

# West Yorkshire Community Accountancy Service CIO

England & Wales · Charity number 1076962

## Details

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Other names	BRADFORD AND LEEDS COMMUNITY ACCOUNTING SERVICE, BRADFORD AND LEEDS COMMUNITY ACCOUNTING SERVICE CIO, WEST YORKSHIRE COMMUNITY ACCOUNTING SERVICE, WYCAS
Status	Registered
Legal form	CIO
Registered	1999-08-10
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Wycas Stringer House 34 Lupton Street Leeds LS10 2QW
Phone	01132706291
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Website	<a href="http://wycas.org.uk">wycas.org.uk</a>

## Activities

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**Objects:** TO ADVANCE EDUCATION THROUGH THE PROVISION OF TRAINING IN FINANCIAL AND MANAGEMENT SKILLS TO THE PUBLIC AND IN PARTICULAR TO THOSE INVOLVED WITH VOLUNTARY SECTOR AND NOT-FOR-PROFIT ORGANISATIONS; TO PROMOTE THE EFFICIENT AND EFFECTIVE FINANCIAL MANAGEMENT AND ADMINISTRATION OF VOLUNTARY SECTOR AND NOT-FOR-PROFIT ORGANISATIONS IN THE DIRECT PURSUIT OF THEIR OBJECTS.

**Activities:** Provision of accountancy services, financial advice, information and training to charities and community groups.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies

## Geography

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- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City
- North Yorkshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£477,555	£521,224	-	-
2024-03-31	£456,346	£474,792	-	-
2023-03-31	£450,242	£488,994	-	-
2022-03-31	£420,998	£457,381	-	-
2021-03-31	£400,100	£394,404	-	-

## Trustees

Name	Role	Appointed
<b>Gary Gordon</b>	Chair	2022-11-29
Dipika Kaushal		2021-05-19
Ian Richardson		2016-05-20
Lucillia Grayston		2021-09-15
Lydia Groenewald		2019-10-09
Nigel Sagar		2021-09-15
Oden Makiwa		2021-09-15
Rebecca McCormick		2021-09-15
Richard Warrington		2022-05-11

**West Yorkshire Community Accountancy Service CIO**

England & Wales - Charity number 1076962

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# Accounts

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# **West Yorkshire Community Accountancy Service CIO**

Charity number 1076962

## **Annual Report and Financial Statements**

**for the year ended 31 March 2025**

# WYCAS

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **West Yorkshire Community Accountancy Service CIO**

## **Annual Report and Financial Statements for the year ended 31 March 2025**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report for the year ended 31 March 2025**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Ian Richardson	Chair	
Lydia Groenewald		
Dipika Kaushal		
Ogden Makiwa		
Nigel Sagar		
Rebecca McCormick		
Lucillia Grayston		
Richard Warrington		
Gary Gordon		
Helen Fahey		Resigned 30 October 2024

**Charity number** 1076962 Registered in England and Wales

### **Registered and principal address**

Stringer House  
34 Lupton Street  
Leeds  
West Yorkshire  
LS10 2QW

### **Bankers**

Unity Trust Bank plc  
Four Brindleyplace  
Birmingham  
B1 2JB

Cambridge and Counties Bank  
Charnwood Court  
5B New Walk  
Leicester LE1 6TE

### **Independent examiner**

Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

### **Structure, governance and management**

The organisation was registered as a Charity on 10th August 1999, under the name of Bradford & Leeds Community Accounting Service, trading as WYCAS. The charity was previously incorporated as a charitable company and converted to a CIO on 29th December 2021. It is governed by a CIO constitution which was amended on the 15th February 2022, when the name was changed to West Yorkshire Community Accountancy Service CIO.

### **Method of recruitment and appointment of trustees**

The trustees are elected to serve for a period of three years. There should be no fewer than 4 and no more than 12 trustees, who can be individuals elected by the members or co-opted by the trustees.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report for the year ended 31 March 2025**

### **Trustee Induction and Training**

All new trustees receive a trustee induction pack with core information about the charity. They also meet with the Chair and the Chief Executive to look at the responsibilities and time commitments of trusteeship. Trustees are informed of relevant training and development opportunities and materials on an ongoing basis and attend at least 2 strategic planning days per year.

### **Organisational Structure**

The charity is managed by a voluntary Trustee Board, which meets on a quarterly basis, and which makes all major policy, strategic, and personnel decisions. Day to day management and service delivery is the responsibility of the Chief Executive who reports to the Board. There is a staff team of 11 (6 of whom are part time), together with an external Finance Manager who is responsible for the financial management of the charity. The Chief Accountant is responsible for quality and compliance issues.

### **Risk Management**

The trustees have identified and assessed the key risks to which the charity is exposed and are confident that there are systems in place to mitigate them. A corporate risk register is maintained which trustees formally review on a 6 monthly basis. Significant risks to funding have been mitigated in recent years by increasing income from fees and charges. Given the specialised nature of the work we do, inability to recruit and retain staff with the requisite skills (given the highly competitive market) is once again the highest risk the charity faces.

### **Objectives and activities**

#### **The Charity's Objects**

- to advance education through the provision of training in financial and management skills to the public and in particular to those involved with voluntary sector and not-for-profit organisations;
- to promote the effective financial management and administration of not-for-profit organisations in the direct pursuit of their objects.

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

WYCAS provides accountancy services, advice, information, training and support to the voluntary and community sector so that they can be more effective in meeting the needs of their communities. We mostly operate across West Yorkshire, although we are able to work in any part of the country. To deliver these services we have a small team of dedicated and well qualified accounts staff with a wide range of experience in finance and accounts across the public, private and voluntary sector

#### **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 and in particular the advancement of education.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Achievements and performance**

In total WYCAS supported more than 500 Voluntary, Community, and Social Enterprise (VCSE) organisations in 2024/25, across West Yorkshire. Having developed links over the last year, we were successful in tendering for advice and training services for Community First Yorkshire, and will begin this work in April 2025.

As in previous years, the groups we work with are involved with a wide range of VCSE areas, including Community centres, Arts & Culture, health, sport, education, climate change etc. The sector has faced a number of financial pressures this year, including increased costs through NI increases, and also through the realities of stagnant contract income over many years beginning to have serious impacts. We are seeing a number of small charities and CICs closing due to lack of funding for the work they do, and in general we have seen a reduction in activity in all areas of our work.

### **Activity in 2024/2025**

- 90+ One to one advice sessions
- 400+ sets of year end accounts
- 80+ attendees on our training courses and workshops
- 50+ specialist services such as tax returns, funding certifications, management accounts etc.
- 60+ sets of Tenants & Residents accounts

### **Accounts**

The majority of our accounts clients are charities who require the preparation and Independent Examination of their accounts. However we also provide accounts for other forms of non - profit organisations, including Community Interest Companies (CICs), and Community Benefit Societies. We again saw an increase in the number of Community Interest Companies being formed, and coming to us for advice on their first year's accounts. We worked closely with our infrastructure partners on helping to develop good finance and governance practices for a number of these new CICs.

### **Training**

Groups across West Yorkshire can access an annual series of training sessions on key issues such as Budgeting, Cash flow, Bookkeeping Basics, and Financial Responsibilities of Trustees. These are offered free of charge. We work closely with the VCSE infrastructure bodies to ensure that our training offer meets the needs of the sector, and will add in additional topics if requested. We continue to provide an opportunity for finance workers (paid and unpaid) to meet on a quarterly basis to share common issues, get peer support, discuss key topics etc.

Our free monthly cashbook training sessions are always popular and, together with the free cashbook resource, provide groups with a solid basis on which to keep account of spending and income, particularly in respect of restricted funding. Using the WYCAS cashbook can save groups time and effort, help ensure their end of year accounts process is straightforward, and provide reassurance to funders that funding is being well managed by trustees.

We also deliver our ( paid for) one to one QuickBooks training service, which is especially useful for new staff and organisations using this software for the first time.

### **Advice Services**

Our general advice & training services during 24/25 were part funded by the following organisations

- Calderdale Council , via the VSI Alliance
- Kirklees Council , via TSL Kirklees
- Wakefield Council, via NOVA
- Sir George Martin Trust

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2025**

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

#### **Specialist Advice**

During 2024/25 we again offered specialist accountancy advice to groups on a number of different issues, including Gift Aid, tax relief schemes, tax returns, asset transfer, insolvency, CIO conversion, and VAT issues.

#### **Bookkeeping and Management Accounts**

We continue to develop this service, with more groups seeking to use us on a regular basis, or to ask for help with remedial bookkeeping, where a group may be behind with day to day record keeping because of illness, for example.

#### **Our impact**

Every group that we work with is issued with feedback forms on the services that we provide, and 97% of responses were rated excellent or good. The feedback identified that improvements had been achieved in the following areas:

- Financial record keeping;
- Reporting to funders
- Financial procedures;
- Financial planning and budgeting;
- Costing for fundraising bids.

#### **Organisational developments**

In 2024/2025 we faced a number of challenges, with the Bradford & Leeds Council contracts no longer in place, and were grateful for some additional funding via Yorkshire Funders Forum to ensure advice and training services could continue to be offered at no charge. Unfortunately, the anticipated increase in demand from new CICs did not materialise as expected, and the post of Community Accountant specialising in CICs was deleted at the end of 2024.

We were successful in obtaining funding via the VSI Alliance in Calderdale to pilot our innovative ABACUS project. This aims to bring volunteers with finance experience together with groups in need of finance support. The placements are overseen by a WYCAS project manager, who provides support, training and guidance, to both the individual and the group. The project strives to increase the financial sustainability of the VCSE sector, while improving employment chances and skills for those who might otherwise find it difficult to access them.

#### **Partners**

WYCAS works closely with a wide range of partners to ensure that we deliver services that meet local need, but are also of high quality. At a local level our infrastructure partners & members (Community Action Bradford, Voluntary Sector Alliance in Calderdale, Third Sector Leaders in Kirklees, Voluntary Action Leeds and NOVA in Wakefield) are vital in helping us reach VCSE groups, and ensuring that we work together to achieve the best possible outcomes. Across Yorkshire we have also continued to link with organisations such as Communities First Yorkshire, Forum Central (Leeds), Yorkshire Funders Forum, Business for Good, West Yorkshire Combined Authority and others, to ensure that we can play our part in ensuring a strong, sustainable, community based VCSE sector across our region.

We also continued to work with national organisations such as ACIE, Charity Finance Group, Community Foundations etc. to ensure that the issues and concerns of small charities are reflected at national level. Changes to legislation and practice have been under review this year, affecting Companies House and the Charity Commission. Our team have many years of working exclusively with charity accounts, and are often well placed to identify where changes to legislation will impact on the VCSE sector, sometimes in unexpected ways. As well as being able to advise groups, ensure our systems are up to date etc., our expert staff are also able to contribute to the wider debate.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2025**

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

#### **Governance**

Our trustee board & staff have worked on several important governance issues this year, including reviewing Sustainability and Equalities policies. They have also, given the financial challenges, begun to look at the governance models for Community Accountancy services across the UK, at what good practice is taking place, and if thought needs to be given to how WYCAS runs our services.

Ultimately, though, the importance and value of our work is in the difference we make to the people and groups that we work with. Their positive comments below reflect the calibre of the WYCAS team, and their commitment to doing the very best job for the sector, and for the groups that we work with.

*This is fantastic, thank you for taking the time to sort this out for me. I'm hugely relieved. Thanks again, you've made my day.*

*I'm so grateful for all your help with our accounts.....thank you, it's a pleasure doing business with you*

*"Your accountants have been amazing, very helpful and considerate. I'd like to make a compliment on working with them on the accounts. Please pass on my thanks .*

*The WYCAS cashbook has really helped us keep track of our finances and produce annual accounts simply. It deals with multiple funding streams easily and allows us to allocate costs across projects. I wish I had used it from the beginning!*

#### **Financial review**

The net deficit for the year was £43,669, including a net deficit of £47,017 on unrestricted funds and a net surplus of £3,348 on restricted funds after transfers.

There was a further reduction in local authority funding, with both Leeds and Bradford Councils no longer providing financial support. In common with other organisations in the charity sector, there was also no uplift forthcoming from the other local authorities. This was compounded by a reduction in overall fee income as many groups were faced with closure and others sought alternative ways of meeting their financial responsibilities in a harsher economic climate.

Furthermore the expected growth in business from Community Interest Companies (CICs) did not materialise and unfortunately we had to make a specialist staff member redundant at the end of the financial year. We will continue to review capacity and fees in the coming year.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £107,887.

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth operation of the charity's activities. Its policy is to hold free reserves (i.e. unrestricted funds not committed or invested in tangible fixed assets) of between 9 and 12 months of budgeted expenditure, which based on projected expenditure for the 2025/26 financial year equates to between £361,657 and £482,210. At the year end, the level of free reserves of £107,887 represented 2.7 months' projected expenditure.

Clearly this is an ambitious level of reserves given the further cuts to local authority funding and general level of fees, and trustees are currently reviewing their reserves policy for 2025-26 and future years.

Approved by the board of trustees on 4/9/2025

Ian Richardson (Trustee)

# **West Yorkshire Community Accountancy Service CIO**

## **Independent examiner's report to the trustees of West Yorkshire Community Accountancy Service CIO**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2025, which are set out on pages 8 to 15.

### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:  .....

