

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**

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## BURMANTOFTS COMMUNITY PROJECTS

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

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**TRUSTEES**

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)

**COMPANY SECRETARY**

J H Smith

**REGISTERED OFFICE**

St Agnes Church Hall  
23 Shakespeare Close  
Leeds  
LS9 7UQ

**REGISTERED COMPANY NUMBER**

03061633 (England and Wales)

**REGISTERED CHARITY NUMBER**

1051368

**AUDITORS**

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

**BANKERS**

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**

	Money Buddies	Benefit Buddies	Debt Advice
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**

Financial Capability Area	Uplift (out of 10)
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.

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

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#### 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.



**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**

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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 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.



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

		Unrestricted fund £	Restricted funds £	2022 Total funds £	Unaudited 2021 Total funds £
	Notes				
<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		<u>12,813</u>	<u>856,510</u>	<u>869,323</u>	<u>521,221</u>
 <b>NET INCOME</b>		40,903	212,242	253,145	24,323
Transfers between funds		<u>9,752</u>	<u>(9,752)</u>	-	-
<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		<u>80,296</u>	<u>126,105</u>	<u>206,401</u>	<u>182,078</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>130,951</u></u>	<u><u>328,595</u></u>	<u><u>459,546</u></u>	<u><u>206,401</u></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>
		130,838	328,595	459,433	196,690
<b>CREDITORS</b>					
Amounts falling due within one year	13	(9,600)	-	(9,600)	(1,560)
<b>NET CURRENT ASSETS</b>		<u>121,238</u>	<u>328,595</u>	<u>449,833</u>	<u>195,130</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**

	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>
Change in cash and cash equivalents in the reporting period		217,923	(1,099)
Cash and cash equivalents at the beginning of the reporting period		<u>153,442</u>	<u>154,541</u>
Cash and cash equivalents at the end of the reporting period		<u>371,365</u>	<u>153,442</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 £
Net income for the reporting period (as per the Statement of Financial Activities)	253,145	24,323
Adjustments for:		
Depreciation charges	4,855	5,230
Increase in debtors	(44,820)	(23,787)
Increase/(decrease) in creditors	8,040	(70)
Net cash provided by operations	<u>221,220</u>	<u>5,696</u>

### 2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/22 £	Cash flow £	At 31/12/22 £
Net cash			
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>
Total	<u>153,442</u>	<u>217,923</u>	<u>371,365</u>

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

	2022	2021
	£	£
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:

	2022	2021
	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>			
Charitable activities			
Community Work	<u>9,367</u>	<u>511,854</u>	<u>521,221</u>
<b>NET INCOME/(EXPENDITURE)</b>	(9,267)	33,590	24,323
Transfers between funds	<u>39,712</u>	<u>(39,712)</u>	<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****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

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#### 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

#### 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	(572)	(524)
Closing funds	1,789	2,026

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>
	713,702	405,685
<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>
	84,917	62,198
<b>Finance</b>		
Wages	8,304	7,205
Social security	<u>841</u>	<u>646</u>
	9,145	7,851
<b>Information technology</b>		
Telephone	10,032	9,782
Subscriptions	<u>5,756</u>	<u>6,714</u>
	15,788	16,496

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**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>
	<u>24,839</u>	<u>12,793</u>
 Total resources expended	 <u>869,323</u>	 <u>521,221</u>
 Net income	 <u>253,145</u>	 <u>24,323</u>

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