

# BURMANTOFTS COMMUNITY PROJECTS

England & Wales · Charity number 1051368

## Details

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**Other names** Benefit Buddies, Ebor Gardens Advice Centre, Money Buddies

**Status** Registered

**Legal form** Charitable company

**Company number** [03061633](#)

**Registered** 1995-12-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St Agnes Church Hall  
23 Shakespeare Close  
Leeds  
LS9 7UQ

**Phone** 01132350276

**Email** [admin@egac.org](mailto:admin@egac.org)

## Activities

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**Objects:** ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN BURMANTOFTS AND ITS VICINITY WITHIN THE CITY OF LEEDS AND THROUGHOUT THE UK (THE AREA OF BENEFIT) IN PARTICULAR THE ADVANCEMENT OF EDUCATION, THE PROTECTION AND PRESERVATION OF GOOD HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS

**Activities:** Provision of an independent free advice service Provision of services to the elderly

## Classification

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- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** Elderly/old People, The General Public/mankind

## Geography

- **Area of benefit:** BURMANTOFTS AND ITS VICINITY AND THROUGHOUT THE UK
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£730,405	£817,905	£236,741	21
2023-12-31	£886,899	£1,022,204	£324,241	25
2022-12-31	£1,122,468	£869,323	£459,546	21
2021-12-31	£545,544	£521,221	£206,401	19
2020-12-31	£406,853	£301,881	-	-

## Trustees

Name	Role	Appointed
Asghar Khan		2023-03-28
Canon ANN DOROTHEA NICHOLL		
David Francis Taylor		2024-01-23
Dorothy Ndidi Oboite		2023-05-30
JOHN HALL SMITH		2012-07-23
Robert Llewellyn Andrews		2018-04-15
Sophie Lees		2018-11-20

**BURMANTOFTS COMMUNITY PROJECTS**

England & Wales - Charity number 1051368

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# Accounts

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**REGISTERED COMPANY NUMBER: 03061633 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1051368**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023  
FOR  
BURMANTOFTS COMMUNITY PROJECTS**

Thomas Coombs Limited  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

**BURMANTOFTS COMMUNITY PROJECTS**

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FOR THE YEAR ENDED 31ST DECEMBER 2023**

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**BURMANTOFTS COMMUNITY PROJECTS**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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<b>TRUSTEES</b>	A E Heron (Chair) C M Bassant (Vice Chair) R L Andrews N Gibson (resigned 11/7/23) D F Taylor S W Jaines (resigned 30/5/23) A Khan (appointed 28/3/23) S Meeson A D Nicholl J H Smith D N Oboite (appointed 30/5/23) M E Andrews (resigned 11/7/23)
<b>COMPANY SECRETARY</b>	J H Smith
<b>REGISTERED OFFICE</b>	St Agnes Church Hall 23 Shakespeare Close Leeds LS9 7UQ
<b>REGISTERED COMPANY NUMBER</b>	03061633 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1051368
<b>INDEPENDENT EXAMINER</b>	Thomas Coombs Limited Chartered Accountants 3365 The Pentagon Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB
<b>BANKERS</b>	Virgin Money 329 Harehills Lane Leeds LS8 5BW

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31<sup>st</sup> December 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)) (effective 1 January 2019).

#### OBJECTIVES AND ACTIVITIES

##### The charity's objectives

Any charitable purpose for the benefit for the community of Burmantofts, and its vicinity within the City of Leeds and throughout the UK, in particular the advancement of education, the protection and preservation of good health and the relief of poverty, deprivation, isolation, sickness and distress.

##### What Burmantofts Community Projects does

Burmantofts Community Projects (BCP) is an independent charity based in Leeds. From its small, local beginnings back in 1987 it has become a prominent provider of free legal debt advice, money guidance and benefits claim support throughout Leeds, as well as training and consulting to organisations nationally.

The need we address is the alleviation of debt and poverty in Leeds and the UK. The majority of our clients live in areas of highest deprivation in Leeds, many of which are in the top 1% of areas of highest deprivation in England. The demand for our services has never been higher and continues to increase.

We are recognised by our partners as experts in helping people who are in chaos or crisis and the most vulnerable in society. We have a reputation for resolving complex issues and receive a large volume of referrals from Citizens Advice, Leeds City Council, Department of Work and Pensions (DWP) and Social Prescribers on behalf of GPs and mental health charities.

Our work has attracted interest and recognition from the money advice sector as well as politicians across the spectrum (locally and nationally), Money and Pensions Service (MaPS) and Advice UK. We are authorised by the Financial Conduct Authority (FCA) and hold the Advice Quality Standard at Generalist level.

##### How we support our clients and partners

To achieve our aims there are currently several service streams, all of which dovetail to provide a seamless overall service experience for clients:

- **Debt Advice (Ebor Gardens Advice Centre)** – legal and holistic debt advice including Debt Relief Orders, bankruptcy, insolvency and court representation
- **Money Buddies** – financial capability, well-being and emergency debt advice delivered in hubs throughout Leeds, in NHS hospitals and in Food Banks
- **Benefit Buddies** – helping complete benefit applications and guiding clients through the complexity of claims including attending assessments and appeals at tribunal
- **Energy Advice** – provide advice on energy issues through the Energy Redress scheme
- **Fuel Vouchers** – distribute fuel vouchers to clients who cannot top up their meters
- **Food Vouchers** – distribute food vouchers to clients who have no food
- **Debt Relief Order Fund** – paid for client's fee for Debt Relief Orders, where they were financially eligible
- **The Money Buddies Network** – consulting, supervising and training 3<sup>rd</sup> sector, local authorities and debt advice agencies throughout the UK on how to deliver financial capability services

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### Our impact

#### 1. Reduced indebtedness and improving financial outcomes

##### Statistics 01/01/2023-31/12/2023 by service stream

	Money Buddies	Benefit Buddies	Debt Advice
Clients helped	3,554	1,422	1,588
Financial gains	£10,848,520	£6,289,418	£7,378,462
Average financial gain per client	£3,052	£4,423	£4,646

In addition to the above we also helped 5,994 clients by signposting them to organisations better suited to their enquiries, e.g. housing advice.

The cost-of-living crisis continued to significantly affect the people using our services, with most of them being left with deficit budgets, and needing food banks and fuel vouchers. Average financial gains per client have significantly increased over 2022, partly reflecting the increased level of issues clients were facing. On occasions in 2023 we were receiving over 20 referrals a day, and we saw increases in cases of safeguarding, people feeling domestic abuse and people in emergency homelessness situations. Complex casework, accompanied with people facing mental health challenges, remained significantly high.

##### Money Buddies financial capability improvements – uplift

Financial Capability Area	Initial average score (out of 10)	Final average score (out of 10)	Uplift (out of 10)
Budgeting	4.8	8.8	4.0
Feeling in control of money	4.8	8.7	3.9
Mental health eased/improved	4.6	8.8	4.2
Optimism for the future	4.6	9.1	4.5
Understanding my money better	4.8	9.2	4.3

Most of our clients in 2023 had debt issues and, as with the previous year, they continued to experience high levels of anxiety and stress, exacerbated by complexities of their cases, housing concerns, people feeling suicidal and safeguarding issues. All of this contributed to the severity of their mental health challenges. The uplift (out of ten) is a relatively high increase and indicates the people we help felt the service had made a difference to them.

BCP's performance and activities continued to build in 2023, when we:

- Engaged and supported Leeds City Council with the Household Support Scheme and Energy Redress by distributing over £92,700 in food and fuel vouchers and wider essentials to vulnerable people. Knowing that families could stay warm and feed their children was rewarding for all our staff, who quite regularly went more than the extra mile to help people.
  - Provided pop-up outreach services at Post-Offices in Leeds.
  - Provided a Debt Relief Order service, which contributed to the payment of Debt Relief Orders for those who qualified.
  - Engaged with Local Councillors and created a direct pathway for them to refer to the Money Buddy services.
  - Led and chaired the Leeds Debt Forum at the St George's Centre in Leeds, where Rachel Reeves (MP) attended to lend her support to the work that we do in Leeds.
  - Continued to chair the Leeds and West Yorkshire Debt Advice Network.
  - Revamped the Money Buddy training programme, for both internal and external training opportunities.
  - Passed the Advice Quality Standards (AQS) audit, with minimal adjustments.
  - Passed the MaPS Quality Standards audits.
  - Reviewed Debt Advice and related services in relation to the FCA's new Consumer Duty requirements to ensure we are delivering good outcomes for our clients.
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## **BURMANTOFTS COMMUNITY PROJECTS**

### **REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023**

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#### **2. Improving our clients' health, well-being and optimism, helping create space for future planning and accessibility**

One of our missions is to get to the root cause of poverty, deprivation and isolation, and address it. Our Money Buddies and Benefit Buddies outreach services are all face to face and demand for help often exceeds our capacity. Our debt advice services are delivered by face-to-face, telephone or digital options depending on what people accessing the service want or need. We found that financial phobia is on the increase and after support from our Money Buddies, Benefit Buddies and Debt Advisers, the people we helped were reporting they were experiencing less stress and anxiety, and were feeling less suicidal, where the root cause of their problems was their financial circumstances before they sought help from us. Our being able to provide solutions to the problems that people were presenting with, had a huge positive impact and people told us they were more optimistic for the future which we noted from our client feedback records.

Our website was developed so that it can be read in many different languages, and we can be accessed via telephone, face to face appointment, Microsoft Teams virtual meeting, email, post and face-to-face drop-in as well as using the website contact forms. We have a diverse staff that can speak many different languages and we also have access to Language Line for MaPS funded cases.

#### **3. Contributing to Leeds's financial inclusion strategy and collaborative partnership working**

We continued to work closely with the local authority's Financial Inclusion Steering Group and partners across the city to contribute to the city's strategic approach in the alleviation of debt and poverty. For example, we chaired the citywide Leeds Debt Forum in November 2023, which brings multiple organisations together to act as a voice for the vulnerable and those in poverty. We regularly had a presence at Leeds City Council's Financial Inclusion Steering Group's quarterly meetings, which guide the Council's direction and priorities. In addition we chair the Leeds and West Yorkshire Debt Advice Network, a renowned pressure group, which brings front line debt advisers together so they can collaborate with each other in managing demand for services as well as working with the Local Authority in tackling debt, poverty and isolation.

#### **4. Social justice and policy change at national level**

Throughout 2023 we collated case studies where we felt that there was social injustice, and we used social media and contacts with our local MPs to campaign for change. We worked closely with AdviceUK and Citizens Advice on their campaigns for change and we worked closely with We Are Debt Advisers, who also campaigned for change when it came to funding debt advice. We continued to have a good relationship with the local MPs, who would often touch base with us to learn from what we were seeing at ground roots level, as well as work closely with our partners in Leeds who were seeing similar issues. In 2023 we took part in programmes of a few national media outlets, including You and Yours on Radio 2, to help get the message across of the social injustice that people we helped were seeing, as the cost-of-living crisis was hitting all our clients very hard.

#### **Our track record**

The quality of advice and support we provide is what we take great pride in. Having developed a national award-winning financial capability project in Money Buddies, working with local and national politicians to improve the lives of the vulnerable and in crisis we have applied our learnings to develop new projects such as Benefit Buddies. The work we do is what is important to us. Some of the awards we have received are:

- Winner Institute of Money Advisers – Best New Financial Capability Project 2014
- Winner Centre for Social Justice- Debt 2017
- Winner Institute of Money Advisers – Money Adviser 2019
- Runner up Institute of Money Advisers – Best Financial Capability Project 2019
- Runner up Institute of Money Advisers- Best Partnership Working 2019
- Runner up Institute of Money Advisers – Best Partnership Working 2022
- Runner up Institute of Money Advisers – Best Financial Capability Project 2022
- Winner Institute of Money Advisers – Best Debt Team 2022

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### The charity's main activities in 2023

In 2023 as we had just about recovered from the impact of the 2020/2021 pandemic and services were now fully resumed throughout Leeds, with the Benefit Buddies service in full swing, our debt advice service continued to be delivered both face-to-face and over the telephone, with only the odd service not running because of covid. However, following the pandemic the cost-of-living crisis hit hard with more people presenting with deficit budgets and still needing the face-to-face debt advice services. Cases remained more complex to manage than prior to the pandemic, as the country was heading for a recession and even more safeguarding issues presented themselves. Housing and homelessness issues were on the rise, and more people presented with suicidal thoughts and significant mental health challenges. All of this also impacted on the staff delivering the services.

We were able to offer both fuel and food vouchers to our clients with not enough money to live on through other projects (such as Household Support Fund and the last of Energy Savings Trust), although this had a significant impact on the amount of work needing to be done in relation to administration of the various projects.

In the early part of 2023 we had a waiting list of up to 140 people, because all advice services in Leeds were overwhelmed and clients insisted that they stayed on our waiting list despite knowing it would be some time before they could be seen. During 2023 we took the decision to close the waiting list and book appointments two weeks in advance, which was consistent with what our colleagues working for other services were doing in Leeds. Through the Leeds and West Yorkshire Debt Advice Network all front-line money advisers had built up a good working relationship with each other and we were able to collaborate on sharing the workload when we were oversubscribed. This arrangement worked very well and helped us all manage the demand on our services.

We started the year with 20 members of staff, and this soon increased to 23. We maintained that staffing level and in addition to having one long standing Money Buddy volunteer, we also had two other volunteers to work alongside Money Buddies and Benefit Buddies. By the end of December 2023 we were delivering services in 33 sites across Leeds, as well as remotely over the phone and from the central hub.

We are still short of space at the central hub where we are based, and the staff remain working in a rota so as to manage numbers in the building. Even though we were through the pandemic, we also still had preventative measures in place (including risk assessments) to protect staff and people accessing the service. Hybrid working and the use of digital technology has become the new normal for staff whilst we find larger appropriate premises.

All projects continued to over-perform in relation to the number of people that we were expected to help. In addition to the exceptional performance on quantity, the last quality audit of our debt advice service in December 2023 evidenced we were meeting 93% on our quality of advice, which is over target.

The Money and Pensions Service (MaPS) funding continued to be a challenge, even though there was confirmation of funding for debt advice services commencing from 1<sup>st</sup> February 2023 for 26 months. The funding level remained the same meaning a 10% cut in real terms, as salaries and costs had increased in line with inflation. It did not provide enough to fully cover staff salaries and we had to fund some of this from our reserves. We were fortunate to be able to do this in 2023, and we lost no MaPS funded adviser hours, but this is a challenge to continue doing as our unrestricted reserves are limited.

We continued to use social media, including taking part in interviews on various national and local TV news programmes, plus attended and supported the We Are Debt Advisers campaign group, AdviceUK meetings and MaPS Advisory Groups with a view to try and influence positive changes to the MaPS contract. We also met regularly with MaPS to talk about the funding challenges that the contract was presenting, especially around the fact it was not enough to pay for all the salaries to run the project. Whilst some of this work proved beneficial and some pressure was taken off the extensive quality of advice measures and reviews, the impact on the new contract wasn't as much as we would like to have seen. Funding for the debt advice sector continues to be a concern.

As the MaPS funding had so many challenges over the past few years, many debt advisers left the sector. On one of our recruitment drives for debt advisers, we saw no applications at all for the debt adviser role. Through the national meeting groups that we attended we learned that this was in line with what other organisations in the sector were facing, both locally and nationally.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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Benefit Buddies was in its final year of the Big Lottery funding, which we were able to extend by three months until the end of November 2023. This is a project that was in a great deal of demand, which we were able to support with dedicated volunteers as well as paid staff. The project was very successful, making a huge impact on people's lives with significant financial gains. In comparison to the Money Buddies project, the Benefit Buddies project was relatively small but with big outcomes. At the end of the project in November 2023 the performance of this project was at 150% of target. We managed to retain the full staff team within the organisation, including some redeployment.

Money Buddies' main Leeds City Council project funding changed during 2023, as it moved from Area Committee funding to grant funding from Leeds City Council. Some of the Area Committee Money Buddy services were front-loaded financially by BCP. The move to central council grant funding gave us more stability for the main Money Buddy project, which was needed, however, the funding was only for one year (until the end of March 2024). This meant that we were still having to fundraise for the main Money Buddy project year on year. In terms of performance, all the Money Buddy funded projects exceeded their targets, with the Trussell Trust funded Money Buddy project ending the year at over 198% of target.

Money Buddy training was revamped in 2023, expanding from a two-day training course to a four-day training course. The revamp of the training meant that we could go into more detail, incorporating principles and values more, and complimenting it with a training booklet and homework. Feedback on the training was that it was very good, and it covered all the actions a Money Buddy was required to take. We had recruited a Training and Development Manager who oversaw all the training of the staff and volunteers in 2023 and who delivered the Money Buddy training face to face.

#### FINANCIAL REVIEW

The financial statements comply with the Companies Act and the Statement of Recommended Practice on Accounting by Charities and the conditions in the Company's Memorandum and Articles of Association. The movement in funds is shown on the Statement of Financial Activities on page 11.

The charity's total income for the financial year was £886,899 (2022 - £1,122,468). Total expenditure was £1,022,204 (2022 - £869,323) resulting in a deficit for the year of £135,305 (2022 yielded a surplus of £253,145).

The charity continued to face the challenges of securing long term and more general funding. We continue to work towards diversifying our funding, so that we are not totally reliant on one source of funding, but the demand for funding has increased across the advice sector and funding available is unfortunately limited. Reductions in overall funding secured as at the end of 2023 meant the charity made the difficult decision to restructure in early 2024 so the charity could continue and funded services were maintained.

#### Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £85,164.

The charity has resolved to maintain a particular fund level (termed "Emergency Reserves") amounting at present to a minimum of £68,459 to meet estimated closure costs, including redundancy costs, of the charity.

The charity is dependent on funding to sustain its activities, as earned income alone is unlikely to allow its projects to continue in operation in the event of funding ceasing or being substantially reduced for whatever reason.

The charity has therefore decided that it should aspire to hold unrestricted funds, in addition to the above emergency reserves, amounting to not less than three months' running costs. When compared to expenditure for 2023, estimated running costs for 3 months total £200,000.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### FUTURE PLANS

Firstly, we aim to maintain the financial stability of the charity. We will also continue to listen to our clients to adopt new ways and enhance existing ways to help them. To help us to do this we will look to:

- **Diversify income** – Some of our services are funded by a single organisation, and if we lost that funding then the whole service would be put at risk. Therefore, we aim to have our services funded by as many funders as possible.
- **Improve funding for our core functions** – While we have project-specific funding we have a shortage of core funds to deal with the challenges of growth and manage fluctuations in project funding. We will continue to seek funding for core functions.
- **Expand our services throughout Leeds and West Yorkshire** – We would look to expand our services throughout Leeds and potentially West Yorkshire. We would also seek funding to expand our portfolio of services such as Housing and Employment advice.
- **Introduce 'Budget Masters' (Financial Capability) training** – Also known as Money Buddy training, this would be for the public and other organisations, and we would consider working more closely with employers to provide training.
- **Expand our Money Buddies Network** – We aim to further develop our Money Buddies Network throughout the UK. This could be in terms of consultancy, training, or supervision.
- **Ensure our staff continue to have annual appraisals each year and Personal Development Plans are reviewed regularly** – We believe it is important staff are properly trained in accordance with training needs identified in 121s and appraisals, and they are paid appropriately for their skills, experience and hard work.
- **Refresh our technical equipment and explore new ways of utilising technology** – This will help to make our services more efficient. We will improve our website and client access to their cases via AdvicePro, which is overseen by advisers, as well as train Money Buddies to help clients input their data.
- **Expand our use of social, local and national media** – This will help us in promoting our services, and will include creating a Money Buddy LinkedIn account.
- **Diversify our Trustee Board** – We will conduct a new skills audit and recruit Trustee Board members to fill any identified Trustee Board skills gaps as well as from the local community or with lived experience.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The legal status of Burmantofts Community Projects is that of a Company Limited by Guarantee established on 22<sup>nd</sup> May 1995.

The company is registered as a charity under The Charities Act 2011 and is governed by its Memorandum and Articles of Association as amended by special resolutions on 29<sup>th</sup> September 1995, 11<sup>th</sup> April 2011 and 15<sup>th</sup> April 2018. A review of the Articles to ensure they continue to meet the needs of the charity is nearing completion. This has not resulted in significant changes being proposed to the framework, but some articles have been clarified and terminology updated.

The members of the charity are the current Trustees as named on the Reference and Administrative Details page. The maximum liability of each member is limited to £1.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### The Trustee Board

The charity is governed through a Trustee Board, which meets every two months as well as holding additional shorter meetings on specific subject areas when required. There are also Committees to support the Trustee Board in meeting its responsibilities. Day to day running of the organisation is delegated to the Chief Executive and BCP Senior Leadership Team. Key management remuneration is set by the Trustees and reviewed on an annual basis.

The Trustees who have held office during the year are set out on the Reference and Administrative Details page. All Trustees give their time in this capacity voluntarily.

We recruited 2 new Trustees in 2023 but we lost 3 Trustees including 2 long-standing Trustees, one of whom had been the Chair. A new Chair was appointed by the Trustee Board in July 2023. We will seek to recruit further Trustees to fill skills gaps and diversify our Board, along with developing a training programme for the current Trustees. We have 9 Trustees at present.

Individuals interested in becoming Trustees are invited to join board meetings, initially as observers. Individuals who exhibit skills suitable for the charity and show a continued interest in the activities of the charity are then invited to become a Trustee and are provided with Charity Commission publications on the responsibilities of a Trustee.

The Board of Trustees continued to work effectively in 2023. A schedule of Matters Reserved for the Board is in place together with a Scheme of Delegation for activities delegated to the Committees and Chief Executive. An effectiveness review of governance activities was commenced in late 2023, engaging a third party organisation, and was completed in early 2024. This showed BCP's overall governance effectiveness was good in comparison to other charitable organisations, with areas of key focus being financial stability, Board composition and use of digital media.

#### Related parties

Any individual with an interest in a matter being discussed at a meeting must declare the interest to the meeting. The chair of the meeting will then decide whether that individual should withdraw during the discussion and, if not, whether the individual should be entitled to vote on the matter under discussion.

#### Risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Report of the Trustees, incorporating a strategic report, approved by order of the Board of Trustees, as the company directors, on 19<sup>th</sup> September 2024 and signed on the Board's behalf by:



A E Heron – Trustee and Chair



J H Smith – Trustee and Treasurer

## **BURMANTOFTS COMMUNITY PROJECTS**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of Burmantofts Community Projects for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER'S  
REPORT TO THE TRUSTEES OF**

**BURMANTOFTS COMMUNITY PROJECTS**

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**Independent examiner's report to the trustees of Burmantofts Community Projects ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2023.