Name: Christopher Darwin

Date: 9th September 2025

Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income from:</b>					
Sales and fees	(2)	400,885	-	400,885	390,046
Grants and donations		5,000	69,242	74,242	63,977
Bank interest		2,428	-	2,428	2,323
<b>Total income</b>		<u>408,313</u>	<u>69,242</u>	<u>477,555</u>	<u>456,346</u>
<b>Expenditure on:</b>					
Salaries, NICs and Pensions	(3)	342,891	62,322	405,213	374,461
Associate fees		17,798	2,988	20,786	13,502
Direct costs		63	209	272	508
Software for resale		33,126	-	33,126	28,780
Marketing and publicity		-	-	-	86
Professional membership fees		4,843	-	4,843	4,527
Staff training and development		4,415	-	4,415	2,436
IT costs		14,258	-	14,258	13,036
Employment costs		2,408	-	2,408	2,544
Phone & Broadband		4,624	-	4,624	4,910
Admin costs		10,689	375	11,064	8,488
Premises costs		18,500	-	18,500	18,750
Governance		179	-	179	899
Depreciation		1,536	-	1,536	1,865
<b>Total expenditure</b>		<u>455,330</u>	<u>65,894</u>	<u>521,224</u>	<u>474,792</u>
<b>Net income / (expenditure)</b>		<u>(47,017)</u>	<u>3,348</u>	<u>(43,669)</u>	<u>(18,446)</u>
<b>Fund balances brought forward</b>		<u>157,082</u>	<u>-</u>	<u>157,082</u>	<u>175,528</u>
<b>Fund balances carried forward</b>	(4)	<u>110,065</u>	<u>3,348</u>	<u>113,413</u>	<u>157,082</u>

All incoming resources and resources expended derive from continuing activities.

# West Yorkshire Community Accountancy Service CIO

## Balance sheet

as at 31 March 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 2,178	-	2,178	2,920
<b>Total fixed assets</b>	<u>2,178</u>	<u>-</u>	<u>2,178</u>	<u>2,920</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 52,690	-	52,690	39,010
Cash at bank and in hand	84,980	3,348	88,328	141,242
<b>Total current assets</b>	<u>137,670</u>	<u>3,348</u>	<u>141,018</u>	<u>180,252</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 29,783	-	29,783	26,090
<b>Total current liabilities</b>	<u>29,783</u>	<u>-</u>	<u>29,783</u>	<u>26,090</u>
<b>Net current assets / (liabilities)</b>	<u>107,887</u>	<u>3,348</u>	<u>111,235</u>	<u>154,162</u>
<b>Net assets</b>	<u>110,065</u>	<u>3,348</u>	<u>113,413</u>	<u>157,082</u>
<b>Funds</b>				
Unrestricted funds	110,065	-	110,065	157,082
Restricted funds	-	3,348	3,348	-
<b>Total funds</b>	<u>110,065</u>	<u>3,348</u>	<u>113,413</u>	<u>157,082</u>

The financial statements were approved by the board of trustees on 4/9/2025

Ian Richardson (Trustee)

# **West Yorkshire Community Accountancy Service CIO**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **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, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Sales and fee income represents the amounts recoverable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Revenue is recognised when the amount can be reliably measured and it is probable that economic benefits will flow.

If at the balance sheet date, completion of contractual obligations is dependent on external factors (and thus outside the control of the Charity), then revenue is recognised only when the event occurs.

Services provided to clients, which at the financial reporting date have not been billed, are recognised as amounts recoverable on completion.

Revenue recognised in this manner is based on the stage of completion of services rendered, with reference to the billing profile agreed at the beginning of the engagement.

##### **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.

# **West Yorkshire Community Accountancy Service CIO**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **1 Accounting policies continued**

##### **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

Fixtures and fittings: over 5 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# West Yorkshire Community Accountancy Service CIO

## Notes to the accounts continued

### for the year ended 31 March 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Community Action Bradford & District(CABAD)	-	6,091	6,091	21,561
Calderdale VSI Alliance	-	15,000	15,000	15,000
Third Sector Leaders Kirklees	-	10,000	10,000	10,000
Nova Wakefield	-	17,554	17,554	17,416
Abacus Project	-	20,597	20,597	-
Sir George Martin Trust	5,000	-	5,000	-
	<u>5,000</u>	<u>69,242</u>	<u>74,242</u>	<u>63,977</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	359,957	338,229
Social security costs	33,451	25,763
Employment allowance	(5,000)	(5,000)
Pensions	16,805	15,469
	<u>405,213</u>	<u>374,461</u>

The average number of employees during the year was 13, being an average of 10 full time equivalent (2024: 12.6, 9.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	16,805	15,469

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Abacus Project	-	20,597	17,249	-	3,348
CABAD	-	6,091	6,091	-	-
Calderdale VSI Alliance	-	15,000	15,000	-	-
Third Sector Leaders Kirklees	-	10,000	10,000	-	-
Nova Wakefield	-	17,554	17,554	-	-
	<u>-</u>	<u>69,242</u>	<u>65,894</u>	<u>-</u>	<u>3,348</u>

Fund name	Purpose of restriction
Abacus Project	To provide financial skills training and support to individuals and groups in West Yorkshire
CABAD	Towards the cost of Community Accountancy services in Bradford
Calderdale VSI Alliance	Towards the cost of Community Accountancy services in Calderdale
Third Sector Leaders Kirklees	Towards the cost of Community Accountancy services in Kirklees
Nova Wakefield	Towards the cost of Community Accountancy services in Wakefield

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

<b>5 Tangible assets</b>	Fixtures and fittings	Office equipment	Total
<b><u>Cost</u></b>	£	£	£
At 1 April 2024	2,268	9,656	11,924
Additions	-	794	794
At 31 March 2025	<u>2,268</u>	<u>10,450</u>	<u>12,718</u>
<b><u>Depreciation</u></b>			
At 1 April 2024	1,326	7,678	9,004
Charge for year	343	1,193	1,536
At 31 March 2025	<u>1,669</u>	<u>8,871</u>	<u>10,540</u>
<b><u>Net book value</u></b>			
At 31 March 2025	<u>599</u>	<u>1,579</u>	<u>2,178</u>
At 31 March 2024	<u>942</u>	<u>1,978</u>	<u>2,920</u>
<b>6 Debtors and prepayments</b>		2025	2024
		£	£
Debtors		45,754	33,475
Prepayments		6,138	3,989
Other debtors		798	1,546
		<u>52,690</u>	<u>39,010</u>
<b>7 Creditors and accruals</b>		2025	2024
		£	£
Trade Creditors		5,949	5,191
Fees received in advance		7,074	4,843
Accruals		950	850
Taxation and social security		15,810	15,206
		<u>29,783</u>	<u>26,090</u>

# West Yorkshire Community Accountancy Service CIO

## Notes to the accounts continued

### for the year ended 31 March 2025

#### 8 Related party transactions

##### Trustee expenses

During the year 2 trustees were paid a total of £179 in respect of travel (previous year: 2 trustees and £192).

##### Trustee remuneration and benefits

One trustee received a remuneration or benefit during this or the previous year.

##### Details of remuneration and benefits

		2025	2024
		£	£
Ian Richardson	Bookkeeping services	165	-
		<u>165</u>	<u>-</u>

##### Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

Members of the Board of Trustees received no other remuneration or benefits

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

The total employee benefits received by key management personnel were £35,419 (previous year: £34,392).

##### Other related party transactions

The charity received funding from four groups who are members of WYCAS. The funding awarded to the charity in the year was £6,091 (Previous Year: £21,561).

- CABAD £6,091 (2024: £21,561).
- Nova Wakefield District £17,554 (2024: £17,416).
- Third Sector Leaders Kirklees £10,000 (2024: £10,000).
- Calderdale VSI Alliance £15,000 (2024: £15,000).

The payroll is administered by Bradford Community Payroll and Accounts, a subsidiary of CABAD, who are members of WYCAS. Payroll fees in the year amounted to £1,515 (2024: £1,515).

The charity occupies its premises on commercial terms, with rent of £18,500 (2024: £18,750) being paid. The premises are owned by Voluntary Action – Leeds.

#### 9 Contingent liability

During the year, a potential contingent liability has arisen from an employee grievance which may proceed to an employment tribunal, in respect of which the trustees are unable to quantify a final liability (if any) which may arise on the charity.

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Income</b>						
Sales and fees	400,885	390,046	-	-	400,885	390,046
Grants and donations	5,000	-	69,242	63,977	74,242	63,977
Bank interest	2,428	2,323	-	-	2,428	2,323
<b>Total income</b>	<b>408,313</b>	<b>392,369</b>	<b>69,242</b>	<b>63,977</b>	<b>477,555</b>	<b>456,346</b>
<b>Expenditure</b>						
Salaries, NICs and Pensions	342,891	310,484	62,322	63,977	405,213	374,461
Associate fees	17,798	13,502	2,988	-	20,786	13,502
Direct costs	63	508	209	-	272	508
Software for resale	33,126	28,780	-	-	33,126	28,780
Marketing and publicity	-	86	-	-	-	86
Professional membership fees	4,843	4,527	-	-	4,843	4,527
Staff training and development	4,415	2,436	-	-	4,415	2,436
IT costs	14,258	13,036	-	-	14,258	13,036
Employment costs	2,408	2,544	-	-	2,408	2,544
Phone & Broadband	4,624	4,910	-	-	4,624	4,910
Admin costs	10,689	8,488	375	-	11,064	8,488
Premises costs	18,500	18,750	-	-	18,500	18,750
Governance	179	899	-	-	179	899
Depreciation	1,536	1,865	-	-	1,536	1,865
<b>Total expenditure</b>	<b>455,330</b>	<b>410,815</b>	<b>65,894</b>	<b>63,977</b>	<b>521,224</b>	<b>474,792</b>
<b>Net income / (expenditure)</b>	<b>(47,017)</b>	<b>(18,446)</b>	<b>3,348</b>	<b>-</b>	<b>(43,669)</b>	<b>(18,446)</b>
<b>Fund balances brought forward</b>	<b>157,082</b>	<b>175,528</b>	<b>-</b>	<b>-</b>	<b>157,082</b>	<b>175,528</b>
<b>Fund balances carried forward</b>	<b>110,065</b>	<b>157,082</b>	<b>3,348</b>	<b>-</b>	<b>113,413</b>	<b>157,082</b>

**West Yorkshire Community Accountancy Service CIO**

England & Wales - Charity number 1076962

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# Accounts

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# **West Yorkshire Community Accountancy Service CIO**

Charity number 1076962

## **Annual Report and Financial Statements**

**for the year ended 31 March 2024**

# WYCAS

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **West Yorkshire Community Accountancy Service CIO**

## **Annual Report and Financial Statements for the year ended 31 March 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# West Yorkshire Community Accountancy Service CIO

## Trustees' report for the year ended 31 March 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Ian Richardson	Chairman	
Lydia Groenewald		
Dipika Kaushal		
Ogden Makiwa		
Nigel Sagar		
Rebecca McCormick		
Helen Fahey		
Lucillia Graystone		
Richard Warrington		
Gary Gordon		

**Charity number** 1076962 Registered in England and Wales

### Registered and principal address

Stringer House  
34 Lupton Street  
Leeds  
West Yorkshire  
LS10 2QW

### Bankers

Unity Trust Bank plc  
Four Brindleyplace  
Birmingham  
B1 2JB

Cambridge and Counties Bank  
Charnwood Court  
5B New Walk  
Leicester LE1 6TE

### Independent examiner

Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report for the year ended 31 March 2024**

### **Structure, Governance and Management**

The organisation was registered as a Charity on 10th August 1999, under the name of Bradford & Leeds Community Accounting Service, trading as WYCAS. The charity was previously incorporated as a charitable company and converted to a CIO on 29th December 2021. It is governed by a CIO constitution which was amended on the 15th February 2022, when the name was changed to West Yorkshire Community Accountancy Service CIO.

### **Method of Recruitment and Appointment of Trustees**

The trustees are elected to serve for a period of three years. There should be no fewer than 4 and no more than 12 trustees, who can be individuals elected by the members or co-opted by the trustees.

### **Trustee Induction and Training**

All new trustees receive a trustee induction pack with core information about the charity. They also meet with the Chair and the Chief Executive to look at the responsibilities and time commitments of trusteeship. Trustees are informed of relevant training and development opportunities and materials on an ongoing basis and attend at least 2 strategic planning days per year.

### **Organisational Structure**

The charity is managed by a voluntary Trustee Board, which meets on a quarterly basis, and which makes all major policy, strategic, and personnel decisions. Day to day management and service delivery is the responsibility of the Chief Executive who reports to the Board. There is a staff team of 13 (9 of whom are part time) The Finance Manager is responsible for the financial management of the charity. The Chief Accountant is responsible for quality and compliance issues.

### **Risk Management**

The trustees have identified and assessed the key risks to which the charity is exposed and are confident that there are systems in place to mitigate them. A corporate risk register is maintained which trustees formally review on a 6 monthly basis. Significant risks to funding have been mitigated in recent years by increasing income from fees and charges. Given the specialised nature of the work we do, inability to recruit and retain staff with the requisite skills (given the highly competitive market) is once again the highest risk the charity

## **Objectives and activities**

### **The Charity's Objects**

- to advance education through the provision of training in financial and management skills to the public and in particular to those involved with voluntary sector and not-for-profit organisations;
- to promote the effective financial management and administration of not-for-profit organisations in the direct pursuit of their objects.

## **West Yorkshire Community Accountancy Service CIO**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **The Charity's Main Activities**

WYCAS provides accountancy services, advice, information, training and support to the voluntary and community sector so that they can be more effective in meeting the needs of their communities. We mostly operate across West Yorkshire, although we are able to work in any part of the country. To deliver these services we have a small team of dedicated and well qualified accounts staff with a wide range of experience in finance and accounts across the public, private and voluntary sector

#### **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 and in particular the advancement of education.

#### **Achievements and Performance**

In total WYCAS supported 587 organisations in 2023/24. This was through the provision of advice, support, training, and services such as preparation and Independent Examination of annual accounts.

#### **Accounts**

The majority of our accounts clients are charities who require the preparation and Independent Examination of their accounts. However we also provide accounts for other forms of not-for-profit organisations, including Community Interest Companies (CICs), Community Benefit Societies, charitable companies. In 2023/24 the total number of end of year accounts produced was 482.

#### **Training & Advice Services**

We continued to offer core finance training on topics such as budgeting, reporting, preparing for end of year accounts, and bookkeeping, all free of charge, to groups in West Yorkshire. We work closely with the VCSE infrastructure bodies to ensure that our training offer meets the needs of the sector, and will add in additional topics if requested. We continue to provide an opportunity for finance workers (paid and unpaid) to meet on a quarterly basis to share common issues, get peer support etc., via our Finance Forums.

In addition, we delivered bespoke training sessions for Trustee Boards on financial governance and reporting. We continue to deliver our one to one QuickBooks training service, which is especially useful for new staff and organisations using this software for the first time. Our free monthly cashbook training sessions are always popular and, together with the free cashbook resource, provides groups with a solid basis on which to keep account of spending and income, particularly in respect of restricted funding.

