

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** →



West Yorkshire Community Accounting Service

Burmantofts Community Projects

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

Contents	Page
Trustees' report	2 to 8
Examiner's report	9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the accounts	13 to 19

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:

Name	Position	Dates
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
Charity number	1051368	Registered in England and Wales
Company number	03061633	Registered in England and Wales
Registered and principal address	Bankers	
St Agnes' Church Hall	Virgin Money	
23 Shakespeare Close	329 Harehills Lane	
Leeds	Leeds	
LS9 7UQ	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 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Donations		100	-	100	152
Charitable activities	(2)	-	545,444	545,444	406,701
Total income		<u>100</u>	<u>545,444</u>	<u>545,544</u>	<u>406,853</u>
Expenditure on:					
Charitable activities	(3)	9,367	511,854	521,221	301,881
Total expenditure		<u>9,367</u>	<u>511,854</u>	<u>521,221</u>	<u>301,881</u>
Net income / (expenditure)		(9,267)	33,590	24,323	104,972
Transfers between funds		39,712	(39,712)	-	-
Net movement in funds		<u>30,445</u>	<u>(6,122)</u>	<u>24,323</u>	<u>104,972</u>
Fund balances brought forward		49,851	132,227	182,078	77,106
Fund balances carried forward	(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
	£	£	£	£
Fixed assets				
Tangible assets	(7) 11,271	-	11,271	9,706
Total fixed assets	<u>11,271</u>	<u>-</u>	<u>11,271</u>	<u>9,706</u>
Current assets				
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
Total current assets	<u>69,025</u>	<u>127,665</u>	<u>196,690</u>	<u>174,002</u>
Current liabilities:				
amounts falling due within one year				
Accruals	-	1,560	1,560	1,630
Total current liabilities	<u>-</u>	<u>1,560</u>	<u>1,560</u>	<u>1,630</u>
Net current assets / (liabilities)	<u>69,025</u>	<u>126,105</u>	<u>195,130</u>	<u>172,372</u>
Net assets	<u>80,296</u>	<u>126,105</u>	<u>206,401</u>	<u>182,078</u>
Funds				
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
Total funds	<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 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>5,696</u>	<u>121,921</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	<u>(6,795)</u>	<u>(12,349)</u>
Net cash provided by (used in) investing activities	<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>
Cash and cash equivalents at the end of the reporting period	<u>153,442</u>	<u>154,541</u>

Reconciliation of net movement in funds to net cash flow from operating activities	2021	2020
	£	£
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>
Net cash provided by (used in) operating activities	<u>5,696</u>	<u>121,921</u>

Analysis of cash and cash equivalents

	£	£
Cash at bank	<u>153,442</u>	<u>154,541</u>
Total cash and cash equivalents	<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 £
Grant income - Money Buddies				
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
Other grant income				
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
Support cost type	£	£
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	Expenditure	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 Increasing 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)

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
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>

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