**Responsibilities and basis of report**

As the charity's trustees of the 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 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 2011 ('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 matters have come to my attention in connection with the examination giving me cause to believe:

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.



Christopher Darwin FCA

Thomas Coombs Limited  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

Date: 19<sup>th</sup> September 2024

**BURMANTOFTS COMMUNITY PROJECTS****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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		Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes				
Donations and legacies	2	13,131	-	13,131	53,716
<b>Charitable activities</b>	3				
Grant making		-	873,768	873,768	1,068,752
<b>Total</b>		<u>13,131</u>	<u>873,768</u>	<u>886,899</u>	<u>1,122,468</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Community Work		46,669	975,535	1,022,204	869,323
<b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	15	(33,538) <u>(1,836)</u>	(101,767) <u>1,836</u>	(135,305) <u>-</u>	253,145 <u>-</u>
<b>Net movement in funds</b>		<b>(35,374)</b>	<b>(99,931)</b>	<b>(135,305)</b>	<b>253,145</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>130,951</u>	<u>328,595</u>	<u>459,546</u>	<u>206,401</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>95,577</b></u>	<u><b>228,664</b></u>	<u><b>324,241</b></u>	<u><b>459,546</b></u>

The notes form part of these financial statements

## BURMANTOFTS COMMUNITY PROJECTS

### BALANCE SHEET 31ST DECEMBER 2023

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	10,413	-	10,413	9,713
<b>CURRENT ASSETS</b>					
Debtors	12	2,742	113,564	116,306	88,068
Cash at bank and in hand		<u>85,722</u>	<u>115,100</u>	<u>200,822</u>	<u>371,365</u>
		88,464	228,664	317,128	459,433
<b>CREDITORS</b>					
Amounts falling due within one year	13	(3,300)	-	(3,300)	(9,600)
<b>NET CURRENT ASSETS</b>		<u>85,164</u>	<u>228,664</u>	<u>313,828</u>	<u>449,833</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>95,577</u>	<u>228,664</u>	<u>324,241</u>	<u>459,546</u>
<b>NET ASSETS</b>		<u>95,577</u>	<u>228,664</u>	<u>324,241</u>	<u>459,546</u>
<b>FUNDS</b>	15				
Unrestricted funds				95,577	130,951
Restricted funds				<u>228,664</u>	<u>328,595</u>
<b>TOTAL FUNDS</b>				<u>324,241</u>	<u>459,546</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 19<sup>th</sup> September 2024 and were signed on its behalf by:

  
A E Heron – Trustee and Chair

  
J H Smith – Trustee and Treasurer

The notes form part of these financial statements

**BURMANTOFTS COMMUNITY PROJECTS****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(163,236)</u>	<u>221,220</u>
Net cash (used in)/provided by operating activities		<u>(163,236)</u>	<u>221,220</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>(7,307)</u>	<u>(3,297)</u>
Net cash used in investing activities		<u>(7,307)</u>	<u>(3,297)</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(170,543)</b>	217,923
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u><b>371,365</b></u>	<u>153,442</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><b>200,822</b></u>	<u><b>371,365</b></u>

The notes form part of these financial statements

**BURMANTOFTS COMMUNITY PROJECTS****NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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<b>1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
	<b>2023</b>		<b>2022</b>
	<b>£</b>		<b>£</b>
<b>Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)</b>	<b>(135,305)</b>		<b>253,145</b>
<b>Adjustments for:</b>			
Depreciation charges	<b>6,607</b>		<b>4,855</b>
Increase in debtors	<b>(28,238)</b>		<b>(44,820)</b>
(Decrease)/increase in creditors	<b>(6,300)</b>		<b>8,040</b>
<b>Net cash (used in)/provided by operations</b>	<b><u>(163,236)</u></b>		<b><u>221,220</u></b>
<b>2. ANALYSIS OF CHANGES IN NET FUNDS</b>			
	<b>At 1/1/23</b>	<b>Cash flow</b>	<b>At 31/12/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Net cash</b>			
Cash at bank and in hand	<b><u>371,365</u></b>	<b><u>(170,543)</u></b>	<b><u>200,822</u></b>
	<b><u>371,365</u></b>	<b><u>(170,543)</u></b>	<b><u>200,822</u></b>
<b>Total</b>	<b><u>371,365</u></b>	<b><u>(170,543)</u></b>	<b><u>200,822</u></b>

The notes form part of these financial statements

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

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#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue for a period of not less than 12 months from the date of the approval of the financial statements. Accordingly the financial statements have been prepared on the going concern basis

##### **Critical accounting judgements and key sources of estimation uncertainty**

In the application of the charities accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The costs of generating income consist of costs incurred attracting voluntary income and activities for generating funds, such as donations and grants,

Costs of charitable activities include grants made and an apportionment of overheads and administration costs.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to external inspection an legal fees together with an apportionment of overhead and administration costs.

##### **Tangible fixed assets**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Costs includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided to write off the cost less the estimated residual of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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#### 1. ACCOUNTING POLICIES - continued

##### Tangible fixed assets

Computer equipment - 25% on cost

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic and complex financial instruments. Basic financial instruments are measured at their settlement value in the case of current assets and liabilities and at discounted settlement value in the case of creditors falling due after more than one year.

#### 2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	<u>13,131</u>	<u>53,716</u>
	<u>13,131</u>	<u>53,716</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2023	2022
		£	£
Grants	Community Work	<u>873,768</u>	<u>1,068,752</u>

Grants received, included in the above, are as follows:

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b><u>Money Buddies:</u></b>				
LCC - Financial Inclusion Team	-	-	-	26,376
LCC - Inner North West	-	13,188	13,188	22,623
LCC - Inner East	-	13,188	13,188	19,659
LCC - Inner West	-	8,792	8,792	13,665
LCC - Outer West	-	17,477	17,477	4,676
LCC - Outer East	-	12,190	12,190	14,893
LCC - Inner South	-	8,792	8,792	3,188
LCC - Inner North East	-	4,396	4,396	4,494
LCC – Money Buddies 23/24	-	185,240	185,240	-
Leeds NHS	-	-	-	36,000
	-	<u>263,263</u>	<u>263,263</u>	<u>145,574</u>
<b><u>Other Grants:</u></b>				
Trussell Trust	-	109,215	109,215	25,869
Money and Pensions Service 22/23	-	16,269	16,269	144,820
National Lottery – Benefit Buddies	-	76,927	76,927	145,300
Advice UK	-	1,000	1,000	2,000
Advice UK Project	-	71	71	25,000
Money and Pensions Service 23/24	-	183,710	183,710	-
LCC - DRO Fees Project	-	25,270	25,270	-
LCC - Household Support Fund 4	-	100,000	100,000	-
National Lottery - Cost of Living	-	75,000	75,000	-
British Gas Project	-	20,800	20,800	-
Leeds Debt Forum	-	2,243	2,243	-
Money and Pensions Service 21/22	-	-	-	63,839
Energy Savings Trust - Mainstream Project	-	-	-	142,349
Energy Savings Trust - Emergency Winter Scheme	-	-	-	1,834
Hammersons - Money Buddies	-	-	-	2,000
Fuel Voucher Scheme	-	-	-	147,667
LCC - Household Support Fund	-	-	-	30,000
LCC - Household Support Fund 3	-	-	-	40,000
Sir George Martin	-	-	-	5,000
Martin Lewis	-	-	-	50,000
Martin Lewis 2	-	-	-	97,500
	-	<u>613,505</u>	<u>613,505</u>	<u>923,178</u>
<b>Total Grants Received</b>	-	<u>873,768</u>	<u>873,768</u>	<u>1,068,752</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Community Work	<u>837,614</u>	<u>184,590</u>	<u>1,022,204</u>
2022	<u>713,702</u>	<u>155,621</u>	<u>869,323</u>

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2023 £	2022 £
Wages	576,023	418,547
Social security	47,089	37,042
Pensions	20,878	16,167
Payroll costs	3,805	2,844
Project expenditure	117,055	171,233
Rent, rates and water	11,733	13,463
Insurance	3,175	2,374
Light and heat	4,097	2,920
Postage and stationery	10,674	8,128
Advertising	3,013	2,524
Cleaning	7,837	7,451
Repairs and maintenance	3,206	2,495
Computer software	2,868	2,874
Subscriptions	14,087	13,018
Legal and professional fees	318	1,779
Training	5,149	5,988
Depreciation	<u>6,607</u>	<u>4,855</u>
	<u>837,614</u>	<u>713,702</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**6. SUPPORT COSTS**

	Management £	Finance £	Information technology £
Community Work	<u>81,636</u>	<u>11,524</u>	<u>20,763</u>
	Human resources £	Governance costs £	Totals £
Community Work	<u>28,483</u>	<u>42,184</u>	<u>184,590</u>

Support costs, included in the above, are as follows:

	<b>2023 Community Work £</b>	2022 Total activities £
Wages	<b>124,661</b>	102,079
Social security	<b>12,979</b>	10,494
Pensions	<b>4,809</b>	3,915
Telephone	<b>10,908</b>	10,032
Subscriptions	<b>12,074</b>	5,812
Legal and Professional fees	<b>15,524</b>	12,005
Sundries	<b>335</b>	-
Auditors' remuneration	-	9,600
Independent examination	<b>3,300</b>	-
Trustee expenses	-	<u>1,684</u>
	<u><b>184,590</b></u>	<u>155,621</u>

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

#### 7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Auditors' remuneration	-	9,600
Independent examination	3,300	-
Depreciation - owned assets	<u>6,607</u>	<u>4,855</u>

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

			2023	2022
Name of trustee	Reason	Legal authority	£	£
John Smith (trustee)	Employment	Governing document	<u>38,038</u>	<u>31,143</u>
			<u>38,038</u>	<u>31,143</u>

John Smith received remuneration during the year, being employed as the Finance and Contracts Administrator. The charity has received consent from the Charity Commission on the 11th April 2011 to remunerate him and the articles of association have been amended to allow for this.

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

##### Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees, the Chief Executive Officer and the Finance and Contracts Administrator. The total employment costs to the Charity were £97,840 (2022: £78,929).

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2023 (2022: £1,684).

#### 9. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	700,684	520,625
Social security costs	60,068	47,537
Other pension costs	25,687	20,082
Payroll costs	<u>3,805</u>	<u>2,844</u>
	<u>790,244</u>	<u>591,088</u>

The average monthly number of employees during the year was as follows:

2023	2022
<u>25</u>	<u>21</u>

No employees received emoluments in excess of £60,000.

The average number of full time equivalent employees in the year ended 31st December 2023 was 22 (2022: 19).

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	53,716	-	53,716
<b>Charitable activities</b>			
Community Work	-	1,068,752	1,068,752
<b>Total</b>	<u>53,716</u>	<u>1,068,752</u>	<u>1,122,468</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Community Work	12,813	856,510	869,323
<b>NET INCOME</b>			
Transfers between funds	40,903	212,242	253,145
	<u>9,752</u>	<u>(9,752)</u>	-
<b>Net movement in funds</b>	50,655	202,490	253,145
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	80,296	126,105	206,401
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>130,951</u>	<u>328,595</u>	<u>459,546</u>

**11. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1st January 2023	24,217
Additions	<u>7,307</u>
At 31st December 2023	<u>31,524</u>
<b>DEPRECIATION</b>	
At 1st January 2023	14,504
Charge for year	<u>6,607</u>
At 31st December 2023	<u>21,111</u>
<b>NET BOOK VALUE</b>	
At 31st December 2023	<u>10,413</u>
At 31st December 2022	<u>9,713</u>

**BURMANTOFTS COMMUNITY PROJECTS****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023****12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	£	£
Trade debtors	<b>113,789</b>	81,999
Prepayments and accrued income	<u>2,517</u>	<u>6,069</u>
	<b><u>116,306</u></b>	<b><u>88,068</u></b>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	£	£
Accruals and deferred income	<u>3,300</u>	<u>9,600</u>

**14. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	<b>2023</b>	2022
	£	£
Within one year	<b>700</b>	700
Between one and five years	<u>-</u>	<u>700</u>
	<b><u>700</u></b>	<b><u>1,400</u></b>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS**

<b>Unrestricted Funds</b>	<b>At 1/1/23</b>	<b>Net movement in funds</b>	<b>At 31/12/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General fund	128,668	(35,374)	93,294
Designated Fund - Money Buddy Network	2,283	-	2,283
<b>Restricted Funds</b>			
Money and Pensions Service (MaPS) 22/23	(15,894)	15,894	-
National Lottery - Benefit Buddies	69,260	(69,260)	-
Energy Savings Trust - Mainstream Project	1,923	(1,923)	-
Energy Savings Trust - Emergency Winter Scheme	(350)	350	-
Advice UK - DRO Funding	3,000	1,000	4,000
Advice UK - DRO Project	19,370	(19,370)	-
Hammersons - Money Buddies	3,400	-	3,400
Energy Savings Trust - Fuel Vouchers	54,895	(54,336)	559
LCC - Household Support Fund 3	9,236	(9,236)	-
Trussell Trust	(3,184)	2,120	(1,064)
Sir George Martin Trust	4,019	(4,019)	-
Martin Lewis	35,068	(11,149)	23,919
Martin Lewis 2	97,428	(86,600)	10,828
MaPS PACE	(5)	-	(5)
Money Buddy Contracts	43,752	5,968	49,720
Big Lottery - Money Buddies	65	(65)	-
Leeds City Council – DRO Fees Project	(436)	13,971	13,535
Leeds CAB	3,200	-	3,200
Clydesdale Bank	350	-	350
LCC SIF	1,889	(1,889)	-
Proceeds of Crime	34	-	34
LCC PPE	571	-	571
National Lottery Covid-19 Fund	1,004	(1,004)	-
LCC - Household Support Fund 4	-	43,113	43,113
National Lottery - Cost of Living	-	62,749	62,749
Money and Pensions Service (MaPS) 23/25	-	(5,283)	(5,283)
British Gas Project	-	5,272	5,272
Leeds NHS	-	12,764	12,764
Leeds Debt Forum	-	1,002	1,002
	<u>328,595</u>	<u>(99,931)</u>	<u>228,664</u>
<b>TOTAL FUNDS</b>	<u>459,546</u>	<u>(135,305)</u>	<u>324,241</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources Expended £	Transfers £	Movement in funds £
<b>Unrestricted Funds</b>				
General fund	13,131	(46,669)	(1,836)	(35,374)
<b>Restricted Funds</b>				
Money and Pensions Service (MaPS) 22/23	16,269	(2,510)	2,135	15,894
National Lottery - Benefit Buddies	76,927	(148,272)	2,085	(69,260)
Energy Savings Trust - Mainstream Project	-	-	(1,923)	(1,923)
Energy Savings Trust - Emergency Winter Scheme	-	-	350	350
Advice UK - DRO Funding	1,000	-	-	1,000
Advice UK - DRO Project	71	(19,699)	258	(19,370)
Hammersons - Money Buddies	-	-	-	-
Energy Savings Trust - Fuel Vouchers	-	(54,336)	-	(54,336)
LCC - Household Support Fund 3	-	(9,236)	-	(9,236)
Trussell Trust	109,215	(107,095)	-	2,120
Sir George Martin Trust	-	(4,019)	-	(4,019)
Martin Lewis	-	(11,149)	-	(11,149)
Martin Lewis 2	-	(86,600)	-	(86,600)
MaPS PACE	-	-	-	-
Money Buddy Contracts	263,263	(230,311)	(26,984)	5,968
Big Lottery - Money Buddies	-	-	(65)	(65)
Leeds City Council – DRO Fees Project	25,270	(11,299)	-	13,971
Leeds CAB	-	-	-	-
Clydesdale Bank	-	-	-	-
LCC SIF	-	(1,889)	-	(1,889)
Proceeds of Crime	-	-	-	-
LCC PPE	-	-	-	-
National Lottery Covid-19 Fund	-	-	(1,004)	(1,004)
LCC - Household Support Fund 4	100,000	(56,887)	-	43,113
National Lottery - Cost of Living	75,000	(12,251)	-	62,749
Money and Pensions Service (MaPS) 23/25	183,710	(188,993)	-	(5,283)
British Gas Project	20,800	(15,528)	-	5,272
Leeds NHS	-	(14,220)	26,984	12,764
Leeds Debt Forum	2,243	(1,241)	-	1,002
	<u>873,768</u>	<u>(975,535)</u>	<u>1,836</u>	<u>(99,931)</u>
<b>TOTAL FUNDS</b>	<u>886,899</u>	<u>(1,022,204)</u>	<u>0</u>	<u>(135,305)</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/1/22 £	Net movement in funds £	At 31/12/22 £
<b>Unrestricted funds</b>			
General fund	78,013	50,655	128,668
Designated fund- Money Buddy Network	2,283	-	2,283
<b>Restricted funds</b>			
Money and Pensions Service (MaPS) 2021/2022	(3,522)	3,522	-
Money and Pensions Service (MaPS) 2022/2023	-	(15,894)	(15,894)
National Lottery – Benefit Buddies	42,676	26,584	69,260
Energy Savings Trust – Mainstream Project	4,090	(2,167)	1,923
Energy Savings Trust – Emergency Winter Scheme	53,453	(53,803)	(350)
AdviceUK – DRO funding	1,000	2,000	3,000
AdviceUK – DRO Project	-	19,370	19,370
Martin Lewis	-	35,068	35,068
Martin Lewis 2	-	97,428	97,428
Hammersons – Money Buddies	1,400	2,000	3,400
Energy Savings Trust – Fuel Vouchers	-	54,895	54,895
Leeds City Council – Household Support Fund 3	-	9,236	9,236
Trussell Trust	-	(3,184)	(3,184)
Sir George Martin Trust	-	4,019	4,019
Money and Pensions Service (MaPS) PACE	1,094	(1,099)	(5)
Money Buddy Contracts	17,225	26,527	43,752
Big Lottery – Money Buddies	65	-	65
Leeds City Council – DRO Fees Project	-	(436)	(436)
Leeds CAB	3,200	-	3,200
Clydesdale Bank	350	-	350
Leeds City Council – SIF	1,889	-	1,889
Proceeds of Crime	34	-	34
Leeds City Council – PPE	647	(76)	571
National Lottery Covid-19 Fund	1,004	-	1,004
Community and Law Services (CALs)	1,500	(1,500)	-
	<u>126,105</u>	<u>202,490</u>	<u>328,595</u>
<b>TOTAL FUNDS</b>	<u>206,401</u>	<u>253,145</u>	<u>459,546</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Transfers £	Movement in funds £
<b>Unrestricted funds</b>				
Free charitable reserve	53,716	(12,813)	9,752	50,655
<b>Restricted funds</b>				
Money and Pensions Service (MaPS) 2021/2022	63,839	(52,065)	(8,252)	3,522
Money and Pensions Service (MaPS) 2022/2023	144,820	(160,714)	-	(15,894)
National Lottery – Benefit Buddies	145,300	(118,716)	-	26,584
Energy Savings Trust – Mainstream Project	142,349	(144,516)	-	(2,167)
Energy Savings Trust – Emergency Winter Scheme	1,834	(55,637)	-	(53,803)
AdviceUK – DRO funding	2,000	-	-	2,000
AdviceUK – DRO Project	25,000	(5,630)	-	19,370
Martin Lewis	50,000	(14,932)	-	35,068
Martin Lewis 2	97,500	(72)	-	97,428
Hammersons – Money Buddies	2,000	-	-	2,000
Energy Savings Trust – Fuel Vouchers	147,667	(92,772)	-	54,895
Leeds City Council – Household Support Fund	30,000	(30,000)	-	-
Leeds City Council – Household Support Fund 3	40,000	(30,764)	-	9,236
Trussell Trust	25,869	(29,053)	-	(3,184)
Sir George Martin Trust	5,000	(981)	-	4,019
Community and Law Services (CALs)	-	-	(1,500)	(1,500)
Money and Pensions Service (MaPS) PACE	-	(1,099)	-	(1,099)
Money Buddy Contracts	145,574	(119,047)	-	26,527
Leeds City Council – DRO Fees Project	-	(436)	-	(436)
Leeds City Council – PPE	-	(76)	-	(76)
	<u>1,068,752</u>	<u>(856,510)</u>	<u>(9,752)</u>	<u>202,490</u>
<b>TOTAL FUNDS</b>	<u>1,122,468</u>	<u>(869,323)</u>	<u>-</u>	<u>253,145</u>

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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<u>Restricted funds</u>	
<b>Name of fund</b>	<b>Purpose of restriction</b>
Money and Pensions Service (MaPS) 2021/2022	Provide Debt Advice services
Money and Pensions Service (MaPS) 2022/2023	Provide Debt Advice services
Money and Pensions Service (MaPS) 2023/2025	Provide Debt Advice services
National Lottery – Benefit Buddies	To support the benefit buddy service
Energy Savings Trust – Mainstream Project	To provide an energy advice service
Energy Savings Trust – Emergency Winter Scheme	To fund the purchase and distribution of energy vouchers
Martin Lewis	To support the Money Buddy service
Martin Lewis 2	To support the Money Buddy service
AdviceUK – DRO funding	To support debt advisers processing Debt Relief Orders
AdviceUK – DRO Project	To fund a part time debt adviser to concentrate on DROs.
Hammersons – Money Buddies	To support the money buddy service
Energy Savings Trust – Fuel Vouchers	To fund the purchase and distribution of energy vouchers
Leeds City Council – Household Support Fund 3	To distribute food and fuel vouchers and purchase goods for vulnerable clients
Leeds City Council – Household Support Fund 4	To distribute food and fuel vouchers and purchase goods for vulnerable clients and provide emergency debt advice
Trussell Trust	To provide Money buddy, benefit buddy and debt advice sessions at 12 foodbanks across Leeds
Sir George Martin Trust	To enhance the funding for administration
Money and Pensions Service (MaPS) PACE	For equipment to allow debt advisers to be included in CAB's PACE system
Big Lottery – Money Buddies	Support the Money Buddy service.
Leeds City Council – DRO Fees Project	To provide a fund to pay DRO fees when the client does not have the money
Leeds CAB	To support the aims of Advice Leeds in promoting advice services in Leeds
Clydesdale Bank	Towards phone system enhancements.
Leeds City Council – SIF	To set up and maintain a Benefit Buddy Service
Proceeds of Crime	Towards security enhancements
Leeds City Council – PPE	To provide PPE and other equipment to ensure the safety of staff and clients
National Lottery Covid-19 Fund	To provide an emergency Money/Benefit Buddy service during Covid
National Lottery – Cost of Living	To provide a Benefit Buddy service until March '24 and enhance all services to provide housing advice

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## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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#### Continued from previous page

British Gas Project	To pilot the use of pop up Money Buddy sites in Post Offices
Leeds Debt Forum	To provide funds to allow the Leeds Debt Forum and associated groups hold meetings and events
Leeds NHS	To fund 2 money buddy centres 22/24

#### Money Buddy Contracts

Leeds City Council – Financial Inclusion Team – Money Buddies	To fund 3 money buddy centres 22/23
Leeds City Council – Area Committees – Money Buddies	To fund 14 money buddy centres 22/23
Money Buddies 23/25	To provide a Money Buddies service in 22 Leeds City Council sites

Leeds NHS fund was part of the Money Buddy agreements in in financial year ended 31<sup>st</sup> December 2022. In January 2023, it was agreed that this fund should be separated and set up as its own cost centre.