During 2023/24 we again gave advice to groups on a number of different issues, including Gift Aid, theatre tax relief schemes, asset transfer, insolvency, CIO conversion, and VAT issues. We also worked with other specialists to deliver training and access resources on some of these topics. This joint working ensures that groups can access specialist advice at relatively low cost.

We have again worked closely with Yorkshire Funders Forum this year to provide bespoke training to several grant giving bodies on analysing accounts for funding applications. This kind of joint working has benefits for all partners, including groups seeking funding, and helps improve overall standards of financial compliance and management in the sector.

## **West Yorkshire Community Accountancy Service CIO**

### **Trustees' report (continued) for the year ended 31 March 2024**

Our advice services are part funded through contracts with the following:

- Calderdale Council , via the VSI Alliance
- Kirklees Council , via TSL Kirklees
- Wakefield Council, via NOVA
- Bradford Council, via Community Action Bradford
- Leeds City Council.

During 2023/24, our team delivered 268 one to one advice sessions to 178 groups and organisations

#### **Other Services**

##### **QuickBooks**

As our QuickBooks online subscription service continues to grow, we have introduced more tailored training and support to clients, to maximise the benefit of online bookkeeping for them.

##### **Bookkeeping and Management Accounts**

Demand for bookkeeping and management accounts as a service has reduced this year, but we know that groups still struggle to recruit staff and volunteers who can provide this function internally. We recognise that good bookkeeping is key to ensuring financial resilience for groups and we are hoping to launch our new Education and Training project, (now called ABACUS) later in 2024, to help provide solutions for groups that are struggling.

##### **Our Impact and Evaluations**

Each set of accounts and training session that we do is accompanied by an evaluation form, so that we can continue to get feedback and improve our services. The vast majority of these for 23/24 were once again good/very good, and there have been no formal complaints received in 23/24 Responses to the evaluation identified that training, support and advice given had resulted in improvements in the following areas: Financial record keeping; reporting to funders; financial procedures; financial planning and budgeting; costing for fundraising bids.

Comments included:

*"We are very happy with the service. It makes such a difference knowing the people who are dealing with our accounts.*

*I feel much more confident about preparing year end accounts.*

*Excellent service as always*

*I've learnt so much and it's greatly improved my confidence with accounts.*

*I wish I had done this training ten years ago! "*

## **West Yorkshire Community Accountancy Service CIO**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Organisational Developments**

In 23/24 our 2 trainee accountants continued to study for their ACCA and AAT qualifications. The former is being part funded through the Government Apprenticeship scheme, and this has been a learning curve for all involved. As part of developing our training offer, we will be seeking to become an ACCA accredited employer in 24/25.

With the retirement of a long standing member of staff, we took the opportunity to create a Community Accountant post that is aimed at Community Interest Company (CIC) accounts only. This fits well with the growth of CICs, the move towards more social enterprises, and the introduction of the new 'Business for Good' project across West Yorkshire

We were also pleased to link with Leeds City College, working with them to take on regular T Level placements in future years, raising awareness of charity accounting as a future career opportunity.

During this period we redeveloped our website to make it more user friendly and modern, and are also now able to better monitor usage and downloads of key resources.

We identified 2 areas of policy (Environmental Sustainability and Equality, Diversity and Inclusion) that would be developed via joint working groups of trustees and staff. There has been considerable work put into these and they will report later in 2024.

#### **Funders**

During 23/24 our five local authority funders in West Yorkshire (Bradford, Calderdale, Kirklees, Leeds and Wakefield) continued to face their own funding challenges. New contracts will come into place in 24/25 for Kirklees, and in 25/26 for Calderdale - WYCAS will be working closely with our infrastructure partners to be part of delivering services under these contracts. We continue to work with Leeds City Council to access additional funds outside of the main infrastructure contract, and we were disappointed that the Bradford local authority contract was terminated a year early, despite a 3 year contract being in place. The latter left us (and our other partners) in a difficult situation, but there are helpful discussions on going with Yorkshire Funders Forum members to fill this gap in the short term, to enable us to continue to provide services within the Bradford area. The new contract with Wakefield District Housing to deliver accounts services to their Tenants and Residents associations is working well, and a similar one with Leeds Housing is continuing into 24/25.

#### **Partners**

We work closely with our West Yorkshire voluntary sector infrastructure partners (Community Action Bradford, Voluntary Sector Alliance in Calderdale, Third Sector Leaders in Kirklees, Voluntary Action Leeds and NOVA in Wakefield) to ensure that voluntary and community groups get the best use of our services. We have also continued to work with organisations such as ACIE, Charity Finance Group, Community Foundations, Charity Tax Group etc., Forum Central in Leeds, and Community First Yorkshire (covering North Yorkshire) to ensure that the issues and concerns of small charities are reflected at regional and national level.

# West Yorkshire Community Accountancy Service CIO

## Trustees' report (continued) for the year ended 31 March 2024

### Financial review

The deficit for the year was £18,446. This was mainly due to the reduction in local authority funding, especially from Leeds City Council. Replacement funding is being sought for 24/25 to address this. In addition, we are continuing to review capacity and fees, helped by the introduction of new accounting software. Demand remains high, and we are confident that the deficit will be significantly reduced in the coming year.

### Reserves policy

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth operation of the charity's activities. Its policy is to hold free reserves (i.e. unrestricted funds not committed or invested in tangible fixed assets) of between 9 and 12 months of budgeted expenditure, which based on projected expenditure for the 2024/25 financial year equates to between £395,795 and £527,727. At the year end, the level of free reserves was £154,162 which represents 3.4 months' projected expenditure.

Clearly this is an ambitious level of reserves given the increased and unexpected cuts to local authority funding. Trustees will continue to strive for the 9 – 12 months levels, but will keep the policy under review in 24/25.

### Going Concern

We have not identified any material uncertainties so significant as to cast doubt over the charity's ability to continue as a going concern.

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

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 charity. 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)).

Approved by the board of trustees on 30th October 2024.



Signed: ..... (Ian Richardson, Chair of Trustees )

# West Yorkshire Community Accountancy Service CIO

## Independent examiner's report to the trustees of West Yorkshire Community Accountancy Service CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 9 to 15.

### Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

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

I confirm that I am qualified to undertake the examination because I am a member of 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 charity as required by section 130 of the Charities Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Christopher James Darwin  
Chartered Accountant

Signed: .....

Date: 30th October 2024

Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

**West Yorkshire Community Accountancy Service**  
**Statement of Financial Activities**  
(including summary income and expenditure account)  
for the year ended 31 March 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Sales and fees		390,046	-	390,046	384,744
Grants and donations	(2)	-	63,977	63,977	64,255
Bank interest		2,323	-	2,323	1,243
<b>Total income</b>		<u>392,369</u>	<u>63,977</u>	<u>456,346</u>	<u>450,242</u>
<b>Expenditure on:</b>					
Salaries, NICs and Pensions	(3)	310,484	63,977	374,461	398,556
Associate fees		13,502	-	13,502	17,085
Direct costs		508	-	508	1,534
Software for resale		28,780	-	28,780	22,309
Marketing and publicity		86	-	86	1,392
Professional membership fees		4,527	-	4,527	4,655
Staff training and development		2,436	-	2,436	2,550
IT costs		13,036	-	13,036	11,367
Employment costs		2,544	-	2,544	1,614
Phone & Broadband		4,910	-	4,910	4,795
Admin costs		8,488	-	8,488	5,487
Premises costs		18,750	-	18,750	9,577
Governance		899	-	899	6,307
Depreciation		1,865	-	1,865	1,766
<b>Total expenditure</b>		<u>410,815</u>	<u>63,977</u>	<u>474,792</u>	<u>488,994</u>
Net gains/(losses) on investments					
<b>Net income / (expenditure)</b>		<u>(18,446)</u>	<u>-</u>	<u>(18,446)</u>	<u>(38,752)</u>
<b>Transfers between funds</b>					
<b>Net movement in funds</b>		<u>(18,446)</u>	<u>-</u>	<u>(18,446)</u>	<u>(38,752)</u>
<b>Fund balances brought forward</b>		<u>175,528</u>	<u>-</u>	<u>175,528</u>	<u>214,280</u>
<b>Fund balances carried forward</b>	(4)	<u>157,082</u>	<u>-</u>	<u>157,082</u>	<u>175,528</u>

All incoming resources and resources expended derive from continuing activities.

## West Yorkshire Community Accountancy Service CIO

### Balance sheet

as at 31 March 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	<u>2,920</u>	<u>-</u>	<u>2,920</u>	<u>3,763</u>
<b>Total fixed assets</b>		<u>2,920</u>	<u>-</u>	<u>2,920</u>	<u>3,763</u>
<b>Current assets</b>					
Debtors and prepayments	(6)	39,010	-	39,010	33,994
Cash at bank and in hand		<u>141,242</u>	<u>-</u>	<u>141,242</u>	<u>167,513</u>
<b>Total current assets</b>		<u>180,252</u>	<u>-</u>	<u>180,252</u>	<u>201,507</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(7)	<u>26,090</u>	<u>-</u>	<u>26,090</u>	<u>29,742</u>
<b>Total current liabilities</b>		<u>26,090</u>	<u>-</u>	<u>26,090</u>	<u>29,742</u>
<b>Net current assets / (liabilities)</b>		<u>154,162</u>	<u>-</u>	<u>154,162</u>	<u>171,765</u>
<b>Net assets</b>		<u>157,082</u>	<u>-</u>	<u>157,082</u>	<u>175,528</u>
<b>Funds</b>					
Unrestricted funds		157,082	-	157,082	175,528
Restricted funds		-	-	-	-
<b>Total funds</b>		<u>157,082</u>	<u>-</u>	<u>157,082</u>	<u>175,528</u>

Approved by the board of trustees on 30th October 2024.



Signed: ..... (Ian Richardson, Chair of Trustees )

# **West Yorkshire Community Accountancy Service CIO**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **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, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Sales and fee income represents the amounts recoverable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Revenue is recognised when the amount can be reliably measured and it is probable that economic benefits will flow.

If at the balance sheet date, completion of contractual obligations is dependent on external factors (and thus outside the control of the Charity), then revenue is recognised only when the event occurs. Services provided to clients, which at the financial reporting date have not been billed, are recognised as amounts recoverable on completion.

Revenue recognised in this manner is based on the stage of completion of services rendered, with reference to the billing profile agreed at the beginning of the engagement.

##### **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.

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

**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 stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows: Office equipment straight line over 4 years Fixtures and fittings straight line over 5 years

**Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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.

**Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**2 Grants and donations**

	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Community Action Bradford & District(CABAD)	-	21,561	21,561	21,000
Calderdale VSI Alliance	-	15,000	15,000	15,000
Participate Projects European Funding	-			1,005
Third Sector Leaders Kirklees	-	10,000	10,000	10,000
University of Leeds	-			1,500
Nova Wakefield	-	17,416	17,416	15,750
	-			
	<u>-</u>	<u>63,977</u>	<u>63,977</u>	<u>64,255</u>

**3 Staff costs and numbers**

	2024 £	2023 £
Gross salaries	338,229	350,266
Social security costs	20,763	33,413
Pensions	15,469	14,877
	<u>374,461</u>	<u>398,556</u>

The average number of employees during the year was 13, being an average of 9.9 full time equivalent (2023: 13.3, 10.4 FTE). There were no employees with emoluments above £60,000.

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>Defined contribution pension scheme</b>	2024	2023
	£	£
Costs of the scheme to the charity for the year	15,469	14,877
Amount of any contributions outstanding at the year end	-	1,365

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
CABAD	-	21,561	21,561	-	-
Calderdale VSI Alliance		15,000	15,000		-
Third Sector Leaders Kirklees	-	10,000	10,000	-	-
Nova Wakefield	-	17,416	17,416	-	-
	-	-	-	-	-
	-	<u>63,977</u>	<u>63,977</u>	-	-

<b>Fund name</b>	<b>Purpose of restriction</b>
CABAD	Towards the cost of Community Accountancy services in Bradford
Calderdale VSI Alliance	Towards the cost of Community Accountancy services in Calderdale
Third Sector Leaders Kirklees	Towards the cost of Community Accountancy services in Kirklees
Nova Wakefield	Towards the cost of Community Accountancy services in Wakefield

<b>5 Tangible assets</b>	Fixtures and fittings	Office equipment	Total
<b>Cost</b>	£	£	£
At 1 April 2023	2,268	8,634	10,902
Additions	-	1,022	1,022
Disposals	-	-	-
At 31 March 2024	<u>2,268</u>	<u>9,656</u>	<u>11,924</u>
<b>Depreciation</b>			
At 1 April 2023	982	6,157	7,139
Charge for year	344	1,521	1,865
At 31 March 2024	<u>1,326</u>	<u>7,678</u>	<u>9,004</u>
<b>Net book value</b>			
At 31 March 2024	<u>942</u>	<u>1,978</u>	<u>2,920</u>
At 31 March 2023	<u>1,286</u>	<u>2,477</u>	<u>3,763</u>

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>6 Debtors and prepayments</b>	2024	2023
	£	£
Trade Debtors	33,475	27,753
Prepayments	3,989	3,671
Accrued income	-	-
Other debtors	1,546	2,570
	<u>39,010</u>	<u>33,994</u>

<b>7 Creditors and accruals</b>	2024	2023
	£	£
Trade Creditors	5,191	6,205
Fees Received in Advance	4,843	5,388
Accruals	850	750
Taxation and social security	15,206	17,057
Other creditors	-	342
	<u>26,090</u>	<u>29,742</u>

**8 Trustee remuneration and benefits**

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

**9 Trustee expenses**

During the year two trustees were paid a total of £192 in respect of travel (previous year: £33 for travel)

**10 Other related party transactions**

The charity received funding from CABAD who are members of WYCAS. The funding awarded to the charity in the year was £21,561 (Previous Year: £21,000).

The payroll is administered by Bradford Community Payroll and Accounts, a subsidiary of CABAD, who are members of WYCAS. Payroll fees in the year amounted to £1,515 (Previous year: £1,544).

