

# AFRICAN CARIBBEAN ACHIEVEMENT PROJECT

England & Wales · Charity number 1081624

## Details

---

**Other names** A.C.A.P.

**Status** Registered

**Legal form** Charitable company

**Company number** [03762462](#)

**Registered** 2000-07-18

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

## Contact

---

**Address** 17 Claremont  
Bradford  
BD7 1BG

**Phone** 01274 720254

**Email** [OFFICE@ACAP.ORG.UK](mailto:OFFICE@ACAP.ORG.UK)

**Website** [www.acap.org.uk](http://www.acap.org.uk)

## Activities

---

**Objects:** THE ADVANCEMENT OF THE EDUCATION OF THE AFRICAN CARIBBEAN INHABITANTS OF WEST YORKSHIRE

**Activities:** Mentoring Service Alternative Curriculum Programme Tailor-made Educational Support Programmes Youth Advocacy Service Parental Support African & Caribbean Studies Holiday Scheme Activities Cultural Library Youth Entrepreneurs Project Volunteers Programme Training for young people, parents, schools and teachers

## Classification

---

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin

## Geography

- **Area of benefit:** WEST YORKSHIRE
- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£165,481	£140,112	-	-
2024-03-31	£81,703	£63,479	-	-
2023-03-31	£39,772	£43,243	-	-
2022-03-31	£49,786	£59,871	-	-
2021-03-31	£60,900	£45,769	-	-

## Trustees

Name	Role	Appointed
ANGELA PHILLIP		2023-04-25
Diane Ruddock		2023-04-25
Donna Howells		2020-01-23
Dr Asher Sefanit-Wudasee		2017-02-21
Natalie Turner		2025-01-20
Samuel Wyatt		2012-02-24

**AFRICAN CARIBBEAN ACHIEVEMENT PROJECT**

England & Wales - Charity number 1081624

---

# Accounts

---

# **African Caribbean Achievement Project**

Charity number 1081624

A company limited by guarantee number 03762462

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



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **African Caribbean Achievement Project**

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

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 15

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

# **African Caribbean Achievement Project**

## **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>
Dr Asher Sefanit-Wudasee	Chair	
Samuel Wyatt	Treasurer and Young Person Representative	
Donna Howells		
Angela Phillip		
Diane Ruddock		Resigned 23 September 2025
Natalie Turner	Secretary	Appointed 20 January 2025
<b>Charity number</b>	1081624	Registered in England and Wales
<b>Company number</b>	03762462	Registered in England and Wales

#### **Registered and principal address**

17 Claremont  
Bradford  
BD7 1BG

#### **Bankers**

Unity Trust Bank PLC  
Nine Brindley Place  
4 Oozells Square  
Birmingham B1 2HB

#### **Independent examiner**

Rhys North ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 29 April 1999. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

Trustees and other members of ACAP are elected at the Annual General Meeting, which is advertised within the local communities, to all funding agencies and other partners.

# **African Caribbean Achievement Project**

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

### **Objectives and activities**

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

The advancement of the education of the African Caribbean inhabitants of West Yorkshire.

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

The African Caribbean Achievement Project (ACAP) is a community-led charity established in 1995 and based in Bradford, West Yorkshire. The charity's purpose is to improve educational outcomes and reduce inequalities for African and Caribbean communities, while remaining inclusive of the wider community.

ACAP delivers charitable activities that promote education, employment, health and wellbeing, mental health support, arts and culture, digital inclusion and community development. The charity supports people across the life course through culturally responsive services, including peer support groups, counselling and therapeutic activities, mentoring, employability support, neurodiversity programmes and community engagement initiatives.

ACAP works with a small staff team, volunteers and partner organisations to deliver its activities and collaborates with local agencies to address identified community needs. The charity aims to empower people, strengthen communities and enable people to achieve positive outcomes and contribute to society.

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

ACAP is governed by a Board of Trustees who are responsible for the strategic direction, governance and oversight of the charity. The Trustees meet regularly throughout the year and ensure that the charity complies with its governing document, charity law and other relevant regulations. Day-to-day management and delivery of services is delegated to a small paid staff team, supported by volunteers and sessional workers.

The Board operates through a combination of full trustee meetings and delegated responsibilities, including oversight of finance, staffing, safeguarding, risk management and organisational development. Trustees may establish working groups or sub-groups as required to support specific areas of work and to provide focused oversight. Recommendations from these groups are reported back to the full Board for consideration and decision-making.

All Trustees act in a voluntary capacity and receive no remuneration or financial benefit for their role. The Board is committed to good governance, accountability and continuous improvement, and works closely with staff to ensure that ACAP remains responsive to community need and delivers its charitable objectives effectively.

#### **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**

During the year in review, ACAP has continued to deliver its core services:

Over the past year, ACAP has made significant strides in strengthening and expanding our core services, ensuring that our community continues to thrive. Highlights of our work include:

#### **Mentoring Programme**

This year we formalised our six-week mentoring framework, offering targeted support for young people in education, training or early careers. Mentees have shown improved resilience, academic progress and a stronger sense of ambition. Demand for the programme has grown, highlighting its value within the community.

#### **Science Club for Young People**

The Science Club had an exciting eighth year, delivering experiments, coding projects and STEM challenges that sparked imagination and curiosity. Several participants achieved awards in our STEM competitions and the club is now inspiring younger children as well as teenagers.

# **African Caribbean Achievement Project**

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

### **Achievements and performance continued**

#### **Parent Advocacy and Support**

Our parent advocacy service has grown considerably, with more families supported than in any previous year. Parents have reported greater confidence in dealing with schools and we have seen tangible improvements in student engagement and attainment. Our advocacy has been pivotal in reducing school exclusions and building constructive partnerships between home and school.

#### **Therapeutic Arts and Crafts Project**

Our therapeutic arts sessions are now a well-established part of ACAP's support offer, with regular attendance and powerful outcomes. Many participants have reported reduced stress, improved mental wellbeing and a sense of belonging through creativity. We also expanded access to counselling, with referrals increasing significantly this year, ensuring a holistic approach to mental health.

#### **IT and Employability Support Project**

This year saw a record number of participants complete our IT and employability training. Many progressed into further education, training or employment as a direct result. Alongside digital literacy, we embedded financial management and job-readiness skills, ensuring participants left not only more confident with technology but better prepared to secure sustainable careers.

#### **Active Women Together Project**

The women's project reached new heights in 2024–2025, with weekly cycling, fitness sessions and peer support activities helping women improve their physical health while building strong networks of solidarity. Many participants went on to lead activities themselves, demonstrating the long-term empowerment this initiative creates.

#### **Mental Wellbeing Project**

This year's wellbeing activities included intergenerational walking groups, cultural heritage trips and a residential weekend that deepened community connections. By blending physical activity with history, learning and volunteering, the project has become a model of how to promote wellbeing in culturally meaningful ways.

#### **Community Health Development Project**

Our Living Well initiative continues to grow, with more African Caribbean adults engaging in health and fitness programmes than ever before. Cooking workshops, nutrition sessions and fitness classes have led to measurable improvements in participants' health, with many making lasting lifestyle changes.

#### **Arts and Culture Programme**

This year our cultural programme flourished with exhibitions, live poetry performances and community film screenings attracting new audiences. The programme not only celebrated African and Caribbean heritage but also created new partnerships across Bradford's cultural sector to complement the City of Culture 2025 programme. Feedback from participants consistently highlighted the programme's role in boosting confidence, creativity and a strong sense of pride.

#### **Volunteering Programme**

Our volunteering programme has expanded, offering structured roles across all ACAP projects. Many of our volunteers have gone on to secure employment, while others have grown into leadership roles within the organisation. The programme remains a vital way of harnessing community strengths and developing future leaders.

# **African Caribbean Achievement Project**

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

### **Achievements and performance continued**

#### **Semi-Independent Accommodation for Young People**

During the year, ACAP continued to develop its long-term ambition to establish semi-independent accommodation for young people. The project remains at the research and feasibility stage, with initial work focused on understanding local need, exploring viable delivery models and assessing the requirements for safe, high-quality provision. The charity is actively seeking funding and strategic partners to support the development of this project, which aims to support young people transitioning to adulthood by providing stability, skills development and pathways to independence when delivered in the future.

#### **Financial review**

The net income for the year was £25,369, including net income of £37,765 on unrestricted funds and net expenditure of £12,396 on restricted funds after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £70,994.

ACAP's Reserve Policy is to maintain a minimum 30% of annual turnover, which equates to £78,300 based on budgeted 2025/2026 income.

# **African Caribbean Achievement Project**

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

### **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.

Approved by the board of trustees on 18/12/2025

Samuel Wyatt (Trustee)

# **African Caribbean Achievement Project**

## **Independent examiner's report to the trustees of African Caribbean Achievement Project**

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

### **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**

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

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

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

Rhys North ACA

19/12/2025

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**African Caribbean Achievement Project**  
**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>					
Grants and donations	(2)	28,504	70,444	98,948	80,321
Service level agreement		43,679	-	43,679	-
Consultancy income		21,700	-	21,700	790
Bank interest		147	-	147	134
Room hire		970	-	970	-
Other income		37	-	37	458
<b>Total income</b>		<b>95,037</b>	<b>70,444</b>	<b>165,481</b>	<b>81,703</b>
<b>Expenditure on:</b>					
Salaries NI and pensions	(3)	39,319	24,438	63,757	26,458
Payroll charges		685	-	685	506
Staff and volunteer expenses		544	459	1,003	1,088
Rates		537	1,953	2,490	2,042
Utilities		5,011	3,094	8,105	4,613
Insurance		515	590	1,105	942
Security		304	476	780	926
Building maintenance and refurbishment		29	3,044	3,073	87
Cleaning		349	233	582	190
Telephone and internet		1,925	-	1,925	2,097
Postage, printing and stationery		(125)	781	656	112
Computer costs		423	923	1,346	1,409
Publications and subscriptions		1,102	557	1,659	1,146
Equipment and furniture		38	300	338	1,083
Delivery/ outings and activities		(679)	11,247	10,568	6,145
Travel expenses		822	656	1,478	1,355
Independent examination		596	1,024	1,620	1,620
Professional fees		328	23,340	23,668	575
Freelancer fees		-	3,214	3,214	2,852
Publicity and promotion		1,098	700	1,798	-
Depreciation		8,420	-	8,420	8,002
Bank charges		311	-	311	231
Other costs		126	1,405	1,531	-
<b>Total expenditure</b>		<b>61,678</b>	<b>78,434</b>	<b>140,112</b>	<b>63,479</b>
<b>Net income / (expenditure)</b>		<b>33,359</b>	<b>(7,990)</b>	<b>25,369</b>	<b>18,224</b>
<b>Transfers between funds</b>	(4)	<b>4,406</b>	<b>(4,406)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>37,765</b>	<b>(12,396)</b>	<b>25,369</b>	<b>18,224</b>
<b>Fund balances brought forward</b>		<b>226,693</b>	<b>24,248</b>	<b>250,941</b>	<b>232,717</b>
<b>Fund balances carried forward</b>	(4)	<b>264,458</b>	<b>11,852</b>	<b>276,310</b>	<b>250,941</b>

All incoming resources and resources expended derive from continuing activities.