The Leeds Debt Forum fund was previously held by Burmantofts Community Projects as an agent, the control for this fund has now been transferred to Burmantofts Community Projects. This is further explained in note 17.

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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#### 16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2023.

#### 17. ANALYSIS OF FUNDS RECEIVED AND HELD AS AGENT

	2023	2022
	£	£
Opening funds	1,789	2,026
Incoming	250	335
Transferred to Burmantofts Community Projects	(1,652)	-
Outgoing	(78)	(572)
Closing funds	<u>309</u>	<u>1,789</u>

At the start of the reporting period, Burmantofts Community Projects was holding £1,652 on behalf of the Leeds Debt Forum in the Ebor Gardens Advice Centre bank account. Previously these funds were not included in the accounts. It was decided that Burmantofts Community Projects will now take control of these funds to distribute, so these funds have been transferred from the amount held as an agent and recognised as restricted funds. The initial absorption is recognised as a donation.

At the year-end, £309 was held on behalf of two clients which was grant funding to meet the needs of two individuals. These funds are also not included in these accounts.

**BURMANTOFTS COMMUNITY PROJECTS**

England & Wales - Charity number 1051368

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# Accounts

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**REGISTERED COMPANY NUMBER: 03061633 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1051368**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023  
FOR  
BURMANTOFTS COMMUNITY PROJECTS**

Thomas Coombs Limited  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

**BURMANTOFTS COMMUNITY PROJECTS**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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**BURMANTOFTS COMMUNITY PROJECTS**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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<b>TRUSTEES</b>	A E Heron (Chair) C M Bassant (Vice Chair) R L Andrews N Gibson (resigned 11/7/23) D F Taylor S W Jaines (resigned 30/5/23) A Khan (appointed 28/3/23) S Meeson A D Nicholl J H Smith D N Oboite (appointed 30/5/23) M E Andrews (resigned 11/7/23)
<b>COMPANY SECRETARY</b>	J H Smith
<b>REGISTERED OFFICE</b>	St Agnes Church Hall 23 Shakespeare Close Leeds LS9 7UQ
<b>REGISTERED COMPANY NUMBER</b>	03061633 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1051368
<b>INDEPENDENT EXAMINER</b>	Thomas Coombs Limited Chartered Accountants 3365 The Pentagon Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB
<b>BANKERS</b>	Virgin Money 329 Harehills Lane Leeds LS8 5BW

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31<sup>st</sup> December 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)) (effective 1 January 2019).

#### OBJECTIVES AND ACTIVITIES

##### The charity's objectives

Any charitable purpose for the benefit for the community of Burmantofts, and its vicinity within the City of Leeds and throughout the UK, in particular the advancement of education, the protection and preservation of good health and the relief of poverty, deprivation, isolation, sickness and distress.

##### What Burmantofts Community Projects does

Burmantofts Community Projects (BCP) is an independent charity based in Leeds. From its small, local beginnings back in 1987 it has become a prominent provider of free legal debt advice, money guidance and benefits claim support throughout Leeds, as well as training and consulting to organisations nationally.

The need we address is the alleviation of debt and poverty in Leeds and the UK. The majority of our clients live in areas of highest deprivation in Leeds, many of which are in the top 1% of areas of highest deprivation in England. The demand for our services has never been higher and continues to increase.

We are recognised by our partners as experts in helping people who are in chaos or crisis and the most vulnerable in society. We have a reputation for resolving complex issues and receive a large volume of referrals from Citizens Advice, Leeds City Council, Department of Work and Pensions (DWP) and Social Prescribers on behalf of GPs and mental health charities.

Our work has attracted interest and recognition from the money advice sector as well as politicians across the spectrum (locally and nationally), Money and Pensions Service (MaPS) and Advice UK. We are authorised by the Financial Conduct Authority (FCA) and hold the Advice Quality Standard at Generalist level.

##### How we support our clients and partners

To achieve our aims there are currently several service streams, all of which dovetail to provide a seamless overall service experience for clients:

- **Debt Advice (Ebor Gardens Advice Centre)** – legal and holistic debt advice including Debt Relief Orders, bankruptcy, insolvency and court representation
- **Money Buddies** – financial capability, well-being and emergency debt advice delivered in hubs throughout Leeds, in NHS hospitals and in Food Banks
- **Benefit Buddies** – helping complete benefit applications and guiding clients through the complexity of claims including attending assessments and appeals at tribunal
- **Energy Advice** – provide advice on energy issues through the Energy Redress scheme
- **Fuel Vouchers** – distribute fuel vouchers to clients who cannot top up their meters
- **Food Vouchers** – distribute food vouchers to clients who have no food
- **Debt Relief Order Fund** – paid for client's fee for Debt Relief Orders, where they were financially eligible
- **The Money Buddies Network** – consulting, supervising and training 3<sup>rd</sup> sector, local authorities and debt advice agencies throughout the UK on how to deliver financial capability services

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### Our impact

#### 1. Reduced indebtedness and improving financial outcomes

##### Statistics 01/01/2023-31/12/2023 by service stream

	Money Buddies	Benefit Buddies	Debt Advice
Clients helped	3,554	1,422	1,588
Financial gains	£10,848,520	£6,289,418	£7,378,462
Average financial gain per client	£3,052	£4,423	£4,646

In addition to the above we also helped 5,994 clients by signposting them to organisations better suited to their enquiries, e.g. housing advice.

The cost-of-living crisis continued to significantly affect the people using our services, with most of them being left with deficit budgets, and needing food banks and fuel vouchers. Average financial gains per client have significantly increased over 2022, partly reflecting the increased level of issues clients were facing. On occasions in 2023 we were receiving over 20 referrals a day, and we saw increases in cases of safeguarding, people feeling domestic abuse and people in emergency homelessness situations. Complex casework, accompanied with people facing mental health challenges, remained significantly high.

##### Money Buddies financial capability improvements – uplift

Financial Capability Area	Initial average score (out of 10)	Final average score (out of 10)	Uplift (out of 10)
Budgeting	4.8	8.8	4.0
Feeling in control of money	4.8	8.7	3.9
Mental health eased/improved	4.6	8.8	4.2
Optimism for the future	4.6	9.1	4.5
Understanding my money better	4.8	9.2	4.3

Most of our clients in 2023 had debt issues and, as with the previous year, they continued to experience high levels of anxiety and stress, exacerbated by complexities of their cases, housing concerns, people feeling suicidal and safeguarding issues. All of this contributed to the severity of their mental health challenges. The uplift (out of ten) is a relatively high increase and indicates the people we help felt the service had made a difference to them.

BCP's performance and activities continued to build in 2023, when we:

- Engaged and supported Leeds City Council with the Household Support Scheme and Energy Redress by distributing over £92,700 in food and fuel vouchers and wider essentials to vulnerable people. Knowing that families could stay warm and feed their children was rewarding for all our staff, who quite regularly went more than the extra mile to help people.
  - Provided pop-up outreach services at Post-Offices in Leeds.
  - Provided a Debt Relief Order service, which contributed to the payment of Debt Relief Orders for those who qualified.
  - Engaged with Local Councillors and created a direct pathway for them to refer to the Money Buddy services.
  - Led and chaired the Leeds Debt Forum at the St George's Centre in Leeds, where Rachel Reeves (MP) attended to lend her support to the work that we do in Leeds.
  - Continued to chair the Leeds and West Yorkshire Debt Advice Network.
  - Revamped the Money Buddy training programme, for both internal and external training opportunities.
  - Passed the Advice Quality Standards (AQS) audit, with minimal adjustments.
  - Passed the MaPS Quality Standards audits.
  - Reviewed Debt Advice and related services in relation to the FCA's new Consumer Duty requirements to ensure we are delivering good outcomes for our clients.
-

## **BURMANTOFTS COMMUNITY PROJECTS**

### **REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023**

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#### **2. Improving our clients' health, well-being and optimism, helping create space for future planning and accessibility**

One of our missions is to get to the root cause of poverty, deprivation and isolation, and address it. Our Money Buddies and Benefit Buddies outreach services are all face to face and demand for help often exceeds our capacity. Our debt advice services are delivered by face-to-face, telephone or digital options depending on what people accessing the service want or need. We found that financial phobia is on the increase and after support from our Money Buddies, Benefit Buddies and Debt Advisers, the people we helped were reporting they were experiencing less stress and anxiety, and were feeling less suicidal, where the root cause of their problems was their financial circumstances before they sought help from us. Our being able to provide solutions to the problems that people were presenting with, had a huge positive impact and people told us they were more optimistic for the future which we noted from our client feedback records.

Our website was developed so that it can be read in many different languages, and we can be accessed via telephone, face to face appointment, Microsoft Teams virtual meeting, email, post and face-to-face drop-in as well as using the website contact forms. We have a diverse staff that can speak many different languages and we also have access to Language Line for MaPS funded cases.

#### **3. Contributing to Leeds's financial inclusion strategy and collaborative partnership working**

We continued to work closely with the local authority's Financial Inclusion Steering Group and partners across the city to contribute to the city's strategic approach in the alleviation of debt and poverty. For example, we chaired the citywide Leeds Debt Forum in November 2023, which brings multiple organisations together to act as a voice for the vulnerable and those in poverty. We regularly had a presence at Leeds City Council's Financial Inclusion Steering Group's quarterly meetings, which guide the Council's direction and priorities. In addition we chair the Leeds and West Yorkshire Debt Advice Network, a renowned pressure group, which brings front line debt advisers together so they can collaborate with each other in managing demand for services as well as working with the Local Authority in tackling debt, poverty and isolation.

#### **4. Social justice and policy change at national level**

Throughout 2023 we collated case studies where we felt that there was social injustice, and we used social media and contacts with our local MPs to campaign for change. We worked closely with AdviceUK and Citizens Advice on their campaigns for change and we worked closely with We Are Debt Advisers, who also campaigned for change when it came to funding debt advice. We continued to have a good relationship with the local MPs, who would often touch base with us to learn from what we were seeing at ground roots level, as well as work closely with our partners in Leeds who were seeing similar issues. In 2023 we took part in programmes of a few national media outlets, including You and Yours on Radio 2, to help get the message across of the social injustice that people we helped were seeing, as the cost-of-living crisis was hitting all our clients very hard.

#### **Our track record**

The quality of advice and support we provide is what we take great pride in. Having developed a national award-winning financial capability project in Money Buddies, working with local and national politicians to improve the lives of the vulnerable and in crisis we have applied our learnings to develop new projects such as Benefit Buddies. The work we do is what is important to us. Some of the awards we have received are:

- Winner Institute of Money Advisers – Best New Financial Capability Project 2014
- Winner Centre for Social Justice- Debt 2017
- Winner Institute of Money Advisers – Money Adviser 2019
- Runner up Institute of Money Advisers – Best Financial Capability Project 2019
- Runner up Institute of Money Advisers- Best Partnership Working 2019
- Runner up Institute of Money Advisers – Best Partnership Working 2022
- Runner up Institute of Money Advisers – Best Financial Capability Project 2022
- Winner Institute of Money Advisers – Best Debt Team 2022

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### The charity's main activities in 2023

In 2023 as we had just about recovered from the impact of the 2020/2021 pandemic and services were now fully resumed throughout Leeds, with the Benefit Buddies service in full swing, our debt advice service continued to be delivered both face-to-face and over the telephone, with only the odd service not running because of covid. However, following the pandemic the cost-of-living crisis hit hard with more people presenting with deficit budgets and still needing the face-to-face debt advice services. Cases remained more complex to manage than prior to the pandemic, as the country was heading for a recession and even more safeguarding issues presented themselves. Housing and homelessness issues were on the rise, and more people presented with suicidal thoughts and significant mental health challenges. All of this also impacted on the staff delivering the services.

We were able to offer both fuel and food vouchers to our clients with not enough money to live on through other projects (such as Household Support Fund and the last of Energy Savings Trust), although this had a significant impact on the amount of work needing to be done in relation to administration of the various projects.

In the early part of 2023 we had a waiting list of up to 140 people, because all advice services in Leeds were overwhelmed and clients insisted that they stayed on our waiting list despite knowing it would be some time before they could be seen. During 2023 we took the decision to close the waiting list and book appointments two weeks in advance, which was consistent with what our colleagues working for other services were doing in Leeds. Through the Leeds and West Yorkshire Debt Advice Network all front-line money advisers had built up a good working relationship with each other and we were able to collaborate on sharing the workload when we were oversubscribed. This arrangement worked very well and helped us all manage the demand on our services.

We started the year with 20 members of staff, and this soon increased to 23. We maintained that staffing level and in addition to having one long standing Money Buddy volunteer, we also had two other volunteers to work alongside Money Buddies and Benefit Buddies. By the end of December 2023 we were delivering services in 33 sites across Leeds, as well as remotely over the phone and from the central hub.

We are still short of space at the central hub where we are based, and the staff remain working in a rota so as to manage numbers in the building. Even though we were through the pandemic, we also still had preventative measures in place (including risk assessments) to protect staff and people accessing the service. Hybrid working and the use of digital technology has become the new normal for staff whilst we find larger appropriate premises.

All projects continued to over-perform in relation to the number of people that we were expected to help. In addition to the exceptional performance on quantity, the last quality audit of our debt advice service in December 2023 evidenced we were meeting 93% on our quality of advice, which is over target.

The Money and Pensions Service (MaPS) funding continued to be a challenge, even though there was confirmation of funding for debt advice services commencing from 1<sup>st</sup> February 2023 for 26 months. The funding level remained the same meaning a 10% cut in real terms, as salaries and costs had increased in line with inflation. It did not provide enough to fully cover staff salaries and we had to fund some of this from our reserves. We were fortunate to be able to do this in 2023, and we lost no MaPS funded adviser hours, but this is a challenge to continue doing as our unrestricted reserves are limited.

We continued to use social media, including taking part in interviews on various national and local TV news programmes, plus attended and supported the We Are Debt Advisers campaign group, AdviceUK meetings and MaPS Advisory Groups with a view to try and influence positive changes to the MaPS contract. We also met regularly with MaPS to talk about the funding challenges that the contract was presenting, especially around the fact it was not enough to pay for all the salaries to run the project. Whilst some of this work proved beneficial and some pressure was taken off the extensive quality of advice measures and reviews, the impact on the new contract wasn't as much as we would like to have seen. Funding for the debt advice sector continues to be a concern.

As the MaPS funding had so many challenges over the past few years, many debt advisers left the sector. On one of our recruitment drives for debt advisers, we saw no applications at all for the debt adviser role. Through the national meeting groups that we attended we learned that this was in line with what other organisations in the sector were facing, both locally and nationally.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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Benefit Buddies was in its final year of the Big Lottery funding, which we were able to extend by three months until the end of November 2023. This is a project that was in a great deal of demand, which we were able to support with dedicated volunteers as well as paid staff. The project was very successful, making a huge impact on people's lives with significant financial gains. In comparison to the Money Buddies project, the Benefit Buddies project was relatively small but with big outcomes. At the end of the project in November 2023 the performance of this project was at 150% of target. We managed to retain the full staff team within the organisation, including some redeployment.

Money Buddies' main Leeds City Council project funding changed during 2023, as it moved from Area Committee funding to grant funding from Leeds City Council. Some of the Area Committee Money Buddy services were front-loaded financially by BCP. The move to central council grant funding gave us more stability for the main Money Buddy project, which was needed, however, the funding was only for one year (until the end of March 2024). This meant that we were still having to fundraise for the main Money Buddy project year on year. In terms of performance, all the Money Buddy funded projects exceeded their targets, with the Trussell Trust funded Money Buddy project ending the year at over 198% of target.

Money Buddy training was revamped in 2023, expanding from a two-day training course to a four-day training course. The revamp of the training meant that we could go into more detail, incorporating principles and values more, and complimenting it with a training booklet and homework. Feedback on the training was that it was very good, and it covered all the actions a Money Buddy was required to take. We had recruited a Training and Development Manager who oversaw all the training of the staff and volunteers in 2023 and who delivered the Money Buddy training face to face.

#### FINANCIAL REVIEW

The financial statements comply with the Companies Act and the Statement of Recommended Practice on Accounting by Charities and the conditions in the Company's Memorandum and Articles of Association. The movement in funds is shown on the Statement of Financial Activities on page 11.

The charity's total income for the financial year was £886,899 (2022 - £1,122,468). Total expenditure was £1,022,204 (2022 - £869,323) resulting in a deficit for the year of £135,305 (2022 yielded a surplus of £253,145).

The charity continued to face the challenges of securing long term and more general funding. We continue to work towards diversifying our funding, so that we are not totally reliant on one source of funding, but the demand for funding has increased across the advice sector and funding available is unfortunately limited. Reductions in overall funding secured as at the end of 2023 meant the charity made the difficult decision to restructure in early 2024 so the charity could continue and funded services were maintained.

#### Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £85,164.

The charity has resolved to maintain a particular fund level (termed "Emergency Reserves") amounting at present to a minimum of £68,459 to meet estimated closure costs, including redundancy costs, of the charity.

The charity is dependent on funding to sustain its activities, as earned income alone is unlikely to allow its projects to continue in operation in the event of funding ceasing or being substantially reduced for whatever reason.

The charity has therefore decided that it should aspire to hold unrestricted funds, in addition to the above emergency reserves, amounting to not less than three months' running costs. When compared to expenditure for 2023, estimated running costs for 3 months total £200,000.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### FUTURE PLANS

Firstly, we aim to maintain the financial stability of the charity. We will also continue to listen to our clients to adopt new ways and enhance existing ways to help them. To help us to do this we will look to:

- **Diversify income** – Some of our services are funded by a single organisation, and if we lost that funding then the whole service would be put at risk. Therefore, we aim to have our services funded by as many funders as possible.
- **Improve funding for our core functions** – While we have project-specific funding we have a shortage of core funds to deal with the challenges of growth and manage fluctuations in project funding. We will continue to seek funding for core functions.
- **Expand our services throughout Leeds and West Yorkshire** – We would look to expand our services throughout Leeds and potentially West Yorkshire. We would also seek funding to expand our portfolio of services such as Housing and Employment advice.
- **Introduce 'Budget Masters' (Financial Capability) training** – Also known as Money Buddy training, this would be for the public and other organisations, and we would consider working more closely with employers to provide training.
- **Expand our Money Buddies Network** – We aim to further develop our Money Buddies Network throughout the UK. This could be in terms of consultancy, training, or supervision.
- **Ensure our staff continue to have annual appraisals each year and Personal Development Plans are reviewed regularly** – We believe it is important staff are properly trained in accordance with training needs identified in 121s and appraisals, and they are paid appropriately for their skills, experience and hard work.
- **Refresh our technical equipment and explore new ways of utilising technology** – This will help to make our services more efficient. We will improve our website and client access to their cases via AdvicePro, which is overseen by advisers, as well as train Money Buddies to help clients input their data.
- **Expand our use of social, local and national media** – This will help us in promoting our services, and will include creating a Money Buddy LinkedIn account.
- **Diversify our Trustee Board** – We will conduct a new skills audit and recruit Trustee Board members to fill any identified Trustee Board skills gaps as well as from the local community or with lived experience.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The legal status of Burmantofts Community Projects is that of a Company Limited by Guarantee established on 22<sup>nd</sup> May 1995.

The company is registered as a charity under The Charities Act 2011 and is governed by its Memorandum and Articles of Association as amended by special resolutions on 29<sup>th</sup> September 1995, 11<sup>th</sup> April 2011 and 15<sup>th</sup> April 2018. A review of the Articles to ensure they continue to meet the needs of the charity is nearing completion. This has not resulted in significant changes being proposed to the framework, but some articles have been clarified and terminology updated.

The members of the charity are the current Trustees as named on the Reference and Administrative Details page. The maximum liability of each member is limited to £1.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

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#### The Trustee Board

The charity is governed through a Trustee Board, which meets every two months as well as holding additional shorter meetings on specific subject areas when required. There are also Committees to support the Trustee Board in meeting its responsibilities. Day to day running of the organisation is delegated to the Chief Executive and BCP Senior Leadership Team. Key management remuneration is set by the Trustees and reviewed on an annual basis.

The Trustees who have held office during the year are set out on the Reference and Administrative Details page. All Trustees give their time in this capacity voluntarily.

We recruited 2 new Trustees in 2023 but we lost 3 Trustees including 2 long-standing Trustees, one of whom had been the Chair. A new Chair was appointed by the Trustee Board in July 2023. We will seek to recruit further Trustees to fill skills gaps and diversify our Board, along with developing a training programme for the current Trustees. We have 9 Trustees at present.

Individuals interested in becoming Trustees are invited to join board meetings, initially as observers. Individuals who exhibit skills suitable for the charity and show a continued interest in the activities of the charity are then invited to become a Trustee and are provided with Charity Commission publications on the responsibilities of a Trustee.

The Board of Trustees continued to work effectively in 2023. A schedule of Matters Reserved for the Board is in place together with a Scheme of Delegation for activities delegated to the Committees and Chief Executive. An effectiveness review of governance activities was commenced in late 2023, engaging a third party organisation, and was completed in early 2024. This showed BCP's overall governance effectiveness was good in comparison to other charitable organisations, with areas of key focus being financial stability, Board composition and use of digital media.

#### Related parties

Any individual with an interest in a matter being discussed at a meeting must declare the interest to the meeting. The chair of the meeting will then decide whether that individual should withdraw during the discussion and, if not, whether the individual should be entitled to vote on the matter under discussion.

#### Risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Report of the Trustees, incorporating a strategic report, approved by order of the Board of Trustees, as the company directors, on 19<sup>th</sup> September 2024 and signed on the Board's behalf by:



A E Heron – Trustee and Chair



J H Smith – Trustee and Treasurer

## **BURMANTOFTS COMMUNITY PROJECTS**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of Burmantofts Community Projects for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER'S  
REPORT TO THE TRUSTEES OF**

**BURMANTOFTS COMMUNITY PROJECTS**

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**Independent examiner's report to the trustees of Burmantofts Community Projects ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2023.

**Responsibilities and basis of report**

As the charity's trustees of the 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 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 2011 ('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 matters have come to my attention in connection with the examination giving me cause to believe:

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.