The charity occupies its premises on commercial terms, with rent of £18,750 (Previous Year: £9,577) being paid. The premises are owned by Voluntary Action – Leeds.

The charity received funding from Nova Wakefield District who are members of WYCAS. The funding awarded to the charity in the year was £17,416 (Previous Year: £15,750).

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £34,340 (Previous Year: £32,788).

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Sales and fees	390,046	384,744	-	-	390,046	384,744
Grants and donations	-	-	63,977	64,255	63,977	64,255
Bank interest	2,323	1,243	-	-	2,323	1,243
<b>Total income</b>	<b>392,369</b>	<b>385,987</b>	<b>63,977</b>	<b>64,255</b>	<b>456,346</b>	<b>450,242</b>
<b>Expenditure</b>						
Salaries, NICs and Pensions	310,484	334,301	63,977	64,255	374,461	398,556
Associate fees	13,502	17,085	-	-	13,502	17,085
Direct costs	508	1,534	-	-	508	1,534
Software for resale	28,780	22,309	-	-	28,780	22,309
Marketing and publicity	86	1,392	-	-	86	1,392
Professional membership fees	4,527	4,655	-	-	4,527	4,655
Staff training and development	2,436	2,550	-	-	2,436	2,550
IT costs	13,036	11,367	-	-	13,036	11,367
Employment costs	2,544	1,614	-	-	2,544	1,614
Phone & Broadband	4,910	4,795	-	-	4,910	4,795
Admin costs	8,488	5,487	-	-	8,488	5,487
Premises costs	18,750	9,577	-	-	18,750	9,577
Governance	899	6,307	-	-	899	6,307
Depreciation	1,865	1,766	-	-	1,865	1,766
<b>Total expenditure</b>	<b>410,815</b>	<b>424,739</b>	<b>63,977</b>	<b>64,255</b>	<b>474,792</b>	<b>488,994</b>
Net gains/(losses) on investments	-	-	-	-	-	-
<b>Net income / (expenditure)</b>	<b>(18,446)</b>	<b>(38,752)</b>	<b>-</b>	<b>-</b>	<b>(18,446)</b>	<b>(38,752)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(18,446)</b>	<b>(23,752)</b>	<b>-</b>	<b>(15,000)</b>	<b>(18,446)</b>	<b>(38,752)</b>
<b>Fund balances brought forward</b>	<b>175,528</b>	<b>199,280</b>		<b>15,000</b>	<b>175,528</b>	<b>214,280</b>
<b>Fund balances carried forward</b>	<b>157,082</b>	<b>175,528</b>	<b>-</b>	<b>-</b>	<b>157,082</b>	<b>175,528</b>

**West Yorkshire Community Accountancy Service CIO**

England & Wales - Charity number 1076962

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# Accounts

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# **West Yorkshire Community Accountancy Service CIO**

Charity number 1076962

## **Annual Report and Financial Statements**

**for the year ended 31 March 2023**



West Yorkshire Community Accounting Service

# **West Yorkshire Community Accountancy Service CIO**

## **Annual Report and Financial Statements for the year ended 31 March 2023**

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Balance sheet	10
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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report for the year ended 31 March 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Ian Richardson	Chairman	
Lydia Groenewald		
Dipika Kaushal		
Emma Webster		Resigned 29/11/2022
Ogden Makiwa		
Nigel Sagar		
Rebecca McCormick		
Helen Fahey		
Lucillia Graystone		
Richard Warrington		Appointed 11/05/2022
Gary Gordon		Appointed 29/11/2022
<b>Charity number</b>	1076962	Registered in England and Wales
<b>Registered and principal address</b>	Stringer House 34 Lupton Street Leeds West Yorkshire LS10 2QW	
<b>Bankers</b>	Unity Trust Bank plc Four Brindleyplace Birmingham B1 2JB  Cambridge and Counties Bank Charnwood Court 5B New Walk Leicester LE1 6TE  Shawbrook Bank Limited Lutea House Warley Hill Business Park The Drive Great Warley Brentwood Essex CM13 3BE	
<b>Independent examiner</b>	Christopher Darwin FCA Thomas Coombs Limited 3365 The Pentagon Century Way Thorpe Park Leeds LS15 8ZB	

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report for the year ended 31 March 2023**

### **Structure, governance and management**

The organisation was registered as a Charity on 10th August 1999, under the name of Bradford & Leeds Community Accounting Service, trading as WYCAS. The charity was previously incorporated as a charitable company and converted to a CIO on 29th December 2021. It is governed by a CIO constitution which was amended on the 15th February 2022, when the name was changed to West Yorkshire Community Accountancy Service CIO.

### **Method of recruitment and appointment of trustees**

The trustees are elected to serve for a period of three years. There should be no fewer than 4 and no more than 12 trustees, who can be individuals elected by the members or co-opted by the trustees.

### **Trustee Induction and Training**

All new trustees receive a trustee induction pack with core information about the charity. They also meet with the Chair and the Chief Executive to look at the responsibilities and time commitments of trusteeship. Trustees are informed of relevant training and development opportunities and materials on an ongoing basis and attend at least 2 planning days per year.

### **Organisational Structure**

The charity is managed by a voluntary Trustee Board, which meets on a quarterly basis, and which makes all major policy, strategic, and personnel decisions. Day to day management and service delivery is the responsibility of the Chief Executive who reports to the Board. There is a staff team of 13 (9 of whom are part time). The Finance Manager is responsible for the financial management of the charity. The Chief Accountant is responsible for quality and compliance issues

### **Risk Management**

The trustees have identified and assessed the key risks to which the charity is exposed and are confident that there are systems in place to mitigate them. A corporate risk register is maintained which trustees formally review on a 6 monthly basis. Significant risks to funding have been mitigated in recent years by increasing income from fees and charges. Given the specialised nature of the work we do, inability to recruit and retain staff with the requisite skills (given the highly competitive market) is once again the highest risk the charity faces.

### **Objectives and activities**

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

- to advance education through the provision of training in financial and management skills to the public and in particular to those involved with voluntary sector and not-for-profit organisations;
- to promote the effective financial management and administration of not-for-profit organisations in the direct pursuit of their objects.

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

WYCAS provides accountancy services, advice, information, training and support to the voluntary and community sector so that they can be more effective in meeting the needs of their communities. We mostly operate across West Yorkshire, although we are able to work in any part of the country. To deliver these services we have a small team of dedicated and well qualified accounts staff with a wide range of experience in finance and accounts across the public, private and voluntary sector

#### **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 and in particular the advancement of education.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Achievements and performance**

In total WYCAS supported 611 organisations in 2022/23. This was through the provision of advice, support, training, and services such as preparation and Independent examination of annual accounts. Of the 611 groups, at least 25% had an income of less than £50k per year.

### **Accounts**

The majority of our accounts clients are charities who require the preparation and Independent Examination of their accounts. However we also provide accounts for other forms of non profit organisations, including Community Interest Companies (CICs), Community Benefit Societies, charitable companies. In 2022/23 the total number of end of year accounts produced was 516, with 37 new groups coming to WYCAS for their accounts.

### **Training**

We continued to offer core finance training on topics such as budgeting, reporting, preparing for end of year accounts, and bookkeeping, all free of charge, to groups in West Yorkshire. We work closely with the VCSE infrastructure bodies to ensure that our training offer meets the needs of the sector, and will add in additional topics if requested. We continue to provide an opportunity for finance workers (paid and unpaid) to meet on a quarterly basis to share common issues, get peer support etc., via our Finance Forums.

In addition, we delivered bespoke training sessions for Trustee Boards on financial governance and reporting. We also introduced a new one to one QuickBooks training service, which is especially useful for new staff and organisations using this software for the first time. This has proved popular and enables us to provide specialist support and advice to groups and helps improve their accounting and reporting

During 2022/23 we again gave advice to groups on a number of different issues, including Gift Aid, theatre tax relief schemes, asset transfer, insolvency, CIO conversion, and VAT issues. We also worked with other specialists, eg HMRC, insolvency practitioners, Arts Council England to deliver training on some of these topics. This joint working ensures that groups can access specialist advice at relatively low cost.

We have also worked closely with Yorkshire Funders Forum this year to provide bespoke training to several grant giving bodies on analysing accounts for funding applications. In addition, we have provided specialist advice and support to local authority funders around due diligence. This kind of joint working has benefits for all partners, including groups seeking funding, and helps improve overall standards of financial compliance and management in the sector.

### **Advice Services**

Our advice services are part funded through contracts with the following:

- Calderdale Council , via the VSI Alliance
- Kirklees Council , via TSL Kirklees
- Wakefield Council, via NOVA
- Bradford Council, via Community Action Bradford
- Leeds City Council.

During 2022/23, our team delivered 324 one to one advice sessions to groups and organisations . For group training, 75 participants attended 17 different courses.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Other Services**

#### **QuickBooks**

As our QuickBooks online subscription service continues to grow, we have introduced more tailored training and support to clients, to maximise the benefit of online bookkeeping for them.

#### **Bookkeeping and Management Accounts**

There continues to be a large demand from groups for bookkeeping services, but there is a shortage of freelance bookkeepers available to meet this, and we can only meet a fraction of the need. We recognise that good bookkeeping is key to ensuring financial resilience for groups, and are working on a more sustainable solution through a new Education and Training project, which we hope to have up and running, funding permitting, in 2023.

#### **Our impact and evaluations**

We undertake an annual evaluation each year, and this is sent to any group that we have worked with. In addition we send out an evaluation request with every set of accounts completed. The vast majority of these for 22/23 were once again good/very good, and there have been no formal complaints received in 22/23. Responses to the evaluation identified that training, support and advice given had resulted in improvements in the following areas: Financial record keeping; reporting to funders; financial procedures; financial planning and budgeting; costing for fundraising bids. 168 responses were received.

Comments included:

"how can you improve what does not need improving"

" from our point of view, no changes needed - just please continue - the support is invaluable"

"WYCAS is doing excellent job, improvement not needed"

"very happy with current service"

#### **Organisational developments**

In 22/23 we joined the Government Apprenticeship scheme, with 2 of our team enrolling for their ACCA qualifications. This is a major commitment, in terms of time and money, for WYCAS, but is part of a longer term strategy of the Board to develop staff in-house and improve recruitment and retention in a difficult market.

Several of our existing staff chose to reduce their working hours during 2022/23, as part of a planned move to retirement. This inevitably caused difficulties in capacity, as simply replacing like for like, when these are highly experienced charity accountants, is simply not an option. For much of this year, as a result, we were not able to take on any new end of year accounts clients, although demand continued to grow. Our priority has been to maintain the service for existing groups, and to fulfil our advice and support commitments under our local authority contracts.

During the summer of 2022, we were funded through the Leeds University scheme to take on a summer intern, who provided us with useful admin support at a busy time, but also produced a research report on the development of CICs within West Yorkshire, which has proved very useful in deciding our approach to this area of work, which is growing all the time.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Funders**

During 22/23 our five local authority funders in West Yorkshire (Bradford, Calderdale, Kirklees, Leeds and Wakefield) continued to face their own funding challenges. New contracts will come into place in 24/25 for Kirklees and Calderdale local authority contracts and WYCAS will need to review our work in these areas in light of new tender specifications due to come out in 23/24. We are grateful to all our local authority funders for recognising the importance of a VCSE sector that practices good financial management and we look forward to developing our work in this area in the future. Our contract with Wakefield District Housing to deliver accounts services to their Tenants and Residents associations came to an end in August 2022, and we successfully tendered for a new contract from 2022- 2025. A similar contract with Housing Leeds is in place. We have made some changes internally to the way this work is managed and are working more closely with both organisations to help increase the financial capacity of the TRAs.

### **Partners**

We work closely with our West Yorkshire voluntary sector infrastructure partners ( Community Action Bradford, Voluntary Sector Alliance in Calderdale, Third Sector Leaders in Kirklees, Voluntary Action Leeds and NOVA in Wakefield) to ensure that voluntary and community groups get the best use of our services. We have also continued to work with organisations such as ACIE, Charity Finance Group, Community Foundations, Arts Council England etc., to ensure that the issues and concerns of small charities are reflected at national level. In 2022/23 one of our senior staff, Simon Bostrom, was appointed convenor of the Small Charities engagement group, as part of the review of the Charity SORP. This was an opportunity to ensure that the realities and difficulties of compliance for small charities in preparing accounts were heard, based on more than 20 years of experience of working with these issues.

In October 2022 we were delighted to be asked to be on the judging panel for the Yorkshire Accountancy awards.

### **Financial review**

The deficit for the year was £38,752 (2022:£36,383). This is due in part to lack of funding from Leeds City Council, as well as the planned deficit to enable investment in the new staff structure and taking on trainees. We anticipate we will be back in surplus by the end of 2024.

### **Reserves policy**

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth operation of the charity's activities. Its policy is to hold free reserves (i.e. unrestricted funds not committed or invested in tangible fixed assets) of between 9 and 12 months of budgeted expenditure, which based on projected expenditure for the 2023/24 financial year equates to between £369,087 and £492,116. At the year end, the level of free reserves was £171,765, which represents 4.3 months' projected expenditure.

Given the ever growing demand for our services, coupled with recruitment difficulties, there is increased pressure on salaries and training budgets. Some of the solutions to these lie in developing more sustainable solutions, and an 'Invest to Save' approach. In the light of this, trustees are comfortable with the current level of reserves.

# **West Yorkshire Community Accountancy Service CIO**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Going Concern**

We have not identified any material uncertainties so significant as to cast doubt over the charity's ability to continue as a going concern.

### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

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 charity. 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)).

Approved by the board of trustees on 31st July 2023.

Signed: .....



(Trustee)

Name: .....Ian Richardson.....