**African Caribbean Achievement Project**  
**Balance sheet**  
**as at 31 March 2025**

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 193,464	-	193,464	198,978
<b>Total fixed assets</b>	<u>193,464</u>	<u>-</u>	<u>193,464</u>	<u>198,978</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 4,830	-	4,830	10,164
Cash at bank and in hand	(7) 69,454	11,852	81,306	46,780
<b>Total current assets</b>	<u>74,284</u>	<u>11,852</u>	<u>86,136</u>	<u>56,944</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 3,290	-	3,290	4,981
<b>Total current liabilities</b>	<u>3,290</u>	<u>-</u>	<u>3,290</u>	<u>4,981</u>
<b>Net current assets / (liabilities)</b>	<u>70,994</u>	<u>11,852</u>	<u>82,846</u>	<u>51,963</u>
<b>Total assets less current liabilities</b>	<u>264,458</u>	<u>11,852</u>	<u>276,310</u>	<u>250,941</u>
<b>Net assets</b>	<u>264,458</u>	<u>11,852</u>	<u>276,310</u>	<u>250,941</u>
<b>Funds</b>				
Unrestricted funds	264,458	-	264,458	226,693
Restricted funds	-	11,852	11,852	24,248
Endowment funds				
<b>Total funds</b>	<u>264,458</u>	<u>11,852</u>	<u>276,310</u>	<u>250,941</u>

For the year ending 31 March 2025 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 are 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 18/12/2025

Samuel Wyatt (Trustee)

# **African Caribbean Achievement Project**

## **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.

##### **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.

##### **Investments**

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

##### **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 costing more than £500 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:

Freehold buildings: over 50 years

Project and office equipment: over 5 years

Computer equipment: over 4 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.

# **African Caribbean Achievement Project**

## **Notes to the accounts**

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

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

##### **Fund accounting**

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

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.

**African Caribbean Achievement Project**  
**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
	£	£	£	£
Bradford Metropolitan District Council (BMDC)	-	42,600	42,600	26,000
Lloyds Foundation	27,500	-	27,500	25,000
People's Health Trust	-	11,744	11,744	8,389
The Social Investment Business Limited	-	15,000	15,000	-
Working on Wellbeing Community Partnership	-	1,100	1,100	-
Global Fund for Children	-	-	-	20,000
Other donations	1,004	-	1,004	932
	<u>28,504</u>	<u>70,444</u>	<u>98,948</u>	<u>80,321</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	62,862	26,426
Social security costs	4,256	718
Employment allowance	(4,256)	(718)
Pensions	895	32
	<u>63,757</u>	<u>26,458</u>

The average number of employees during the year was 3.5, being an average of 2.3 full time equivalent (2024: 2.5, 1.2 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	895	32

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC - Cultural Capital	-	14,000	13,662	-	338
BMDC - Community Health	4,214	12,000	9,377	(750)	6,087
BMDC - Community Building	-	6,600	6,600	-	-
BMDC - MH Wellbeing	2,813	10,000	11,016	(750)	1,047
People's Health Trust	4,208	11,744	13,046	(2,906)	-
Social Investment Business	-	15,000	10,620	-	4,380
Working on Wellbeing	-	1,100	1,100	-	-
Global Fund for Children	13,013	-	13,013	-	-
	<u>24,248</u>	<u>70,444</u>	<u>78,434</u>	<u>(4,406)</u>	<u>11,852</u>

For fund descriptions see next page.

# African Caribbean Achievement Project

## Notes to the accounts continued

### for the year ended 31 March 2025

#### 4 Restricted funds continued

<b>Fund name</b>	<b>Purpose of restriction</b>
BMDC - Cultural Capital	To contribute towards a feasibility study for the improvement of the property at 17 Claremont.
BMDC - Community Health	To provide wellbeing activities. The transfer is for a contribution towards room hire charges.
BMDC - Community Building	To contribute towards the running costs of the centre.
BMDC - MH Wellbeing	To support mental health wellbeing. The transfer is for a contribution towards room hire charges.
People's Health Trust	To support the Active Women Together project. The transfer relates to the capitalisation of computer equipment.
Social Investment Business	To support a feasibility study and business planning for supported accommodation.
Working on Wellbeing	To support salary costs for the neurodiversity project.
Global Fund for Children	To provide emergency funding in response to cost of living pressures to enable the charity's services to continue and to contribute towards overhead costs.

#### 5 Tangible assets

	Class 4	Computer equipment	General equipment	Building	Total
<u>Cost</u>	£	£	£	£	£
At 1 April 2024	-	4,410	16,914	250,000	271,324
Additions	-	2,906	-	-	2,906
At 31 March 2025	-	7,316	16,914	250,000	274,230
<u>Depreciation</u>					
At 1 April 2024	-	2,206	15,140	55,000	72,346
Charge for year	-	1,831	1,589	5,000	8,420
At 31 March 2025	-	4,037	16,729	60,000	80,766
<u>Net book value</u>					
At 31 March 2025	-	3,279	185	190,000	193,464
At 31 March 2024	-	2,204	1,774	195,000	198,978

#### 6 Debtors and prepayments

	2025	2024
	£	£
Debtors	3,521	-
Prepayments	553	324
Other debtors	756	9,840
	<u>4,830</u>	<u>10,164</u>

#### 7 Cash at bank and in hand

	2025	2024
	£	£
Cash at bank	81,295	46,446
Cash in hand	11	334
	<u>81,306</u>	<u>46,780</u>

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

<b>8 Creditors and accruals</b>	2025	2024
	£	£
Creditors	1,670	-
Accruals	1,620	1,620
Other creditors	-	3,361
	<u>3,290</u>	<u>4,981</u>

**9 Security over assets**

City of Bradford MDC hold a charge on the land and building at 17 Claremont Bradford BD7 1BG. The charge is for £55,000 and is dated 21 November 2012.

**10 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

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

The total employee benefits received by key management personnel were £38,909 (previous year: £8,255).

**African Caribbean Achievement Project**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	2025	2024	2025	2024	2025	2024
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	28,504	25,932	70,444	54,389	98,948	80,321
Service level agreement	43,679	-	-	-	43,679	-
Consultancy income	21,700	790	-	-	21,700	790
Bank interest	147	134	-	-	147	134
Room hire	970	-	-	-	970	-
Other income	37	448	-	10	37	458
<b>Total income</b>	<b>95,037</b>	<b>27,304</b>	<b>70,444</b>	<b>54,399</b>	<b>165,481</b>	<b>81,703</b>
<b>Expenditure</b>						
Salaries NI and pensions	39,319	9,045	24,438	17,413	63,757	26,458
Payroll charges	685	506	-	-	685	506
Staff and volunteer expenses	544	526	459	562	1,003	1,088
Rates	537	1,285	1,953	757	2,490	2,042
Utilities	5,011	186	3,094	4,427	8,105	4,613
Insurance	515	433	590	509	1,105	942
Security	304	480	476	446	780	926
Building maint. and refurbishment	29	-	3,044	87	3,073	87
Cleaning	349	104	233	86	582	190
Telephone and internet	1,925	244	-	1,853	1,925	2,097
Postage, printing and stationery	(125)	-	781	112	656	112
Computer costs	423	627	923	782	1,346	1,409
Publications and subscriptions	1,102	511	557	635	1,659	1,146
Equipment and furniture	38	-	300	1,083	338	1,083
Delivery/ outings and activities	(679)	353	11,247	5,792	10,568	6,145
Travel expenses	822	-	656	1,355	1,478	1,355
Independent examination	596	1,272	1,024	348	1,620	1,620
Professional fees	328	575	23,340	-	23,668	575
Freelancer fees	-	35	3,214	2,817	3,214	2,852
Publicity and promotion	1,098	-	700	-	1,798	-
Depreciation	8,420	8,002	-	-	8,420	8,002
Bank charges	311	191	-	40	311	231
Other costs	126	-	1,405	-	1,531	-
<b>Total expenditure</b>	<b>61,678</b>	<b>24,375</b>	<b>78,434</b>	<b>39,104</b>	<b>140,112</b>	<b>63,479</b>
<b>Net income / (expenditure)</b>	<b>33,359</b>	<b>2,929</b>	<b>(7,990)</b>	<b>15,295</b>	<b>25,369</b>	<b>18,224</b>
<b>Transfers between funds</b>	<b>4,406</b>	<b>4,332</b>	<b>(4,406)</b>	<b>(4,332)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>37,765</b>	<b>7,261</b>	<b>(12,396)</b>	<b>10,963</b>	<b>25,369</b>	<b>18,224</b>
<b>Fund balances brought forward</b>	<b>226,693</b>	<b>219,432</b>	<b>24,248</b>	<b>13,285</b>	<b>250,941</b>	<b>232,717</b>
<b>Fund balances carried forward</b>	<b>264,458</b>	<b>226,693</b>	<b>11,852</b>	<b>24,248</b>	<b>276,310</b>	<b>250,941</b>

**AFRICAN CARIBBEAN ACHIEVEMENT PROJECT**

England & Wales - Charity number 1081624

---

# Accounts

---

# **African Caribbean Achievement Project**

Charity number 1081624

A company limited by guarantee number 03762462

## **Annual Report and Financial Statements**

**for the year ended 31 March 2024**



**WYCAS**  
COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **African Caribbean Achievement Project**

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

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 13

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

# **African Caribbean Achievement Project**

## **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>
Asher Sefanit-Wudasee	Chair	
Ann Marie Smith	Treasurer	Resigned 25 April 2023
Samuel Wyatt	Young Person Representative	
Helen Moyles		Resigned 25 April 2023
Donna Howells		
Angela Phillip		Appointed 25 April 2023
Diane Ruddock		Appointed 25 April 2023
Natalie Turner		Appointed 3 December 2024
Claudia McFarlane	Secretary	Resigned 20 July 2023

**Charity number** 1081624 Registered in England and Wales

**Company number** 03762462 Registered in England and Wales

**Registered and principal address**  
17 Claremont  
Bradford  
BD7 1BG

**Bankers**  
Unity Trust Bank PLC  
Nine Brindley Place  
4 Oozells Square  
Birmingham B1 2HB

### **Independent examiner**

Rhys North ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 29 April 1999. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

Trustees and other members of ACAP are elected at the Annual General Meeting, which is advertised within the local communities, to all funding agencies and other partners.

# **African Caribbean Achievement Project**

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

### **Objectives and activities**

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

The advancement of the education of the African Caribbean inhabitants of West Yorkshire.

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

The African Caribbean Achievement Project (ACAP) is a volunteer-led charity established in 1995 with the purpose of promoting and advancing the educational development of individuals of African and Caribbean descent in West Yorkshire. Located in Bradford, our mission is to empower individuals to unlock their full potential by fostering a passion for learning and achieving excellence in all aspects of their lives.

Through our dedicated efforts, we recruit, train, and deploy volunteers (acting as role models) from the local community to engage with young people through our projects, community initiatives, and with schools across the Bradford District. Our charity enables individuals to realise their aspirations, bolster their self-esteem, and cultivate the confidence needed to achieve their goals. Our overarching vision is to empower individuals and help them develop so that they are in a position to make significant and positive contributions to society as a whole. To achieve our objectives, we offer a variety of services and projects that are tailored towards the unique cultural needs of our beneficiaries.

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

The trustees are responsible for the overall management and control of ACAP and meet a minimum of six times a year. The work of implementing the policies of the organisation is carried out by individual members of the Board who each has responsibility for different areas on a sub committee. Sub committees are currently set up for Finance and Organisational Development and include volunteers and young people as members. The members from these sub committees report back with their recommendations and feedback to the full trustee Board meeting. All trustees give of their time freely and receive no remuneration or other financial benefits.

#### **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**

During the year in review, ACAP has continued to deliver its core services:

- **IT and Employability Support Project:** This year, we continued empowering adults with vital digital skills, from foundational computer literacy to advanced software use. By combining IT education with employability essentials such as CV building, interview techniques, and financial literacy, the project has provided participants with the tools they need to excel in their careers and embrace new opportunities.
- **Parent Advocacy and Support:** We supported parents to navigate school systems, attending appointments with them, advocating on their behalf, and helping address educational concerns. By providing parents with resources and guidance, we have strengthened their ability to champion their children's education while building stronger, more positive relationships with schools.
- **Arts and Culture Programme:** Our creative initiatives this year included poetry readings, music, and film events, enriching lives and strengthening community bonds. This vibrant programme celebrated cultural heritage and created a sense of belonging, inspiring personal and community growth as we approach 2025 as Bradford's City of Culture.
- **Therapeutic Arts and Crafts Project:** Through this initiative, individuals found a space for emotional expression and healing. We also provided access to counselling and other therapeutic services, enabling participants to harness creativity as a tool for improved mental health and emotional resilience.