Christopher Darwin FCA

Thomas Coombs Limited  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

Date: 19<sup>th</sup> September 2024

**BURMANTOFTS COMMUNITY PROJECTS****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	13,131	-	13,131	53,716
<b>Charitable activities</b>	3				
Grant making		-	873,768	873,768	1,068,752
<b>Total</b>		<u>13,131</u>	<u>873,768</u>	<u>886,899</u>	<u>1,122,468</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Community Work		46,669	975,535	1,022,204	869,323
<b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	15	(33,538) <u>(1,836)</u>	(101,767) <u>1,836</u>	(135,305) <u>-</u>	253,145 <u>-</u>
<b>Net movement in funds</b>		<b>(35,374)</b>	<b>(99,931)</b>	<b>(135,305)</b>	<b>253,145</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>130,951</u>	<u>328,595</u>	<u>459,546</u>	<u>206,401</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>95,577</b></u>	<u><b>228,664</b></u>	<u><b>324,241</b></u>	<u><b>459,546</b></u>

The notes form part of these financial statements

## BURMANTOFTS COMMUNITY PROJECTS

### BALANCE SHEET 31ST DECEMBER 2023

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	10,413	-	10,413	9,713
<b>CURRENT ASSETS</b>					
Debtors	12	2,742	113,564	116,306	88,068
Cash at bank and in hand		<u>85,722</u>	<u>115,100</u>	<u>200,822</u>	<u>371,365</u>
		88,464	228,664	317,128	459,433
<b>CREDITORS</b>					
Amounts falling due within one year	13	(3,300)	-	(3,300)	(9,600)
<b>NET CURRENT ASSETS</b>		<u>85,164</u>	<u>228,664</u>	<u>313,828</u>	<u>449,833</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>95,577</u>	<u>228,664</u>	<u>324,241</u>	<u>459,546</u>
<b>NET ASSETS</b>		<u>95,577</u>	<u>228,664</u>	<u>324,241</u>	<u>459,546</u>
<b>FUNDS</b>	15				
Unrestricted funds				95,577	130,951
Restricted funds				<u>228,664</u>	<u>328,595</u>
<b>TOTAL FUNDS</b>				<u>324,241</u>	<u>459,546</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 19<sup>th</sup> September 2024 and were signed on its behalf by:

  
A E Heron – Trustee and Chair

  
J H Smith – Trustee and Treasurer

The notes form part of these financial statements

**BURMANTOFTS COMMUNITY PROJECTS****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(163,236)</u>	<u>221,220</u>
Net cash (used in)/provided by operating activities		<u>(163,236)</u>	<u>221,220</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>(7,307)</u>	<u>(3,297)</u>
Net cash used in investing activities		<u>(7,307)</u>	<u>(3,297)</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(170,543)</b>	217,923
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>371,365</u>	<u>153,442</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>200,822</u>	<u>371,365</u>

The notes form part of these financial statements

**BURMANTOFTS COMMUNITY PROJECTS****NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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1.	RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2023	2022	
		£	£	
	Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(135,305)	253,145	
	Adjustments for:			
	Depreciation charges	6,607	4,855	
	Increase in debtors	(28,238)	(44,820)	
	(Decrease)/increase in creditors	<u>(6,300)</u>	<u>8,040</u>	
	Net cash (used in)/provided by operations	<u>(163,236)</u>	<u>221,220</u>	
2.	ANALYSIS OF CHANGES IN NET FUNDS	At 1/1/23	Cash flow	At 31/12/23
		£	£	£
	Net cash			
	Cash at bank and in hand	<u>371,365</u>	<u>(170,543)</u>	<u>200,822</u>
		<u>371,365</u>	<u>(170,543)</u>	<u>200,822</u>
	Total	<u>371,365</u>	<u>(170,543)</u>	<u>200,822</u>

The notes form part of these financial statements

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

---

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue for a period of not less than 12 months from the date of the approval of the financial statements. Accordingly the financial statements have been prepared on the going concern basis

##### **Critical accounting judgements and key sources of estimation uncertainty**

In the application of the charities accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The costs of generating income consist of costs incurred attracting voluntary income and activities for generating funds, such as donations and grants,

Costs of charitable activities include grants made and an apportionment of overheads and administration costs.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to external inspection an legal fees together with an apportionment of overhead and administration costs.

##### **Tangible fixed assets**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Costs includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided to write off the cost less the estimated residual of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

---

#### 1. ACCOUNTING POLICIES - continued

##### Tangible fixed assets

Computer equipment - 25% on cost

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic and complex financial instruments. Basic financial instruments are measured at their settlement value in the case of current assets and liabilities and at discounted settlement value in the case of creditors falling due after more than one year.

#### 2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	<u>13,131</u>	<u>53,716</u>
	<u>13,131</u>	<u>53,716</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2023	2022
		£	£
Grants	Community Work	<u>873,768</u>	<u>1,068,752</u>

Grants received, included in the above, are as follows:

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b><u>Money Buddies:</u></b>				
LCC - Financial Inclusion Team	-	-	-	26,376
LCC - Inner North West	-	13,188	13,188	22,623
LCC - Inner East	-	13,188	13,188	19,659
LCC - Inner West	-	8,792	8,792	13,665
LCC - Outer West	-	17,477	17,477	4,676
LCC - Outer East	-	12,190	12,190	14,893
LCC - Inner South	-	8,792	8,792	3,188
LCC - Inner North East	-	4,396	4,396	4,494
LCC – Money Buddies 23/24	-	185,240	185,240	-
Leeds NHS	-	-	-	36,000
	-	<u>263,263</u>	<u>263,263</u>	<u>145,574</u>
<b><u>Other Grants:</u></b>				
Trussell Trust	-	109,215	109,215	25,869
Money and Pensions Service 22/23	-	16,269	16,269	144,820
National Lottery – Benefit Buddies	-	76,927	76,927	145,300
Advice UK	-	1,000	1,000	2,000
Advice UK Project	-	71	71	25,000
Money and Pensions Service 23/24	-	183,710	183,710	-
LCC - DRO Fees Project	-	25,270	25,270	-
LCC - Household Support Fund 4	-	100,000	100,000	-
National Lottery - Cost of Living	-	75,000	75,000	-
British Gas Project	-	20,800	20,800	-
Leeds Debt Forum	-	2,243	2,243	-
Money and Pensions Service 21/22	-	-	-	63,839
Energy Savings Trust - Mainstream Project	-	-	-	142,349
Energy Savings Trust - Emergency Winter Scheme	-	-	-	1,834
Hammersons - Money Buddies	-	-	-	2,000
Fuel Voucher Scheme	-	-	-	147,667
LCC - Household Support Fund	-	-	-	30,000
LCC - Household Support Fund 3	-	-	-	40,000
Sir George Martin	-	-	-	5,000
Martin Lewis	-	-	-	50,000
Martin Lewis 2	-	-	-	97,500
	-	<u>613,505</u>	<u>613,505</u>	<u>923,178</u>
<b>Total Grants Received</b>	-	<u>873,768</u>	<u>873,768</u>	<u>1,068,752</u>

**BURMANTOFTS COMMUNITY PROJECTS****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023****4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Community Work	<u>837,614</u>	<u>184,590</u>	<u>1,022,204</u>
2022	<u>713,702</u>	<u>155,621</u>	<u>869,323</u>

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2023 £	2022 £
Wages	576,023	418,547
Social security	47,089	37,042
Pensions	20,878	16,167
Payroll costs	3,805	2,844
Project expenditure	117,055	171,233
Rent, rates and water	11,733	13,463
Insurance	3,175	2,374
Light and heat	4,097	2,920
Postage and stationery	10,674	8,128
Advertising	3,013	2,524
Cleaning	7,837	7,451
Repairs and maintenance	3,206	2,495
Computer software	2,868	2,874
Subscriptions	14,087	13,018
Legal and professional fees	318	1,779
Training	5,149	5,988
Depreciation	<u>6,607</u>	<u>4,855</u>
	<u>837,614</u>	<u>713,702</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**6. SUPPORT COSTS**

	Management £	Finance £	Information technology £
Community Work	<u>81,636</u>	<u>11,524</u>	<u>20,763</u>
	Human resources £	Governance costs £	Totals £
Community Work	<u>28,483</u>	<u>42,184</u>	<u>184,590</u>

Support costs, included in the above, are as follows:

	<b>2023 Community Work £</b>	2022 Total activities £
Wages	124,661	102,079
Social security	12,979	10,494
Pensions	4,809	3,915
Telephone	10,908	10,032
Subscriptions	12,074	5,812
Legal and Professional fees	15,524	12,005
Sundries	335	-
Auditors' remuneration	-	9,600
Independent examination	3,300	-
Trustee expenses	-	1,684
	<u>184,590</u>	<u>155,621</u>

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

#### 7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Auditors' remuneration	-	9,600
Independent examination	3,300	-
Depreciation - owned assets	<u>6,607</u>	<u>4,855</u>

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

	2023	2022
	£	£
<b>Name of trustee</b>		
<b>Reason</b>		
<b>Legal authority</b>		
John Smith (trustee)	Employment	Governing document
	<u>38,038</u>	<u>31,143</u>
	<u>38,038</u>	<u>31,143</u>

John Smith received remuneration during the year, being employed as the Finance and Contracts Administrator. The charity has received consent from the Charity Commission on the 11th April 2011 to remunerate him and the articles of association have been amended to allow for this.

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

#### Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees, the Chief Executive Officer and the Finance and Contracts Administrator. The total employment costs to the Charity were £97,840 (2022: £78,929).

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2023 (2022: £1,684).

#### 9. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	700,684	520,625
Social security costs	60,068	47,537
Other pension costs	25,687	20,082
Payroll costs	<u>3,805</u>	<u>2,844</u>
	<u>790,244</u>	<u>591,088</u>

The average monthly number of employees during the year was as follows:

2023	2022
<u>25</u>	<u>21</u>

No employees received emoluments in excess of £60,000.

The average number of full time equivalent employees in the year ended 31st December 2023 was 22 (2022: 19).

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	53,716	-	53,716
<b>Charitable activities</b>			
Community Work	<u>-</u>	<u>1,068,752</u>	<u>1,068,752</u>
<b>Total</b>	<u>53,716</u>	<u>1,068,752</u>	<u>1,122,468</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Community Work	<u>12,813</u>	<u>856,510</u>	<u>869,323</u>
<b>NET INCOME</b>			
Transfers between funds	40,903	212,242	253,145
	<u>9,752</u>	<u>(9,752)</u>	<u>-</u>
<b>Net movement in funds</b>	50,655	202,490	253,145
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	80,296	126,105	206,401
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>130,951</u>	<u>328,595</u>	<u>459,546</u>

**11. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1st January 2023	<b>24,217</b>
Additions	<u>7,307</u>
At 31st December 2023	<u>31,524</u>
<b>DEPRECIATION</b>	
At 1st January 2023	<b>14,504</b>
Charge for year	<u>6,607</u>
At 31st December 2023	<u>21,111</u>
<b>NET BOOK VALUE</b>	
At 31st December 2023	<u>10,413</u>
At 31st December 2022	<u>9,713</u>

**BURMANTOFTS COMMUNITY PROJECTS****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023****12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	£	£
Trade debtors	<b>113,789</b>	81,999
Prepayments and accrued income	<u>2,517</u>	<u>6,069</u>
	<b><u>116,306</u></b>	<b><u>88,068</u></b>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	£	£
Accruals and deferred income	<u>3,300</u>	<u>9,600</u>

**14. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	<b>2023</b>	2022
	£	£
Within one year	<b>700</b>	700
Between one and five years	<u>-</u>	<u>700</u>
	<b><u>700</u></b>	<b><u>1,400</u></b>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS**

<b>Unrestricted Funds</b>	<b>At 1/1/23</b>	<b>Net movement in funds</b>	<b>At 31/12/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General fund	128,668	(35,374)	93,294
Designated Fund - Money Buddy Network	2,283	-	2,283
<b>Restricted Funds</b>			
Money and Pensions Service (MaPS) 22/23	(15,894)	15,894	-
National Lottery - Benefit Buddies	69,260	(69,260)	-
Energy Savings Trust - Mainstream Project	1,923	(1,923)	-
Energy Savings Trust - Emergency Winter Scheme	(350)	350	-
Advice UK - DRO Funding	3,000	1,000	4,000
Advice UK - DRO Project	19,370	(19,370)	-
Hammersons - Money Buddies	3,400	-	3,400
Energy Savings Trust - Fuel Vouchers	54,895	(54,336)	559
LCC - Household Support Fund 3	9,236	(9,236)	-
Trussell Trust	(3,184)	2,120	(1,064)
Sir George Martin Trust	4,019	(4,019)	-
Martin Lewis	35,068	(11,149)	23,919
Martin Lewis 2	97,428	(86,600)	10,828
MaPS PACE	(5)	-	(5)
Money Buddy Contracts	43,752	5,968	49,720
Big Lottery - Money Buddies	65	(65)	-
Leeds City Council – DRO Fees Project	(436)	13,971	13,535
Leeds CAB	3,200	-	3,200
Clydesdale Bank	350	-	350
LCC SIF	1,889	(1,889)	-
Proceeds of Crime	34	-	34
LCC PPE	571	-	571
National Lottery Covid-19 Fund	1,004	(1,004)	-
LCC - Household Support Fund 4	-	43,113	43,113
National Lottery - Cost of Living	-	62,749	62,749
Money and Pensions Service (MaPS) 23/25	-	(5,283)	(5,283)
British Gas Project	-	5,272	5,272
Leeds NHS	-	12,764	12,764
Leeds Debt Forum	-	1,002	1,002
	<u>328,595</u>	<u>(99,931)</u>	<u>228,664</u>
<b>TOTAL FUNDS</b>	<u>459,546</u>	<u>(135,305)</u>	<u>324,241</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources Expended £	Transfers £	Movement in funds £
<b>Unrestricted Funds</b>				
General fund	13,131	(46,669)	(1,836)	(35,374)
<b>Restricted Funds</b>				
Money and Pensions Service (MaPS) 22/23	16,269	(2,510)	2,135	15,894
National Lottery - Benefit Buddies	76,927	(148,272)	2,085	(69,260)
Energy Savings Trust - Mainstream Project	-	-	(1,923)	(1,923)
Energy Savings Trust - Emergency Winter Scheme	-	-	350	350
Advice UK - DRO Funding	1,000	-	-	1,000
Advice UK - DRO Project	71	(19,699)	258	(19,370)
Hammersons - Money Buddies	-	-	-	-
Energy Savings Trust - Fuel Vouchers	-	(54,336)	-	(54,336)
LCC - Household Support Fund 3	-	(9,236)	-	(9,236)
Trussell Trust	109,215	(107,095)	-	2,120
Sir George Martin Trust	-	(4,019)	-	(4,019)
Martin Lewis	-	(11,149)	-	(11,149)
Martin Lewis 2	-	(86,600)	-	(86,600)
MaPS PACE	-	-	-	-
Money Buddy Contracts	263,263	(230,311)	(26,984)	5,968
Big Lottery - Money Buddies	-	-	(65)	(65)
Leeds City Council – DRO Fees Project	25,270	(11,299)	-	13,971
Leeds CAB	-	-	-	-
Clydesdale Bank	-	-	-	-
LCC SIF	-	(1,889)	-	(1,889)
Proceeds of Crime	-	-	-	-
LCC PPE	-	-	-	-
National Lottery Covid-19 Fund	-	-	(1,004)	(1,004)
LCC - Household Support Fund 4	100,000	(56,887)	-	43,113
National Lottery - Cost of Living	75,000	(12,251)	-	62,749
Money and Pensions Service (MaPS) 23/25	183,710	(188,993)	-	(5,283)
British Gas Project	20,800	(15,528)	-	5,272
Leeds NHS	-	(14,220)	26,984	12,764
Leeds Debt Forum	2,243	(1,241)	-	1,002
	<u>873,768</u>	<u>(975,535)</u>	<u>1,836</u>	<u>(99,931)</u>
<b>TOTAL FUNDS</b>	<u>886,899</u>	<u>(1,022,204)</u>	<u>0</u>	<u>(135,305)</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/1/22 £	Net movement in funds £	At 31/12/22 £
<b>Unrestricted funds</b>			
General fund	78,013	50,655	128,668
Designated fund- Money Buddy Network	2,283	-	2,283
<b>Restricted funds</b>			
Money and Pensions Service (MaPS) 2021/2022	(3,522)	3,522	-
Money and Pensions Service (MaPS) 2022/2023	-	(15,894)	(15,894)
National Lottery – Benefit Buddies	42,676	26,584	69,260
Energy Savings Trust – Mainstream Project	4,090	(2,167)	1,923
Energy Savings Trust – Emergency Winter Scheme	53,453	(53,803)	(350)
AdviceUK – DRO funding	1,000	2,000	3,000
AdviceUK – DRO Project	-	19,370	19,370
Martin Lewis	-	35,068	35,068
Martin Lewis 2	-	97,428	97,428
Hammersons – Money Buddies	1,400	2,000	3,400
Energy Savings Trust – Fuel Vouchers	-	54,895	54,895
Leeds City Council – Household Support Fund 3	-	9,236	9,236
Trussell Trust	-	(3,184)	(3,184)
Sir George Martin Trust	-	4,019	4,019
Money and Pensions Service (MaPS) PACE	1,094	(1,099)	(5)
Money Buddy Contracts	17,225	26,527	43,752
Big Lottery – Money Buddies	65	-	65
Leeds City Council – DRO Fees Project	-	(436)	(436)
Leeds CAB	3,200	-	3,200
Clydesdale Bank	350	-	350
Leeds City Council – SIF	1,889	-	1,889
Proceeds of Crime	34	-	34
Leeds City Council – PPE	647	(76)	571
National Lottery Covid-19 Fund	1,004	-	1,004
Community and Law Services (CALs)	1,500	(1,500)	-
	<u>126,105</u>	<u>202,490</u>	<u>328,595</u>
<b>TOTAL FUNDS</b>	<u>206,401</u>	<u>253,145</u>	<u>459,546</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2023**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Transfers £	Movement in funds £
<b>Unrestricted funds</b>				
Free charitable reserve	53,716	(12,813)	9,752	50,655
<b>Restricted funds</b>				
Money and Pensions Service (MaPS) 2021/2022	63,839	(52,065)	(8,252)	3,522
Money and Pensions Service (MaPS) 2022/2023	144,820	(160,714)	-	(15,894)
National Lottery – Benefit Buddies	145,300	(118,716)	-	26,584
Energy Savings Trust – Mainstream Project	142,349	(144,516)	-	(2,167)
Energy Savings Trust – Emergency Winter Scheme	1,834	(55,637)	-	(53,803)
AdviceUK – DRO funding	2,000	-	-	2,000
AdviceUK – DRO Project	25,000	(5,630)	-	19,370
Martin Lewis	50,000	(14,932)	-	35,068
Martin Lewis 2	97,500	(72)	-	97,428
Hammersons – Money Buddies	2,000	-	-	2,000
Energy Savings Trust – Fuel Vouchers	147,667	(92,772)	-	54,895
Leeds City Council – Household Support Fund	30,000	(30,000)	-	-
Leeds City Council – Household Support Fund 3	40,000	(30,764)	-	9,236
Trussell Trust	25,869	(29,053)	-	(3,184)
Sir George Martin Trust	5,000	(981)	-	4,019
Community and Law Services (CALs)	-	-	(1,500)	(1,500)
Money and Pensions Service (MaPS) PACE	-	(1,099)	-	(1,099)
Money Buddy Contracts	145,574	(119,047)	-	26,527
Leeds City Council – DRO Fees Project	-	(436)	-	(436)
Leeds City Council – PPE	-	(76)	-	(76)
	<u>1,068,752</u>	<u>(856,510)</u>	<u>(9,752)</u>	<u>202,490</u>
<b>TOTAL FUNDS</b>	<u>1,122,468</u>	<u>(869,323)</u>	<u>-</u>	<u>253,145</u>

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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<u>Restricted funds</u>	
<b>Name of fund</b>	<b>Purpose of restriction</b>
Money and Pensions Service (MaPS) 2021/2022	Provide Debt Advice services
Money and Pensions Service (MaPS) 2022/2023	Provide Debt Advice services
Money and Pensions Service (MaPS) 2023/2025	Provide Debt Advice services
National Lottery – Benefit Buddies	To support the benefit buddy service
Energy Savings Trust – Mainstream Project	To provide an energy advice service
Energy Savings Trust – Emergency Winter Scheme	To fund the purchase and distribution of energy vouchers
Martin Lewis	To support the Money Buddy service
Martin Lewis 2	To support the Money Buddy service
AdviceUK – DRO funding	To support debt advisers processing Debt Relief Orders
AdviceUK – DRO Project	To fund a part time debt adviser to concentrate on DROs.
Hammersons – Money Buddies	To support the money buddy service
Energy Savings Trust – Fuel Vouchers	To fund the purchase and distribution of energy vouchers
Leeds City Council – Household Support Fund 3	To distribute food and fuel vouchers and purchase goods for vulnerable clients
Leeds City Council – Household Support Fund 4	To distribute food and fuel vouchers and purchase goods for vulnerable clients and provide emergency debt advice
Trussell Trust	To provide Money buddy, benefit buddy and debt advice sessions at 12 foodbanks across Leeds
Sir George Martin Trust	To enhance the funding for administration
Money and Pensions Service (MaPS) PACE	For equipment to allow debt advisers to be included in CAB's PACE system
Big Lottery – Money Buddies	Support the Money Buddy service.
Leeds City Council – DRO Fees Project	To provide a fund to pay DRO fees when the client does not have the money
Leeds CAB	To support the aims of Advice Leeds in promoting advice services in Leeds
Clydesdale Bank	Towards phone system enhancements.
Leeds City Council – SIF	To set up and maintain a Benefit Buddy Service
Proceeds of Crime	Towards security enhancements
Leeds City Council – PPE	To provide PPE and other equipment to ensure the safety of staff and clients
National Lottery Covid-19 Fund	To provide an emergency Money/Benefit Buddy service during Covid
National Lottery – Cost of Living	To provide a Benefit Buddy service until March '24 and enhance all services to provide housing advice

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## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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#### Continued from previous page

British Gas Project	To pilot the use of pop up Money Buddy sites in Post Offices
Leeds Debt Forum	To provide funds to allow the Leeds Debt Forum and associated groups hold meetings and events
Leeds NHS	To fund 2 money buddy centres 22/24

#### Money Buddy Contracts

Leeds City Council – Financial Inclusion Team – Money Buddies	To fund 3 money buddy centres 22/23
Leeds City Council – Area Committees – Money Buddies	To fund 14 money buddy centres 22/23
Money Buddies 23/25	To provide a Money Buddies service in 22 Leeds City Council sites

Leeds NHS fund was part of the Money Buddy agreements in in financial year ended 31<sup>st</sup> December 2022. In January 2023, it was agreed that this fund should be separated and set up as its own cost centre.