## Independent Examiner's Report to the Trustees of West Yorkshire Community Accountancy Service CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2023 which are set out on pages 9 to 15

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:...  Chartered Accountant

Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

Date: 31st July 2023

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Sales and fees		384,744	-	384,744	327,418
Grants and donations	(2)	-	64,255	64,255	92,742
Bank interest		1,243	-	1,243	838
		-	-	-	-
<b>Total income</b>		<b>385,987</b>	<b>64,255</b>	<b>450,242</b>	<b>420,998</b>
<b>Expenditure on:</b>					
Charitable activities					
Salaries, NiCs and Pensions	(3)	334,301	64,255	398,556	378,526
Associate Fees		17,085	-	17,085	7,857
Direct costs		1,534	-	1,534	2,361
Software for resale		22,309	-	22,309	19,605
Marketing and publicity		1,392	-	1,392	384
Professional membership fees		4,655	-	4,655	4,143
Staff training and development		2,550	-	2,550	1,498
IT Costs		11,367	-	11,367	11,494
Employment costs		1,614	-	1,614	1,935
Phone & Broadband		4,795	-	4,795	6,214
Admin costs		5,487	-	5,487	5,724
Premises costs		9,577	-	9,577	9,802
Governance		6,307	-	6,307	5,902
Depreciation		1,766	-	1,766	1,936
<b>Total expenditure</b>		<b>424,739</b>	<b>64,255</b>	<b>488,994</b>	<b>457,381</b>
Net gains/(losses) on investments		-	-	-	-
<b>Net income / (expenditure)</b>		<b>(38,752)</b>	<b>-</b>	<b>(38,752)</b>	<b>(36,383)</b>
<b>Transfers between funds</b>	(4)	<b>15,000</b>	<b>(15,000)</b>		<b>-</b>
<b>Net movement in funds</b>		<b>(23,752)</b>	<b>(15,000)</b>	<b>(38,752)</b>	<b>(36,383)</b>
<b>Fund balances brought forward</b>		<b>199,280</b>	<b>15,000</b>	<b>214,280</b>	<b>250,663</b>
<b>Fund balances carried forward</b>		<b>175,528</b>	<b>-</b>	<b>175,528</b>	<b>214,280</b>

All incoming resources and resources expended derive from continuing activities.

**West Yorkshire Community Accountancy Service CIO**  
**Balance sheet**  
**as at 31 March 2023**

	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
<b>Fixed assets</b>					
Tangible assets	(5)	<u>3,763</u>	<u>-</u>	<u>3,763</u>	<u>2,567</u>
<b>Total fixed assets</b>		<u>3,763</u>	<u>-</u>	<u>3,763</u>	<u>2,567</u>
<b>Current assets</b>					
Debtors and prepayments	(6)	33,994	-	33,994	34,360
Cash at bank and in hand		<u>167,513</u>	<u>-</u>	<u>167,513</u>	<u>203,253</u>
<b>Total current assets</b>		<u>201,507</u>	<u>-</u>	<u>201,507</u>	<u>237,613</u>
<b>Current liabilities: amounts falling due within one year</b>					
Creditors and accruals	(7)	<u>29,742</u>	<u>-</u>	<u>29,742</u>	<u>25,900</u>
<b>Total current liabilities</b>		<u>29,742</u>	<u>-</u>	<u>29,742</u>	<u>25,900</u>
<b>Net current assets / (liabilities)</b>		<u>171,765</u>	<u>-</u>	<u>171,765</u>	<u>211,713</u>
<b>Net assets</b>		<u>175,528</u>	<u>-</u>	<u>175,528</u>	<u>214,280</u>
<b>Funds</b>					
Unrestricted funds		175,528	-	175,528	214,280
Restricted funds	(4)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total funds</b>		<u>175,528</u>	<u>-</u>	<u>175,528</u>	<u>214,280</u>

The financial statements were approved by the board of trustees on 31st July 2023

Signed: ...  ..... (Trustee)

Name: ..... Ian Richardson .....

# **West Yorkshire Community Accountancy Service CIO**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **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, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Sales and fee income represents the amounts recoverable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Revenue is recognised when the amount can be reliably measured and it is probable that economic benefits will flow.

If at the balance sheet date, completion of contractual obligations is dependent on external factors (and thus outside the control of the Charity), then revenue is recognised only when the event occurs.

Services provided to clients, which at the financial reporting date have not been billed, are recognised as amounts recoverable on completion.

Revenue recognised in this manner is based on the stage of completion of services rendered, with reference to the billing profile agreed at the beginning of the engagement.

##### **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.

# West Yorkshire Community Accountancy Service CIO

## Notes to the accounts continued

### for the year ended 31 March 2023

#### Tangible fixed

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows: Office equipment straight line over 4 years Fixtures and fittings straight line over 5 years

#### Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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.

#### Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

### 2 Grants and donations

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Community Action Bradford & District (CABAD)	-	21,000	21,000	21,375
Calderdale Alliance (VAC)	-	15,000	15,000	15,000
Participate Projects European Funding	-	1,005	1,005	
Third Sector Leaders	-	10,000	10,000	10,000
Leeds City Council (LCC)	-	-	-	32,766
University of Leeds	-	1,500	1,500	1,601
Nova Wakefield District Council	-	15,750	15,750	12,000
	-			
	<u>-</u>	<u>64,255</u>	<u>64,255</u>	<u>92,742</u>

### 3 Staff costs and numbers

	2023 £	2022 £
Gross salaries	350,266	337,336
Social security costs	33,413	26,889
Pensions	14,877	14,301
	<u>398,556</u>	<u>378,526</u>

The average number of employees during the year was 13.3, being an average of 11.1 full time equivalent (2022: 12.7, 11 FTE). There were no employees with emoluments above £60,000.

#### Defined contribution pension scheme

	2023 £	2022 £
Costs of the scheme to the charity for the year	14,877	14,301
Amount of any contributions outstanding at the year end	1,066	1,365

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
CABAD	-	21,000	21,000	-	-
Calderdale Alliance	15,000	15,000	15,000	(15,000)	-
Keighley CLLD	-	1,005	1,005	-	-
Third Sector Leaders	-	10,000	10,000	-	-
Leeds City Council (LCC)	-	-	-	-	-
University of Leeds	-	1,500	1,500	-	-
Nova Wakefield District Council	-	15,750	15,750	-	-
	-	-	-	-	-
	-	-	-	-	-
	<u>15,000</u>	<u>64,255</u>	<u>64,255</u>	<u>(15,000)</u>	<u>-</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
CABAD	Towards the cost of Community Accountancy services in Bradford
Calderdale Alliance	Towards the cost of Community Accountancy services in Calderdale
Third Sector Leaders	Towards the cost of Community Accountancy services in Kirklees
Leeds City Council (LCC)	Towards the cost of Community Accountancy services in Leeds
Nova Wakefield District Council	Towards the cost of Community Accountancy services in Wakefield
University of Leeds	Towards the cost of a summer intern
Keighley CLLD	Towards the cost of Community Accountancy services in Keighley as part of the participate project.
Transfers	This amount, in agreement with the funder, was moved from restricted to unrestricted funding

<b>5 Tangible assets</b>	Fixtures & fittings	Office equipment	Total
	£	£	£
<b><u>Cost</u></b>			
At 1 April 2022	1,001	6,939	7,940
Additions	1,267	1,695	2,962
Disposals	-	-	-
At 31 March 2023	<u>2,268</u>	<u>8,634</u>	<u>10,902</u>
<b><u>Depreciation</u></b>			
At 1 April 2022	531	4,842	5,373
Charge for year	451	1,315	1,766
At 31 March 2023	<u>982</u>	<u>6,157</u>	<u>7,139</u>
<b><u>Net book value</u></b>			
At 31 March 2023	<u>1,286</u>	<u>2,477</u>	<u>3,763</u>
At 31 March 2022	<u>470</u>	<u>2,097</u>	<u>2,567</u>

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>6 Debtors and prepayments</b>	2023	2022
	£	£
Trade Debtors	27,753	27,893
Prepayments	3,671	5,227
Other debtors	2,570	1,240
	<u>33,994</u>	<u>34,360</u>

<b>7 Creditors and accruals</b>	2023	2022
	£	£
Trade creditors	6,205	4,361
Fees received in advance	5,388	5,693
Accruals	750	750
Taxation and social security	17,057	13,374
Other creditors	342	1,722
	<u>29,742</u>	<u>25,900</u>

**8 Trustee remuneration and benefits**

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

**9 Trustee expenses**

During the year one trustees was paid a total of £33 in respect of travel (previous year: no expenses were paid).

**10 Independent examiner fees**

The fees payable to the independent examiner are £750 (2022: £770).

**11 Other related party transactions**

The payroll is administered by Bradford Community Payroll and Accounts, a subsidiary of Bradford Community and Voluntary Service, who are members of WYCAS and approve the appointment of trustees. Payroll fees in the year amounted to £1,544 (2022: £1,700).

The charity occupies its premises on commercial terms, with rent of £9,577 (2022: £9,702) being paid. The premises are owned by Voluntary Action – Leeds, who are entitled to appoint a representative to the board of the charity.

The charity received funding from Nova Wakefield District who are members of WYCAS and approve the appointment of trustees. The funding awarded to the charity in the year was £15,750 (2022: £12,000).

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £32,788 (2022: £34,122).

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Sales and fees	384,744	327,418	-	-	384,744	327,418
Grants and donations	-	-	64,255	92,742	64,255	92,742
Bank interest	1,243	838	-	-	1,243	838
	-	-	-	-	-	-
<b>Total income</b>	<b>385,987</b>	<b>328,256</b>	<b>64,255</b>	<b>92,742</b>	<b>450,242</b>	<b>420,998</b>
<b>Expenditure</b>						
Salaries, NiCs and Pensions	334,301	297,554	64,255	80,972	398,556	378,526
Associate Fees	17,085	5,817	-	2,040	17,085	7,857
Direct costs	1,534	1,907	-	454	1,534	2,361
Software for resale	22,309	19,605	-	-	22,309	19,605
Marketing and publicity	1,392	384	-	-	1,392	384
Professional membership fees	4,655	4,143	-	-	4,655	4,143
Staff training and development	2,550	315	-	1,183	2,550	1,498
IT Costs	11,367	9,083	-	2,411	11,367	11,494
Employment costs	1,614	1,578	-	357	1,614	1,935
Phone & Broadband	4,795	4,911	-	1,303	4,795	6,214
Admin costs	5,487	4,848	-	876	5,487	5,724
Premises costs	9,577	7,768	-	2,034	9,577	9,802
Governance	6,307	4,790	-	1,112	6,307	5,902
Depreciation	1,766	1,936	-	-	1,766	1,936
<b>Total expenditure</b>	<b>424,739</b>	<b>364,639</b>	<b>64,255</b>	<b>92,742</b>	<b>488,994</b>	<b>457,381</b>
Net gains/(losses) on investments	-	-	-	-	-	-
<b>Net income / (expenditure)</b>	<b>(38,752)</b>	<b>(36,383)</b>	<b>-</b>	<b>-</b>	<b>(38,752)</b>	<b>(36,383)</b>
<b>Transfers between funds</b>	<b>15,000</b>	<b>5,000</b>	<b>(15,000)</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(23,752)</b>	<b>(31,383)</b>	<b>(15,000)</b>	<b>(5,000)</b>	<b>(38,752)</b>	<b>(36,383)</b>
<b>Fund balances brought forward</b>	<b>199,280</b>	<b>230,663</b>	<b>15,000</b>	<b>20,000</b>	<b>214,280</b>	<b>250,663</b>
<b>Fund balances carried forward</b>	<b>175,528</b>	<b>199,280</b>	<b>-</b>	<b>15,000</b>	<b>175,528</b>	<b>214,280</b>

**West Yorkshire Community Accountancy Service CIO**

England & Wales - Charity number 1076962

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# Accounts

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Charity number: 1076962

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2022  
FOR  
WEST YORKSHIRE COMMUNITY ACCOUNTANCY SERVICE CIO**

**West Yorkshire Community Accountancy Service CIO**  
**Trustee's report for the year ended 31st March 2022**

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
Ian Richardson	Chairman	
Richard Jackson		Resigned 17/03/2022
Natalie McGuire		Resigned 12/09/2022
Lydia Groenewald		
Dipika Kaushal		Appointed 19/05/2021
Emma Webster		Appointed 15/09/2021
Oden Makiwa		Appointed 15/09/2021
Nigel Sagar		Appointed 15/09/2021
Rebecca McCormick		Appointed 15/09/2021
Helen Fehey		Appointed 15/09/2021
Lucillia Grayston		Appointed 15/09/2021
Richard Warrington		Appointed 11/05/2022

Charity number 1076962

Registered and principal address Stringer House  
34 Lupton Street  
Leeds  
West Yorkshire  
LS10 2QW

Bankers Unity Trust Bank plc  
Four Brindley Place  
Birmingham  
B1 2JB

Cambridge and Counties Bank  
Charnwood Court  
5B New Walk  
Leicester  
LE1 6TE

Shawbrook Bank Limited Lutea  
House  
Warley Hull Business Park The  
Drive  
Great Warley  
Brentwood  
Essex  
CM13 3BE

Independent examiner  
Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

## **Structure, governance and management**

The organisation was registered as a Charity on 10th August 1999, under the name of Bradford & Leeds Community Accounting Service, trading as WYCAS. The charity was previously incorporated as a charitable company and converted to a CIO on 29th December 2021. It is governed by a CIO constitution which was amended on the 15th February 2022, when the name was changed to West Yorkshire Community Accountancy Service CIO.

## **Method of recruitment and appointment of trustees**

The trustees are elected to serve for a period of three years. There should be no fewer than 4 and no more than 12 trustees, who can be individuals elected by the members or co-opted by the trustees.

## **Trustee Induction and Training**

All new trustees receive a trustee induction pack with core information about the charity. They also meet with the Chair and the Chief Executive to look at the responsibilities and time commitments of trusteeship. Trustees are informed of relevant training and development opportunities and materials on an ongoing basis and attend at least 2 planning days per year.

## **Organisational Structure**

The charity is managed by a voluntary Trustee Board, which meets on a quarterly basis, and which makes all major policy, strategic, and personnel decisions. Day to day management and service delivery is the responsibility of the Chief Executive who reports to the Board. There is a staff team of 12 (6 of whom are part time) The Finance Manager is responsible for the financial management of the charity. The Chief Accountant is responsible for quality and compliance issues

## **Risk Management**

The trustees have identified and assessed the key risks to which the charity is exposed and are confident that there are systems in place to mitigate them. A corporate risk register is maintained which trustees formally review on a 6 monthly basis. Significant risks to funding have been mitigated in recent years by increasing income from fees and charges. Given the specialised nature of the work we do, recruitment and retention of staff with the requisite skills have become more difficult this year, in line with many other organisations in the sector, and this has been reflected in the risk register.