# **African Caribbean Achievement Project**

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

### **Achievements and performance continued**

- **Active Women Together Project:** We continued to inspire women to embrace active lifestyles, build connections, and create supportive networks. By promoting personal growth and physical activity, the project promotes empowerment and positive change in their lives.
- **Mental Wellbeing Project:** This year, we facilitated weekly walking groups for African Caribbean adults, which included culturally rich historical walks, trips and activities like Black history studies and employability workshops. The project also featured camping trips and encouraged community volunteering, promoting health and connection.
- **Community Health Development Project:** Through our 'Living Well' initiative, we empowered African Caribbean adults to adopt active lifestyles. This included fitness sessions, health and nutrition workshops, and healthy cooking classes, all aimed at promoting holistic well-being.
- **Volunteering Programme:** By matching volunteers with meaningful roles suited to their talents and aspirations, we celebrated the strength of the African Caribbean community. This initiative continues to encourage personal growth and adds valuable contributions to our work.
- **Science Club for Young People:** We continue to spark a love for science among young people with engaging, hands-on activities. Nurturing curiosity and critical thinking, this project inspires confidence and aspirations for a brighter future in STEM fields.
- **Mentoring Programme:** Our one-to-one and group mentoring sessions supported students in achieving academic success and personal development. Teaching resilience and developing ambition, we are investing in the next generation of leaders.
- **Semi-Independent Accommodation for Young People:** We advanced our plans to provide semi-independent accommodation, focusing on helping young people transition into adulthood. This initiative is ongoing and reflects our commitment to supporting self-sufficiency and building futures filled with independence and opportunity.

This year, our dedication to uplifting and empowering the African Caribbean community has continued to shine through our diverse projects and initiatives. Together, we have made strides in education, health, creativity, and empowerment, ensuring a stronger, healthier, and more connected community. We will continue to build on these projects into 2024-2025.

### **Financial review**

The net income for the year was £18,224, including net income of £7,261 on unrestricted funds and net income of £10,963 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £27,715.

ACAP's Reserve Policy is to maintain a minimum 30% of annual turnover, which equates to £19,000 based on actual 2023/2024 expenditure.

# **African Caribbean Achievement Project**

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

### **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.

Approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **African Caribbean Achievement Project**

## **Independent examiner's report to the trustees of African Caribbean Achievement Project**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024, which are set out on pages 7 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**

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: Rhys North ACA

Date: .....

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**African Caribbean Achievement Project**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	25,932	54,389	80,321	39,275
Room hire		-	-	-	75
Consultancy income		790	-	790	-
Bank interest		134	-	134	50
Other income		448	10	458	372
<b>Total income</b>		<b>27,304</b>	<b>54,399</b>	<b>81,703</b>	<b>39,772</b>
<b>Expenditure on:</b>					
Salaries and NI and pensions	(3)	9,045	17,413	26,458	11,853
Payroll charges		506	-	506	226
Volunteer expenses		526	562	1,088	149
Rates		1,285	757	2,042	2,413
Utilities		186	4,427	4,613	4,139
Insurance		433	509	942	905
Security		480	446	926	780
Building maintenance and refurbishment		-	87	87	307
Cleaning		104	86	190	259
Telephone and internet		244	1,853	2,097	1,346
Postage, printing and stationery		-	112	112	53
Computer costs		627	782	1,409	825
Publications and subscriptions		511	635	1,146	1,474
Equipment and furniture		-	1,083	1,083	294
Delivery/ outings and activities		353	5,792	6,145	4,327
Travel		-	1,355	1,355	162
Independent examination		1,272	348	1,620	882
Professional fees		575	-	575	785
Tutor fees		35	2,817	2,852	3,739
Publicity and promotion		-	-	-	150
Depreciation		8,002	-	8,002	8,025
Bank charges		191	40	231	150
<b>Total expenditure</b>		<b>24,375</b>	<b>39,104</b>	<b>63,479</b>	<b>43,243</b>
<b>Net income / (expenditure)</b>		<b>2,929</b>	<b>15,295</b>	<b>18,224</b>	<b>(3,471)</b>
<b>Transfers between funds</b>		<b>4,332</b>	<b>(4,332)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>7,261</b>	<b>10,963</b>	<b>18,224</b>	<b>(3,471)</b>
<b>Fund balances brought forward</b>		<b>219,432</b>	<b>13,285</b>	<b>232,717</b>	<b>236,188</b>
<b>Fund balances carried forward</b>	(4)	<b>226,693</b>	<b>24,248</b>	<b>250,941</b>	<b>232,717</b>

All incoming resources and resources expended derive from continuing activities.

**African Caribbean Achievement Project**  
**Balance sheet**  
**as at 31 March 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 198,978	-	198,978	206,980
<b>Total fixed assets</b>	<u>198,978</u>	<u>-</u>	<u>198,978</u>	<u>206,980</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 10,057	107	10,164	1,153
Cash at bank and in hand	(7) 22,639	24,141	46,780	28,470
<b>Total current assets</b>	<u>32,696</u>	<u>24,248</u>	<u>56,944</u>	<u>29,623</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 4,981	-	4,981	3,886
<b>Total current liabilities</b>	<u>4,981</u>	<u>-</u>	<u>4,981</u>	<u>3,886</u>
<b>Net current assets / (liabilities)</b>	<u>27,715</u>	<u>24,248</u>	<u>51,963</u>	<u>25,737</u>
<b>Total assets less current liabilities</b>	<u>226,693</u>	<u>24,248</u>	<u>250,941</u>	<u>232,717</u>
<b>Net assets</b>	<u>226,693</u>	<u>24,248</u>	<u>250,941</u>	<u>232,717</u>
<b>Funds</b>				
Unrestricted funds	226,693	-	226,693	219,432
Restricted funds	-	24,248	24,248	13,285
<b>Total funds</b>	<u>226,693</u>	<u>24,248</u>	<u>250,941</u>	<u>232,717</u>

For the year ending 31 March 2024 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 are 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 .....

Signed: ..... (Trustee)

Name: .....

# **African Caribbean Achievement Project**

## **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.

##### **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 costing more than £500 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:

Freehold buildings: over 50 years

Project and office equipment: over 5 years

Computer equipment: over 4 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.

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Bradford District Community Foundation	-	-	-	10,000
British Science Association	-	-	-	500
Cycling UK	-	-	-	2,816
Leeds Community Foundation (LCF)	-	-	-	10,000
People's Health Trust	-	8,389	8,389	12,948
The Albert Hunt Trust	-	-	-	2,000
Bradford Metropolitan District Council (BMDC)	-	26,000	26,000	-
Global Fund for Children	-	20,000	20,000	-
Lloyds Foundation	25,000	-	25,000	-
Other donations	932	-	932	1,011
	<u>25,932</u>	<u>54,389</u>	<u>80,321</u>	<u>39,275</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	26,426	11,853
Social security costs	718	333
Employment allowance	(718)	(333)
Pensions	32	-
	<u>26,458</u>	<u>11,853</u>

The average number of employees during the year was 2.5, being an average of 1.3 full time equivalent (2023: 1.2, 0.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	32	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Big Bike Revival	279	-	279	-	-
BMDC - Community Health	-	12,000	6,886	(900)	4,214
BMDC - Community Building	-	4,000	4,000	-	-
BMDC - MH Wellbeing	-	10,000	6,201	(986)	2,813
People's Health Trust	12,711	8,399	15,006	(1,896)	4,208
Global Fund for Children	-	20,000	6,437	(550)	13,013
LCF - Community Partnering	147	-	147	-	-
LCF - Arts & Crafts	148	-	148	-	-
	<u>13,285</u>	<u>54,399</u>	<u>39,104</u>	<u>(4,332)</u>	<u>24,248</u>

# African Caribbean Achievement Project

## Notes to the accounts continued

### for the year ended 31 March 2024

#### 4 Restricted funds continued

<b>Fund name</b>	<b>Purpose of restriction</b>
Big Bike Revival	To support a summer cycling scheme.
BMDC - Community Health	To provide wellbeing activities.
BMDC - Community Building	To contribute towards the running costs of the centre.
BMDC - MH Wellbeing	To support mental health wellbeing.
People's Health Trust	To support the Active Women Together project. The transfer is for a contribution to room hire recharges.
Global Fund for Children	To provide emergency funding in response to cost of living pressures to enable the charity's services to continue and to contribute towards overhead costs. The transfer is for a contribution to room hire costs.
LCF - Community Partnering	To Support the STEM 4 All Project – 1-1 tutoring in maths and science and the monthly science club.
LCF - Arts & Crafts	To support Therapeutic Arts & Crafts / Wood Workshop.

#### 5 Tangible assets

	Computer Equipment	General equipment	Building	Total
<u>Cost</u>	£	£	£	£
At 1 April 2023	4,410	16,914	250,000	271,324
Additions	-	-	-	-
At 31 March 2024	4,410	16,914	250,000	271,324
<u>Depreciation</u>				
At 1 April 2023	1,103	13,241	50,000	64,344
Charge for year	1,103	1,899	5,000	8,002
At 31 March 2024	2,206	15,140	55,000	72,346
<u>Net book value</u>				
At 31 March 2024	2,204	1,774	195,000	198,978
At 31 March 2023	3,307	3,673	200,000	206,980

#### 6 Debtors and prepayments

	2024	2023
	£	£
Debtors	-	399
Prepayments	324	295
Other debtors	9,840	459
	10,164	1,153

#### 7 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	46,446	28,249
Cash in hand	334	221
	46,780	28,470

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>8 Creditors and accruals</b>	2024	2023
	£	£
Creditors	-	1,881
Accruals	1,620	882
Other creditors	3,361	1,123
	<u>4,981</u>	<u>3,886</u>

**9 Security over assets**

City of Bradford MDC hold a charge on the land and building at 17 Claremont Bradford BD7 1BG. The charge is for £55,000 and is dated 21 November 2012.

**10 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

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

The total employee benefits received by key management personnel were £8,255 (previous year: £0).

