

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

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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:

Name	Position	Dates
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	Bankers
17 Claremont Bradford BD7 1BG	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 £
Income from:					
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
Total income		27,304	54,399	81,703	39,772
Expenditure on:					
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
Total expenditure		24,375	39,104	63,479	43,243
Net income / (expenditure)		2,929	15,295	18,224	(3,471)
Transfers between funds		4,332	(4,332)	-	-
Net movement in funds		7,261	10,963	18,224	(3,471)
Fund balances brought forward		219,432	13,285	232,717	236,188
Fund balances carried forward	(4)	226,693	24,248	250,941	232,717

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
	£	£	£	£
Fixed assets				
Tangible assets	(5) 198,978	-	198,978	206,980
Total fixed assets	<u>198,978</u>	<u>-</u>	<u>198,978</u>	<u>206,980</u>
Current assets				
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
Total current assets	<u>32,696</u>	<u>24,248</u>	<u>56,944</u>	<u>29,623</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 4,981	-	4,981	3,886
Total current liabilities	<u>4,981</u>	<u>-</u>	<u>4,981</u>	<u>3,886</u>
Net current assets / (liabilities)	<u>27,715</u>	<u>24,248</u>	<u>51,963</u>	<u>25,737</u>
Total assets less current liabilities	<u>226,693</u>	<u>24,248</u>	<u>250,941</u>	<u>232,717</u>
Net assets	<u>226,693</u>	<u>24,248</u>	<u>250,941</u>	<u>232,717</u>
Funds				
Unrestricted funds	226,693	-	226,693	219,432
Restricted funds	-	24,248	24,248	13,285
Total funds	<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 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 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

Fund name	Purpose of restriction
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	<u>4,410</u>	<u>16,914</u>	<u>250,000</u>	<u>271,324</u>
<u>Depreciation</u>				
At 1 April 2023	1,103	13,241	50,000	64,344
Charge for year	<u>1,103</u>	<u>1,899</u>	<u>5,000</u>	<u>8,002</u>
At 31 March 2024	<u>2,206</u>	<u>15,140</u>	<u>55,000</u>	<u>72,346</u>
<u>Net book value</u>				
At 31 March 2024	<u>2,204</u>	<u>1,774</u>	<u>195,000</u>	<u>198,978</u>
At 31 March 2023	<u>3,307</u>	<u>3,673</u>	<u>200,000</u>	<u>206,980</u>

6 Debtors and prepayments

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

7 Cash at bank and in hand

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

African Caribbean Achievement Project

Notes to the accounts continued

for the year ended 31 March 2024

8 Creditors and accruals	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
	£	£	£	£	£	£
Income						
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
Total income	27,304	11,508	54,399	28,264	81,703	39,772
Expenditure						
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
Total expenditure	24,375	21,703	39,104	21,540	63,479	43,243
Net income / (expenditure)	2,929	(10,195)	15,295	6,724	18,224	(3,471)
Transfers between funds	4,332	2,060	(4,332)	(2,060)	-	-
Net movement in funds	7,261	(8,135)	10,963	4,664	18,224	(3,471)
Fund balances brought forward	219,432	227,567	13,285	8,621	232,717	236,188
Fund balances carried forward	226,693	219,432	24,248	13,285	250,941	232,717