## **Objectives and activities**

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

- to advance education through the provision of training in financial and management skills to the public and in particular to those involved with voluntary sector and not-for-profit organisations;
- To promote the effective financial management and administration of not-for-profit organisations in the direct pursuit of their objects.

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

WYCAS provides accountancy services, advice, information, training and support to the voluntary and community sector so that they can be more effective in meeting the needs of their

communities. We mostly operate across West Yorkshire, although we are able to work in any part of the country. To deliver these services we have a small team of dedicated and well qualified accounts staff with a wide range of experience in finance and accounts across the public, private and voluntary sector

### **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 and in particular the advancement of education.

### **Achievements and Performance**

In total WYCAS again supported more than 650 Voluntary, Community, and Social Enterprise (VCSE) organisations in 2021/22. The majority of these are groups that are working incredibly hard, on very low budgets, to meet a need in their community, or in wider society. Our groups cover every area of work including Community centres, Arts & Culture, health, sport, education, climate change etc.

The wealth of talent, commitment and hard work within the voluntary and community sector is remarkable, and it is a privilege to be able to support and advise so many groups and trustees

Activity in 2021/22

- **654 organisations supported**
- **558 One to one advice sessions**
- **537 sets of year end accounts**
- **268 attendees on our training courses and workshops**
- **103 specialist services such as tax returns, funding certifications, management accounts etc**

During 2021/2022 the breakdown of groups' income was as follows:

- **Less than £10k = 13%**
- **£10k - £50k = 33%**
- **£50 - £250k = 41%**
- **£250k = 13%**

Accounts

The majority of our accounts clients are charities who require the preparation and Independent Examination of their accounts. However we also provide accounts for other forms of non - profit organisations, including Community Interest Companies (CICs), and Community Benefit Societies. We again saw an increase in the number of Community Interest Companies being formed, and coming to us for advice on their first year's accounts In 2021/22 .

Training

Our training offer is now almost exclusively offered via Zoom. Groups across West Yorkshire can access an annual series of training sessions on key issues such as Budgeting, Cash flow, Bookkeeping Basics, and Financial Responsibilities of Trustees. These are offered free of charge. We work closely with the VCSE infrastructure bodies to ensure that our training offer meets the needs of the sector, and will add in additional topics if requested. We continue to provide an opportunity for finance

workers (paid and unpaid) to meet on a quarterly basis to share common issues, get peer support etc.

In addition, we offer bespoke training sessions (charged for, but below market rate) for Trustee Boards on financial governance and reporting. Specialist training in online accounting software is also provided, to assist groups moving from manual record keeping.

#### Advice Services

Our advice services are part funded through contracts with the following:

- Calderdale Council , via the VSI Alliance
- Kirklees Council , via TSL Kirklees
- Wakefield Council, via NOVA
- Bradford Council, via Community Action Bradford
- Leeds City Council.

Advice is offered via phone, Zoom, and e-mail.

#### Other Services

During 2021/22 we again offered specialist accountancy advice to groups on a number of different issues, including Gift Aid, tax relief schemes, asset transfer, insolvency, CIO conversion, and VAT issues.

#### Bookkeeping and Management Accounts

We re-introduced this as a service in 2021, after a gap of several years. There was clearly a demand from groups for this service, either to fill a temporary gap (paternity/maternity cover, sabbaticals, illness etc.) or because finding finance staff for a few hours a week is difficult to do so, and even more so in the current recruitment climate. In the short term we are expanding this service to meet the immediate need, but we are developing a more sustainable solution through our Education and Training project.

#### Our impact and evaluations

We undertake an annual evaluation in June each year, and this is sent to any group that we have worked with. In addition we send out an evaluation request with every set of accounts completed. For 2021/2022 we had 629 replies to our survey, with 97.7% of these rating the service received as excellent or good. Just 2.1% were 'average', and there were no 'poor' responses. There have been no formal complaints received in 2021/2022. 99.4% regarded our services as 'value for money'

Responses to the evaluation identified that the training, support and advice given had resulted in improvements in the following areas:

- **Financial record keeping;**
- **Reporting to funders**
- **Financial procedures;**
- **Financial planning and budgeting;**
- **Costing for fundraising bids.**

Comments included:

“What we get from you is exactly what we need. Not sure how it could be improved”

“The service I received from WYCAS was nothing short of very timely and excellent”

“It's my first year using you and I am really happy with the support I received ”

### **Organisational developments**

In 2021/2022 WYCAS continued to work on its 3 year strategy, with three key themes; Compliance, Improvement, and A Thriving Sector. The restructure of the staff team, the recruitment of new trainees, and the focus on staff development and training are an important part of future proofing the organisation, particularly when recruitment and retention of finance staff is such a challenge, across all sectors. Future plans will seek to develop this further through a Finance Skills and Training project.

This year we were also able to implement a major recruitment drive for new trustees and, as a result, the Trustee Board is now much more diverse, with all areas of West Yorkshire represented. Our 10 trustees bring a wide range of skills to the organisation, and are fully committed to working closely with the staff team to ensure WYCAS continues to provide the best possible services to the VCSE sector.

### **Funders**

During 2021/2022 our five local authority funders in West Yorkshire (Bradford, Calderdale, Kirklees, Leeds and Wakefield) continued to face challenges post Covid, and as a result a number of them postponed planned changes to contracts in 2021/2022. Bradford have now awarded a new contract for 2022/2023, and we have entered into an SLA with CABAD the VCSE lead partners on this, to deliver finance and accounting services. Wakefield Council have also awarded a new VCSE infrastructure contract for 2022/23 and we were pleased to receive a small increase in funding as a result of this. We are grateful to all our local authority funders for recognising the importance of a VCSE sector that practices good financial management and we look forward to developing our work in this area in the future. Our contracts with Housing Leeds and Wakefield District Housing to deliver accounts services to their Tenants and Residents associations were affected by COVID, as many of these groups had little or no activity during 2021/2022, but we expect this work to get back to normal in 2022/2023. We are grateful to all funders for their continued support, and their commitment to the voluntary and community sector.

### **Partners**

WYCAS works closely with a wide range of partners to ensure that we deliver services that meet local need, but are also of high quality. At a local level our infrastructure partners (Community Action Bradford, Voluntary Sector Alliance in Calderdale, Third Sector Leaders in Kirklees, Voluntary Action Leeds and NOVA in Wakefield) are vital in helping us reach VCSE groups, and ensuring that we work together to achieve the best possible outcomes. Recent and future changes to contracts are likely to make this joint working and identification of groups most in need of support even more of a priority.

We also continued to work with national organisations such as ACIE, Charity Finance Group, Small Charities Coalition, Community Foundations etc to ensure that the issues and concerns of small charities are reflected at national level. We are one of the largest Community Accountancy services in the UK and we are always happy to share our knowledge and resources with smaller organisations. During this last year a number of our sister organisations have been looking to develop new services and we have offered our advice in areas such as setting up bookkeeping systems, offering training etc.

### Financial review

The net deficit for the year was £36,383, including a net deficit of £31,383 on unrestricted funds and a net deficit of £5,000 on restricted funds, after transfers. This was a planned deficit in line with future proofing the organisation as detailed above.

### Reserves policy

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth operation of the charity's activities. Its policy is to hold free reserves (i.e. unrestricted funds not committed or invested in tangible fixed assets) of between 3 and 6 months of budgeted expenditure, which based on projected expenditure for the 2022/23 financial year equates to between £126,174 and £252,348. At the year end, the level of free reserves was £196,713, which represents 4.7 months' projected expenditure.

Given the ever growing demand for our services, coupled with recruitment difficulties, there is increased pressure on salaries and training budgets. Some of the solutions to these lie in developing more sustainable solutions, and an 'Invest to save' approach. In the light of this, trustees are comfortable with the current level of reserves.

Signed:  (Trustee)

Name: JAN F. RICHARDSON (Chair)

**Independent examiner's report to the trustees of West Yorkshire  
Community Accountancy Service CIO**

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31st March 2022 which are set out on pages 8 to 13.

**Respective responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed under section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the institute of Chartered Accountants, 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 aspect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Christopher Darwin FCA  
Thomas Coombs Limited  
3365 The Pentagon  
Century Way  
Thorpe Park  
Leeds  
LS15 8ZB

Date 12th December 2022



Christopher James Darwin  
Chartered Accountant

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2022**

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>					
Sales and fees		327,418	-	327,418	288,648
Grants and donations	(2)	-	92,742	92,742	110,111
Bank interest		838	-	838	1,341
<b>Total income</b>		<b>328,256</b>	<b>92,742</b>	<b>420,998</b>	<b>400,100</b>
<b>Expenditure on charitable activities:</b>					
Salaries, NICs and pensions	(3)	297,554	80,972	378,526	330,122
Staff professional fees and CPD		4,458	1,183	5,641	5,763
Staff travel expenses		282	75	357	278
Room hire & refreshments		1,428	379	1,807	55
Other service delivery costs		7,694	2,040	9,734	6,355
Software for resale		19,605	-	19,605	16,205
Marketing and publicity		384	-	384	916
IT maintenance		2,792	741	3,533	1,611
Software		6,292	1,670	7,962	6,681
Telephone and internet		4,911	1,303	6,214	5,397
PO Boxes, postage and delivery		198	53	251	765
Stationery and small equipment		1,054	281	1,335	1,102
Photocopying		745	198	943	794
Rent		7,668	2,034	9,702	9,764
Repairs and maintenance		100	-	100	325
Grant monitoring costs		705	-	705	585
Independent examination		608	162	770	650
Subscriptions and memberships		727	192	919	567
Insurance		1,924	511	2,435	2,021
HR contract/Consultancy		1,661	439	2,100	950
Payroll charges		1,343	357	1,700	1,292
Bank charges		570	152	722	562
Trustee expenses		-	-	-	115
Depreciation		1,936	-	1,936	1,529
<b>Total expenditure</b>		<b>364,639</b>	<b>92,742</b>	<b>457,381</b>	<b>394,404</b>
<b>Net income / (expenditure)</b>		<b>(36,383)</b>	<b>-</b>	<b>(36,383)</b>	<b>5,696</b>
<b>Transfers between funds</b>		<b>5,000</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(31,383)</b>	<b>(5,000)</b>	<b>(36,383)</b>	<b>5,696</b>
<b>Fund balances brought forward</b>		<b>230,663</b>	<b>20,000</b>	<b>250,663</b>	<b>244,967</b>
<b>Fund balances carried forward</b>	(4)	<b>199,280</b>	<b>15,000</b>	<b>214,280</b>	<b>250,663</b>

All incoming resources and resources expended derive from continuing activities.

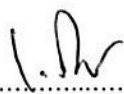
# West Yorkshire Community Accountancy Service CIO

## Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (5)	2,567	-	2,567	2,786
<b>Total fixed assets</b>	<u>2,567</u>	<u>-</u>	<u>2,567</u>	<u>2,786</u>
<b>Current assets</b>				
Debtors and prepayments (6)	34,360	-	34,360	62,505
Cash at bank	188,253	15,000	203,253	211,476
<b>Total current assets</b>	<u>222,613</u>	<u>15,000</u>	<u>237,613</u>	<u>273,981</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals (7)	25,900	-	25,900	26,104
<b>Total current liabilities</b>	<u>25,900</u>	<u>-</u>	<u>25,900</u>	<u>26,104</u>
<b>Net current assets</b>	<u>196,713</u>	<u>15,000</u>	<u>211,713</u>	<u>247,877</u>
<b>Total assets less current liabilities</b>	<u>199,280</u>	<u>15,000</u>	<u>214,280</u>	<u>250,663</u>
<b>Net assets</b>	<u>199,280</u>	<u>15,000</u>	<u>214,280</u>	<u>250,663</u>
<b>Funds</b>				
Unrestricted funds	199,280	-	199,280	230,663
Restricted funds	-	15,000	15,000	20,000
<b>Total funds</b>	<u>199,280</u>	<u>15,000</u>	<u>214,280</u>	<u>250,663</u>

The financial statements were approved by the board of trustees on 29/11/22

Signed:  (Trustee)

Name: IAN F. RICHARDSON (Chair)

# **West Yorkshire Community Accountancy Service CIO**

## **Notes to the accounts**

### **for the year ended 31 March 2022**

#### **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)

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.

Sales and fee income represents the amounts recoverable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Revenue is recognised when the amount can be reliably measured and it is probable that economic benefits will flow.

If at the balance sheet date, completion of contractual obligations is dependent on external factors (and thus outside the control of the Charity), then revenue is recognised only when the event occurs.

Services provided to clients, which at the financial reporting date have not been billed, are recognised as amounts recoverable on completion.

Revenue recognised in this manner is based on the stage of completion of services rendered, with reference to the billing profile agreed at the beginning of the engagement.