The Leeds Debt Forum fund was previously held by Burmantofts Community Projects as an agent, the control for this fund has now been transferred to Burmantofts Community Projects. This is further explained in note 17.

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2023

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#### 16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2023.

#### 17. ANALYSIS OF FUNDS RECEIVED AND HELD AS AGENT

	2023	2022
	£	£
Opening funds	1,789	2,026
Incoming	250	335
Transferred to Burmantofts Community Projects	(1,652)	-
Outgoing	(78)	(572)
Closing funds	<u>309</u>	<u>1,789</u>

At the start of the reporting period, Burmantofts Community Projects was holding £1,652 on behalf of the Leeds Debt Forum in the Ebor Gardens Advice Centre bank account. Previously these funds were not included in the accounts. It was decided that Burmantofts Community Projects will now take control of these funds to distribute, so these funds have been transferred from the amount held as an agent and recognised as restricted funds. The initial absorption is recognised as a donation.

At the year-end, £309 was held on behalf of two clients which was grant funding to meet the needs of two individuals. These funds are also not included in these accounts.

**BURMANTOFTS COMMUNITY PROJECTS**

England & Wales - Charity number 1051368

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# Accounts

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REGISTERED COMPANY NUMBER: 03061633 (England and Wales)  
REGISTERED CHARITY NUMBER: 1051368

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2022  
FOR  
BURMANTOFTS COMMUNITY PROJECTS**

Thomas Coombs Limited  
Statutory Auditor  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

**BURMANTOFTS COMMUNITY PROJECTS**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

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**BURMANTOFTS COMMUNITY PROJECTS**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

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<b>TRUSTEES</b>	M E Andrews (Chair) C M Bassant (Vice Chair) R L Andrews N Gibson A E Heron S W Jaines (appointed 29/9/22) (resigned 30/5/23) A Khan (appointed 28/3/23) S Lees A D Nicholl J H Smith A S Kasibante (resigned 19/7/22) D N Oboite (appointed 30/5/23)
<b>COMPANY SECRETARY</b>	J H Smith
<b>REGISTERED OFFICE</b>	St Agnes Church Hall 23 Shakespeare Close Leeds LS9 7UQ
<b>REGISTERED COMPANY NUMBER</b>	03061633 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1051368
<b>AUDITORS</b>	Thomas Coombs Limited Statutory Auditor Chartered Accountants 3365 The Pentagon Century Way Thorpe Park Leeds West Yorkshire LS15 8ZB
<b>BANKERS</b>	Virgin Money 329 Harehills Lane Leeds LS8 5BW

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### OBJECTIVES AND ACTIVITIES

##### The Charity's objectives

Any charitable purpose for the benefit for the community of Burmantofts, and its vicinity within the City of Leeds and throughout the UK, in particular the advancement of education, the protection and preservation of good health and the relief of poverty, deprivation, isolation, sickness and distress.

##### What Burmantofts Community Projects does

Burmantofts Community Projects (BCP) is an independent charity based in Leeds. From its small, local beginnings back in 1987, it has become a prominent provider of free; legal debt advice, money guidance and benefits claim support throughout Leeds, as well as training and consulting to organisations nationally.

The need we address is the alleviation of debt and poverty in Leeds and the UK" The majority of our clients live in areas of highest deprivation in Leeds, many of which are in the top 1% of areas of highest deprivation in England.

We are recognised by our partners as experts in helping people who are in chaos, crisis and the most vulnerable in society. We have a reputation for resolving complex issues and receive a large volume of referrals from Citizens Advice, Leeds City Council, Department of Work and Pensions (DWP) and Social Prescribers on behalf of GPs and mental health charities.

Our work has attracted interest and recognition from the money advice sector as well as politicians across the spectrum (locally and nationally), Money and Pensions Service (MaPS) and Advice UK. We are authorised by the Financial Conduct Authority and hold the Advice Quality Standard at Generalist level.

##### How we support our clients and partners - our projects

To achieve our aims there are currently several projects, all of which dovetail to provide a seamless service:

- **Ebor Gardens Advice Centre** - legal and holistic debt advice including Debt Relief Orders, bankruptcy, insolvency and court representation
- **Money Buddies** - financial capability, well- being and emergency debt advice delivered in hubs throughout Leeds, in NHS hospitals and in Food Banks
- **Benefit Buddies** – helping complete benefit applications and guiding clients through the complexity of claims including attending assessments and appeals at tribunal
- **Energy Advice** – provide advice on energy issues through the Energy Redress scheme
- **Fuel Vouchers** – distribute fuel vouchers to clients who cannot top up their meters
- **Food Vouchers** – distribute food vouchers to clients who have no food
- **Debt Relief Order Fund** – pay for clients Debt Relief Orders, where they are financially eligible
- **The Money Buddies Network** - consulting, supervising and training 3<sup>rd</sup> sector, local authorities and debt advice agencies throughout the UK on how to deliver financial capability services

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

**Our impact**

**1. Reduced indebtedness and improving financial outcomes**

Statistics 01/01/2022-31/12/2022

**By project stream**

	<b>Money Buddies</b>	<b>Benefit Buddies</b>	<b>Debt Advice</b>
Clients helped	9,426	694	2,465
Financial gains	£7,078,516	£783,541	£7,150,726
Average Financial gain per client	£751	£1,129	£2,901

This was a record year for all projects.

Money Buddies is 300% up on the previous record year. Post Covid pandemic recovery and the energy and cost of living crisis contributed to more people needing help. There has been a high level of referrals and complex cases from our partners, including Social Prescribers and the NHS.

**Money Buddies financial capability improvements – uplift**

<b>Financial Capability Area</b>	<b>Uplift (out of 10)</b>
Budgeting	2.65
Feeling in control of money	2.62
Mental health eased/improved	2.74
Optimism for the future	3
Understanding my money better	2.9

The vast majority of our clients in 2022 had debt issues and were experiencing high levels of anxiety and stress. The clients’ self-reported improvements are a snapshot in time of how better they feel their money skills and mental health improved. The uplift (out of ten) is a relatively high increase and indicates the people we help felt the service has made a difference to them. It also indicates that clients remain engaged throughout what can be a long and often at times a protracted process.

BCP’s performance continued to build on 2021, and in 2022 we:

- Engaged and supported Leeds City Council with the Household Support Scheme, distributing £70,000 in food and fuel vouchers to vulnerable people. Knowing that families could stay warm for longer and feed their children was rewarding for all our staff, who quite regularly went more than the extra mile.
- Received from Energy Saving Trust £153,540 for fuel vouchers to struggling households, during winter 2022.
- Led and co-chaired the Leeds Debt Forum at Leeds Civic Hall, where Martin Lewis (money saving expert) recorded a thank you message to Money Buddies for their commitment and achievements in helping people.
- Received the Debt Team of the Year Award for our debt advisers from the Institute of Money Advisers (IMA). As well as being shortlisted and runner-up for Best Financial Capability Project by the IMA.

**2. Improving our clients’ health, well-being and optimism and helping create space for future planning**

Presenting stress levels for our clients are significantly higher than those of the general population, according to research by Leeds University Centre for Decision and Research. After support from our Money Buddies clients reported lower stress, for example overall clients self-reported on average a 3 out of ten points increase in their optimism about the future after an initial meeting and remedial support from one of our Money Buddies.

**3. Contributing to Leeds's financial inclusion strategy and collaborative partnership working**

We contribute to the city's strategic approach in the alleviation of debt and poverty, for example we co-chair and sit on a number of groups including the Leeds Citywide Debt Forum, which brings multiple disciplined organisations to act as a voice for the vulnerable and those in poverty, and Leeds City Council's Financial Inclusion Steering Group, which guides the Council's direction and priorities. In addition we chair the Leeds & West Yorkshire Debt Advice Network, a renowned pressure group, which brings front line debt advisers together so they can collaborate with each other in managing demand for services as well as working with the Local Authority in tackling debt, poverty and isolation.

**4. Social Justice and Policy Change at National Level**

We have fed into breathing space policy and holiday hunger campaigns at the request of politicians, advice bodies, and influential think-tanks, which have aided MPs in taking decisions that have contributed to breathing space becoming law, and feeding our school children during holiday times.

**Our track record**

The advice and support we provide is what we take great pride in, having developed a national award-winning financial capability project in Money Buddies, working with local and national politicians to improve the lives of the vulnerable and in crisis we have applied our learnings to develop new projects such as Benefit Buddies and Energy Plus (2021). The work we do is what is important to us. Some of the awards we have received are:

- Winner Institute of Money Advisers – Best New Financial Capability Project 2014
- Winner Centre for Social Justice- Debt 2017
- Winner Institute of Money Advisers – Money Adviser 2019
- Runner up Institute of Money Advisers – Best Financial Capability Project 2019
- Runner up Institute of Money Advisers- Best Partnership Working 2019
- Runner up Institute of Money Advisers – Best Partnership Working 2022
- Runner up Institute of Money Advisers – Best Financial Capability Project 2022
- Winner Institute of Money Advisers – Best Debt Team 2022

**The Charity's main activities in 2022**

As we continued to recover from the worldwide pandemic throughout 2022, we had adapted the service to the needs of the people who needed it. With face-to-face services fully resuming throughout Leeds, and the Benefit Buddies service in full swing, our debt advice service continued to be delivered both face to face and over the telephone. We learned that the most vulnerable people needed the face-to-face debt advice services and cases became more complex to manage than prior to the pandemic while more safeguarding issues presented themselves.

We are short of space at the central hub where we are based, and the staff are still working in a rota so as to manage numbers in the building. The staff are taking account of the impact of the pandemic, and still have preventative measures in place (and risk assessments) to protect staff and people accessing the service. As a result of the space issues, hybrid working has become the new normal for staff whilst we find larger premises.

All projects over-performed in relation to the number of clients that were expected. In addition to the exceptional performance on quantity, the last quality audit of our debt advice service in December 2022 evidenced we were meeting 98% of our quality of advice target.

At the beginning of 2022, we started the year with 18 staff and this increased to 25 (with 2 vacancies outstanding). We have maintained that staffing level, and by the end of December 2022 we were delivering services in 30 sites across Leeds, as well as remotely over the phone and from the central hub. In addition, to having one long standing Money Buddy volunteer, we also recruited two volunteers to work alongside both Money Buddies and Benefit Buddies.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

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The Money and Pensions Service (MaPS) funding continued to be a challenge, bringing uncertainties around funding, and we aligned ourselves with other organisations so that we could develop a closer working relationship with MaPS, and hopefully have some influence on how debt advice is funded in the future. This working relationship proved beneficial and after an element of campaigning on social media, it eventually resulted in MaPS issuing longer term funding. There was still uncertainty throughout 2022 until 29 September 2022 when MaPS confirmed funding for debt advice services for a further 26 months, starting from 1<sup>st</sup> February 2023.

Whilst campaigning around the funding for debt advice, social media became a useful tool to help create awareness and influence those in power, i.e. MPs, and helped the Charity attract further funding. Following a Tweet on Twitter to Martin Lewis, this resulted in him awarding us £50,000 in March 2022. As our national media presence increased in 2022, later in the year during a Good Morning Britain media interview Martin Lewis granted the Charity another £97,500 to help us continue with our Money Buddies activities.

MaPS funding also brought challenges with the quality audit regime, Debt Advice Peer Assessment (DAPA), which put a lot of pressure on the debt advisers. Throughout 2022 we campaigned with other organisations against the DAPA regime because of the undue stress being caused to our debt advisers as we were concerned for their wellbeing. As a result of the joint campaign with AdviceUK, We Are Debt Advisers, Institute of Money Advisers and Unite the Union we were able to attend joint meetings with MaPS to help influence the future of monitoring the quality of debt advice. As a result, MaPS announced in November 2022 that they would create a MaPS Advisory Group. We are on that group and hope to influence how debt advice is audited in the future.

Even though MaPS is continuing to fund debt advice for a further 26 months from 1<sup>st</sup> February 2023, the funding is less than it was the previous year, with a potential 10% cut in funding. This led to our contract holder (Citizens Advice) consulting on a potential redundancy situation, causing further worry to debt advisers. By the end of December 2022, however, our funding remained the same.

Benefit Buddies continued to be funded by Big Lottery, albeit on a revised service model. In 2022 we recruited two volunteers to the Benefit Buddies project who have stayed with us. This is a project that is in huge demand from members of the public, and targets initially set for this project are overwhelmingly being met. The largest enquiries for help on this project are for benefits form filling (both in the office and at home visits) and for attendance at DWP tribunals, where the client has needed to appeal. Funding for this project is expected to end at the end of November 2023.

As we were now getting through the pandemic in 2022, and the restrictions were being lifted, Money Buddies services funded by Area Committees across Leeds resumed, and further funding was received for Money Buddies services from the NHS and Trussell Trust Food Banks. In March 2022, we received £153K funding from Leeds City Council and Area Committees to deliver Money Buddies services in over 20 centres throughout Leeds. By the end of December 2022, we had 30 Money Buddies sites delivering services across Leeds.

The Cost of Living Crisis has hit the Money Buddies activities hard, as so many people were desperately seeking help throughout 2022. On one occasion there were 49 clients waiting to be seen at our hub by 9:00am. At least 20 referrals a day were coming in and coping with the demand has had a huge impact on the service. Many people needed fuel and food vouchers and, although we had a scheme to give out food and fuel vouchers, there was a lot of extra work involved in this service. Demand was not only excessive at the main office but at outreach venues also. Working closely with the Local Authority and partners across Leeds we managed to get the demand for services under control.

The Energy Redress scheme funded Money Buddies for two years, until October 2022. The Money Buddies that were part of this project had NVQ level 3 in energy advice and could also provide tailored energy advice to people accessing our service. This project was welcomed by clients, albeit the home visits did not take place as often as we would like. When assessing client feedback, some were still nervous following the pandemic and a lot of the people accessing our service were vulnerable for health reasons. We found a workaround where we would help people over the phone, or they came to us in a socially distanced environment. We agreed this was acceptable with the funder under the circumstances and was reported to the funder in the final report.

During December 2022 we were working closely with the Local Authority, and we were in talks on how best to fund Money Buddies services going forward, so that they were not reliant on individual funding packages from the different Area Committees. The vision was to have one pot of funding from the Local Authority as opposed to eleven different pots of funding.

As MaPS funding was secured until December 2022, and we have received confirmation of the future of the MaPS funding, funding is in place for the advice services until the end of March 2024. At the time of writing this report, we can confirm that funding for Money Buddies services is also confirmed until the end of March 2024. The Board of Trustees and the BCP Senior Leadership Team are, however, continuing to actively diversify funding so as to not be reliant on a small number of main funders.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

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#### FINANCIAL REVIEW

The financial statements comply with the Companies Act and the Statement of Recommended Practice on Accounting by Charities and the conditions in the Company's Memorandum and Articles of Association. The movement in funds is shown on the Statement of Financial Activities on page 13.

The Charity's total income for the financial year was £1,122,468 (2021 - £545,444). Total expenditure was £869,323 (2021 - £521,221) resulting in a surplus for the year of £253,145 (2021 yielded a surplus of £24,323).

#### Reserves policy

The Charity's free reserves, excluding fixed assets, at the year end were £118,955.

The Charity has resolved to maintain a particular fund level (termed "Emergency Reserves") amounting at present to a minimum of £65,285 to meet estimated closure costs, including redundancy costs, of the Charity.

The Charity is dependent on funding to sustain its activities, as earned income alone is unlikely to allow its projects to continue in operation in the event of funding ceasing or being substantially reduced for whatever reason.

The Charity has therefore decided that it should aspire to hold unrestricted funds, in addition to the above emergency reserves, amounting to not less than three months' running costs. When compared to budgeted expenditure for 2023, estimated running costs for 3 months total £169,224.

#### FUTURE PLANS

Firstly we would continue to listen to our clients to adopt new ways and enhance existing ways to help them. To help us to do this we would look to:

Diversify income – Most of our services are funded by a single organisation, and if we lost that funding then the whole service would be put at risk. Therefore, we aim to have our services funded by as many funders as possible.

Funding for our core functions – While we have sufficient project-specific funding we have a shortage of core funds to deal with the challenges of growth. We will continue to seek funding for core functions.

Expand our Money Buddies Network – We will look to further develop our Money Buddies Network throughout the UK. This could be in terms of consultancy, training, or supervision.

Expand our services throughout Leeds (West Yorkshire) – We would look to expand our services throughout Leeds and potentially West Yorkshire. We would also seek funding to expand our portfolio of services such as Housing and Employment advice.

Ensure our staff have annual appraisals at the beginning of each year, their Personal Development Plans are reviewed so they are properly trained in accordance with training needs identified in 121s and appraisals, and they are paid appropriately for their skills, experience and hard work.

Refresh our technical equipment and explore new ways of utilising technology to make the services more efficient. Improve client access to their cases by replacing CASHflow with AdvicePro, which is overseen by advisers.

Expand our use of social, local and national media in promoting our services.

Diversify our Trustee Board, conduct a new skills audit and recruit Trustee Board members from the local community as well as to fill any identified Trustee Board skills gaps.

## BURMANTOFTS COMMUNITY PROJECTS

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2022

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The legal status of Burmantofts Community Projects is that of a Company Limited by Guarantee established on 22<sup>nd</sup> May 1995.

The company is registered as a Charity under The Charities Act 2011 and is governed by its Memorandum and Articles as amended by special resolutions on 29<sup>th</sup> September 1995, 11<sup>th</sup> April 2011 and 15<sup>th</sup> April 2018.

The members of the Charity are the current Trustees as named on the Reference and Administrative Details page. The maximum liability of each member is limited to £1.

##### The Trustee Board

The Charity is governed through a Trustee Board, which meets every two months. In addition there are Committees to support the Trustee Board in meeting its responsibilities. Day to day running of the organisation is delegated to the Chief Executive and BCP Senior Leadership Team. Key management remuneration is set by the trustees and reviewed on an annual basis.

The Trustees who have held office during the year are set out on the Reference and Administrative Details page. All Trustees give their time voluntarily.

The Board of Trustees continued to work effectively in 2022. We recruited 2 new Trustees in 2022 but we lost a long-standing Trustee in September. We are still seeking to recruit further Trustees to fill skill gaps and diversify our Board, along with developing a training programme for the current Trustees. We have 10 Trustees at present.

Individuals interested in becoming Trustees are invited to join board meetings, initially as observers. Individuals who exhibit skills suitable for the charity and show a continued interest in the activities of the charity are then invited to become a trustee and are provided with Charity Commission publications on the responsibilities of a trustee.

##### Related Parties

Any individual with an interest in a matter being discussed at a meeting must declare the interest to the meeting. The chairman of the meeting will then decide whether that individual should withdraw during the discussion and, if not, whether the individual should be entitled to vote on the matter under discussion.

##### Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

##### Auditors

The auditors, Thomas Coombs Limited will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the Trustees, incorporating a strategic report, approved by order of the Board of Trustees, as the company directors, on 11th July 2023 and signed on the Board's behalf by:

M E Andrews – Trustee and Chair



J H Smith – Trustee and Treasurer



**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Burmantofts Community Projects for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BURMANTOFTS COMMUNITY PROJECTS**

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### **Opinion**

We have audited the financial statements of Burmantofts Community Projects (the 'charitable company') for the year ended 31st December 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BURMANTOFTS COMMUNITY PROJECTS

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### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BURMANTOFTS COMMUNITY PROJECTS

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### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the Charity through discussions with management, and from our commercial knowledge and experience of the sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the accounts of the operations of the Charity, including the Charities Act 2011.
- We assessed the extent of compliance with laws and regulations identified above through making enquiries of management and inspecting legal correspondence.
- Identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the Charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures to identify any unusual or unexpected relationships.
- Identified and tested journal entries and identified any significant transactions that were unusual or outside the normal course of business.
- Investigated the rationale behind significant or unusual transactions.
- Challenged assumptions and judgements made by management in determining significant accounting estimates.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed audit procedures which included, but were not limited to:

- Agreeing financial statements disclosures to underlying supporting documentation.
- Discussions with management of known or suspected instances of non-compliance with laws and regulations.
- Reading the minutes of meetings of those charged with governance.
- Reviewing correspondence with relevant regulators including the Charities Commission.

At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BURMANTOFTS COMMUNITY PROJECTS

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There are inherent limitations in the audit procedures described above and the further removed non-compliance of laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement relating to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Other matters which we are required to address**

The corresponding figures for the year ending 31<sup>st</sup> December 2021 are unaudited.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*C. Darwin*

Christopher Darwin FCA (Senior Statutory Auditor)  
for and on behalf of Thomas Coombs Limited  
Statutory Auditor  
Chartered Accountants  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
West Yorkshire  
LS15 8ZB

11<sup>th</sup> July 2023

**BURMANTOFTS COMMUNITY PROJECTS**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	Unaudited 2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	53,716	-	53,716	100
<b>Charitable activities</b>	3				
Grant making		-	1,068,752	1,068,752	545,444
<b>Total</b>		<u>53,716</u>	<u>1,068,752</u>	<u>1,122,468</u>	<u>545,544</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Community work		12,813	856,510	869,323	521,221
<b>NET INCOME</b>		40,903	212,242	253,145	24,323
Transfers between funds		9,752	(9,752)	-	-
<b>NET INCOME FOR THE YEAR AFTER TRANSFERS</b>		50,655	202,490	253,145	24,323
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		80,296	126,105	206,401	182,078
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>130,951</u>	<u>328,595</u>	<u>459,546</u>	<u>206,401</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**BALANCE SHEET**  
**31ST DECEMBER 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	9,713	-	9,713	11,271
<b>CURRENT ASSETS</b>					
Debtors	12	-	88,068	88,068	43,248
Cash at bank and In hand		<u>130,838</u>	<u>240,527</u>	<u>371,365</u>	<u>153,442</u>
		<b>130,838</b>	<b>328,595</b>	<b>459,433</b>	<b>196,690</b>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(9,600)	-	(9,600)	(1,560)
		<u>121,238</u>	<u>328,595</u>	<u>449,833</u>	<u>195,130</u>
<b>NET CURRENT ASSETS</b>					
		<u>130,951</u>	<u>328,595</u>	<u>459,546</u>	<u>206,401</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>130,951</u>	<u>328,595</u>	<u>459,546</u>	<u>206,401</u>
<b>NET ASSETS</b>					
		<u>130,951</u>	<u>328,595</u>	<u>459,546</u>	<u>206,401</u>
<b>FUNDS</b>					
	15				
Unrestricted funds- free charitable reserve				128,668	78,013
Unrestricted funds- designated				2,283	2,283
Restricted funds				<u>328,595</u>	<u>126,105</u>
<b>TOTAL FUNDS</b>					
				<u>459,546</u>	<u>206,401</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 11<sup>th</sup> July 2023 and were signed on its behalf by:

M E Andrews - Trustee and Chair



J H Smith – Trustee and Treasurer



The notes form part of these financial statements

**BURMANTOFTS COMMUNITY PROJECTS****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

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	Notes	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>221,220</u>	<u>5,696</u>
Net cash provided by operating activities		<u>221,220</u>	<u>5,696</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>(3,297)</u>	<u>(6,795)</u>
Net cash used in investing activities		<u>(3,297)</u>	<u>(6,795)</u>
		—————	—————
<b>Change in cash and cash equivalents in the reporting period</b>		<b>217,923</b>	<b>(1,099)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u><b>153,442</b></u>	<u><b>154,541</b></u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><b>371,365</b></u>	<u><b>153,442</b></u>

The notes form part of these financial statements

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2022	2021
	£	£
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	<b>253,145</b>	<b>24,323</b>
<b>Adjustments for:</b>		
Depreciation charges	4,855	5,230
Increase in debtors	(44,820)	(23,787)
Increase/(decrease) in creditors	<u>8,040</u>	<u>(70)</u>
<b>Net cash provided by operations</b>	<b><u>221,220</u></b>	<b><u>5,696</u></b>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/1/22	Cash flow	At 31/12/22
	£	£	£
<b>Net cash</b>			
Cash at bank and in hand	<u>153,442</u>	<u>217,923</u>	<u>371,365</u>
	<u>153,442</u>	<u>217,923</u>	<u>371,365</u>
<b>Total</b>	<b><u>153,442</u></b>	<b><u>217,923</u></b>	<b><u>371,365</u></b>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue for a period of not less than 12 months from the date of the approval of the financial statements. Accordingly the financial statements have been prepared on the going concern basis

**Critical accounting judgements and key sources of estimation uncertainty**

In the application of the charities accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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.

