate 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, the Companies Act 2006, and the provisions of the charity's Articles of Association. They are also responsible for safeguarding the assets of the charity and 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.

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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 2024 which are set out on pages 7 to 13.

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.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 accordance with section 130 of the Charities Act; or
2. The financial statements do not accord with those records; or
3. The financial statements 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 the independent examination.

I have no concerns and have come across no 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.



Nigel Wyatt FCA

Wyatt & Co Chartered Accountants
125 Main Street
Garforth
Leeds
LS25 1AF

25 July 2025

Statement of Financial Activities including Income and Expenditure Account
for the year ended 30 November 2024

	Note	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Incoming resources			
Incoming resources from generated funds			
<i>Investment income:</i>			
Donations		500,573	281,039
Total incoming resources		500,573	281,039
Resources expended			
Charitable activities	4	327,092	421,156
Governance costs	4	84	56
Total resources expended		327,176	421,212
Net incoming/(outgoing) resources before other recognised gains and losses		173,397	(140,173)
Other recognised gains and losses		-	-
Net movement in funds		173,397	(140,173)
Reconciliation of funds			
Total funds brought forward		345,855	486,028
Total funds carried forward	7	519,252	345,855

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 2024

	<i>Note</i>	2024 £	2023 £
Current assets			
Cash at bank and in hand	5	19,252	70,855
Accrued income	6	500,000	275,000
		<hr/>	<hr/>
		519,252	345,855
Creditors - amount falling due within one year		-	-
		<hr/>	<hr/>
Net Current Assets		519,252	345,855
Unrestricted funds			
General funds	7	519,252	345,855
		<hr/>	<hr/>
		519,252	345,855
		<hr/>	<hr/>

The notes on pages 9 to 13 form part of these financial statements.

For the year ending 30 November 2024 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 25 July 2025 and were signed on its behalf by:

Clare Marks

CL Marks
Trustee

Company registration number: 03108996

Statement of cash flows
for the year ended 30 November 2024

	2024 £	2023 £
Cash flows from operating activities		
Net incoming/(outgoing) resources for the reporting period (as per Statement of Financial Activities)	173,397	(140,173)
Adjustments for:		
(Increase)/Decrease in debtors	(225,000)	75,000
Net cash used in operating activities	<u>(51,603)</u>	<u>(65,173)</u>
Cash flows used in investing activities		
Net cash generated from investing activities	<u>-</u>	<u>-</u>
Cash flows used in financing activities		
Net cash used in financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents	(51,603)	(65,173)
Cash and cash equivalents at beginning of year	<u>70,855</u>	<u>136,028</u>
Cash and cash equivalents at the end of year	<u><u>19,252</u></u>	<u><u>70,855</u></u>

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 stated at market value where applicable, in accordance with applicable accounting standards. The financial statements comply with:

- The Charities Act 2011
- The Companies Act 2006
- The Charities Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 (FRS 102), effective from 1 January 2019; and
- United Kingdom Generally Accepted Accounting Practice.

The charitable company constitutes a public benefit entity as defined by FRS 102.

Going Concern

The trustees have assessed the charity's financial position and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Income recognition

Income is recognised when the charity is legally entitled to the income, receipt is probable, and the amount can be measured reliably.

Donations and Legacies

Voluntary income, including donations and legacies, is recognised when the charity is entitled to the funds, any conditions attached to the income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Investment income

Income from interest is recognised on an accruals basis.

Expenditure Recognition

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings that aggregate all costs related to that category.

Grants payable in Furtherance of Charitable Objectives

Grants to institutions and individuals are recognised as expenditure when there is a legal or constructive obligation to make the grant and when the amount can be reliably measured. This is generally when the commitment is communicated to the recipient, provided conditions attached to the grant are outside the charity's control.

Where grants are payable over multiple years, expenditure is recognised in full in the year the obligation is created, unless the payment is subject to performance conditions within the charity's control, in which case expenditure is recognised as those conditions are met.

Notes *(continued)*

Governance costs

Governance costs relate to the running of the charity as a legal entity, including costs of independent examination, legal advice, and trustee meetings. For the period under review, governance costs were minimal, with all other costs borne by Bartlett & Company Limited.

Fund accounting

Unrestricted funds

These are funds that are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. The charity held only unrestricted funds during the reporting period.