**African Caribbean Achievement Project**  
**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>						
Grants and donations	25,932	11,011	54,389	28,264	80,321	39,275
Room hire	-	75	-	-	-	75
Consultancy income	790	-	-	-	790	-
Bank interest	134	50	-	-	134	50
Other income	448	372	10	-	458	372
<b>Total income</b>	<b>27,304</b>	<b>11,508</b>	<b>54,399</b>	<b>28,264</b>	<b>81,703</b>	<b>39,772</b>
<b>Expenditure</b>						
Salaries and NI and pensions	9,045	4,160	17,413	7,693	26,458	11,853
Payroll charges	506	226	-	-	506	226
Volunteer expenses	526	-	562	149	1,088	149
Rates	1,285	1,822	757	591	2,042	2,413
Utilities	186	3,240	4,427	899	4,613	4,139
Insurance	433	-	509	905	942	905
Security	480	-	446	780	926	780
Building maintenance and refurb.	-	107	87	200	87	307
Cleaning	104	-	86	259	190	259
Telephone and internet	244	613	1,853	733	2,097	1,346
Postage, printing and stationery	-	14	112	39	112	53
Computer costs	627	663	782	162	1,409	825
Publications and subscriptions	511	767	635	707	1,146	1,474
Equipment and furniture	-	-	1,083	294	1,083	294
Delivery/ outings and activities	353	719	5,792	3,608	6,145	4,327
Travel	-	-	1,355	162	1,355	162
Independent examination	1,272	882	348	-	1,620	882
Professional fees	575	5	-	780	575	785
Tutor fees	35	210	2,817	3,529	2,852	3,739
Publicity and promotion	-	100	-	50	-	150
Depreciation	8,002	8,025	-	-	8,002	8,025
Bank charges	191	150	40	-	231	150
<b>Total expenditure</b>	<b>24,375</b>	<b>21,703</b>	<b>39,104</b>	<b>21,540</b>	<b>63,479</b>	<b>43,243</b>
<b>Net income / (expenditure)</b>	<b>2,929</b>	<b>(10,195)</b>	<b>15,295</b>	<b>6,724</b>	<b>18,224</b>	<b>(3,471)</b>
<b>Transfers between funds</b>	<b>4,332</b>	<b>2,060</b>	<b>(4,332)</b>	<b>(2,060)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>7,261</b>	<b>(8,135)</b>	<b>10,963</b>	<b>4,664</b>	<b>18,224</b>	<b>(3,471)</b>
<b>Fund balances brought forward</b>	<b>219,432</b>	<b>227,567</b>	<b>13,285</b>	<b>8,621</b>	<b>232,717</b>	<b>236,188</b>
<b>Fund balances carried forward</b>	<b>226,693</b>	<b>219,432</b>	<b>24,248</b>	<b>13,285</b>	<b>250,941</b>	<b>232,717</b>

**AFRICAN CARIBBEAN ACHIEVEMENT PROJECT**

England & Wales - Charity number 1081624

---

# Accounts

---

# **African Caribbean Achievement Project**

Charity number 1081624

A company limited by guarantee number 03762462

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



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **African Caribbean Achievement Project**

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

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 14

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

# **African Caribbean Achievement Project**

## **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>
Asher Sefanit-Wudasee	Chair	
Ann Marie Smith	Treasurer	Resigned 25 April 2023
Claudia McFarlane	Secretary	Resigned 24 December 2022
Samuel Wyatt	Young Person Representative	
Helen Moyles		Resigned 25 April 2023
Donna Howells		
Carl Robinson		Resigned 18 August 2022
Angela Phillip		Appointed 25 April 2023
Diane Ruddock		Appointed 25 April 2023
Claudia McFarlane	Secretary	Appointed 2 August 2023
<b>Charity number</b>	1081624	Registered in England and Wales
<b>Company number</b>	03762462	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
17 Claremont	Unity Trust Bank PLC	
Bradford	Nine Brindley Place	
BD7 1BG	4 Oozells Square	
	Birmingham B1 2HB	

### **Independent examiner**

Rhys North ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 29 April 1999. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

Trustees and other members of ACAP are elected at the Annual General Meeting, which is advertised within the local communities, to all funding agencies and other partners.

# **African Caribbean Achievement Project**

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

### **Objectives and activities**

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

The advancement of the education of the African Caribbean inhabitants of West Yorkshire.

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

The African Caribbean Achievement Project (ACAP) is a volunteer-led charity established in 1995 with the purpose of promoting and advancing the educational development of individuals of African and Caribbean descent in West Yorkshire. Located in Bradford, our mission is to empower individuals to unlock their full potential by fostering a passion for learning and achieving excellence in all aspects of their lives.

Through our dedicated efforts, we recruit, train, and deploy volunteers (acting as role models) from the local community to engage with young people through our projects, community initiatives, and with schools across the Bradford District. Our charity enables individuals to realise their aspirations, bolster their self-esteem, and cultivate the confidence needed to achieve their goals. Our overarching vision is to empower individuals and help them develop so that they are in a position to make significant and positive contributions to society as a whole. To achieve our objectives, we offer a variety of services and projects that are tailored towards the unique cultural needs of our beneficiaries.

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

The trustees are responsible for the overall management and control of ACAP and meet a minimum of six times a year. The work of implementing the policies of the organisation is carried out by individual members of the Board who each has responsibility for different areas on a sub committee. Sub committees are currently set up for Finance and Organisational Development and include volunteers and young people as members. The members from these sub committees report back with their recommendations and feedback to the full trustee Board meeting. All trustees give of their time freely and receive no remuneration or other financial benefits.

#### **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**

During the year under review, ACAP has continued to work on its core projects and services which include:

- **IT and Employability Support Project** equipped adults with essential digital skills, from basic computer literacy to more advanced software proficiency. By blending IT education with critical employability skills such as CV writing, interview preparation, and financial literacy, we offer a holistic approach to job preparedness and career advancement.
- **Advocacy Support for parents** which offered essential assistance in navigating school appointments, advocating on their behalf, and assisting parents in addressing school-related issues. We provided parents with guidance and resources to effectively advocate for their children's education and well-being. We understand the challenges parents face in accessing services and ensuring their voices are heard and worked with them to build better relationships with schools.
- **ACAP's Arts and Culture Programme** offered a vibrant array of creative activities, including a poetry club, painting events, writing workshops, dance classes, and music events. Through these diverse activities, we aimed to ignite creativity, foster collaboration, and celebrate the transformative power of the arts. The project promoted personal growth, community connection, and a deeper appreciation for the arts and culture within our society.

# **African Caribbean Achievement Project**

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

### **Achievements and performance continued**

- **Therapeutic Arts and Crafts Project** offered a transformative experience for people seeking emotional and creative outlets. Through engaging workshops, participants explore their emotions, enhance self-expression, find healing and experience improved mental wellbeing. Our workshops provided a safe space for personal reflection, building resilience and a new sense of community. The project included access to counselling and other therapeutic services. By harnessing the power of arts and crafts as 'therapy', we supported vulnerable people in their journey towards healing and improved mental health.
- **Active Women Together Project** works with women to lead more active lives, develop friendships, building networks, and bring about positive change. Through engaging activities including yoga, cycling, outdoor exercise, dance and other activities, we inspire physical activity, personal growth, and a supportive community. Together, we create a healthier and vibrant environment for all.
- **Men's Support Group (Mental Health)** ACAP provided a dedicated safe space for African Caribbean men to openly discuss and address mental health challenges. Recognising the unique pressures faced by men in our community, we offered understanding, resources, and coping strategies. Our mission goes beyond mere conversation; it's about building resilience, fostering connections, and championing well-being for every participant.
- **Probation Support Project** empowers young people at risk of or involved in the criminal justice system. We offer support and guidance to people in order to break the cycle of reoffending and promote successful reintegration into society. Our goal is to make a meaningful impact, fostering accountability and creating opportunities for a positive future.
- **Black History Month Programme.** During the year ACAP showcased a diverse range of cultural activities and events, dedicated to honouring the rich cultural diversity of people from the African and Caribbean community. Through engaging events, educational activities, and artistic expressions, we celebrated the rich heritage and invaluable contributions of this community. Our activities promoted cultural understanding, inspired dialogue, and fostered unity among diverse communities.
- **Volunteering Programme. ACAP's Volunteering Programme:** Harnesses the talent and dedication within the African Caribbean community. We match volunteers with roles tailored to their strengths, promoting personal and professional growth. Beyond mere service, our programme offers networking, skill development, and leadership opportunities. It's not just about 'giving time'; it's about fostering unity and empowerment within our community.
- **ACAP Strategic Development -** ACAP started work on a project that prioritises the strategic development of the charity, aiming to enhance our impact, expand our reach, and drive sustainable growth. Through careful planning and stakeholder engagement, we have continually improved our services and organisational capabilities, enabling us to make a lasting difference in the lives of the people we serve.
- **Science Club for Young People** offered engaging activities that ignited curiosity, fostered a love for science, and nurtured critical thinking skills. By participating, students deepened their understanding of scientific concepts, developed problem-solving abilities, and we have helped to cultivate a lifelong passion for science learning. Through this initiative, we empower young people to embrace science, build confidence, and inspire future innovators. The project included delivering a presentation to the British Science Association.
- **Mentoring Programme** provided invaluable support to students through one-to-one and group mentoring. Our dedicated volunteers offered guidance, encouragement, and positive role modelling, empowering students to overcome challenges, build confidence, and achieve their educational goals. By investing in the next generation, we encourage academic and personal growth, contributing to a brighter future for our community.

# **African Caribbean Achievement Project**

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

### **Achievements and performance continued**

- **Online Tutoring Project** provided KS2 & KS3 students with invaluable support in key STEM areas. Our expert tutors offered personalised learning, fostering a deeper understanding and passion for maths and science. By equipping young people with STEM knowledge and skills, we have empowered them to excel in their academic lives and have helped them to imagine a future career in a STEM related industry.
- **Homework Support Project** provided academic assistance to students through our team of dedicated volunteers who offered personalised tutoring and guidance, helping students overcome academic challenges and thrive. We helped young people to develop a love for learning, boosts confidence, and equipped students with the academic skills needed for long-term success. By investing in educational support, we contributed to the development of a well-educated and empowered community, positively impacting society.
- **Semi-Independent Accommodation for Young People.** ACAP started the engagement process of community consultation towards the establishment of semi-independent accommodation for young people in order to expand upon the level of support offered to young people. Our aim is to provide a supportive and nurturing environment where young individuals can develop essential life skills, gain independence, and thrive. By offering this accommodation, we are committed to empowering young people on their journey towards self-sufficiency and independence.

### **Our Plans for the future**

Looking ahead, ACAP is firmly dedicated to both upholding our core educational services and prioritising the advancement of our semi-independent accommodation for young people. We are placing significant emphasis on our strategic development, aiming to strengthen our organisation's sustainability through the establishment of new projects and enhanced funding streams. By proactively pursuing these objectives, we strive to expand our reach, increase our impact, and secure a prosperous future for the communities we serve.

### **Financial review**

The net expenditure for the year was £3,471, including net expenditure of £7,912 on unrestricted funds and net income of £4,441 on restricted funds, after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £12,452.

ACAP's Reserve Policy is to maintain a minimum 30% of annual turnover, which equates to £13,000 based on actual 2022/2023 expenditure.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

# **African Caribbean Achievement Project**

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

### **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.

Approved by the board of trustees on 30/11/2023

Asher Sefanit-Wudasee (Trustee)

# **African Caribbean Achievement Project**

## **Independent examiner's report to the trustees of African Caribbean Achievement Project**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 8 to 14.

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

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

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

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

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

Rhys North ACA

4/12/2023

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**African Caribbean Achievement Project**  
**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>					
Grants and donations	(2)	11,011	28,264	39,275	48,647
Room hire		75	-	75	736
Bank interest		50	-	50	3
Other income		372	-	372	380
<b>Total income</b>		<b>11,508</b>	<b>28,264</b>	<b>39,772</b>	<b>49,766</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	4,160	7,693	11,853	7,433
Payroll charges		226	-	226	582
Volunteer expenses		-	149	149	578
Rates		1,822	591	2,413	2,817
Utilities		3,240	899	4,139	2,929
Insurance		-	905	905	630
Security		-	780	780	876
Building maintenance and refurbishment		107	200	307	1,520
Cleaning		-	259	259	1,455
Telephone and internet		613	733	1,346	1,712
Postage, printing and stationery		14	39	53	49
Computer costs		663	162	825	452
Publications and subscriptions		767	707	1,474	603
Refreshments		-	223	223	3,775
Equipment and furniture		-	294	294	1,086
Delivery/ outings and activities		496	3,608	4,104	3,630
Travel		-	162	162	123
Independent examination		882	-	882	840
Professional fees		5	780	785	14,793
Tutor fees		210	3,529	3,739	6,165
Sundries		-	-	-	200
Training and education		-	-	-	600
Publicity and promotion		100	50	150	86
Depreciation		8,025	-	8,025	6,865
Bank charges		150	-	150	72
<b>Total expenditure</b>		<b>21,480</b>	<b>21,763</b>	<b>43,243</b>	<b>59,871</b>
<b>Net income / (expenditure)</b>		<b>(9,972)</b>	<b>6,501</b>	<b>(3,471)</b>	<b>(10,105)</b>
<b>Transfers between funds</b>		<b>2,060</b>	<b>(2,060)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(7,912)</b>	<b>4,441</b>	<b>(3,471)</b>	<b>(10,105)</b>
<b>Fund balances brought forward</b>		<b>227,344</b>	<b>8,844</b>	<b>236,188</b>	<b>246,293</b>
<b>Fund balances carried forward</b>	(4)	<b>219,432</b>	<b>13,285</b>	<b>232,717</b>	<b>236,188</b>

All incoming resources and resources expended derive from continuing activities.