No amounts are included in the financial statements for services donated by volunteers.

Interest is accounted for on an accruals basis.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Costs includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided to write off the cost less the estimated residual of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Computer equipment - 25% on cost

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2022

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#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Financial instruments**

The charity has financial assets and financial liabilities of a kind that qualify as basic and complex financial instruments. Basic financial instruments are measured at their settlement value in the case of current assets and liabilities and at discounted settlement value in the case of creditors falling due after more than one year.

##### **Operating leases**

Rental charges are charged on a straight-line basis over the term of the lease.

#### 2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	<u>53,716</u>	<u>100</u>
	<u>53,716</u>	<u>100</u>

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2022

#### 3. INCOME FROM CHARITABLE ACTIVITIES

Grants received, included in the above, are as follows:

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
<b>Money Buddies:</b>				
LCC - Financial Inclusion Team	-	26,376	26,376	10,125
LCC - Inner North West	-	22,623	22,623	10,065
LCC - Inner East	-	19,659	19,659	7,595
LCC - Inner West	-	13,665	13,665	5,438
LCC - Outer West	-	4,676	4,676	5,438
LCC - Outer East	-	14,893	14,893	2,892
LCC - Inner South	-	3,188	3,188	-
LCC - Inner North East	-	4,494	4,494	-
Leeds NHS	-	36,000	36,000	-
	-	145,574	145,574	41,553
<b>Other Grants:</b>				
MaPS 21/22	-	63,839	63,839	135,936
MaPS 22/23	-	144,820	144,820	-
National Lottery	-	145,300	145,300	68,374
Energy Redress	-	142,349	142,349	147,396
Energy Winter Fund	-	1,834	1,834	58,721
Advice UK	-	2,000	2,000	1,000
Advice UK Project	-	25,000	25,000	-
Hammersons	-	2,000	2,000	2,000
Fuel Voucher Scheme	-	147,667	147,667	-
LCC - Household Support Fund	-	30,000	30,000	-
LCC - Household Support Fund 3	-	40,000	40,000	-
Trussell Trust	-	25,869	25,869	-
Sir George Martin	-	5,000	5,000	-
Martin Lewis	-	50,000	50,000	-
Martin Lewis 2	-	97,500	97,500	-
MaPS PACE	-	-	-	6,280
MaPS 20/21	-	-	-	46,837
Weetwood	-	-	-	3,470
MaPS Increasing Capacity	-	-	-	31,921
Community and Law Services (CALs)	-	-	-	1,956
	=	<u>1,068,752</u>	<u>1,068,752</u>	<u>545,444</u>

#### 4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Community Work	<u>713,702</u>	<u>155,621</u>	<u>869,323</u>
2021	<u>405,685</u>	<u>115,536</u>	<u>521,221</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2022</b>	<b>2021</b>
	£	£
Wages	418,547	310,156
Social security	37,042	19,320
Pensions	16,167	11,421
Payroll costs	2,844	3,095
Project expenditure	171,233	9,440
Rent, rates and water	13,463	594
Insurance	2,374	2,139
Light and heat	2,920	3,206
Postage and stationery	8,128	5,572
Advertising	2,524	3,093
Cleaning	7,451	6,981
Repairs and maintenance	2,495	2,559
Computer software	2,874	2,869
Subscriptions	13,018	9,023
Legal and professional fees	1,779	1,143
Training	5,988	9,844
Depreciation	4,855	5,230
	<u>713,702</u>	<u>405,685</u>

**6. SUPPORT COSTS**

	Management	Finance	Information technology
	£	£	£
Community Work	<u>84,917</u>	<u>9,145</u>	<u>15,788</u>
	Human resources	Governance costs	Totals
	£	£	£
Community Work	<u>20,932</u>	<u>24,839</u>	<u>155,621</u>

Support costs, included in the above, are as follows:

	<b>2022</b>	<b>2021</b>
	Community Work £	Total activities £
Wages	102,079	79,253
Social security	10,494	6,871
Pensions	3,915	2,466
Subscriptions	5,812	6,714
Legal and professional fees	12,005	8,890
Telephone	10,032	9,782
Auditors' remuneration	9,600	-
Independent examiner	-	1,560
Trustee expenses	1,684	-
	<u>155,621</u>	<u>115,536</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	9,600	-
Independent examiner	-	1,560
Depreciation - owned assets	<u>4,855</u>	<u>5,230</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

			2022	2021
			£	£
Name of trustee	Reason	Legal authority		
John Smith (trustee)	Employment	Governing document	<u>31,143</u>	<u>29,114</u>
			<u>31,143</u>	<u>29,114</u>

John Smith received remuneration during the year, being employed as the Finance and Contracts Manager. The charity has received consent from the Charity Commission on the 11th April 2011 to remunerate him and the articles of association have been amended to allow for this.

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

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Executive Officer. The total employment costs to the Charity of the key management personnel during the year was £78,929 (2021: £63,262).

**Trustees' expenses**

During the period trustee expenses of £1,684 (2021: £Nil) were reimbursed to the trustees.

**9. STAFF COSTS**

	2022	2021
	£	£
Wages and salaries	520,625	389,409
Social security costs	47,537	26,191
Other pension costs	20,082	13,887
Payroll costs	<u>2,844</u>	<u>3,095</u>
	<u>591,088</u>	<u>432,582</u>

The average monthly number of employees during the year was as follows:

2022	2021
<u>21</u>	<u>19</u>

No employees received emoluments in excess of £60,000.

The average number of full time equivalent employees in the year ended 31st December 2022 was 19 (2021: 16.7).

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations, grants and legacies	<u>100</u>	<u>545,444</u>	<u>545,544</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Community Work	<u>9,367</u>	<u>511,854</u>	<u>521,221</u>
<b>NET INCOME/(EXPENDITURE)</b>			
Transfers between funds	(9,267) <u>39,712</u>	33,590 <u>(39,712)</u>	24,323 <u>-</u>
<b>Net movement in funds</b>	30,445	(6,122)	24,323
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>49,851</u>	<u>132,227</u>	<u>182,078</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>80,296</u></u>	<u><u>126,105</u></u>	<u><u>206,401</u></u>

**11. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1st January 2022	<u>20,920</u>
Additions	<u>3,297</u>
At 31st December 2022	<u><u>24,217</u></u>
<b>DEPRECIATION</b>	
At 1st January 2022	<u>9,649</u>
Charge for year	<u>4,855</u>
At 31st December 2022	<u><u>14,504</u></u>
<b>NET BOOK VALUE</b>	
At 31st December 2022	<u><u>9,713</u></u>
At 31st December 2021	<u><u>11,271</u></u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

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**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Debtors in the ordinary course of activities	<b>81,998</b>	<b>36,329</b>
Prepayments and accrued income	<b><u>6,070</u></b>	<b><u>6,919</u></b>
	<b><u>88,068</u></b>	<b><u>43,248</u></b>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<b><u>9,600</u></b>	<b><u>1,560</u></b>

**14. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Within one year	<b>700</b>	<b>285</b>
Between one and five years	<b><u>700</u></b>	<b><u>-</u></b>
	<b><u>1,400</u></b>	<b><u>285</u></b>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

**15. MOVEMENT IN FUNDS**

	At 1/1/22 £	Net movement in funds £	At 31/12/22 £
<b>Unrestricted funds</b>			
General fund	78,013	50,655	128,668
Designated fund- Money Buddy Network	2,283	-	2,283
<b>Restricted funds</b>			
Money and Pensions Service (MaPS) 2021/2022	(3,522)	3,522	-
Money and Pensions Service (MaPS) 2022/2023	-	(15,894)	(15,894)
National Lottery – Benefit Buddies	42,676	26,584	69,260
Energy Savings Trust – Mainstream Project	4,090	(2,167)	1,923
Energy Savings Trust – Emergency Winter Scheme	53,453	(53,803)	(350)
AdviceUK – DRO funding	1,000	2,000	3,000
AdviceUK – DRO Project	-	19,370	19,370
Martin Lewis	-	35,068	35,068
Martin Lewis 2	-	97,428	97,428
Hammersons – Money Buddies	1,400	2,000	3,400
Energy Savings Trust – Fuel Vouchers	-	54,895	54,895
Leeds City Council – Household Support Fund 3	-	9,236	9,236
Trussell Trust	-	(3,184)	(3,184)
Sir George Martin Trust	-	4,019	4,019
Money and Pensions Service (MaPS) PACE	1,094	(1,099)	(5)
Money Buddy Contracts	17,225	26,527	43,752
Big Lottery – Money Buddies	65	-	65
Leeds City Council – DRO Fees Project	-	(436)	(436)
Leeds CAB	3,200	-	3,200
Clydesdale Bank	350	-	350
Leeds City Council – SIF	1,889	-	1,889
Proceeds of Crime	34	-	34
Leeds City Council – PPE	647	(76)	571
National Lottery Covid-19 Fund	1,004	-	1,004
Community and Law Services (CALs)	1,500	(1,500)	-
	<u>126,105</u>	<u>202,490</u>	<u>328,595</u>
<b>TOTAL FUNDS</b>	<u>206,401</u>	<u>253,145</u>	<u>459,546</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Transfers £	Movement in funds £
<b>Unrestricted funds</b>				
Free charitable reserve	53,716	(12,813)	9,752	50,655
<b>Restricted funds</b>				
Money and Pensions Service (MaPS) 2021/2022	63,839	(52,065)	(8,252)	3,522
Money and Pensions Service (MaPS) 2022/2023	144,820	(160,714)	-	(15,894)
National Lottery – Benefit Buddies	145,300	(118,716)	-	26,584
Energy Savings Trust – Mainstream Project	142,349	(144,516)	-	(2,167)
Energy Savings Trust – Emergency Winter Scheme	1,834	(55,637)	-	(53,803)
AdviceUK – DRO funding	2,000	-	-	2,000
AdviceUK – DRO Project	25,000	(5,630)	-	19,370
Martin Lewis	50,000	(14,932)	-	35,068
Martin Lewis 2	97,500	(72)	-	97,428
Hammersons – Money Buddies	2,000	-	-	2,000
Energy Savings Trust – Fuel Vouchers	147,667	(92,772)	-	54,895
Leeds City Council – Household Support Fund	30,000	(30,000)	-	-
Leeds City Council – Household Support Fund 3	40,000	(30,764)	-	9,236
Trussell Trust	25,869	(29,053)	-	(3,184)
Sir George Martin Trust	5,000	(981)	-	4,019
Community and Law Services (CALs)	-	-	(1,500)	(1,500)
Money and Pensions Service (MaPS) PACE	-	(1,099)	-	(1,099)
Money Buddy Contracts	145,574	(119,047)	-	26,527
Leeds City Council – DRO Fees Project	-	(436)	-	(436)
Leeds City Council – PPE	-	(76)	-	(76)
	<u>1,068,752</u>	<u>(856,510)</u>	<u>(9,752)</u>	<u>202,490</u>
<b>TOTAL FUNDS</b>	<u>1,122,468</u>	<u>(869,323)</u>	<u>-</u>	<u>253,145</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/1/21 £	Net movement in funds £	At 31/12/21 £
<b>Unrestricted funds</b>			
General fund	47,568	30,445	78,013
Designated fund- Money Buddy Network	2,283	-	2,283
<b>Restricted funds</b>			
Leeds CAB	3,200	-	3,200
Big Lottery – Money Buddies	10,108	(10,043)	65
National Lottery Covid-19 Fund	47,620	(46,616)	1,004
Clydesdale Bank	350	-	350
Leeds City Council – SIF	1,889	-	1,889
Money Buddies	5,477	11,748	17,225
Proceeds of Crime	34	-	34
CAF	8,904	(8,904)	-
Jimbo’s Fund	20,000	(20,000)	-
Money and Pensions Service (MaPS) 2020/2021	30,193	(30,193)	-
Weetwood	4,335	(4,335)	-
Leeds City Council – PPE	117	530	647
AdviceUK – DRO funding	-	1,000	1,000
Community and Law Services	-	1,500	1,500
Hammersons – Money Buddies	-	1,400	1,400
Energy Savings Trust – Emergency Winter Scheme	-	53,452	53,452
Money and Pensions Service (MaPS) PACE	-	1,094	1,094
Money and Pensions Service (MaPS) 2021/2022	-	(3,522)	(3,522)
Energy Savings Trust – Mainstream Project	-	4,090	4,090
National Lottery – Benefit Buddies	-	42,677	42,677
	<u>132,227</u>	<u>(6,122)</u>	<u>126,105</u>
<b>TOTAL FUNDS</b>	<u>182,078</u>	<u>24,323</u>	<u>206,401</u>

**BURMANTOFTS COMMUNITY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

**15. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Transfers £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	100	(9,367)	39,712	30,445
<b>Restricted funds</b>				
Big Lottery – Money Buddies	-	(10,043)	-	(10,043)
National Lottery Covid-19	-	(44,482)	(2,134)	(46,616)
Money Buddies	41,553	(31,438)	1,633	11,748
CAF	-	(9,796)	892	(8,904)
Jimbo's Fund	-	(19,997)	(3)	(20,000)
Money and Pensions Service (MaPS) 2020/2021	46,837	(43,215)	(33,815)	(30,193)
Weetwood	3,470	(6,172)	(1,633)	(4,335)
Leeds City Council – PPE	-	530	-	530
AdviceUK – DRO funding	1,000	-	-	1,000
Community and Law Services	1,956	(456)	-	1,500
Hammersons – Money Buddies	2,000	(600)	-	1,400
Energy Savings Trust – Emergency Winter Scheme	58,721	(5,269)	-	53,452
Money and Pensions Service (MaPS) PACE	6,280	(525)	(4,661)	1,094
Money and Pensions Service (MaPS) 2021/2022	135,936	(139,458)	-	(3,522)
Energy Savings Trust – Mainstream Project	147,396	(143,306)	-	4,090
Money and Pensions Service (MaPS) Increasing Capacity	31,921	(31,930)	9	-
National Lottery – Benefit Buddies	<u>68,374</u>	<u>(25,697)</u>	<u>-</u>	<u>42,677</u>
	<u>545,444</u>	<u>(511,854)</u>	<u>(39,712)</u>	<u>(6,122)</u>
<b>TOTAL FUNDS</b>	<u>545,544</u>	<u>(521,221)</u>	<u>-</u>	<u>24,323</u>

**BURMANTOFTS COMMUNITY PROJECTS****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2022****15. MOVEMENT IN FUNDS - continued****Restricted funds**

<b>Name of fund</b>	<b>Purpose of restriction</b>
Money and Pensions Service (MaPS) 2021/2022	Provide Debt Advice services
Money and Pensions Service (MaPS) 2022/2023	Provide Debt Advice services
National Lottery – Benefit Buddies	To support the benefit buddy service
Energy Savings Trust – Mainstream Project	To provide an energy advice service
Energy Savings Trust – Emergency Winter Scheme	To fund the purchase and distribution of energy vouchers
Martin Lewis	To support the charities advice work
Martin Lewis 2	To support the charities advice work
AdviceUK – DRO funding	To support debt advisers processing Debt Relief Orders
AdviceUK – DRO Project	To fund a part time debt adviser to concentrate on DROs.
Hammersons – Money Buddies	To support the money buddy service
Energy Savings Trust – Fuel Vouchers	To fund the purchase and distribution of energy vouchers
Leeds City Council – Household Support Fund 3	To distribute food and fuel vouchers and purchase goods for vulnerable clients
Trussell Trust	To provide Money buddy, benefit buddy and debt advice sessions at 12 foodbanks across Leeds
Sir George Martin Trust	To enhance the funding for administration
Money and Pensions Service (MaPS) PACE	For equipment to allow debt advisers to be included in CAB's PACE system
Big Lottery – Money Buddies	Support the Money Buddy service.
Leeds City Council – DRO Fees Project	To provide a fund to pay DRO fees when the client does not have the money
Leeds CAB	To support the aims of Advice Leeds in promoting advice services in Leeds
Clydesdale Bank	Towards phone system enhancements.
Leeds City Council – SIF	To set up and maintain a Benefit Buddy Service
Proceeds of Crime	Towards security enhancements
Leeds City Council – PPE	To provide PPE and other equipment to ensure the safety of staff and clients
National Lottery Covid-19 Fund	To provide an emergency Money/Benefit Buddy service during Covid

**Money Buddy Contracts**

Leeds NHS	To fund 2 money buddy centres 22/23
Leeds City Council – Financial Inclusion Team – Money Buddies	To fund 3 money buddy centres 21/22
Leeds City Council – Area Committees – Money Buddies	To fund 14 money buddy centres 21/22

## BURMANTOFTS COMMUNITY PROJECTS

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2022

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#### 15. MOVEMENT IN FUNDS - continued

Leeds City Council – Financial Inclusion Team – Money Buddies	To fund 3 money buddy centres 22/23
Leeds City Council – Area Committees – Money Buddies	To fund 14.5 money buddy centres 22/23
Leeds City Council – Household Support Fund	To distribute food and fuel vouchers and purchase goods for vulnerable clients

The Money and Pensions Service (MaPS) 2022/2023 restricted fund was in deficit by £15,894 at 31<sup>st</sup> December 2022. Further funding was received for this project in 2023.

The Trussell Trust restricted fund was in deficit by £3,184 at 31<sup>st</sup> December 2022. Funding for this fund is received quarterly in arrears with funding for the 2<sup>nd</sup> quarter received in May 2023.

The Energy Savings Trust – Emergency Winter Scheme restricted fund was in deficit by £350 at 31<sup>st</sup> December 2022. An outstanding claim relating to this fund was received in May 2023.

The Leeds City Council – DRO Fees Project restricted fund was in deficit by £436 at 31<sup>st</sup> December 2022. Further funding was received for this project in January 2023.

#### Designated funds

Name of fund	Purpose of designation
Money Buddy Network	Towards the money advice service. There are plans to expand these funds during 2023.

#### 16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2022, other than those disclosed in note 8.

#### 17. ANALYSIS OF FUNDS RECEIVED AND HELD AS AGENT

	2022	2021
	£	£
Opening funds	2,026	2,176
Incoming	335	374
Outgoing	<u>(572)</u>	<u>(524)</u>
Closing funds	<u>1,789</u>	<u>2,026</u>

At the year end, Burmantofts Community Projects was holding £1,652 on behalf of the Joint Leeds Debt Forum in the Ebor Gardens Advice Centre bank account. The Forum consists of a number of agencies working together to provide the community with quality advice, information and support with a view to addressing the needs of the community. These funds are not included in these accounts.

Additionally, £137 was held on behalf of two clients which was grant funding to meet the needs of two individuals. These funds are also not included in these accounts.

**BURMANTOFTS COMMUNITY PROJECTS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	<u>53,716</u>	<u>100</u>
	53,716	100
<b>Charitable activities</b>		
Grants	<u>1,068,752</u>	<u>545,444</u>
<b>Total incoming resources</b>	<b>1,122,468</b>	<b>545,544</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	418,547	310,156
Social security	37,042	19,320
Pensions	16,167	11,421
Payroll costs	2,844	3,095
Project expenditure	171,233	9,440
Rent, rates and water	13,463	594
Insurance	2,374	2,139
Light and heat	2,920	3,206
Postage and stationery	8,128	5,572
Advertising	2,524	3,093
Cleaning	7,451	6,981
Repairs and maintenance	2,495	2,559
Computer software	2,874	2,869
Subscriptions	13,018	9,023
Legal and professional fees	1,779	1,143
Training	5,988	9,844
Depreciation of tangible fixed assets	<u>4,855</u>	<u>5,230</u>
	<b>713,702</b>	<b>405,685</b>
<b>Support costs</b>		
<b>Management and admin salaries</b>		
Wages	74,228	55,674
Social security	7,538	4,686
Pensions	<u>3,151</u>	<u>1,838</u>
	<b>84,917</b>	<b>62,198</b>
<b>Finance</b>		
Wages	8,304	7,205
Social security	<u>841</u>	<u>646</u>
	<b>9,145</b>	<b>7,851</b>
<b>Information technology</b>		
Telephone	10,032	9,782
Subscriptions	<u>5,756</u>	<u>6,714</u>
	<b>15,788</b>	<b>16,496</b>

This page does not form part of the statutory financial statements

**BURMANTOFTS COMMUNITY PROJECTS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2022**

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<b>Human resources</b>		
Wages	7,697	6,386
Social security	848	608
Pensions	382	314
Legal and professional fees	<u>12,005</u>	<u>8,890</u>
	20,932	16,198
<b>Governance costs</b>		
Wages	11,849	9,988
Social security	1,268	931
Pensions	382	314
Auditors' remuneration	9,600	-
Independent examiner	-	1,560
Trustee expenses	<u>1,740</u>	<u>-</u>
	24,839	12,793
Total resources expended	<u>869,323</u>	<u>521,221</u>
Net income	<u>253,145</u>	<u>24,323</u>

This page does not form part of the statutory financial statements

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**BURMANTOFTS COMMUNITY PROJECTS**

England & Wales - Charity number 1051368

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# Accounts

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# Burmantofts Community Projects

Charity number 1051368

A company limited by guarantee number 03061633

## Annual Report and Financial Statements for the year ended 31 December 2021



~~← Burmantofts Community Projects →~~



# **Burmantofts Community Projects**

## **Annual Report and Financial Statements for the year ended 31 December 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Burmantofts Community Projects**

## **Trustees' report for the year ended 31 December 2021**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Madeleine Andrews	Chair	
Martin Bassant	Vice Chair	
John Smith	Company secretary	
Ann Nicholl		
Norah Gibson		
Amos Kasibante		
Robert Andrews		
Sophie Lees (formerly Meeson)		
Angela Heron		Appointed 30 November 2021
<b>Charity number</b>	1051368	Registered in England and Wales
<b>Company number</b>	03061633	Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
St Agnes' Church Hall 23 Shakespeare Close Leeds LS9 7UQ	Virgin Money 329 Harehills Lane Leeds LS8 5BW

### **Independent examiner**

Rhys North ACA

### **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 22 May 1995. It is governed by a memorandum and articles of association as amended by special resolutions on 29 September 1995, 11 April 2011 and 15 April 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.