Volunteer Contributions

The value of volunteer contributions is not recognised in the financial statements due to the absence of a reliable measurement basis. The charity benefits from the voluntary assistance of employees of Bartlett & Company Limited in administration and governance.

Insurance for Trustees and Officers

The charity maintains insurance for its trustees and officers under a policy held by Bartlett & Company Limited.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost.

Accrued Income

Accrued income represents amounts receivable at the balance sheet date for which the charity is entitled but which have not yet been received. This includes donations, grants, or other income due under legally binding commitments, provided receipt is probable and the amount can be measured reliably.

Provisions for Committed Grants Not Yet Paid

Where the charity has made a commitment to provide grant funding that is both communicated to the recipient and represents a constructive or legal obligation at the reporting date, a provision is recognised for the amount committed but unpaid. Such provisions are recognised in full in the year the obligation arises, provided there are no performance conditions within the charity's control that remain unmet at the balance sheet date.

2 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.

3 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. This support includes the payment of the Independent Examination fees which, for the year ended 30 November 2024, totalled £1,140 (2023: £Nil).

Notes (continued)

4 Total Resources Expended

Support costs allocated to activities	Basis of allocation	Governance	Grants for Further Education and Charitable Causes	2024 Total £	2023 Total £
Grants	Usage	-	-	327,092	421,156
Bank charges	Transactions	-	-	84	56
		<u>-</u>	<u>-</u>	<u>327,176</u>	<u>421,212</u>

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

During the year 2 grants (2023:2) were made to individuals and 20 grants (2023: 20) 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:

	2024 £	2023 £
Able Child Africa	30,000	60,000
Action for Children - Malham	-	1,000
Bishop Nkoyoyo School, Uganda	2,645	1,504
Cecilys Fund	-	5,000
Cohere Charity	40,000	60,000
Community Foundation for Leeds	58,824	18,000
Dementia Forward	12,838	-
Featherbank School	3,000	-
Getaway Girls	20,000	20,000
Halow Project	-	10,609
Kids Club Leeds	20,000	22,000
Leeds Community Foundation	-	83,353
Leeds Gypsy and Traveller Exchange	-	1,000
Muslim Women's Council	-	1,000
Parkinsons UK	1,250	-
PEAS (Promoting Equality in African Schools)	33,624	60,000
Project Harar	10,000	10,000
Project Trust	-	1,000
Step 2 Young People's Health	-	1,000
St Luke's Community & Regeneration Enterprises	-	1,000
The Grammar School at Leeds	31,200	31,200
The Valley Project	-	1,000
The Youth Association	30,000	30,000
University of Leeds	30,000	-
Other	3,711	2,490
	<u>327,092</u>	<u>421,156</u>

5 Cash

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

Notes (continued)

6 Accrued income

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

7 Reserves

Unrestricted funds	2024 £	2023 £
At 1 December	345,855	486,028
Net Incomings/(Outgoings) for the year	173,397	(140,173)
	<hr/>	<hr/>
At 30 November	519,252	345,855
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8 Related parties

During the period The Bartlett Foundation entered into transactions with parties considered to be related parties.

Claire Marks, Chair to the Trustees, received remuneration from Bartlett & Company Limited, a company controlled by a Trustee of The Bartlett Foundation, directly linked to her performing her role as stated. During the period the value of such remuneration, including employers taxes and pension contributions, totalled £27,239 (2023: £20,773).

Bartlett Group Limited are a company controlled by a Trustee of The Bartlett Foundation. During the period Bartlett Group Limited made a donation to The Bartlett Foundation of £275,000 (2023: £350,000), and as at the year-end had made a commitment to make a donation of £500,000 (2023: £275,000) across the next financial year.

Bartlett & Company Limited are a company controlled by a Trustee of The Bartlett Foundation. During the period The Bartlett Foundation made payments of £1,184 (2023: £12,625) to Bartlett & Company Limited constituting matched donations of employee/company fundraising efforts. As at the year-end there was no outstanding balances (2023: £0), receivable or payable to the related party.

During the period one of the Trustees made a personal donation to The Bartlett Foundation of £Nil (2023: £11,440). There was no outstanding balance as at the year end, receivable or payable to the related party.

During the period, the husband of one of the Trustees made a personal donation to The Bartlett Foundation of £25.24 (2023: £297.47). There was no outstanding balance as at the year end, receivable or payable to the related party.