**African Caribbean Achievement Project**  
**Balance sheet**  
**as at 31 March 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets (5)	206,980	-	206,980	210,595
<b>Total fixed assets</b>	<u>206,980</u>	<u>-</u>	<u>206,980</u>	<u>210,595</u>
<b>Current assets</b>				
Debtors and prepayments (6)	858	295	1,153	2,935
Cash at bank and in hand (7)	13,655	14,815	28,470	24,622
<b>Total current assets</b>	<u>14,513</u>	<u>15,110</u>	<u>29,623</u>	<u>27,557</u>
<b>Current liabilities:</b> <b>amounts falling due within one year</b>				
Creditors and accruals (8)	2,061	1,825	3,886	1,964
<b>Total current liabilities</b>	<u>2,061</u>	<u>1,825</u>	<u>3,886</u>	<u>1,964</u>
<b>Net current assets / (liabilities)</b>	<u>12,452</u>	<u>13,285</u>	<u>25,737</u>	<u>25,593</u>
<b>Total assets less current liabilities</b>	<u>219,432</u>	<u>13,285</u>	<u>232,717</u>	<u>236,188</u>
<b>Net assets</b>	<u>219,432</u>	<u>13,285</u>	<u>232,717</u>	<u>236,188</u>
<b>Funds</b>				
Unrestricted funds	219,432	-	219,432	227,344
Restricted funds	-	13,285	13,285	8,844
<b>Total funds</b>	<u>219,432</u>	<u>13,285</u>	<u>232,717</u>	<u>236,188</u>

For the year ending 31 March 2023 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 are 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 30/11/2023

Asher Sefanit-Wudasee (Trustee)

# **African Caribbean Achievement Project**

## **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.

##### **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 costing more than £500 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:

Freehold buildings: over 50 years

Project and office equipment: over 5 years

Computer equipment: over 4 years

##### **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.

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Bradford District Community Foundation	10,000	-	10,000	-
British Science Association	-	500	500	4,000
Cycling UK	-	2,816	2,816	-
Leeds Community Foundation (LCF)	-	10,000	10,000	10,000
People's Health Trust	-	12,948	12,948	-
The Albert Hunt Trust	-	2,000	2,000	-
Arnold Clarke	-	-	-	1,000
Community Partnering Fund	-	-	-	6,000
HMRC	-	-	-	2,079
Leeds Building Society	-	-	-	775
Race Equality Network	-	-	-	2,500
Royal Voluntary Service	-	-	-	10,000
The Church Urban Fund	-	-	-	9,650
Other donations	1,011	-	1,011	2,643
	<u>11,011</u>	<u>28,264</u>	<u>39,275</u>	<u>48,647</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	11,853	7,433
Social security costs	333	-
Employment allowance	(333)	-
	<u>11,853</u>	<u>7,433</u>

The average number of employees during the year was 1.2, being an average of 0.6 full time equivalent (2022: 1, 0.5 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	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Albert Hunt Trust	-	2,000	1,550	(450)	-
Big Bike Revival	-	2,816	2,537	-	279
British Science Association	67	500	567	-	-
LCF - Community Partnering	3,407	-	3,260	-	147
LCF - Arts & Crafts	5,021	10,000	13,263	(1,610)	148
NHSVR Accessibility	167	-	167	-	-
People's Health Trust	-	12,948	237	-	12,711
Race Equality Network	49	-	49	-	-
Windrush Day	116	-	116	-	-
Woodward Charitable Trust	17	-	17	-	-
	<u>8,844</u>	<u>28,264</u>	<u>21,763</u>	<u>(2,060)</u>	<u>13,285</u>

# African Caribbean Achievement Project

## Notes to the accounts continued

### for the year ended 31 March 2023

#### 4 Restricted funds continued

Fund name	Purpose of restriction
Albert Hunt Trust	To support Therapeutic Arts & Crafts activities. The transfer relates to room hire charges.
Big Bike Revival	To support a summer cycling scheme.
British Science Association	To support the Community Buddy Programme - Science Club and workshops for young people.
LCF - Community Partnering Fund	To Support the STEM 4 All Project – 1-1 tutoring in maths and science and the monthly science club.
LCF - Arts & Crafts	To support Therapeutic Arts & Crafts / Wood Workshop. The transfer relates to the capitalisation of computer equipment.
NHSVR Accessibility	To support counselling and therapeutic activities.
People's Health Trust	To support the Active Women Together project.
Race Equality Network	To fund online mentoring and counselling for young people.
Windrush Day	To support the Windrush programme.
Woodward Charitable Trust	Towards a summer playscheme.

#### 5 Tangible assets

	Computer Equipment	Building	General equipment	Total
<u>Cost</u>	£	£	£	£
At 1 April 2022	-	250,000	16,914	266,914
Additions	4,410	-	-	4,410
At 31 March 2023	<u>4,410</u>	<u>250,000</u>	<u>16,914</u>	<u>271,324</u>
<u>Depreciation</u>				
At 1 April 2022	-	45,000	11,319	56,319
Charge for year	1,103	5,000	1,922	8,025
At 31 March 2023	<u>1,103</u>	<u>50,000</u>	<u>13,241</u>	<u>64,344</u>
<u>Net book value</u>				
At 31 March 2023	<u>3,307</u>	<u>200,000</u>	<u>3,673</u>	<u>206,980</u>
At 31 March 2022	<u>-</u>	<u>205,000</u>	<u>5,595</u>	<u>210,595</u>

#### 6 Debtors and prepayments

	2023	2022
	£	£
Debtors	399	399
Prepayments	295	415
Other debtors	459	2,121
	<u>1,153</u>	<u>2,935</u>

#### 7 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	28,249	24,469
Cash in hand	221	153
	<u>28,470</u>	<u>24,622</u>

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>8 Creditors and accruals</b>	2023	2022
	£	£
Creditors	3,004	1,124
Accruals	882	840
	<u>3,886</u>	<u>1,964</u>

**9 Security over assets**

City of Bradford MDC hold a charge on the land and building at 17 Claremont Bradford BD7 1BG. The charge is for £55,000 and is dated 21 November 2012.

**10 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

**Other related party transactions**

**Other transactions with trustees or related parties**

			2023	2022
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Azania McFarlane	Daughter of trustee	Fees for project work	-	5,500
			<u>-</u>	<u>5,500</u>

**African Caribbean Achievement Project**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	11,011	2,643	28,264	46,004	39,275	48,647
Room hire	75	736	-	-	75	736
Bank interest	50	3	-	-	50	3
Other income	372	380	-	-	372	380
<b>Total income</b>	<b>11,508</b>	<b>3,762</b>	<b>28,264</b>	<b>46,004</b>	<b>39,772</b>	<b>49,766</b>
<b>Expenditure</b>						
Salaries and NI	4,160	599	7,693	6,834	11,853	7,433
Payroll charges	226	582	-	-	226	582
Volunteer expenses	-	-	149	578	149	578
Rates	1,822	394	591	2,423	2,413	2,817
Utilities	3,240	-	899	2,929	4,139	2,929
Insurance	-	-	905	630	905	630
Security	-	-	780	876	780	876
Building maintenance & refurbishment	107	514	200	1,006	307	1,520
Cleaning	-	-	259	1,455	259	1,455
Telephone and internet	613	-	733	1,712	1,346	1,712
Postage, printing and stationery	14	-	39	49	53	49
Computer costs	663	-	162	452	825	452
Publications and subscriptions	767	-	707	603	1,474	603
Refreshments	-	-	223	3,775	223	3,775
Equipment and furniture	-	25	294	1,061	294	1,086
Delivery/ outings and activities	496	-	3,608	3,630	4,104	3,630
Travel	-	-	162	123	162	123
Independent examination	882	-	-	840	882	840
Professional fees	5	213	780	14,580	785	14,793
Tutor fees	210	0	3,529	6,165	3,739	6,165
Sundries	-	-	-	200	-	200
Training and education	-	-	-	600	-	600
Publicity and promotion	100	-	50	86	150	86
Depreciation	8,025	6,865	-	-	8,025	6,865
Bank charges	150	-	-	72	150	72
<b>Total expenditure</b>	<b>21,480</b>	<b>9,192</b>	<b>21,763</b>	<b>50,679</b>	<b>43,243</b>	<b>59,871</b>
<b>Net income / (expenditure)</b>	<b>(9,972)</b>	<b>(5,430)</b>	<b>6,501</b>	<b>(4,675)</b>	<b>(3,471)</b>	<b>(10,105)</b>
<b>Transfers between funds</b>	<b>2,060</b>	<b>1,238</b>	<b>(2,060)</b>	<b>(1,238)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(7,912)</b>	<b>(4,192)</b>	<b>4,441</b>	<b>(5,913)</b>	<b>(3,471)</b>	<b>(10,105)</b>
<b>Fund balances brought forward</b>	<b>227,344</b>	<b>231,536</b>	<b>8,844</b>	<b>14,757</b>	<b>236,188</b>	<b>246,293</b>
<b>Fund balances carried forward</b>	<b>219,432</b>	<b>227,344</b>	<b>13,285</b>	<b>8,844</b>	<b>232,717</b>	<b>236,188</b>

**AFRICAN CARIBBEAN ACHIEVEMENT PROJECT**

England & Wales - Charity number 1081624

---

# Accounts

---

# **African Caribbean Achievement Project**

Charity number 1081624

A company limited by guarantee number 03762462

## **Annual Report and Financial Statements for the year ended 31 March 2022**



West Yorkshire Community Accounting Service

# **African Caribbean Achievement Project**

## **Annual Report and Financial Statements for the year ended 31 March 2022**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 13

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

# **African Caribbean Achievement Project**

## **Trustees' report for the year ended 31 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Asher Sefanit-Wudasee	Chair	
Ann Marie Smith	Treasurer	
Claudia McFarlane	Secretary	
Samuel Wyatt	Young Person Representative	
Helen Moyles		
Donna Howells		
Carl Robinson		Resigned 18 August 2022
Janice Fontaine		Resigned 28 May 2021
Carol Morris		Resigned 27 May 2021
Ben Neale		Resigned 27 May 2021
<b>Charity number</b>	1081624	Registered in England and Wales
<b>Company number</b>	03762462	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
17 Claremont	Unity Trust Bank PLC	
Bradford	Nine Brindley Place	
BD7 1BG	4 Oozells Square	
	Birmingham B1 2HB	

### **Independent examiner**

Rhys North ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 29 April 1999. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

Trustees and other members of ACAP are elected at the Annual General Meeting, which is advertised within the local communities, to all funding agencies and other partners.

# **African Caribbean Achievement Project**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Objectives and activities**

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

The advancement of the education of the African Caribbean inhabitants of West Yorkshire.

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

The African Caribbean Achievement Project (ACAP) is a volunteer-led Charity that was set up in 1995 to promote and raise the educational development of people of African and Caribbean descent in West Yorkshire. Based in Bradford, we seek to assist all people to realise their full potential by ensuring that they 'enjoy learning and achieve' in all areas of their lives.