# Burmantofts Community Projects

## Trustees' report (continued) for the year ended 31 December 2021

### Objectives and activities

#### The charity's objects

Any charitable purpose for the benefit of the community in Burmantofts and its vicinity within the City of Leeds and throughout the UK, in particular the advancement of education, the protection and preservation of good health and the relief of poverty, sickness and distress.

#### 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.

#### The charity's main activities

##### What Burmantofts Community Projects does

Burmantofts Community Projects (BCP) is an independent charity based in Leeds. From its small, local beginnings back in 1987, it has become a prominent provider of free legal debt advice, money guidance and benefits claim support throughout Leeds, as well as training and consulting to organisations nationally.

The need we address is the 'alleviation of debt and poverty in Leeds and the UK.' The majority of our clients live in areas of highest deprivation in Leeds, many of which are in the top 1% areas of highest deprivation in England.

We are recognised by our partners as experts in helping people who are in chaos, crisis and the most vulnerable in society. We have a reputation for resolving complex issues and receive a large volume of referrals from Citizens Advice, Leeds City Council, Department of Work and Pensions and Social Prescribers on behalf of GPs and mental health charities.

Our work has attracted interest and recognition from the money advice sector as well as Politicians across the spectrum (locally and nationally), Money and Pensions Service (MaPS) and Advice UK. We are authorised by the Financial Conduct Authority and hold the Advice Quality Standard at Generalist level.

##### How we support our clients and partners - Our projects

To achieve our aims there are currently six projects, all of which dovetail to provide a seamless service

- \* **Ebor Gardens Advice Centre** - legal and holistic debt advice including bankruptcy, insolvency and court representation
- \* **Money Buddies**- financial capability, well- being and emergency debt advice
- \* **Benefit Buddies**- completing all benefit applications and guiding clients through the complexity of claims by attending assessments and appeals at Tribunal
- \* **The Money Buddy Network**- Consulting, supervising and training 3rd sector, local authorities and debt advice agencies throughout the UK on how to deliver financial capability services
- \* **Energy Advice** – provide advice on energy issues through the Energy Redress scheme
- \* **Fuel Vouchers** – distribute fuel vouchers to clients who cannot top up their meters

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **The charity's main activities (continued)**

#### **Our Impact**

##### **1. Reduced indebtedness and Improving Financial Outcomes**

We have helped 10,000 clients since 2015 make, save or gain £13million - which means on average a client is financially better off by £1,300 after receiving support, advice and guidance.

##### **2. Improving Our Clients Health, Well-being and Optimism and helping create space for future planning**

Presenting stress levels for our clients are significantly higher than those of the general population, according to research by Leeds University Centre for Decision and Research. After support from our Money Buddies clients reported lower stress, for example; overall clients' self-reported on average a 3 out of ten points increase on their optimism about the future after an initial meeting and remedial support from our Money Buddy.

##### **3. Contributing to Leeds's Financial Inclusion Strategy and Collaborative Partnership Working**

We contribute to the city's strategic approach in alleviation of debt and poverty, for example we co-chair and sit on a number of groups including; the Leeds Citywide Debt Forum which brings multiple disciplined organisation to act as a voice for the vulnerable and those in poverty and Leeds City Council's Financial Inclusion Steering Group which guides the Council's direction and priorities.

##### **4 Social Justice and Policy change at national level**

We have fed into breathing space policy and holiday hunger campaigns at the request of politicians. Advice bodies, and influential Think Tanks - which have aided MPs in taking decisions that have contributed to breathing space becoming law, feeding our school children during holiday times and homelessness.

#### **Our Track record**

The advice and support we provide is what we take great pride in, having developed a national award-winning financial capability project in Money Buddies, working with local and national politicians to improve the lives of the vulnerable and in crisis we have applied our learnings to develop new projects such as Benefit Buddies and Energy Plus (2021). The work we do is what is important to us. Some of the awards we have received are:

- \* Institute of Money Advisers – Best New Financial Capability Project - 2014
- \* Centre for Social Justice - Debt 2017
- \* Institute of Money Advisers – Money Adviser - 2019
- \* Runner up Institute of Money Advisers – Best Financial Capability Project - 2019
- \* Runner up Institute of Money Advisers - Best Partnership Working - 2019

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **The Charity's main activities in 2021**

Like other charitable organisations we have continued to be significantly affected by the pandemic which swept the world in 2020. We have been heavily restricted in our face to face service and the vast majority of our support to clients has been over the telephone although we did return to providing some face to face appointments for very vulnerable clients when the regulations have allowed us to do so. Our office was closed for much of the first lockdown in 2020 but since then we have maintained an office presence with a restricted rota of staff to maintain social distancing. Most of our staff have been working from home since March 2020 and home working is now part of our long term accommodation strategy. Our funders have relaxed their targets and requirements to fit in with this new way of working.

We started the year with a staffing level of 22 but this fell after March when most of our emergency Covid funding ended and we did not have replacement funding in place. Over the summer it fell to 17 but it has gradually risen as our new projects came online and the Leeds City Council Hubs reopened to third parties and we recommenced our Money Buddy service there.

The Money and Pensions Service (MaPS) continued to fund the face to face Debt Advice Project which ran until the end of March 2018 when they announced that we would receive an annual rolling contract after March 2018 until future procurement arrangements are implemented. The 2020/21 grant agreement ran out on 31st March 2021, but a new grant agreement for 2021/22 was signed in April. Our allowance was increased to 4.1 fte advisers from October 2021. However, MaPS commenced their recommissioning exercise in the summer of 2021 with bids needed to be in by October. Given the timescale and the size of the agreements we were unable to bid ourselves or form or join a consortium. Under this recommissioning, we would lose our MaPS funding from the end of March 2022 and our debt advisers TUPE'd over to the winner of the procurement. However, in December 2021, MaPS announced that they had not received sufficient bids to award agreements for regional debt advice – instead they would extend existing agreements for 3 months (to end June 2022) and then issue new grant agreements for another 12 months (to end June 2023). As at the time of writing (mid-February 2022) we have had no details of the size or level of funding proposed which still leaves us with great uncertainties for 2022/2023.

The contract for our trainee debt adviser was extended to March 2022, but unfortunately they decided to leave in September 2021 and the funding ceased.

In November 2015 we learnt that the Big Lottery Fund was funding the Money Buddies project with a grant of £472,245 over 5 years starting in December 2015. This funding has been used to consolidate the Money Buddy service during the pandemic in 2020 and ended at the end of November 2020. However there was a surplus on the year and we gained permission to continue the project until 31 March 2021. We are working to obtain further funding for the Money Buddy service.

The pandemic hit as the Area Committees were making decisions on funding Money Buddies for 2020/21, a lot of funding was lost. Even the funding that was approved was not activated as the Council Hubs were closed. When the Hubs did reopen they were restricted to internal Council services only. Towards the end of the year we started some pilot schemes in non-Council locations with some success. As the Hubs began to reopen in 2021 we have been granted funding to place money buddies in more and more Hubs. By the end of 2021 we have money buddies in 20 Hubs including 3 funded by the Financial Inclusion Team. We will hope to consolidate this level of funding in 2022/2023.

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **The Charity's main activities in 2021 (continued)**

In March 2017 we received funding from Leeds City Council to recommence and further develop our Benefit Buddy project. This was expected to run for two years until March 2019 but we had funding to extend the end date until June 2019. The project was paused at this time and a National Lottery application was developed to obtain funding to continue this project for a further 3 years. We were successful in passing to Stage 2 of the application process and a Stage 2 application was sent to the National Lottery in December 2020. We were expecting a decision by April 2021 to follow on from the emergency covid funding they had granted us. However, we were asked to reshape our bid in April 2021. This we did and eventually we were granted two year funding to run from September 2021 to August 2023.

Given the situation with the pandemic and our loss of funding we applied to several funders for emergency Covid-19 funding. We were successful in several bids:- CAF (£10,000); The Resilience Fund (£10,000); National Lottery (£78,980); Jimbo's Fund (£20,000); local councilors (£1,200). This funding has now ended and we are very grateful to these funders for giving us financial stability during the pandemic and also to be able to continue helping our clients.

We were awarded a 2 year grant agreement to provide energy advice through the Energy Redress scheme in 2020. This started in November 2020 and will run until October 2022. We continued to roll out the project in 2021 despite the pressures caused by the pandemic. In November 2021 we were awarded a further grant from another section of Energy Redress – this was to distribute fuel vouchers to clients on pre-payment meters who could not afford to top them up. The grant runs from December 2021 to June 2022.

We had a Quality Mark inspection in May 2021 and as a result regained our AQS Quality Mark at General Help with Casework for a further 2 years so this will need to be renewed by a further Audit in May 2023 to ensure that we are giving an excellent service to our clients.

The Board of Trustees continued to work effectively in 2021. We had a skills audit in 2020 which identified some gaps. We recruited a new Trustee in 2021 but we are still looking to recruit further Trustees to fill these gaps along with developing a training programme for the current Trustees. We currently have 9 Trustees but continue to look to recruit further Trustees.

The Board of Trustees and the BCP staff are continuing to actively seek further funding for 2022/2023. The future of the Centre has been secured until at least December 2022. Several funding bids are being developed for further long term funding and the Board of Trustees are very confident that this will be achieved.

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **Plans for the Future**

Firstly we would continue to listen to our clients and adopt new ways and enhance existing ways to help them. To help us to do this we would look to:-

Diversify income – most of our services are funded by a single organisation, if we lost that funding then the whole service would be put at risk. Therefore, we aim to have our services funded by as many funders as possible.

Funding for our core functions – while we have sufficient project specific funding we have a shortage of core funds to deal with the challenges of growth. We will continue to seek funding for core functions.

Expand our Money Buddy Network – we will look to further develop our Money Budget Network throughout the UK. This could be in terms of consultancy, training, supervision etc.

Expand our services throughout Leeds (West Yorkshire) – We would look to expand our services throughout Leeds and perhaps West Yorkshire. We would also seek funding to expand our portfolio of services such as Housing and Employment advice.

Ensure our staff are properly paid for their skills, experience and hard work.

Refresh our technical equipment and explore new ways of utilising it.

Expand our use of social media in promoting our services.

### **Financial review**

The net income for the year was £24,323, including net income of £30,445 on unrestricted funds and net expenditure of £6,122 on restricted funds, after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £69,025.

BCP has resolved to maintain a particular fund (termed 'Emergency Reserves') amounting at present to a minimum of £47,400 to meet estimated closure costs, including redundancy costs, of the charity.

BCP is dependent on funding to sustain its activities, as earned income alone is unlikely to allow its projects to continue in operation in the event of funding ceasing or being substantially reduced for whatever reason.

BCP has therefore decided that it should aspire to accumulate and hold unrestricted funds, in addition to the above emergency reserves, amounting to not less than six months' running costs. Based on budgeted 2022 expenditure this would equate to £247,000.

### **Funds in deficit**

The Money Advice and Pensions service fund was in £3,522 deficit at 31st December 2021.

The next quarter's funding is being managed to make good this deficit.

## **Burmantofts Community Projects**

### **Trustees' report (continued) for the year ended 31 December 2021**

#### **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 on 21/6/2022

Madeleine Andrews (Trustee)

# **Burmantofts Community Projects**

## **Independent examiner's report to the trustees of Burmantofts Community Projects**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2021, which are set out on pages 10 to 19.

### **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**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of 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 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.

Rhys North ACA

18/7/2022

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Burmantofts Community Projects**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2021**

	Notes	2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Donations		100	-	100	152
Charitable activities	(2)	-	545,444	545,444	406,701
<b>Total income</b>		<u>100</u>	<u>545,444</u>	<u>545,544</u>	<u>406,853</u>
<b>Expenditure on:</b>					
Charitable activities	(3)	9,367	511,854	521,221	301,881
<b>Total expenditure</b>		<u>9,367</u>	<u>511,854</u>	<u>521,221</u>	<u>301,881</u>
<b>Net income / (expenditure)</b>		(9,267)	33,590	24,323	104,972
<b>Transfers between funds</b>		39,712	(39,712)	-	-
<b>Net movement in funds</b>		<u>30,445</u>	<u>(6,122)</u>	<u>24,323</u>	<u>104,972</u>
<b>Fund balances brought forward</b>		49,851	132,227	182,078	77,106
<b>Fund balances carried forward</b>	(6)	<u>80,296</u>	<u>126,105</u>	<u>206,401</u>	<u>182,078</u>

All income and expenditure derive from continuing activities.

# Burmantofts Community Projects

## Balance sheet

as at 31 December 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(7) 11,271	-	11,271	9,706
<b>Total fixed assets</b>	<u>11,271</u>	<u>-</u>	<u>11,271</u>	<u>9,706</u>
<b>Current assets</b>				
Debtors and prepayments	(8) -	43,248	43,248	19,461
Cash at bank and in hand	(9) 69,025	84,417	153,442	154,541
<b>Total current assets</b>	<u>69,025</u>	<u>127,665</u>	<u>196,690</u>	<u>174,002</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	-	1,560	1,560	1,630
<b>Total current liabilities</b>	<u>-</u>	<u>1,560</u>	<u>1,560</u>	<u>1,630</u>
<b>Net current assets / (liabilities)</b>	<u>69,025</u>	<u>126,105</u>	<u>195,130</u>	<u>172,372</u>
<b>Net assets</b>	<u>80,296</u>	<u>126,105</u>	<u>206,401</u>	<u>182,078</u>
<b>Funds</b>				
Unrestricted funds	78,013	-	78,013	47,568
Designated funds	2,283	-	2,283	2,283
Total unrestricted funds	<u>80,296</u>	<u>-</u>	<u>80,296</u>	<u>49,851</u>
Restricted funds	-	126,105	126,105	132,227
<b>Total funds</b>	<u>80,296</u>	<u>126,105</u>	<u>206,401</u>	<u>182,078</u>

For the year ending 31 December 2021 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 2019).

The financial statements were approved by the board of trustees on 21/6/2022

Madeleine Andrews (Trustee)

**Burmantofts Community Projects**  
**Statement of cash flows**  
**for the period 1 January 2021 to 31 December 2021**

	2021 £	2020 £
<b>Cash flows from operating activities:</b>		
<b>Net cash provided by (used in) operating activities</b>	<u>5,696</u>	<u>121,921</u>
<b>Cash flows from investing activities:</b>		
Purchase of tangible fixed assets	<u>(6,795)</u>	<u>(12,349)</u>
<b>Net cash provided by (used in) investing activities</b>	<u>(6,795)</u>	<u>(12,349)</u>
Change in cash and cash equivalents in the reporting period	(1,099)	109,572
Cash and cash equivalents at the beginning of the reporting period	<u>154,541</u>	<u>44,969</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	<u>153,442</u>	<u>154,541</u>

	2021 £	2020 £
<b>Reconciliation of net movement in funds to net cash flow from operating activities</b>		
Net movement in funds for the reporting period (as per the statement of financial activities)	24,323	104,972
Adjustments for:		
Depreciation charges	5,230	3,531
(Increase) / decrease in debtors	(23,787)	12,868
Increase / (decrease) in creditors	<u>(70)</u>	<u>550</u>
<b>Net cash provided by (used in) operating activities</b>	<u>5,696</u>	<u>121,921</u>

	£	£
<b>Analysis of cash and cash equivalents</b>		
Cash at bank	<u>153,442</u>	<u>154,541</u>
<b>Total cash and cash equivalents</b>	<u>153,442</u>	<u>154,541</u>

# **Burmantofts Community Projects**

## **Notes to the accounts**

### **for the year ended 31 December 2021**

#### **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 2019) and with the Charities Act 2011.

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 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:

Office equipment: over 4 years, straight line basis.

##### **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.

# Burmantofts Community Projects

## Notes to the accounts continued

### for the year ended 31 December 2021

#### 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.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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 Charitable activities

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Grant income - Money Buddies</b>				
Inner East Community Committee	-	7,595	7,595	4,594
Outer West Community Committee	-	5,438	5,438	4,123
Inner West Community Committee	-	5,438	5,438	2,168
Outer East Community Committee	-	2,892	2,892	-
Inner North West Community Committee	-	10,065	10,065	-
Inner North East Community Committee	-	-	-	770
Outer South Community Committee	-	-	-	10,952
Outer North West Community Committee	-	-	-	1,239
Financial Inclusion Team	-	10,125	10,125	-
Money Buddies total	-	41,553	41,553	23,846
<b>Other grant income</b>				
National CAB	-	221,976	221,976	173,004
BIG Lottery	-	68,374	68,374	147,381
Weetwood	-	3,470	3,470	4,936
Energy Savings Trust	-	147,396	147,396	15,062
Community and Law Services (CALs)	-	1,498	1,498	-
Hammerson	-	2,000	2,000	-
Energy Savings Trust Winter Fund	-	58,721	58,721	-
Department of Work and Pensions (DWP)	-	-	-	1,097
Charities Aid Foundation (CAF)	-	-	-	10,000
Jimbos Fund	-	-	-	20,000
Leeds City Council (LCC)	-	-	-	1,200
Leeds Community Fund (Resilience)	-	-	-	10,000
Aviva	-	-	-	175
Services	-	456	456	-
	-	545,444	545,444	406,701

#### 3 Charitable activities

	Activities undertaken directly	Support costs	Total
Community work	405,685	115,536	521,221
	405,685	115,536	521,221

**Burmantofts Community Projects**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

4 Support costs	Charitable activity £	Total cost £
Governance	12,793	12,793
Finance	7,851	7,851
IT	16,496	16,496
Human Resources	16,197	16,197
Management and admin salaries	62,198	62,198
	<u>115,536</u>	<u>115,536</u>

5 Staff costs and numbers	2021 £	2020 £
Gross salaries	389,409	222,981
Social security costs	26,191	11,539
Pensions	13,887	7,338
Payroll costs	3,095	1,975
	<u>432,582</u>	<u>243,833</u>

The average number employees during the year was 19, being an average of 16.7 full time equivalent (2020: 12.9, 10.7 FTE). There were no employees with emoluments above £60,000 in either year.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	13,887	7,338

6a Restricted funds	Balance b/f £	Income £	Expendiure £	Transfers £	Balance c/f £
Leeds CAB	3,200	-	-	-	3,200
BIG Lottery revenue	10,108	-	10,043	-	65
National Lottery Covid-19 Fund	47,620	-	44,482	(2,134)	1,004
Clydesdale Bank	350	-	-	-	350
LCC SIF	1,889	-	-	-	1,889
Money buddies	5,477	41,553	31,438	1,633	17,225
Proceeds of Crime	34	-	-	-	34
CAF	8,904	-	9,796	892	-
Jimbo's Fund	20,000	-	19,997	(3)	-
MaPS 2020/21	30,193	46,837	43,215	(33,815)	-
Weetwood	4,335	3,470	6,172	(1,633)	-
LCC PPE	117	-	(530)	-	647
Advice UK	-	1,000	-	-	1,000
CALS	-	1,956	456	-	1,500
Hammerson	-	2,000	600	-	1,400
Energy Winter Fund	-	58,721	5,269	-	53,452
MaPS PACE	-	6,280	525	(4,661)	1,094
MaPS (CAB) 21/22	-	135,936	139,458	-	(3,522)
Energy Redress	-	147,396	143,306	-	4,090
MaPS Inreasing capacity	-	31,921	31,930	9	-
National Lottery	-	68,374	25,697	-	42,677
	<u>132,227</u>	<u>545,444</u>	<u>511,854</u>	<u>(39,712)</u>	<u>126,105</u>

**Burmantofts Community Projects**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

**6a Restricted funds (continued)**

<b>Fund name</b>	<b>Purpose of restriction</b>
Leeds CAB	The balance of the Big Lottery funding given to Advice Leeds – split between the partners
BIG Lottery revenue	To fund the Money Buddies service from December 2015 onwards
National Lottery Covid-19 Fund	To provide an emergency Covid-19 Money/Benefit Buddy service A transfer of £2,134 was made for laptops for general use of the charity The remaining balance represents an upfront payment for services
Clydesdale Bank	Towards phone system enhancements
LCC SIF	To set up a benefit buddies service
Money buddies	Funds from LCC towards the Money Buddies services A transfer of £1,633 was made from the Weetwood fund
Proceeds of Crime	Towards security enhancements
CAF	To provide emergency support to the organisation during the pandemic A transfer of £892 was made from unrestricted funds to deliver this project
Jimbo's Fund	To provide resources for a Benefit Advice Supervisor
Money and Pensions Service (MaPS) 2020/21	Towards the Money Advice and Pensions Service The balance on this fund at 31 March 2021 was transferred to free reserves, as stated in the grant agreement.
Weetwood	To provide a face to face Money Buddy service at alternative sites A transfer of £1,633 was made to the Money Buddies fund
LCC PPE	To provide PPE and additional equipment needed for the safety of staff and
Advice UK	To support advisers who administer Debt Relief Orders
CALS	For Money Buddy training
Hammerson	For the Money Buddies project
Energy Winter Fund	For the purchase of fuel vouchers for clients, plus £7,500 for admin support for the scheme.
MaPS PACE	For equipment to integrate debt advisers with CAB's PACE telecoms A transfer of £4,661 was made for the purchase of laptops, for general use of the charity
MaPS (CAB) 21/22	Towards the Money Advice and Pensions Service, to March 2022.
Energy Redress	To provide two years funding for an Energy Advice service
MaPS Increasing capacity	To fund a trainee post A transfer of £9 was made to fund a project overspend
National Lottery	For the Benefit Buddy project

**6b Designated funds**

	Balance b/f	Income	Expenditure	Transfers	Balance c/f
	£	£	£	£	£
Money Buddy Network	2,283	-	-	-	2,283
	<u>2,283</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,283</u>

<b>Fund name</b>	<b>Purpose of designation</b>
Money Buddy Network	Towards the Money advice service. Here are plans to expend these funds during 2022.