##### **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 stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment straight line over 4 years

Fixtures and fittings straight line over 5 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Equipment held under finance leases: over the life of the lease

# West Yorkshire Community Accountancy Service CIO

## Notes to the accounts continued

### for the year ended 31 March 2022

2 Grants and donations	2022		2021	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Leeds City Council (LCC)	-	32,766	32,766	36,407
Community Action Bradford and District (CABAD)	-	21,375	21,375	21,375
Nova Wakefield District Council	-	12,000	12,000	12,000
Third Sector Leaders	-	10,000	10,000	10,000
Calderdale Alliance (VAC)	-	15,000	15,000	30,000
Participate Projects European funding	-	1,601	1,601	329
	<u>-</u>	<u>92,742</u>	<u>92,742</u>	<u>110,111</u>

3 Staff costs and numbers	2022		2021	
	£		£	
Gross salaries			337,336	294,167
Social security costs			26,889	23,111
Pensions			14,301	12,844
			<u>378,526</u>	<u>330,122</u>

The average number employees during the year was 12.8, being an average of 10.7 full time equivalent (2021: 11, 9.5 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	14,301	12,844
Amount of any contributions outstanding at the year end	1,365	1,630

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Leeds City Council	-	32,766	32,766	-	-
CABAD	-	21,375	21,375	-	-
Nova Wakefield District	-	12,000	12,000	-	-
Third Sector Leaders	-	10,000	10,000	-	-
Calderdale Alliance	-	15,000	15,000	-	-
Adrian Randall Award	5,000	-	-	(5,000)	-
Calderdale Alliance	15,000	-	-	-	15,000
Keighley CLLD	-	1,601	1,601	-	-
	<u>20,000</u>	<u>92,742</u>	<u>92,742</u>	<u>(5,000)</u>	<u>15,000</u>

Fund name	Purpose of restriction
Leeds City Council	Towards the cost of community accountancy services in Leeds.
CABAD	Towards the cost of community accountancy services in Bradford
Nova Wakefield District	Towards the cost of community accountancy services in Wakefield.
Third Sector Leaders	Towards the cost of community accountancy services in Kirklees.
Calderdale Alliance	Towards the cost of community accountancy services in Calderdale.
Adrian Randall Award	Towards bursaries enabling access to our elearning course on Financial Practice and Procedures. During the year an agreement was made with the funder that any remaining funds could be used for general charitable purposes.
Calderdale Alliance	Towards specialist accounting / support and training costs in Calderdale as part of the VSI Alliance funding. All carried forward
Keighley CLLD	Towards the cost of community accountancy services in Keighley as part of the Participate project.

**West Yorkshire Community Accountancy Service CIO**  
**Notes to the accounts continued**  
**for the year ended 31 March 2022**

5 Tangible assets	Fixtures and fittings	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2021	547	5,676	6,223
Additions	454	1,263	1,717
At 31 March 2022	1,001	6,939	7,940
<u>Depreciation</u>			
At 1 April 2021	330	3,107	3,437
Charge for year	201	1,735	1,936
At 31 March 2022	531	4,842	5,373
<u>Net book value</u>			
At 31 March 2022	470	2,097	2,567
At 31 March 2021	217	2,569	2,786

6 Debtors and prepayments	2022	2021
	£	£
Trade debtors	27,893	56,031
Other debtors	1,240	-
Prepayments	5,227	6,474
	34,360	62,505

7 Creditors and accruals	2022	2021
	£	£
Trade creditors	4,361	4,840
Taxation and social security	13,374	10,441
Other creditors	1,722	3,469
Accruals	750	700
Fees received in advance	5,693	6,654
	25,900	26,104

**8 Trustee remuneration and benefits**

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

**9 Trustee expenses**

During the year no expenses were paid to trustees (2021: one trustee - £115).

**10 Other related party transactions**

The payroll is administered by Bradford Community Payroll and Accounts, a subsidiary of Bradford Community and Voluntary Service, who are entitled to appoint a representative to the board of the charity. Payroll fees in the year amounted to £1,700 (2021: £1,292).

The charity occupies its premises on commercial terms, with rent of £9,702 (2021: £9,764) being paid. The premises are owned by Voluntary Action – Leeds, who are entitled to appoint a representative to the board of the charity.

The charity received funding from Nova Wakefield District who are entitled to appoint a representative to the board of the charity. The funding awarded to the charity in the year was £12,000 (2021: £12,000).

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £34,122 (2021: £27,630).

**11 Change to CIO**

On 29th December 2021 the Charity registered as a Charitable Incorporated Organisation. Merger accounting has been applied and the assets and liabilities of the unincorporated Charity were transferred to the Charitable Incorporated Organisation.

**West Yorkshire Community Accountancy Service CIO**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2022**

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>						
Sales and fees	327,418	288,648	-	-	327,418	288,648
Grants and donations	-	-	92,742	110,111	92,742	110,111
Bank interest	838	1,341	-	-	838	1,341
<b>Total income</b>	<b>328,256</b>	<b>289,989</b>	<b>92,742</b>	<b>110,111</b>	<b>420,998</b>	<b>400,100</b>
<b>Expenditure on charitable activities:</b>						
Salaries, NICs and pensions	297,554	246,290	80,972	83,832	378,526	330,122
Staff professional fees and CPD	4,458	4,304	1,183	1,459	5,641	5,763
Staff travel expenses	282	208	75	70	357	278
Room hire & refreshments	1,428	42	379	13	1,807	55
Other service delivery costs	7,694	4,748	2,040	1,607	9,734	6,355
Software for resale	19,605	16,205	-	-	19,605	16,205
Marketing and publicity	384	916	-	-	384	916
IT maintenance	2,792	1,203	741	408	3,533	1,611
Software	6,292	4,992	1,670	1,689	7,962	6,681
Telephone and internet	4,911	4,032	1,303	1,365	6,214	5,397
PO Boxes, postage and delivery	198	572	53	193	251	765
Stationery and small equipment	1,054	824	281	278	1,335	1,102
Photocopying	745	594	198	200	943	794
Rent	7,668	7,293	2,034	2,471	9,702	9,764
Repairs and maintenance	100	325	-	-	100	325
Grant monitoring costs	705	585	-	-	705	585
Independent examination	608	486	162	164	770	650
Subscriptions and memberships	727	424	192	143	919	567
Insurance	1,924	1,510	511	511	2,435	2,021
HR contract/Consultancy	1,661	711	439	239	2,100	950
Payroll charges	1,343	965	357	327	1,700	1,292
Bank charges	570	420	152	142	722	562
Trustee expenses	-	115	-	-	-	115
Depreciation	1,936	1,529	-	-	1,936	1,529
<b>Total expenditure</b>	<b>364,639</b>	<b>299,293</b>	<b>92,742</b>	<b>95,111</b>	<b>457,381</b>	<b>394,404</b>
<b>Net income / (expenditure)</b>	<b>(36,383)</b>	<b>(9,304)</b>	<b>-</b>	<b>15,000</b>	<b>(36,383)</b>	<b>5,696</b>
<b>Transfers between funds</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(31,383)</b>	<b>(9,304)</b>	<b>(5,000)</b>	<b>15,000</b>	<b>(36,383)</b>	<b>5,696</b>
<b>Fund balances brought forward</b>	<b>230,663</b>	<b>239,967</b>	<b>20,000</b>	<b>5,000</b>	<b>250,663</b>	<b>244,967</b>
<b>Fund balances carried forward</b>	<b>199,280</b>	<b>230,663</b>	<b>15,000</b>	<b>20,000</b>	<b>214,280</b>	<b>250,663</b>

**West Yorkshire Community Accountancy Service CIO**

England & Wales - Charity number 1076962

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# Accounts

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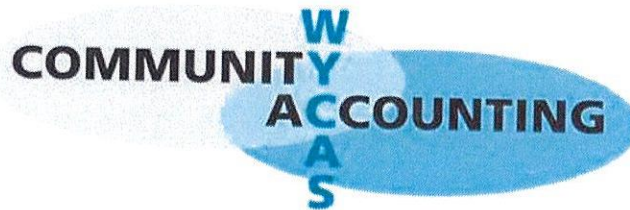
# **Bradford and Leeds Community Accounting Service**

Charity number 1076962

A company limited by guarantee number 03721361

## **Annual Report and Financial Statements**

**for the year ended 31 March 2021**



West Yorkshire Community Accounting Service



# **Bradford and Leeds Community Accounting Service**

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

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Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 13

**Prepared by West Yorkshire Community Accounting Service**

# **Bradford and Leeds Community Accounting Service**

## **Trustees' report for the year ended March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Ian Richardson	Chairman	
Richard Jackson		
Natalie McGuire		
David Gilding		Resigned 11 February 2021
Lydia Groenewald		
Dipika Kaushal		Appointed 19 May 2021
Emma Webster		Appointed 15 September 2021
Oden Makiwa		Appointed 15 September 2021
Nigel Sagar		Appointed 15 September 2021
Rebecca McCormick		Appointed 15 September 2021
Helen Fahey		Appointed 15 September 2021
Lucillia Grayston		Appointed 15 September 2021
<b>Company secretary</b>	Amanda Peters	
<b>Charity number</b>	1076962	Registered in England and Wales
<b>Company number</b>	03721361	Registered in England and Wales
<b>Registered &amp; principal address</b>	<b>Bankers</b>	
Stringer House	Unity Trust Bank plc	Shawbrook Bank Limited
34 Lupton Street	Four Brindleyplace	Lutea House
Leeds	Birmingham	Warley Hill Business Park
West Yorkshire	B1 2JB	The Drive
LS10 2QW		Great Warley
	Cambridge and Counties Bank	Brentwood
	Charnwood Court	Essex CM13 3BE
	5B New Walk	
	Leicester LE1 6TE	

**Independent examiner**  
Howard Neil Sanderson FCIE

**Accountancy Solutions UK**  
Suite 9 Normanby Gateway  
Lysaghts Way  
Scunthorpe  
North Lincolnshire  
DN15 9YG

### **Structure, governance and management**

The organisation is a charitable company limited by guarantee, incorporated on 25 February 1999 and registered as a charity on 10 August 1999. The charity was established under a Memorandum of Association which established the objects and powers of the charity and is governed under its Articles of Association, as amended by special resolutions on 1 July 1999, 23 June 2013, 1 August 2013 and 31 January 2018. In the event of the charity being wound up members are required to contribute an amount not exceeding £1.

# **Bradford and Leeds Community Accounting Service**

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

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also directors for the purposes of company law. Under the requirements of the Memorandum and Articles of Association the trustees are elected to serve for a period of three years. There should be no fewer than 4 and no more than 12 trustees, who can be individuals elected by the members or co-opted by the trustees.

### **Trustee Induction and Training**

All new trustees receive a trustee induction pack with core information about the charity. They also meet with at least one member of the existing board of trustees and the Chief Officer to look at the responsibilities and time commitments of trusteeship. Trustees are informed of relevant training and development opportunities and materials on an ongoing basis.

### **Organisational Structure**

The company is managed by a voluntary Trustee Board, which meets on a quarterly basis, and which makes all major policy, strategic, and personnel decisions. Day to day management and service delivery is the responsibility of the Chief Executive who reports to the Board. There is a staff team of 11 (of which 3 are part time) The Finance Manager is responsible for technical matters and the financial management of the charity.

### **Risk Management**

The trustees have identified and assessed the key risks to which the charity is exposed and are confident that there are systems in place to mitigate them. A corporate risk register is maintained which trustees formally review on a bi-annual basis. Significant risks to funding continue to be mitigated by diversifying external funding sources and generating greater income from fees and charges. Procedures exist to ensure delivery of a consistent high quality service and staff receive relevant training and development to update skills and knowledge.

### **Objectives and activities**

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

- to advance education through the provision of training in financial and management skills to the public and in particular to those involved with voluntary sector and not-for-profit organisations;
- to promote the effective financial management and administration of not-for-profit organisations in the direct pursuit of their objects.

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

WYACS provides accountancy services, advice, information, training and support to the voluntary and community sector so that they can be more effective in meeting the needs of their communities. We mostly operate across West Yorkshire, although we are beginning to work more in North Yorkshire, in response to increased demand for our services. To deliver these services we have a small team of dedicated and well qualified staff with a wealth of experience in financial and general management in the voluntary and community sector.

#### **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 and in particular the advancement of education.

# **Bradford and Leeds Community Accounting Service**

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

### **Achievements and Performance**

In total WYCAS supported 600 plus organisations in 2020/21, despite the challenges of COVID. Of these, more than half had an income of less than £50k and 36% had an income of less than £20k. The impact of COVID on face to face work was considerable, although we were able to quickly adapt working processes and systems to ensure that groups were still able to access support, and staff were able to remain safe,

### **Accounts**

In 2020/21 an additional 67 new groups came to WYCAS for completion of their end of year accounts, and just 26 clients were lost. The total amount of accounts clients for the year was 564. The amount of income, and complexity of the accounts is increasing, as groups become more focused on finding alternative sources of income. COVID restrictions also meant adapting working practices.

### **Training & Advice**

Training sessions were conducted entirely by Zoom and phone during this period, as a result of COVID, but the demand for advice rose substantially, particularly over issues such as going concern, furlough payments etc. During 2020/21, 769 one to one sessions were held. For group training, 70 participants attended 17 different courses.

### **Other Services**

During 2020/21 we offered specialist accountancy advice to groups on a number of different issues, including Gift Aid, tax relief schemes, asset transfer, insolvency, CIO conversion, and VAT issues. Our QuickBooks subscription service continues to grow, with clients valuing the additional advice and support that is provided through monthly subscriptions. During this period we also introduced quarterly peer support groups for all of the 5 areas in which we work, and these proved a valuable source of support for finance staff and volunteers during a stressful time.

### **Our impact and evaluations**

Groups that we work with are asked to complete evaluations to help maintain high standards and identify areas where we can improve. It is pleasing to note that the vast majority of these for 20/21 were good/very good, and that there have been no complaints in 20/21. Responses to the evaluation identified that training, support and advice given had resulted in improvements in the following areas: Financial record keeping; reporting to funders; financial procedures; financial planning and budgeting; costing for fundraising bids. 452 responses were received. Comments included:

"everyone we've worked with has been incredibly helpful and knowledgeable"

"they've supported us to develop our understanding and responsibilities from almost nothing"

"I don't think you need to improve your service it is excellent"

### **Organisational developments**

In 20/21 WYCAS produced a 3 year strategy, with three key themes; Compliance, Improvement, and A Thriving Sector. As part of this, the Board committed to re-structuring the staff team, with a focus on staff development and more efficient use of resources. In line with this two trainee accountant posts were recruited, with a view to developing skills and expertise 'in-house'. This is in part a recognition that the shortage of finance and accounting skills, especially for charity accounts, is severe, and recruitment for experienced staff is very difficult. Another experienced member of staff retired this year and, although we were fortunate to be able to replace them on this occasion, it does highlight the need for effective succession planning.

# **Bradford and Leeds Community Accounting Service**

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

### **Funders**

Despite the challenging financial situation for local authorities, we continue to receive grant funding from all 5 West Yorkshire local authorities - Bradford, Calderdale, Kirklees, Leeds and Wakefield - and are grateful for their continued support, and their commitment to the voluntary and community sector. During an exceptionally challenging year for all of us, in relation to the pandemic, funders showed a remarkable degree of flexibility and speed, both in allocating emergency funds to, and in smoothing out the cashflow issues for, groups in the Voluntary and Community Sector.