ACAP runs a community learning centre aimed primarily at young people but also incorporating intergenerational working involving families and extended families of young people. ACAP provides a range of learning and support services to young people including mentoring: education, employment, school based support services; and personal development support. Through the provision of these services ACAP aims to promote the academic and social development of children and young people of African, Caribbean, and dual heritage origins

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

The Trustees are responsible for the overall management and control of ACAP and meet a minimum of six times a year. The work of implementing the policies of the organisation is carried out by individual members of the board who each has responsibility for different areas on a Sub Committee. Sub Committees are currently set up for Finance and Organisational Development and include volunteers and young people as members. The members from these Sub Committees report back with their recommendations and feedback to the full Trustee board meeting. All Trustees give of their time freely and receive no remuneration or other financial benefits.

#### **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**

#### **Review of activities 2021-2022**

During the year under review ACAP has continued to work on its core programmes as follows:

- **School based mentoring** project (one to one and group mentoring), run in partnership with local schools.
- **Family support project** (albeit with the cessation of funding for this work).
- **ACAP Tutoring programme** for young people. Online tutoring in STEM for young people, part funded by the LCF Community Partnering Fund.
- **British Science Week** – Online Science engagement in the community, funded in part by the British Science Association. They also part funded ACAP's Science Club for young people.
- **Furniture upcycling project** – social enterprise developed by ACAP.
- **Therapeutic arts and crafts project** – funded by Leeds Community Foundation.
- **Women's Health Project** which improves the health and confidence of women from West Yorkshire through a series of online Therapeutic Arts and Crafts Classes and our weekly women's cycling club.
- **Women's and Men's groups**
- **Windrush 2021 Programme** which included the Sounds of Windrush Music Event, the ACAP Windrush Achievement Awards and our Oral History Project which led to the production of the Windrush: Three Generations Book. This work was funded by the Ministry of Housing, Communities and Local Government (MHCLG).

# **African Caribbean Achievement Project**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Achievements and performance continued**

- **New Training Facility** – funded by the Global Fund for Children and Covid-19 Community Led Organisations Recovery Scheme (CCLORS), this space enabled us to provide training in IT and employability skills.
- **Volunteering in the Community Project** which provides opportunities for local people to volunteer, access training, develop confidence, improve their skills, and help to make a difference to the lives of disadvantaged people.
- **Other work** included Strategic work involving representing ACAP and the Voluntary Sector on strategic bodies such as the Race Equality Network, Bradford Stronger Communities Partnership & Young Lives Bradford.

### **Our Plans for the future**

ACAP is keen to maintain our current service provision as well as developing new training courses, the extension of our STEM programme and the development of our Furniture Social Enterprise

The refurbishment of ACAP's building at 17 Claremont is still our major priority which is central to our sustainability strategy. Although we continue to make good progress with the renovation of our building, this year, we need to expedite our plans for fundraising to make our listed building energy efficient and fit for purpose. Environmental issues are of high priority and ACAP will continue to make our building more energy efficient, seeking most efficient use of heating and supporting local recycling initiatives.

### **Financial review**

The net expenditure for the year was £10,105, including net expenditure of £4,192 on unrestricted funds and net expenditure of £5,913 on restricted funds, after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £16,749.

ACAP's Reserve Policy is to maintain a minimum 30% of annual turnover, which equates to £16,800 based on budgeted 2022/2023 expenditure. Whilst the actual level of reserves is very close to the planned level of reserves, trustees are aware that additional funds are required for future planned improvements to the charity's premises.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

# **African Caribbean Achievement Project**

## **Trustees' report (continued) for the year ended 31 March 2022**

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

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 29/11/2022

Ann Marie Smith (Trustee)

# **African Caribbean Achievement Project**

## **Independent examiner's report to the trustees of African Caribbean Achievement Project**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 7 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**

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

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

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

Rhys North ACA

8/12/2022

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**African Caribbean Achievement Project**  
**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>					
Grants and donations	(2)	2,643	46,004	48,647	59,266
Room hire		736	-	736	1,001
Bank interest		3	-	3	3
Other income		380	-	380	630
<b>Total income</b>		<b>3,762</b>	<b>46,004</b>	<b>49,766</b>	<b>60,900</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	599	6,834	7,433	4,711
Payroll charges		582	-	582	406
Volunteer expenses		-	578	578	1,107
Rates		394	2,423	2,817	1,971
Utilities		-	2,929	2,929	2,116
Insurance		-	630	630	1,350
Security		-	876	876	933
Building maintenance and refurbishment		514	1,006	1,520	4,481
Cleaning		-	1,455	1,455	433
Telephone and internet		-	2,144	2,144	1,830
Postage, printing and stationery		-	49	49	690
Resources and materials		-	3,380	3,380	3,617
Computer costs		-	452	452	1,210
Publications and subscriptions		-	171	171	173
Refreshments		-	3,775	3,775	1,062
Equipment and furniture		25	1,061	1,086	297
Delivery/ outings and activities		-	250	250	1,000
Travel		-	123	123	384
Independent examination		-	840	840	840
Professional fees		213	14,580	14,793	7,726
Tutor fees		-	6,165	6,165	1,475
Sundries		-	200	200	41
Training and education		-	600	600	133
Publicity and promotion		-	86	86	638
Depreciation		6,865	-	6,865	7,073
Bank charges		-	72	72	72
<b>Total expenditure</b>		<b>9,192</b>	<b>50,679</b>	<b>59,871</b>	<b>45,769</b>
<b>Net income / (expenditure)</b>		<b>(5,430)</b>	<b>(4,675)</b>	<b>(10,105)</b>	<b>15,131</b>
<b>Transfers between funds</b>		<b>1,238</b>	<b>(1,238)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(4,192)</b>	<b>(5,913)</b>	<b>(10,105)</b>	<b>15,131</b>
<b>Fund balances brought forward</b>		<b>231,536</b>	<b>14,757</b>	<b>246,293</b>	<b>231,162</b>
<b>Fund balances carried forward</b>	(4)	<b>227,344</b>	<b>8,844</b>	<b>236,188</b>	<b>246,293</b>

All incoming resources and resources expended derive from continuing activities.

# African Caribbean Achievement Project

## Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 210,595	-	210,595	216,222
<b>Total fixed assets</b>	<u>210,595</u>	<u>-</u>	<u>210,595</u>	<u>216,222</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 2,519	416	2,935	4,191
Cash at bank and in hand	(7) 16,194	8,428	24,622	27,844
<b>Total current assets</b>	<u>18,713</u>	<u>8,844</u>	<u>27,557</u>	<u>32,035</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 1,964	-	1,964	1,964
<b>Total current liabilities</b>	<u>1,964</u>	<u>-</u>	<u>1,964</u>	<u>1,964</u>
<b>Net current assets / (liabilities)</b>	<u>16,749</u>	<u>8,844</u>	<u>25,593</u>	<u>30,071</u>
<b>Net assets</b>	<u>227,344</u>	<u>8,844</u>	<u>236,188</u>	<u>246,293</u>
<b>Funds</b>				
Unrestricted funds	227,344	-	227,344	231,536
Restricted funds	-	8,844	8,844	14,757
<b>Total funds</b>	<u>227,344</u>	<u>8,844</u>	<u>236,188</u>	<u>246,293</u>

For the year ending 31 March 2022 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 29/11/2022

Ann Marie Smith (Trustee)

# **African Caribbean Achievement Project**

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

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

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

Tangible fixed assets costing more than £500 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:

Freehold buildings: over 50 years

Project and office equipment: over 5 years

##### **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.

# African Caribbean Achievement Project

## Notes to the accounts continued

### for the year ended 31 March 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Arnold Clarke	-	1,000	1,000	-
British Science Association	-	4,000	4,000	2,000
Community Partnering Fund	-	6,000	6,000	-
HMRC Job Retention Scheme (JRS)	-	2,079	2,079	2,425
Leeds Building Society	-	775	775	-
Leeds Community Foundation (LCF)	-	10,000	10,000	3,400
Race Equality Network	-	2,500	2,500	2,500
Royal Voluntary Service	-	10,000	10,000	-
The Church Urban Fund	-	9,650	9,650	8,825
Local Giving Ltd/Magic Little Grant	-	-	-	500
National Lottery Community Fund	-	-	-	10,000
Power to Change - Community Led Organisations	-	-	-	9,892
QBE Foundation	-	-	-	8,598
The Phoenix/Global Fund for Children	-	-	-	5,000
Yorkshire Building Society	-	-	-	1,880
Other Donations	2,643	-	2,643	4,246
	<u>2,643</u>	<u>46,004</u>	<u>48,647</u>	<u>59,266</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	7,433	4,711
	<u>7,433</u>	<u>4,711</u>

The average number of employees during the year was 1, being an average of 0.5 full time equivalent (2021: 0.7, 0.3 FTE). There were no employees with emoluments above £60,000.

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Liz & Terry Bramall	425	-	425	-	-
Woodward Charitable Trust	300	-	283	-	17
NLCF Healthy Links Project	3,551	-	3,551	-	-
British Science Association	1,594	4,000	5,527	-	67
HMRC JRS	-	2,079	2,079	-	-
Magic Little Grants	392	-	392	-	-
Race Equality Network	875	2,500	3,326	-	49
QBE Foundation	4,915	-	4,802	(113)	-
Windrush Day	2,705	9,650	11,733	(506)	116
The Arnold Clarke Community Fun	-	1,000	1,000	-	-
NHSVR Accessibility Grant	-	10,000	9,214	(619)	167
Leeds Building Society	-	775	775	-	-
LCF Community Partnering Fund	-	6,000	2,593	-	3,407
Leeds Community Foundation	-	10,000	4,979	-	5,021
	<u>14,757</u>	<u>46,004</u>	<u>50,679</u>	<u>(1,238)</u>	<u>8,844</u>

# African Caribbean Achievement Project

## Notes to the accounts continued

### for the year ended 31 March 2022

#### 4 Restricted funds (continued)

Fund name	Purpose of restriction
Liz & Terry Bramall	To deliver a series of STEM classes and workshops to young people.
Woodward Charitable Trust	Towards a summer playscheme.
NLCF Healthy Links Project	To support therapeutic activities with women.
British Science Association	To support the Community Buddy Programme - Science Club and workshops for young people.
HMRC JRS	To contribute to staffing costs of furloughed staff.
Magic Little Grants	To provide weekly sporting activities for women and children.
Race Equality Network	To fund online mentoring and counselling for young people.
QBE Foundation	To support a financial literacy project.
Windrush Day	To support the CAP 2020 Windrush programme.
The Arnold Clarke Community Fun	To support 1-1 and group mentoring, tutoring and counselling.
NHSVR Accessibility Grant	To support counselling and therapeutic activities.
Leeds Building Society	To support Therapeutic Arts & Crafts and counselling services.
LCF Community Partnering Fund	To Support the STEM 4 All Project – 1-1 tutoring in maths and science and the monthly science club.
Leeds Community Foundation	To support Therapeutic Arts & Crafts / Wood Workshop.

The transfers relate to the purchase of fixed assets.

#### 5 Tangible assets

	Building	General equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2021	250,000	15,676	265,676
Additions	-	1,238	1,238
At 31 March 2022	<u>250,000</u>	<u>16,914</u>	<u>266,914</u>
<u>Depreciation</u>			
At 1 April 2021	40,000	9,454	49,454
Charge for year	5,000	1,865	6,865
At 31 March 2022	<u>45,000</u>	<u>11,319</u>	<u>56,319</u>
<u>Net book value</u>			
At 31 March 2022	<u>205,000</u>	<u>5,595</u>	<u>210,595</u>
At 31 March 2021	<u>210,000</u>	<u>6,222</u>	<u>216,222</u>

#### 6 Debtors and prepayments

	2022	2021
	£	£
Debtors	2,520	4,191
Prepayments	415	-
	<u>2,935</u>	<u>4,191</u>

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2022**

<b>7 Cash at bank and in hand</b>	2022	2021
	£	£
Cash at bank	24,469	27,835
Cash in hand	153	9
	<u>24,622</u>	<u>27,844</u>

<b>8 Creditors and accruals</b>	2022	2021
	£	£
Creditors	1,124	1,124
Accruals	840	840
	<u>1,964</u>	<u>1,964</u>

**9 Security over assets**

City of Bradford MDC hold a charge on the land and building at 17 Claremont Bradford BD7 1BG. The charge is for £55,000 and is dated 21 November 2012.

