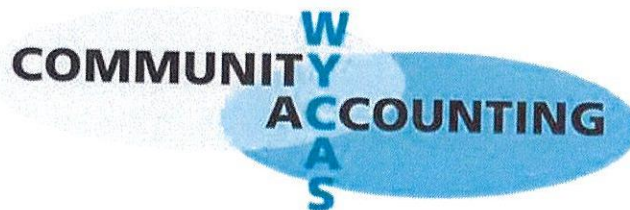


Bradford and Leeds Community Accounting Service

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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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:

| Name | Position | Dates |
|---|-----------------------------|---------------------------------|
| 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 |
| Company secretary | Amanda Peters | |
| Charity number | 1076962 | Registered in England and Wales |
| Company number | 03721361 | Registered in England and Wales |
| Registered & principal address | Bankers | |
| 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;

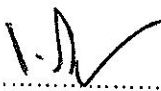
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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

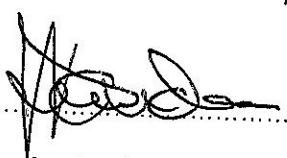
Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

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 £ |
|--------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Sales and fees | | 288,648 | - | 288,648 | 252,718 |
| Grants and donations | (2) | - | 110,111 | 110,111 | 95,792 |
| Bank interest | | 1,341 | - | 1,341 | 1,242 |
| Total income | | <u>289,989</u> | <u>110,111</u> | <u>400,100</u> | <u>349,752</u> |
| Expenditure on: | | | | | |
| Salaries, NICs and pensions | (3) | 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 |
| Total expenditure | | <u>299,293</u> | <u>95,111</u> | <u>394,404</u> | <u>366,673</u> |
| Net income / (expenditure) | | <u>(9,304)</u> | <u>15,000</u> | <u>5,696</u> | <u>(16,921)</u> |
| Fund balances brought forward | | <u>239,967</u> | <u>5,000</u> | <u>244,967</u> | <u>261,888</u> |
| Fund balances carried forward | (4) | <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 £ |
|--|---------------------------|-------------------------|--------------------|--------------------|
| Fixed assets | | | | |
| Tangible assets | (5) 2,786 | - | 2,786 | 2,015 |
| Total fixed assets | <u>2,786</u> | <u>-</u> | <u>2,786</u> | <u>2,015</u> |
| Current assets | | | | |
| Debtors and prepayments | (6) 62,505 | - | 62,505 | 46,938 |
| Cash at bank | 191,476 | 20,000 | 211,476 | 215,178 |
| Total current assets | <u>253,981</u> | <u>20,000</u> | <u>273,981</u> | <u>262,116</u> |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (7) 26,104 | - | 26,104 | 19,164 |
| Total current liabilities | <u>26,104</u> | <u>-</u> | <u>26,104</u> | <u>19,164</u> |
| Net current assets / (liabilities) | <u>227,877</u> | <u>20,000</u> | <u>247,877</u> | <u>242,952</u> |
| Net assets | <u>230,663</u> | <u>20,000</u> | <u>250,663</u> | <u>244,967</u> |
| Funds | | | | |
| Unrestricted funds | 230,663 | - | 230,663 | 239,967 |
| Restricted funds | - | 20,000 | 20,000 | 5,000 |
| Total funds | <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:  (Trustee)

Name: Tim 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 | - | - | - | 5,000 |
| Calderdale Additional | - | 15,000 | - | - | 15,000 |
| Keighley CLLD | - | 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 | 547 | 5,676 | 6,223 |
| <u>Depreciation</u> | | | |
| At 1 April 2020 | 220 | 1,688 | 1,908 |
| Charge for year | 110 | 1,419 | 1,529 |
| At 31 March 2021 | 330 | 3,107 | 3,437 |
| <u>Net book value</u> | | | |
| At 31 March 2021 | 217 | 2,569 | 2,786 |
| At 31 March 2020 | 327 | 1,688 | 2,015 |

6 Debtors and prepayments

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

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 |
| | 26,104 | 19,164 |

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 £ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| 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 |
| Total income | <u>289,989</u> | <u>253,960</u> | <u>110,111</u> | <u>95,792</u> | <u>400,100</u> | <u>349,752</u> |
| Expenditure | | | | | | |
| 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 |
| Total expenditure | <u>299,293</u> | <u>269,269</u> | <u>95,111</u> | <u>97,404</u> | <u>394,404</u> | <u>366,673</u> |
| Net income / (expenditure) | <u>(9,304)</u> | <u>(15,309)</u> | <u>15,000</u> | <u>(1,612)</u> | <u>5,696</u> | <u>(16,921)</u> |
| Fund balances brought forward | <u>239,967</u> | <u>255,276</u> | <u>5,000</u> | <u>6,612</u> | <u>244,967</u> | <u>261,888</u> |
| Fund balances carried forward | <u>230,663</u> | <u>239,967</u> | <u>20,000</u> | <u>5,000</u> | <u>250,663</u> | <u>244,967</u> |