### **Partners**

We work closely with our voluntary sector infrastructure partners ( Community Action Bradford, Voluntary Sector Alliance in Calderdale, Third Sector Leaders in Kirklees, Voluntary Action Leeds and NOVA in Wakefield) to ensure that voluntary and community groups know how and when to access our services. Joint surgeries, attendance at Funding Fayres, developing protocols for crisis intervention, and joint training sessions are some of the ways in which we have been developing these links this year. We have also continued to work with organisations such as ACIE, Charity Finance Group, Small Charities Coalition, Community Foundations etc., to ensure that the issues and concerns of small charities are reflected at national level. We are members of the UK wide Community Accountancy Network, and have been accepted as an Engagement partner in the forthcoming review of SORP.

### **Financial review**

The net surplus for the year was £5,696, including a net deficit of £9,304 on unrestricted funds and a net surplus of £15,000 on restricted funds.

### **Reserves policy**

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth operation of the charity's activities. Its policy is to hold free reserves (i.e. unrestricted funds not committed or invested in tangible fixed assets) of between 3 and 6 months of budgeted expenditure, which based on projected expenditure for the 2021/22 financial year equates to between £118,586 and £237,172. At the year end, the level of free reserves was £227,877, which represents 5.8 months' projected expenditure.

Given the inherent uncertainties of sources of grant income in the existing funding climate, trustees are comfortable with the current level of reserves. In accordance with the 3 year strategy, reserves are actively being invested in activities to ensure the Charity's ongoing sustainability.

### **Financial effects of Covid-19 on the charity**

To date there has been no significant financial impact of COVID-19 on the charity. As stated previously, Government funding, through the JRS (furlough) scheme, together with emergency funding from local authorities and national funding bodies has meant that very few of our clients have had to close, and in some cases their income has risen considerably. There has been some additional income created by this, e.g. the need for groups to have accounts independently validated for Arts Council England funding. Some costs have been reduced, e.g. training is now all carried out on line. Looking forward, however, we do foresee more demands on our time through complications caused by COVID funding to groups. These are beginning to appear now but the real impact is likely to be when we complete 20/21 accounts for clients. This is likely to increase demands on staff time and may incur additional staff costs. Nevertheless, we have not identified any material uncertainties so significant as to cast doubt over the charity's ability to continue as a going concern.

# **Bradford and Leeds Community Accounting Service**

## **Trustees' report (continued) for the year ended 31 March 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;

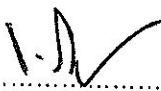
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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:

Signed.....  ..... (Trustee)

Name..... Ian Richardson.....

Date..... 15/12/21.....

**Bradford and Leeds Community Accounting Service**  
**Independent examiner's report to the trustees of Bradford and Leeds**  
**Community Accounting Service**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 8 to 13.

**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**

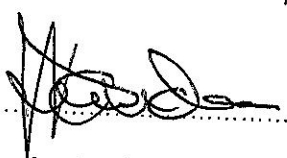
Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Howard Neil Sanderson

Relevant professional qualification or body: FCIE

Date: 20/12/21

**SKS Bailey Group**  
Suite 9 Normanby Gateway  
Lysaghts Way  
Scunthorpe  
North Lincolnshire  
DN15 9YG

**Bradford and Leeds Community Accounting Service**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes			
	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>				
Sales and fees	288,648	-	288,648	252,718
Grants and donations	-	110,111	110,111	95,792
Bank interest	1,341	-	1,341	-
<b>Total income</b>	<u>289,989</u>	<u>110,111</u>	<u>400,100</u>	<u>349,752</u>
<b>Expenditure on:</b>				
Salaries, NICs and pensions	246,290	83,832	330,122	290,121
Staff professional fees and CPD	4,304	1,459	5,763	8,917
Staff travel expenses	208	70	278	2,909
Room hire & refreshments	42	13	55	1,503
Other service delivery costs	4,748	1,607	6,355	8,408
Software for resale	16,205	-	16,205	11,988
Marketing and publicity	916	-	916	898
IT maintenance	1,203	408	1,611	3,615
Software	4,992	1,689	6,681	7,763
Telephone and internet	4,032	1,365	5,397	4,579
PO Boxes, postage and delivery	572	193	765	993
Stationery and small equipment	824	278	1,102	1,854
Photocopying	594	200	794	645
Rent	7,293	2,471	9,764	9,764
Repairs and maintenance	325	-	325	3,882
Waste disposal	-	-	-	415
Grant monitoring costs	585	-	585	585
Independent examination	486	164	650	680
Subscriptions and memberships	424	143	567	1,910
Insurance	1,510	511	2,021	1,524
HR contract	711	239	950	950
Payroll charges	965	327	1,292	1,246
Bank charges	420	142	562	457
Trustee expenses	115	-	115	113
Depreciation	1,529	-	1,529	954
<b>Total expenditure</b>	<u>299,293</u>	<u>95,111</u>	<u>394,404</u>	<u>366,673</u>
<b>Net income / (expenditure)</b>	<u>(9,304)</u>	<u>15,000</u>	<u>5,696</u>	<u>(16,921)</u>
<b>Fund balances brought forward</b>	239,967	5,000	244,967	261,888
<b>Fund balances carried forward</b>	<u>230,663</u>	<u>20,000</u>	<u>250,663</u>	<u>244,967</u>

All incoming resources and resources expended derive from continuing activities.

# Bradford and Leeds Community Accounting Service

## Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
<b>Fixed assets</b>				
Tangible assets	(5) 2,786	-	2,786	2,015
<b>Total fixed assets</b>	<u>2,786</u>	<u>-</u>	<u>2,786</u>	<u>2,015</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 62,505	-	62,505	46,938
Cash at bank	191,476	20,000	211,476	215,178
<b>Total current assets</b>	<u>253,981</u>	<u>20,000</u>	<u>273,981</u>	<u>262,116</u>
<b>Current liabilities: amounts falling due within one year</b>				
Creditors and accruals	(7) 26,104	-	26,104	19,164
<b>Total current liabilities</b>	<u>26,104</u>	<u>-</u>	<u>26,104</u>	<u>19,164</u>
<b>Net current assets / (liabilities)</b>	<u>227,877</u>	<u>20,000</u>	<u>247,877</u>	<u>242,952</u>
<b>Net assets</b>	<u>230,663</u>	<u>20,000</u>	<u>250,663</u>	<u>244,967</u>
<b>Funds</b>				
Unrestricted funds	230,663	-	230,663	239,967
Restricted funds	-	20,000	20,000	5,000
<b>Total funds</b>	<u>230,663</u>	<u>20,000</u>	<u>250,663</u>	<u>244,967</u>

For the year ending 31 March 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 9/12/21

Signed: [Signature] (Trustee)

Name: John F. Dickenson

# **Bradford and Leeds Community Accounting Service**

## **Notes to the accounts**

### **for the year ended 31 March 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)

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 stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment straight line over 4 years

Fixtures and fittings straight line over 5 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**Bradford and Leeds Community Accounting Service**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**2 Grants and donations**

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council (LCC)	-	36,407	36,407	37,417
Community Action Bradford and District (CABAD)	-	21,375	21,375	21,375
Nova Wakefield District	-	12,000	12,000	12,000
Third Sector Leaders	-	10,000	10,000	10,000
Calderdale Alliance	-	30,000	30,000	15,000
Keighley CLLD	-	329	329	-
	-	110,111	110,111	95,792

**3 Staff costs and numbers**

	2021 £	2020 £
Gross salaries		
Social security costs	294,167	258,572
Pensions	23,111	20,233
	12,844	11,316
	330,122	290,121

The average number employees during the year was 11, being an average of 9.5 full time equivalent (2020: 10, 9 FTE). There were no employees with emoluments above £60,000.

**Defined contribution pension scheme**

	2021 £	2020 £
Costs of the scheme to the charity for the year	12,844	11,316
Amount of any contributions outstanding at the year end	1,273	1,630

**4 Restricted funds**

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Leeds City Council	-	36,407	36,407	-	-
CABAD	-	21,375	21,375	-	-
Nova Wakefield District	-	12,000	12,000	-	-
Third Sector Leaders	-	10,000	10,000	-	-
Calderdale Alliance	-	15,000	15,000	-	-
Adrian Randall Award	5,000	-	-	-	-
Calderdale Additional	-	15,000	-	-	5,000
Keighley CLLD	-	-	-	-	15,000
	-	329	329	-	-
	5,000	110,111	95,111	-	20,000

**Fund name**

Leeds City Council  
 CABAD  
 Nova Wakefield District  
 Third Sector Leaders  
 Calderdale Alliance  
 Adrian Randall Award  
 Calderdale Additional  
 Keighley CLLD

**Purpose of restriction**

Towards the cost of community accountancy services in Leeds.  
 Towards the cost of community accountancy services in Bradford  
 Towards the cost of community accountancy services in Wakefield.  
 Towards the cost of community accountancy services in Kirklees.  
 Towards the cost of community accountancy services in Calderdale.  
 Towards bursaries enabling access to our eLearning course on Financial Practice and Procedures.  
 Towards specialist accounting/support and training costs in Calderdale as part of VSI Alliance funding.  
 Towards the cost of community accountancy services in Keighley as part of the Participate project.

**Bradford and Leeds Community Accounting Service**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**5 Tangible assets**

	Fixtures and fittings	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2020	547	3,376	3,923
Additions	-	2,300	2,300
At 31 March 2021	<u>547</u>	<u>5,676</u>	<u>6,223</u>
<u>Depreciation</u>			
At 1 April 2020	220	1,688	1,908
Charge for year	110	1,419	1,529
At 31 March 2021	<u>330</u>	<u>3,107</u>	<u>3,437</u>
<u>Net book value</u>			
At 31 March 2021	<u>217</u>	<u>2,569</u>	<u>2,786</u>
At 31 March 2020	<u>327</u>	<u>1,688</u>	<u>2,015</u>

**6 Debtors and prepayments**

	2021	2020
	£	£
Trade debtors	56,031	35,512
Other debtors	-	8,447
Prepayments	6,474	2,979
	<u>62,505</u>	<u>46,938</u>

**7 Creditors and accruals**

	2021	2020
	£	£
Trade creditors	4,840	2,952
Taxation and social security	10,441	9,635
Other creditors	3,469	2,515
Accruals	700	750
Deferred income	6,654	3,312
	<u>26,104</u>	<u>19,164</u>

**8 Trustee remuneration and benefits**

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

**9 Trustee expenses**

During the year one trustees was paid expenses in respect of travel £115 (2020: one trustee - £112).

**10 Other related party transactions**

The payroll is administered by Bradford Community Payroll and Accounts, a subsidiary of Bradford Community and Voluntary Service, who are entitled to appoint a representative to the board of the charity. Payroll fees in the year amounted to £1,292 (2020: £1,246).

The charity occupies its premises on commercial terms, with rent of £9,764 (2020: £9,764) being paid. The premises are owned by Voluntary Action – Leeds, who are entitled to appoint a representative to the board of the charity.

The charity received funding from Nova Wakefield District who are entitled to appoint a representative to the board of the charity. The funding awarded to the charity in the year was £12,000 (2020: £12,000).

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £27,630 (2020: £26,255).

**Bradford and Leeds Community Accounting Service**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Sales and fees	288,648	252,718	-	-	288,648	252,718
Grants and donations	-	-	110,111	95,792	110,111	95,792
Bank interest	1,341	1,242	-	-	1,341	1,242
<b>Total income</b>	<b>289,989</b>	<b>253,960</b>	<b>110,111</b>	<b>95,792</b>	<b>400,100</b>	<b>349,752</b>
<b>Expenditure</b>						
Salaries, NICs and pensions	246,290	210,319	83,832	79,802	330,122	290,121
Staff professional fees and CPD	4,304	6,465	1,459	2,452	5,763	8,917
Staff travel expenses	208	2,108	70	801	278	2,909
Room hire & refreshments	42	1,090	13	413	55	1,503
Other service delivery costs	4,748	4,484	1,607	3,924	6,355	8,408
Software for resale	16,205	11,988	-	-	16,205	11,988
Marketing and publicity	916	898	-	-	916	898
IT maintenance	1,203	2,620	408	995	1,611	3,615
Software	4,992	5,629	1,689	2,134	6,681	7,763
Telephone and internet	4,032	3,320	1,365	1,259	5,397	4,579
PO Boxes, postage and delivery	572	719	193	274	765	993
Stationery and small equipment	824	1,344	278	510	1,102	1,854
Photocopying	594	467	200	178	794	645
Rent	7,293	7,079	2,471	2,685	9,764	9,764
Repairs and maintenance	325	3,882	-	-	325	3,882
Waste disposal	-	301	-	114	-	415
Grant monitoring costs	585	585	-	-	585	585
Independent examination	486	493	164	187	650	680
Subscriptions and memberships	424	1,385	143	525	567	1,910
Insurance	1,510	1,103	511	421	2,021	1,524
HR contract	711	689	239	261	950	950
Payroll charges	965	903	327	343	1,292	1,246
Bank charges	420	331	142	126	562	457
Trustee expenses	115	113	-	-	115	113
Depreciation	1,529	954	-	-	1,529	954
<b>Total expenditure</b>	<b>299,293</b>	<b>269,269</b>	<b>95,111</b>	<b>97,404</b>	<b>394,404</b>	<b>366,673</b>
<b>Net income / (expenditure)</b>	<b>(9,304)</b>	<b>(15,309)</b>	<b>15,000</b>	<b>(1,612)</b>	<b>5,696</b>	<b>(16,921)</b>
<b>Fund balances brought forward</b>	<b>239,967</b>	<b>255,276</b>	<b>5,000</b>	<b>6,612</b>	<b>244,967</b>	<b>261,888</b>
<b>Fund balances carried forward</b>	<b>230,663</b>	<b>239,967</b>	<b>20,000</b>	<b>5,000</b>	<b>250,663</b>	<b>244,967</b>