**10 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

**Other related party transactions**

<b>Other transactions with trustees or related parties</b>			2022	2021
			£	£
<b>Name of trustee or related party</b>	<b>Relationship to charity</b>	<b>Description of transaction</b>		
Azania McFarlane	Daughter of trustee	Fees for project work	<u>5,500</u>	<u>1,500</u>
			<u>5,500</u>	<u>1,500</u>

## African Caribbean Achievement Project

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022	2021	2022	2021	2022	2021
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	2,643	9,526	46,004	49,740	48,647	59,266
Room hire	736	1,001	-	-	736	1,001
Bank interest	3	3	-	-	3	3
Other income	380	630	-	-	380	630
<b>Total income</b>	<b>3,762</b>	<b>11,160</b>	<b>46,004</b>	<b>49,740</b>	<b>49,766</b>	<b>60,900</b>
<b>Expenditure</b>						
Salaries and NI	599	-	6,834	4,711	7,433	4,711
Payroll charges	582	-	-	406	582	406
Volunteer expenses	-	5	578	1,102	578	1,107
Rates	394	6	2,423	1,965	2,817	1,971
Utilities	-	297	2,929	1,819	2,929	2,116
Insurance	-	-	630	1,350	630	1,350
Security	-	571	876	362	876	933
Building maint. and refurbishment	514	-	1,006	4,481	1,520	4,481
Cleaning	-	-	1,455	433	1,455	433
Telephone and internet	-	-	2,144	1,830	2,144	1,830
Postage, printing and stationery	-	-	49	690	49	690
Resources and materials	-	-	3,380	3,617	3,380	3,617
Computer costs	-	26	452	1,184	452	1,210
Publications and subscriptions	-	-	171	173	171	173
Refreshments	-	-	3,775	1,062	3,775	1,062
Equipment and furniture	25	-	1,061	297	1,086	297
Delivery/ outings and activities	-	-	250	1,000	250	1,000
Travel	-	-	123	384	123	384
Independent examination	-	-	840	840	840	840
Professional fees	213	200	14,580	7,526	14,793	7,726
Tutor Fees	0	-	6,165	1,475	6,165	1,475
Sundries	-	-	200	41	200	41
Training and education	-	-	600	133	600	133
Publicity and promotion	-	26	86	612	86	638
Depreciation	6,865	7,073	-	-	6,865	7,073
Bank charges	-	-	72	72	72	72
<b>Total expenditure</b>	<b>9,192</b>	<b>8,204</b>	<b>50,679</b>	<b>37,565</b>	<b>59,871</b>	<b>45,769</b>
<b>Net income / (expenditure)</b>	<b>(5,430)</b>	<b>2,956</b>	<b>(4,675)</b>	<b>12,175</b>	<b>(10,105)</b>	<b>15,131</b>
<b>Transfers between funds</b>	<b>1,238</b>	<b>9,584</b>	<b>(1,238)</b>	<b>(9,584)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(4,192)</b>	<b>12,540</b>	<b>(5,913)</b>	<b>2,591</b>	<b>(10,105)</b>	<b>15,131</b>
<b>Fund balances brought forward</b>	<b>231,536</b>	<b>218,996</b>	<b>14,757</b>	<b>12,166</b>	<b>246,293</b>	<b>231,162</b>
<b>Fund balances carried forward</b>	<b>227,344</b>	<b>231,536</b>	<b>8,844</b>	<b>14,757</b>	<b>236,188</b>	<b>246,293</b>

**AFRICAN CARIBBEAN ACHIEVEMENT PROJECT**

England & Wales - Charity number 1081624

---

# Accounts

---

# **African Caribbean Achievement Project**

Charity number 1081624

A company limited by guarantee number 03762462

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



West Yorkshire Community Accounting Service

# **African Caribbean Achievement Project**

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

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 14

**Prepared by West Yorkshire Community Accounting Service**

# **African Caribbean Achievement Project**

## **Trustees' report for the year ended 31 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>
Ann Marie Smith	Chairperson	
Claudia McFarlane	Secretary	
Samuel Wyatt		
Makeda Reid		Resigned 7 September 2020
Janice Fontaine		Resigned 28 May 2021
Helen Moyles		
Asher Sefanit-Wudasee		
Donna Howells		
Carol Morris		Resigned 27 May 2021
Ben Neale		Resigned 27 May 2021
Carl Robinson		
<b>Charity number</b>	1081624	Registered in England and Wales
<b>Company number</b>	03762462	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
17 Claremont	Unity Trust Bank PLC	
Bradford	Nine Brindley Place	
BD7 1BG	4 Oozells Square	
	Birmingham B1 2HB	

### **Independent examiner**

Rhys North ACA

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 29 April 1999. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **African Caribbean Achievement Project**

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

### **Objectives and activities**

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

The advancement of the education of the African Caribbean inhabitants of West Yorkshire.

#### **Our Aims**

The African Caribbean Achievement Project (ACAP) is a volunteer-led Charity that was set up in 1995 to promote and raise the educational development of people of African and Caribbean descent in West Yorkshire. Based in Bradford, we seek to assist all people to realise their full potential by ensuring that they 'enjoy learning and achieve' in all areas of their lives.

Our work enables people to fulfil their ambitions and enhances their self-esteem and confidence to the point that their aspirations, achievement and overall attainment in life have been raised.

Our vision is to enable young people of African and Caribbean (predominantly, but not exclusively) descent in particular to contribute positively and significantly to society as a whole. In order to fulfil our aims we recruit, train and deploy volunteers (role models) from the local community to work with young people on our programmes and within community groups and schools across the Bradford District.

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

The Trustees are responsible for the overall management and control of ACAP and meet a minimum of six times a year. The work of implementing the policies of the organisation is carried out by individual members of the board who each has responsibility for different areas on a Sub Committee. Sub Committees are currently set up for Finance and Organisational Development and include volunteers and young people as members. The members from these Sub Committees report back with their recommendations and feedback to the full Trustee board meeting.

Trustees are responsible for co-ordinating the work of ACAP, preparation of papers and management accounts, keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with charity law and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. All Trustees give of their time freely and receive no remuneration or other financial benefits.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Achievements and performance**

The charity carried out a wide range of activities in pursuance of its charitable aims, The Trustees consider that these activities provide benefit both to those enrolled on our programmes and to the wider community of Bradford and West Yorkshire. At the beginning of the financial year, the Covid-19 pandemic started to have an impact on the charity and ACAP changed most of its operations to an online model to continue to provide its services to children, young people and their families.

# **African Caribbean Achievement Project**

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

### **Achievements and performance continued**

During 2020-2021 ACAP provided the following services:

- **Mentoring & Advocacy Support Service** for young people and their parents which was delivered under ACAP's own umbrella with no external funding.
- **Family Support Service** which deals with all matters including (but not limited to) education, housing, financial issues, family breakdown and health.
- **Women's Health Project** which improves the health and confidence of women from West Yorkshire through a series of online **Therapeutic Arts and Crafts Classes** and our weekly women's cycling club (**Girls Gotta Ride**). This work was funded by the National Lottery Community Fund and Magic Little Grants/Local Giving.
- **British Science Week** – Online Science engagement in the community, funded in part by the British Science Association.
- **Windrush 2020 Programme** which included Windrush Quizzes for young people, Sounds of Windrush Music Event, Flavours of the Caribbean Cooking Series and the ACAP Windrush Achievement Awards. This work was funded by the Ministry of Housing, Communities and Local Government (MHCLG).
- **ACAP School of Money (ASOM)** a new financial literacy programme which empowered single parents and families through online and 1-1 training and workshops, to improve their budgeting and money management skills. This project was funded by the QBE Foundation.
- **Covid-19 Response** which saw ACAP provide new space to run a responsive and seamless service for vulnerable members of the community in the form of food parcels, advocacy, educational and emotional support. Funded by Yorkshire Bank Foundation, Leeds Community Foundation, and the National Lottery Community Fund.
- **Counselling Service.** Discreet counselling service for people from the African Caribbean community who were struggling to cope through the pandemic. This pilot project was part funded by the Race Equality network (REN).
- **ACAP Tutoring** for young people. Online tutoring in STEM for young people, part funded by the Race Equality Network (REN).
- **New Training Facility** – funded by the Global Fund for Children and Covid-19 Community Led Organisations Recovery Scheme (CCLORS), this project saw the renovation of new space being developed at ACAP to ensure we could socially distance and keep safe whilst on site.
- **Volunteering in the Community Project** which provides opportunities for local people to volunteer, access training, develop confidence, improve their skills, and help to make a difference to the lives of disadvantaged people.
- Other work included Strategic work involving representing ACAP and the Voluntary Sector on strategic bodies such as Bradford Stronger Communities Partnership & Young Lives Bradford.

### **Our Plans for the Future**

The Trustees intend to maintain ACAP's position as the leading educational support service for African & Caribbean people within the district whilst attracting and retaining more volunteers and Trustees from the local community who have a passion for our work.

It is also our intention to continue with our Windrush Programme of activities which are designed to celebrate and commemorate the contributions made by people of African Caribbean descent towards British society. We will build on our counselling and therapeutic service offering by increasing the amount of counselling sessions offered and by starting a new wellbeing café. We also intend to raise additional income to pay for staff as our capacity to deliver our current services with a volunteer team is proving difficult. These plans are in line with the needs of our service users who will continue to benefit from an enhanced quality service. We will continue to strengthen our links with local schools, other community groups and increase the variety of activities offered to NEET young people.

# **African Caribbean Achievement Project**

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

### **Our Plans for the Future continued**

The refurbishment of ACAP's building at 17 Claremont is ongoing which is central to our strategy. Although we have made significant progress in the renovation of our building this year, we still need to raise the funds to pay for a new central heating system and boiler plus fix the roof on our building which is in desperate need of replacement.

Environmental issues are of high priority and ACAP will continue to make our building more energy efficient, seeking most efficient use of heating and supporting local recycling initiatives.

### **Financial review**

The net income for the year was £15,131, including net income of £12,540 on unrestricted funds and net income of £2,591 on restricted funds, after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £15,314.

ACAP's Reserve Policy is to maintain a minimum 30% of annual turnover, which equates to £11,700 based on budgeted 2021/2022 expenditure. Whilst the actual level of reserves exceeds the planned level of reserves, trustees are aware that additional funds are required for future planned improvements to the charity's premises.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

# **African Caribbean Achievement Project**

## **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 on 14/1/2022

Ann Marie Smith (Trustee)

# **African Caribbean Achievement Project**

## **Independent examiner's report to the trustees of African Caribbean Achievement Project**

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 14.