**Burmantofts Community Projects**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

**7 Tangible assets**

	Office equipment	Total
	£	£
<b><u>Cost</u></b>		
At 1 January 2021	14,125	14,125
Additions	6,795	6,795
At 31 December 2021	<u>20,920</u>	<u>20,920</u>
<b><u>Depreciation</u></b>		
At 1 January 2021	4,419	4,419
Charge for year	5,230	5,230
At 31 December 2021	<u>9,649</u>	<u>9,649</u>
<b><u>Net book value</u></b>		
At 31 December 2021	<u>11,271</u>	<u>11,271</u>
At 31 December 2020	<u>9,706</u>	<u>9,706</u>

**8 Debtors and prepayments**

	2021	2020
	£	£
Debtors	36,329	19,461
Prepayments	6,919	-
	<u>43,248</u>	<u>19,461</u>

**9 Cash at bank and in hand**

	2021	2020
	£	£
Cash at bank	153,202	154,301
Cash in hand	240	240
	<u>153,442</u>	<u>154,541</u>

**10 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

			2021	2020
			£	£
<b>Name of trustee</b>	<b>Reason</b>	<b>Legal authority</b>		
John Smith (trustee)	Employment	Governing document	29,114	24,575
			<u>29,114</u>	<u>24,575</u>

John Smith received remuneration during the year, being employed as the Finance and Contracts Administrator. The charity has received consent from the Charity Commission on the 11th April 2011 to remunerate him and the articles of association have been amended to allow for this.

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

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Executive Officer. The total employee benefits received by the Chief Officer were £34,148 (previous year: £28,962).

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

**Burmantofts Community Projects**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

**11 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2021	2020
	£	£
Within one year	285	575
In the second to fifth years inclusive	-	285
	<u>285</u>	<u>860</u>

**12 Analysis of funds received and held as agent**

	2021	2020
	£	£
Opening funds	2,176	2,188
Incoming	374	-
Outgoing	(524)	(12)
Closing funds	<u>2,026</u>	<u>2,176</u>

At the year end Burmantofts Community Projects was holding £1,652 on behalf of the Joint Leeds Debt Forum in the Ebor Gardens Advice Centre bank account. The Forum consists of a number of agencies working together to provide the community with quality advice, information and support with a view to addressing the needs of the community. These funds are not included in these accounts.

Additionally £374 was held on behalf of two clients which was grant funding to meet the needs of two individuals. The goods were ordered in January 2022. These funds are also not included in these accounts.

**Burmantofts Community Projects**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2021**

	2021	2020	2021	2020	2021	2020
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Donations	100	152	-	-	100	152
Charitable activities	-	175	545,444	406,526	545,444	406,701
<b>Total income</b>	<b>100</b>	<b>327</b>	<b>545,444</b>	<b>406,526</b>	<b>545,544</b>	<b>406,853</b>
<b>Expenditure</b>						
Charitable activities	9,367	12,195	511,854	289,686	521,221	301,881
<b>Total expenditure</b>	<b>9,367</b>	<b>12,195</b>	<b>511,854</b>	<b>289,686</b>	<b>521,221</b>	<b>301,881</b>
<b>Net income / (expenditure)</b>	<b>(9,267)</b>	<b>(11,868)</b>	<b>33,590</b>	<b>116,840</b>	<b>24,323</b>	<b>104,972</b>
<b>Transfers between funds</b>	<b>39,712</b>	<b>23,353</b>	<b>(39,712)</b>	<b>(23,353)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>30,445</b>	<b>11,485</b>	<b>(6,122)</b>	<b>93,487</b>	<b>24,323</b>	<b>104,972</b>
<b>Fund balances brought forward</b>	<b>49,851</b>	<b>38,366</b>	<b>132,227</b>	<b>38,740</b>	<b>182,078</b>	<b>77,106</b>
<b>Fund balances carried forward</b>	<b>80,296</b>	<b>49,851</b>	<b>126,105</b>	<b>132,227</b>	<b>206,401</b>	<b>182,078</b>

**BURMANTOFTS COMMUNITY PROJECTS**

England & Wales - Charity number 1051368

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# Accounts

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# Burmantofts Community Projects

Charity number 1051368

A company limited by guarantee number 03061633

## Annual Report and Financial Statements for the year ended 31 December 2020



← **Burmantofts Community Projects** →



West Yorkshire Community Accounting Service

# **Burmantofts Community Projects**

## **Annual Report and Financial Statements for the year ended 31 December 2020**

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Statement of financial activities	7
Balance sheet	8
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**Prepared by West Yorkshire Community Accounting Service**

# **Burmantofts Community Projects**

## **Trustees' report for the year ended 31 December 2020**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Madeleine Andrews	Chair	
Martin Bassant	Vice Chair	
John Smith	Company secretary	
Ann Nicholl		
Norah Gibson		
Amos Kasibante		
Robert Andrews		
Sophie Lees (formerly Meeson)		

**Charity number** 1051368 Registered in England and Wales

**Company number** 03061633 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
St Agnes' Church Hall	Yorkshire Bank Plc
23 Shakespeare Close	329 Harehills Lane
Leeds	Leeds
LS9 7UQ	LS8 5BW

### **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 22 May 1995. It is governed by a memorandum and articles of association as amended by special resolutions on 29 September 1995, 11 April 2011 and 15 April 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.

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Objectives and activities**

#### **The charity's objects**

Any charitable purpose for the benefit of the community in Burmantofts and its vicinity within the City of Leeds and throughout the UK, in particular the advancement of education, the protection and preservation of good health and the relief of poverty, sickness and distress.

#### **The charity's main activities**

1. Providing a free, confidential and independent debt advice service.
2. Providing a free, confidential and independent financial capability service.
3. Providing a free, confidential and independent benefits assistance service.

#### **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**

Like other charitable organisations we have been significantly affected the pandemic which swept the world in 2020. We have been heavily restricted in our face to face service and the vast majority of our support to clients has been over the telephone although we have tried to retain some face to face contact for very vulnerable clients when the regulations have allowed us to do so. Our office was closed for much of the first lockdown but since then we have maintained an office presence with a restricted rota of staff to maintain social distancing. Most of our staff have been working from home since March '20 and home working is now part of our long term accommodation strategy. Our funders have relaxed their targets and requirements to fit in with this new way of working.

Our staffing level fell significantly over the summer as demand dropped drastically; at one time down to seven staff. However, as demand rose and emergency funding was obtained we recruited heavily in the autumn and finished the year with 22 staff members.

The Money and Pensions Service continued to fund the face to face Debt Advice Project which ran until the end of March 2018 when they announced that we would receive an annual rolling contract after March 2018 until future procurement arrangements are implemented. The 2020/21 contract runs out on 31st March 2021, a contract for 2021/22 is expected shortly. Our allowance was increased to 3fte advisers from October 2019 and a further 0.4fte from April 2020. In November 2020 we obtained funding for a trainee debt adviser. The contract runs from December 2020 until November 2021.

In November 2015 we learnt that the Big Lottery Fund was funding the Money Buddies project with a grant of £472,245 over 5 years starting in December 2015. This funding has been used to consolidate the Money Buddy service during the pandemic in 2020 and ended at the end of November 2020. However there was a surplus on the year and we gained permission to continue the project until March 31st 2021. We are working to obtain further funding for the Money Buddy service from April 2021.

As the pandemic hit as the Area Committees were making decisions on funding Money Buddies for 2020/21, a lot of funding was lost. Even the funding that was approved was not activated as the Council Hubs were closed. When the Hubs did reopen they were restricted to internal Council services only. Towards the end of the year we started some pilot schemes in non-Council locations with some success. We hope to continue these in 2021. We are planning to approach Area Committees to approve Money Buddy services for 2021/22 to start when regulations allow.

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Achievements and performance (continued)**

In March 2017 we received funding from Leeds City Council to recommence and further develop our Benefit Buddy project. This was expected to run for two years until March 2019 but we had funding to extend the end date until June 2019. The project was paused at this time and a Big Lottery application was developed to obtain funding to continue this project for a further 3 years. We were successful in passing to Stage 2 of the application process and a Stage 2 application was sent to the National Lottery in December 2020. This is currently being considered.

Given the situation with the pandemic and our loss of funding we applied to several funders for emergency Covid-19 funding. We were successful in several bids:- CAF (£10,000); The Resilience Fund (£10,000); National Lottery (£78,980); Jimbo's Fund (£20,000); local councillors (£1,200).

We also applied for longer term funding and were awarded a 2 year grant agreement to provide energy advice through the Energy Redress scheme. This started in November 2020 and will run until October 2022. We had a Quality Mark inspection in May 2019 and as a result regained our AQS Quality Mark at General Help with Casework for 2 years so this will need to be renewed by a further Audit in May 2021 to ensure that we are giving an excellent service to our clients. This has now been scheduled for 6th May 2021.

The Board of Trustees continued to work effectively in 2020. We had a skills audit in 2020 which identified some gaps. We are looking to recruit further Trustees to fill these gaps along with developing a training programme for the current Trustees. We currently have 8 Trustees.

The Board of Trustees and the BCP staff are continuing to actively seek further funding for 2021/22. The future of the Centre has been secured until at least December 2021. Several funding bids are being developed for further long term funding and the Board of Trustees are very confident that this will be achieved.

### **Financial review**

The net income for the year was £104,972, including net income of £11,485 on unrestricted funds and net income of £93,487 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £40,145.

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least £39,435 as a minimum level regarding covering the charity's liabilities if it had to close. The trustees will review this figure annually. The trustees have also put in place an upper limit of 6 months of the annual expenditure. This equates to £156,302 based on the 2020 running costs.

# **Burmantofts Community Projects**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **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.....Madeleine Andrews..... (Trustee)

Date.....25/5/2021.....

# **Burmantofts Community Projects**

## **Independent examiner's report to the trustees of Burmantofts Community Projects**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, 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**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of 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 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: .....Simon Bostrom.....

Relevant professional qualification or body: FCIE

Date: .....29/6/2021.....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Burmantofts Community Projects**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2020**

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	327	406,526	406,853	271,047
<b>Total income</b>		<u>327</u>	<u>406,526</u>	<u>406,853</u>	<u>271,047</u>
<b>Expenditure on:</b>					
Salaries and NIC	(3)	8,269	235,564	243,833	236,522
Staff and volunteer expenses		-	840	840	4,470
Office and administration		8	22,959	22,967	23,823
Insurance		-	7,384	7,384	4,762
Rent and rates		-	695	695	671
Security and maintenance		-	2,096	2,096	5,582
Training		59	1,225	1,284	3,213
Subscriptions and publications		300	15,700	16,000	15,746
Project expenditure		28	2,143	2,171	1,467
Independent examination		-	1,080	1,080	1,080
Depreciation		3,531	-	3,531	444
<b>Total expenditure</b>		<u>12,195</u>	<u>289,686</u>	<u>301,881</u>	<u>297,780</u>
<b>Net income / (expenditure)</b>		<u>(11,868)</u>	<u>116,840</u>	<u>104,972</u>	<u>(26,733)</u>
<b>Transfers between funds</b>	(4)	<u>23,353</u>	<u>(23,353)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>11,485</u>	<u>93,487</u>	<u>104,972</u>	<u>(26,733)</u>
<b>Fund balances brought forward</b>		<u>38,366</u>	<u>38,740</u>	<u>77,106</u>	<u>103,839</u>
<b>Fund balances carried forward</b>	(4)	<u>49,851</u>	<u>132,227</u>	<u>182,078</u>	<u>77,106</u>

All incoming resources and resources expended derive from continuing activities.

# Burmantofts Community Projects

## Balance sheet

as at 31 December 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 9,706	-	9,706	888
<b>Total fixed assets</b>	<u>9,706</u>	<u>-</u>	<u>9,706</u>	<u>888</u>
<b>Current assets</b>				
Debtors	-	19,461	19,461	32,329
Cash at bank and in hand	(6) 41,225	113,316	154,541	44,969
<b>Total current assets</b>	<u>41,225</u>	<u>132,777</u>	<u>174,002</u>	<u>77,298</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	1,080	550	1,630	1,080
<b>Total current liabilities</b>	<u>1,080</u>	<u>550</u>	<u>1,630</u>	<u>1,080</u>
<b>Net current assets / (liabilities)</b>	<u>40,145</u>	<u>132,227</u>	<u>172,372</u>	<u>76,218</u>
<b>Total assets less current liabilities</b>	<u>49,851</u>	<u>132,227</u>	<u>182,078</u>	<u>77,106</u>
<b>Net assets</b>	<u>49,851</u>	<u>132,227</u>	<u>182,078</u>	<u>77,106</u>
<b>Funds</b>				
Unrestricted funds	49,851	-	49,851	38,366
Restricted funds	-	132,227	132,227	38,740
<b>Total funds</b>	<u>49,851</u>	<u>132,227</u>	<u>182,078</u>	<u>77,106</u>

For the year ending 31 December 2020 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 2019).

The financial statements were approved by the board of trustees on

Date: .....25/5/2021.....

Signed: .....Madeleine Andrews..... (Trustee)

# **Burmantofts Community Projects**

## **Notes to the accounts**

### **for the year ended 31 December 2020**

#### **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 2019) and with the Charities Act 2011.

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 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:

Office equipment: over 4 years, straight line basis.

##### **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.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

# Burmantofts Community Projects

## Notes to the accounts

### for the year ended 31 December 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Leeds CAB	-	173,004	173,004	117,067
BIG Lottery	-	147,381	147,381	96,819
Inner East Community Committee	-	4,594	4,594	11,413
Outer West Community Committee	-	4,123	4,123	6,109
Inner West Community Committee	-	2,168	2,168	12,379
Outer East Community Committee	-	-	-	5,930
Inner North East Community Committee	-	770	770	2,539
Inner South Community Committee	-	-	-	3,713
Outer South Community Committee	-	10,952	10,952	7,527
Inner North West Community Committee	-	-	-	2,475
Outer North West Community Committee	-	1,239	1,239	1,238
LCC Little London	-	-	-	188
Institute of Money Advisers	-	-	-	500
Department of Work and Pensions (DWP)	-	1,097	1,097	2,150
CAF	-	10,000	10,000	-
Jimbos	-	20,000	20,000	-
Leeds City Council (LCC)	-	1,200	1,200	-
Leeds Community Fund (Resilience)	-	10,000	10,000	-
Aviva	175	-	175	-
Weetwood	-	4,936	4,936	-
Energy Redress	-	15,062	15,062	-
Other donations	152	-	152	1,000
	<u>327</u>	<u>406,526</u>	<u>406,853</u>	<u>271,047</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	222,981	215,001
Social security costs	11,539	11,082
Pensions	7,338	6,629
Payroll costs	1,975	2,049
Settlements / redundancies	-	1,761
	<u>243,833</u>	<u>236,522</u>

The average number employees during the year was 12.9, being an average of 10.7 full time equivalent (2019: 13.1, 10.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	7,338	6,629

# Burmantofts Community Projects

## Notes to the accounts continued

### for the year ended 31 December 2020

4a Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Leeds CAB	-	3,200	-	-	3,200
BIG Lottery revenue	17,324	68,401	74,080	(1,537)	10,108
National Lottery Covid-19 Fund	-	78,980	26,711	(4,649)	47,620
Clydesdale Bank	350	-	-	-	350
LCC SIF	1,889	-	-	-	1,889
Money buddies	2,895	23,846	21,264	-	5,477
Proceeds of Crime	34	-	-	-	34
CAF	-	10,000	1,096	-	8,904
Leeds Community Foundation	-	10,000	9,933	(67)	-
Jimbo's Fund	-	20,000	-	-	20,000
MaPS 2020/21	-	135,434	104,479	(762)	30,193
MaPS Training	-	4,399	3,570	(829)	-
MaPS 2019/20	16,146	29,971	35,113	(11,004)	-
DWP	-	1,097	1,097	-	-
Energy Redress	-	15,062	10,490	(4,572)	-
Weetwood	-	4,936	601	-	4,335
LCC PPE	-	1,200	1,150	67	117
Little London	102	-	102	-	-
	<u>38,740</u>	<u>406,526</u>	<u>289,686</u>	<u>(23,353)</u>	<u>132,227</u>

Fund name	Purpose of restriction
Leeds CAB	The balance of the Big Lottery funding given to Advice Leeds – split between the partners
BIG Lottery revenue	To fund the Money Buddies service from December 2015 onwards £1,537 was transferred for the purchase of IT equipment which is for general use within the charity.
National Lottery Covid-19 Fund	To provide an emergency Covid-19 Money/Benefit Buddy service £4,649 was transferred for the purchase of IT equipment which is for general use within the charity.
Clydesdale Bank	Towards phone system enhancements
LCC SIF	To set up a benefit buddies service
Money buddies	Funds from LCC towards the Money Buddies services
Proceeds of Crime	Towards security enhancements
CAF	To provide emergency support to the organisation during the pandemic
Leeds Community Foundation	To provide emergency support to the organisation £67 was transferred from this fund to the LCC PPE fund.
Jimbo's Fund	To provide resources for a Benefit Advice Supervisor
Money and Pensions Service (MaPS) 2020/21	Towards the Money Advice and Pensions Service £762 was transferred for the purchase of IT equipment which is for general use within the charity.
MaPS Training	To recruit a trainee debt adviser £829 was transferred for the purchase of IT equipment which is for general use within the charity.
MaPS 2019/20	Towards the Money Advice and Pensions Service The balance on this fund at 31 March 2020 was transferred to free reserves, as stated in the contract.
DWP	For Access to Work grants

**Burmantofts Community Projects**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

**4a Restricted funds continued**

<b>Fund name</b>	<b>Purpose of restriction</b>
Energy Redress	To provide 2 years funding for an Energy Advice service £4,572 was transferred for the purchase of IT equipment which is for general use within the charity.
Weetwood	To provide a face to face Money Buddy service at alternative sites
LCC PPE	To provide PPE and additional equipment needed for the safety of staff and For Money Buddies sessions
Little London	

**4b Designated funds**

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Money Buddy Network	6,396	-	4,113	-	2,283
Reception Fund	2,095	-	2,095	-	-
	<u>8,491</u>	<u>-</u>	<u>6,208</u>	<u>-</u>	<u>2,283</u>

<b>Fund name</b>	<b>Purpose of designation</b>
Money Buddy Network	Towards the Money advice service
Reception Fund	To fund a receptionist until February 2020.

**5 Tangible assets**

<u>Cost</u>	Office equipment £	Total £
At 1 January 2020	<u>1,776</u>	<u>1,776</u>
At 31 December 2020	<u>14,125</u>	<u>14,125</u>

Depreciation

At 1 January 2020	888	888
Charge for year	<u>3,531</u>	<u>3,531</u>
At 31 December 2020	<u>4,419</u>	<u>4,419</u>

Net book value

At 31 December 2020	<u>9,706</u>	<u>9,706</u>
At 31 December 2019	<u>888</u>	<u>888</u>

**6 Cash at bank and in hand**

	2020 £	2019 £
Yorkshire bank BCP	171	121
Yorkshire bank EGAC	154,130	44,608
Petty cash	<u>240</u>	<u>240</u>
	<u>154,541</u>	<u>44,969</u>

**7 Trustee expenses**

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

**Burmantofts Community Projects**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

**8 Trustee remuneration and benefits**

		2020	2019
		£	£
<b>Name of trustee</b>	<b>Legal authority</b>		
John Smith (trustee)	Governing document	24,575	20,155
		<u>24,575</u>	<u>20,155</u>

John Smith received remuneration during the year, being employed as the Finance and Contracts Administrator. The charity has received consent from the Charity Commission on the 11th April 2011 to remunerate him and the articles of association have been amended to allow for this.

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

**9 Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Executive Officer. The total employee benefits received by the Chief Officer were £28,962 (previous year: £26,913).

**10 Post balance sheet events**

During the year proceedings were commenced in relation to an employment tribunal. The tribunal is due to go ahead in 2021.

It is not possible to estimate the financial effects of this at the date of approval of the accounts, however the charity does have adequate insurance cover.

**11 Analysis of funds received and held as agent**

	2020	2019
	£	£
Opening funds	2,188	3,157
Incoming	-	-
Outgoing	(12)	(969)
Closing funds	<u>2,176</u>	<u>2,188</u>

At the year end Burmantofts Community Projects was holding £2,176 on behalf of the Joint Leeds Debt Forum in the Ebor Gardens Advice Centre bank account. The Forum consists of a number of agencies working together to provide the community with quality advice, information and support with a view to addressing the needs of the community. The funds are not recognised in the charity's accounts.

## Burmantofts Community Projects

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income</b>						
Grants and donations	327	1,500	406,526	269,547	406,853	271,047
<b>Total income</b>	<u>327</u>	<u>1,500</u>	<u>406,526</u>	<u>269,547</u>	<u>406,853</u>	<u>271,047</u>
<b>Expenditure</b>						
Salaries and NIC	8,269	17,271	235,564	219,251	243,833	236,522
Staff and volunteer expenses	-	-	840	4,470	840	4,470
Office and administration	8	297	22,959	23,526	22,967	23,823
Insurance	-	-	7,384	4,762	7,384	4,762
Rent and rates	-	-	695	671	695	671
Security and maintenance	-	-	2,096	5,582	2,096	5,582
Training	59	62	1,225	3,151	1,284	3,213
Subscriptions and publications	300	469	15,700	15,277	16,000	15,746
Project expenditure	28	-	2,143	1,467	2,171	1,467
Independent examination	-	-	1,080	1,080	1,080	1,080
Depreciation	3,531	444	-	-	3,531	444
<b>Total expenditure</b>	<u>12,195</u>	<u>18,543</u>	<u>289,686</u>	<u>279,237</u>	<u>301,881</u>	<u>297,780</u>
<b>Net income / (expenditure)</b>	(11,868)	(17,043)	116,840	(9,690)	104,972	(26,733)
<b>Transfers between funds</b>	<u>23,353</u>	<u>19,004</u>	<u>(23,353)</u>	<u>(19,004)</u>	-	-
<b>Net movement in funds</b>	11,485	1,961	93,487	(28,694)	104,972	(26,733)
<b>Fund balances brought forward</b>	<u>38,366</u>	<u>36,405</u>	<u>38,740</u>	<u>67,434</u>	<u>77,106</u>	<u>103,839</u>
<b>Fund balances carried forward</b>	<u>49,851</u>	<u>38,366</u>	<u>132,227</u>	<u>38,740</u>	<u>182,078</u>	<u>77,106</u>