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

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

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

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

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

Rhys North ACA

31/1/2022

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**African Caribbean Achievement Project**  
**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>					
Grants and donations	(2)	9,526	49,740	59,266	13,270
Room hire		1,001	-	1,001	2,400
Bank interest		3	-	3	19
Other income		630	-	630	522
<b>Total income</b>		<b>11,160</b>	<b>49,740</b>	<b>60,900</b>	<b>16,211</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	-	4,711	4,711	-
Payroll charges		-	406	406	-
Volunteer expenses		5	1,102	1,107	651
Bradford Council - trade waste		-	-	-	407
Rates		6	1,965	1,971	1,940
Utilities		297	1,819	2,116	1,967
Insurance		-	1,350	1,350	1,322
Security		571	362	933	876
Building maintenance and refurbishment		-	4,481	4,481	3,295
Cleaning		-	433	433	414
Telephone and internet		-	1,830	1,830	1,530
Postage, printing and stationery		-	690	690	582
Resources and materials		-	3,617	3,617	83
Computer costs		26	1,184	1,210	418
Publications and subscriptions		-	173	173	-
Refreshments		-	1,062	1,062	2,491
Equipment and furniture		-	297	297	931
Delivery/ outings and activities		-	1,000	1,000	170
Education		-	133	133	-
Travel		-	384	384	614
Independent examination		-	840	840	420
Professional fees		200	9,001	9,201	382
Sundries		-	41	41	200
Training		-	-	-	581
Publicity and promotion		26	612	638	838
Depreciation		7,073	-	7,073	5,014
Bad debts		-	-	-	75
Bank charges		-	72	72	-
<b>Total expenditure</b>		<b>8,204</b>	<b>37,565</b>	<b>45,769</b>	<b>25,201</b>
<b>Net income / (expenditure)</b>		<b>2,956</b>	<b>12,175</b>	<b>15,131</b>	<b>(8,990)</b>
<b>Transfers between funds</b>		<b>9,584</b>	<b>(9,584)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>12,540</b>	<b>2,591</b>	<b>15,131</b>	<b>(8,990)</b>
<b>Fund balances brought forward</b>		<b>218,996</b>	<b>12,166</b>	<b>231,162</b>	<b>240,152</b>
<b>Fund balances carried forward</b>	(4)	<b>231,536</b>	<b>14,757</b>	<b>246,293</b>	<b>231,162</b>

All incoming resources and resources expended derive from continuing activities.

# African Caribbean Achievement Project

## Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 216,222	-	216,222	215,041
<b>Total fixed assets</b>	<u>216,222</u>	<u>-</u>	<u>216,222</u>	<u>215,041</u>
<b>Current assets</b>				
Debtors	2,742	1,449	4,191	399
Cash at bank and in hand	(6) 14,536	13,308	27,844	17,316
<b>Total current assets</b>	<u>17,278</u>	<u>14,757</u>	<u>32,035</u>	<u>17,715</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 1,964	-	1,964	1,594
<b>Total current liabilities</b>	<u>1,964</u>	<u>-</u>	<u>1,964</u>	<u>1,594</u>
<b>Net current assets / (liabilities)</b>	<u>15,314</u>	<u>14,757</u>	<u>30,071</u>	<u>16,121</u>
<b>Total assets less current liabilities</b>	<u>231,536</u>	<u>14,757</u>	<u>246,293</u>	<u>231,162</u>
<b>Net assets</b>	<u>231,536</u>	<u>14,757</u>	<u>246,293</u>	<u>231,162</u>
<b>Funds</b>				
Unrestricted funds	231,536	-	231,536	218,996
Restricted funds	-	14,757	14,757	12,166
<b>Total funds</b>	<u>231,536</u>	<u>14,757</u>	<u>246,293</u>	<u>231,162</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 14/1/2022

Ann Marie Smith (Trustee)

# **African Caribbean Achievement Project**

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

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

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

Tangible fixed assets costing more than £500 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:

Land and building	over 50 years
General equipment	25% reducing balance

##### **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.

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>2 Grants and donations</b>	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
British Science Association	-	2,000	2,000	1,000
HMRC Job Retention Scheme (JRS)	-	2,425	2,425	-
Leeds Community Foundation	3,400	-	3,400	-
Local Giving Ltd/Magic Little Grant	-	500	500	-
National Lottery Community Fund	-	10,000	10,000	10,000
Power to Change - Community Led	-	9,892	9,892	-
Organisations Recovery Scheme (CLORS)	-	-	-	-
QBE Foundation	-	8,598	8,598	-
Race Equality Network	-	2,500	2,500	-
The Church Urban Fund	-	8,825	8,825	-
The Phoenix/Global Fund for Children	-	5,000	5,000	-
Yorkshire Building Society	1,880	-	1,880	-
Bradford District Metropolitan Council (BDMC)	-	-	-	1,000
Thomas Wall Trust	-	-	-	950
Donations	4,246	-	4,246	320
	<u>9,526</u>	<u>49,740</u>	<u>59,266</u>	<u>13,270</u>

<b>3 Staff costs and numbers</b>	2021 £	2020 £
Gross salaries	4,711	-
Social security costs	-	-
	<u>4,711</u>	<u>-</u>

The average number employees during the year was 0.7, being an average of 0.3 full time equivalent (2020: nil). There were no employees with emoluments above £60,000.

# African Caribbean Achievement Project

## Notes to the accounts continued

### for the year ended 31 March 2021

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Liz & Terry Bramall	1,815	-	-	(1,390)	425
Greggs Foundation	381	-	381	-	-
Woodward Charitable Trust	300	-	-	-	300
CTC/BBR	312	-	312	-	-
Postcode Lottery	250	-	250	-	-
BDMC Cookery Equipment	576	-	576	-	-
Thomas Wall Trust	325	-	325	-	-
NLCF Healthy Links Project	7,418	-	3,867	-	3,551
British Science Association	789	2,000	595	(600)	1,594
HMRC JRS	-	2,425	2,425	-	-
Global Fund for Children	-	5,000	4,032	(968)	-
Magic Little Grants	-	500	108	-	392
CLORS	-	9,892	6,283	(3,609)	-
Race Equality Network	-	2,500	985	(640)	875
NLCF Covid 19	-	10,000	8,257	(1,743)	-
QBE Foundation	-	8,598	3,149	(534)	4,915
Windrush Day	-	8,825	6,020	(100)	2,705
	<u>12,166</u>	<u>49,740</u>	<u>37,565</u>	<u>(9,584)</u>	<u>14,757</u>

#### Fund name

#### Purpose of restriction

Liz & Terry Bramall	To deliver a series of STEM classes and workshops to young people. The transfer relates to costs incurred in previous financial years.
Greggs Foundation	Towards the cost of therapeutic arts and crafts sessions for women.
Woodward Charitable Trust	Towards a summer playscheme.
CTC/BBR	Funding from Cycle Touring Club for cycling projects.
Postcode Lottery	Towards the cost of women's cycling.
BDMC Cookery Equipment	To purchase equipment for a cookery class.
Thomas Wall Trust	To support the STEM programme with young people.
NLCF Healthy Links Project	To support therapeutic activities with women.
British Science Association	For activities during British Science Week and beyond. The transfer is for a contribution to room hire costs.
HMRC JRS	To contribute to staffing costs of furloughed staff.
Global Fund for Children	Covid 19 fund including funding for creation of a youth space.
Magic Little Grants	To provide weekly sporting activities for women and children.
CLORS	Covid 19 fund including funding for provision of safe and refurbished spaces.
Race Equality Network	To fund online mentoring and counselling for young people. The transfer is for a contribution to room hire costs and the capitalisation of fixed assets.
NLCF Covid 19	To support a community IT and employment support project.
QBE Foundation	To support a financial literacy project.
Windrush Day	To support the CAP 2020 Windrush programme

The transfers for the Global Fund for Children, CLORS, NLCF Covid 19, QBE Foundation and Windrush Day funds are concerning the capitalisation of fixed assets.

**African Caribbean Achievement Project**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**5 Tangible assets**

	Building	General equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2020	250,000	7,422	257,422
Additions	-	8,254	8,254
At 31 March 2021	<u>250,000</u>	<u>15,676</u>	<u>265,676</u>
<b>Depreciation</b>			
At 1 April 2020	35,000	7,381	42,381
Charge for year	5,000	2,073	7,073
At 31 March 2021	<u>40,000</u>	<u>9,454</u>	<u>49,454</u>
<b>Net book value</b>			
At 31 March 2021	<u>210,000</u>	<u>6,222</u>	<u>216,222</u>
At 31 March 2020	<u>215,000</u>	<u>41</u>	<u>215,041</u>

**6 Cash at bank and in hand**

	2021	2020
	£	£
Cash at bank	27,835	17,222
Cash in hand	9	94
	<u>27,844</u>	<u>17,316</u>

**7 Creditors and accruals**

	2021	2020
	£	£
Creditors	1,124	1,124
Accruals	840	470
	<u>1,964</u>	<u>1,594</u>

**Security over assets**

City of Bradford MDC hold a charge on the land and building at 17 Claremont Bradford BD7 1BG. The charge is for £55,000 and is dated 21 November 2012.

**8 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

**Other transactions with trustees or related parties**

		2021	2021
		£	£
<b>Name of trustee or related party</b>	<b>Relationship to charity</b>	<b>Description of transaction</b>	
Azania McFarlane	Daughter of trustee	Fees for project work	-
		<u>1,500</u>	<u>-</u>

**African Caribbean Achievement Project**  
**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>						
Grants and donations	9,526	320	49,740	12,950	59,266	13,270
Room hire	1,001	2,400	-	-	1,001	2,400
Bank interest	3	19	-	-	3	19
Other income	630	522	-	-	630	522
<b>Total income</b>	<b>11,160</b>	<b>3,261</b>	<b>49,740</b>	<b>12,950</b>	<b>60,900</b>	<b>16,211</b>
<b>Expenditure</b>						
Salaries and NI	-	-	4,711	-	4,711	-
Payroll charges	-	-	406	-	406	-
Volunteer expenses	5	88	1,102	563	1,107	651
Bradford Council - trade waste	-	407	-	-	-	407
Rates	6	806	1,965	1,134	1,971	1,940
Utilities	297	1	1,819	1,966	2,116	1,967
Insurance	-	-	1,350	1,322	1,350	1,322
Security	571	195	362	681	933	876
Building maintenance and refurb	-	372	4,481	2,923	4,481	3,295
Cleaning	-	50	433	364	433	414
Telephone and internet	-	-	1,830	1,530	1,830	1,530
Postage, printing and stationery	-	29	690	553	690	582
Resources and materials	-	-	3,617	83	3,617	83
Computer costs	26	176	1,184	242	1,210	418
Publications and subscriptions	-	-	173	-	173	-
Refreshments	-	2	1,062	2,489	1,062	2,491
Equipment and furniture	-	-	297	931	297	931
Delivery/ outings and activities	-	-	1,000	170	1,000	170
Education	-	-	133	-	133	-
Travel	-	10	384	604	384	614
Independent examination	-	131	840	289	840	420
Professional fees	200	192	9,001	190	9,201	382
Sundries	-	137	41	63	41	200
Training	-	-	-	581	-	581
Publicity and promotion	26	-	612	838	638	838
Depreciation	7,073	5,014	-	-	7,073	5,014
Bad debts	-	75	-	-	-	75
Bank charges	-	-	72	-	72	-
<b>Total expenditure</b>	<b>8,204</b>	<b>7,685</b>	<b>37,565</b>	<b>17,516</b>	<b>45,769</b>	<b>25,201</b>
<b>Net income / (expenditure)</b>	<b>2,956</b>	<b>(4,424)</b>	<b>12,175</b>	<b>(4,566)</b>	<b>15,131</b>	<b>(8,990)</b>
<b>Transfers between funds</b>	<b>9,584</b>	<b>628</b>	<b>(9,584)</b>	<b>(628)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>12,540</b>	<b>(3,796)</b>	<b>2,591</b>	<b>(5,194)</b>	<b>15,131</b>	<b>(8,990)</b>
<b>Fund balances brought forward</b>	<b>218,996</b>	<b>222,792</b>	<b>12,166</b>	<b>17,360</b>	<b>231,162</b>	<b>240,152</b>
<b>Fund balances carried forward</b>	<b>231,536</b>	<b>218,996</b>	<b>14,757</b>	<b>12,166</b>	<b>246,293</b>	<b>231,162</b>