

Bradford Youth Development Partnership

Charity number 1085821

A company limited by guarantee number 03891257

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



West Yorkshire Community Accounting Service

Bradford Youth Development Partnership

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

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Prepared by West Yorkshire Community Accounting Service

Bradford Youth Development Partnership

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:

Name	Position	Dates
P Tate	Chair	
M Amran	Vice-chair	
K Kennedy	Secretary	
N Nawaz	Treasurer	
B Francis		
R Bhatti		
L Muzulu		Resigned May 2020
Charity number	1085821	Registered in England and Wales
Company number	03891257	Registered in England and Wales
Registered and principal address	Bankers	
c/o Bangladeshi Youth Organisation	Yorkshire Bank Plc	CCLA Investment Management
52 Cornwall Road	14 Broadway	Limited
Bradford	Bradford	Senator House
BD8 7JN	BD1 1EZ	85 Queen Victoria Street
		London EC4V 4ET

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 9 December 1999. It is governed by a memorandum and articles of association, as amended on 29 November 2001, 10 December 2002 and 25 May 2011. 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.

Bradford Youth Development Partnership

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

Objectives and activities

The charity's objects

To promote the benefit of young people aged 8 to 30 within the area of benefit, especially but not exclusively a) by developing and managing youth initiatives which will enhance the development of young people. b) by working with and developing multi-agency and partnership approaches which will assist young people to participate fully in society. c) by establishing projects which will enable the citizens of the area to gain a greater understanding of the need of young people.

The area of benefit is defined as Bradford Metropolitan district, and any other area(s) in the north of England as the trustees may determine.

Public benefit statement

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular education, health & well-being and physical activities for young people aged 8 – 30.

Achievements and performance

From the outset of the Covid-19 pandemic in late March 2020, we started working with others in the district to respond to the pandemic and provided services to those who needed it the most. We were successful in getting funding through Leeds Community Foundation and Transforming Lives for Good to provide physical activities with a food element as well as working with local schools to deliver food parcels to families on low income / free school meal (FSM) due to school closures.

We continued to operate, albeit with a smaller team (as some staff were "furloughed") from home and availed ourselves of any opportunities for funding, including Leeds Community Foundation. BBC Children in Need, Community Action Bradford District and The National Lottery Community Fund, targeting VCS organisations to support the continuation of services.

We were successful in being funded by the Co-operative Foundation for a Peer Mentoring Project (£70,000 over 2 years) in partnership with Oasis Academy Lister Park School. Additionally we received the second payment from the NHS for our Youth Health Champions Project.

Unfortunately, due to Covid-19, all projects were "paused" due to schools being closed or anxious in letting third party providers into schools as well as restrictions from government from March 2020 through to July 2021, which drastically affected face to face delivery.

Later in 2020, we were allocated funding through Bradford Council's Winter Food Programme, which continued into 2021, to deliver food parcels to FSM families / families in need over the school holiday periods, working in partnership with local schools to identify families in need / food poverty.

We continued our role as an anchor organisation for the NHS and developed further partnership work by bringing local providers together by creating the Manningham Youth Development Partnership (MYDP) in order to share shrinking resources, good practice and explore collaborative / partnership funding applications.

We remain a viable organisation, taking account of the Covid-19 Pandemic and reduction in funding year on year and all the challenges that this brings.

We are always optimistic about the future of BYDP and have complete faith in our continued efforts in playing our part in the delivery of much needed services to our local communities, particularly our young people and will always strive to be innovative, adapting to changing circumstances and totally focussed on delivering the objectives for which BYDP came into being in 1999.

Bradford Youth Development Partnership

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

Financial review

The net income for the year was £72,125, including net income of £2,459 on unrestricted funds and net income of £69,666 on restricted funds, after transfers.

We have produced a budget and cash flow forecast for the current year (2021-2022), which shows a small deficit for the salary of the Development Manager. However, we feel that this will be mitigated by fundraising during the year. In terms of Project funding, especially those Projects that were "Paused" due to Covid-19, we have remained in regular communication with the Funders and are working towards getting these off the ground. It is more than likely that some of these Projects will be rolled over into the next financial year due to the later start date than originally anticipated.

At the time of signing these accounts the charity, like many other organisations, has been impacted by the global Covid-19 virus. However, we have been successful in fundraising over the 2020 – 2021 financial year and the trustees have reviewed the financial impact of Covid-19 and believe that the charity is able to continue for at least another 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. We have sufficient funds free reserves to cope with any shortfall in fundraising.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £66,591.

The Trustees reviewed the reserves policy during 2020 and agreed that unrestricted funds neither committed nor invested in tangible fixed assets (free reserves) held by the charity should equate to six to nine months of budgeted expenditure, which based on 2021/22 would be between £72,747 and £109,121.

Bradford Youth Development Partnership

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 2/11/2021

Peter Tate (Trustee)

Bradford Youth Development Partnership

Independent examiner's report to the trustees of Bradford Youth Development Partnership

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 7 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

4/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford Youth Development Partnership
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	-	156,290	156,290	142,971
Contract / fee Income		6,939	-	6,939	16,219
Other income		-	-	-	403
Bank interest		98	-	98	333
Total income		<u>7,037</u>	<u>156,290</u>	<u>163,327</u>	<u>159,926</u>
Expenditure on:					
Salaries and NI	(3)	23	61,010	61,033	62,120
Training and supervision		458	600	1,058	-
Staff travel and other staff costs		-	60	60	560
Education and activities		79	13,732	13,811	23,667
Trainee and volunteer costs		-	60	60	505
Transport		1,639	1,138	2,777	3,321
Rent and rates		2,000	1,000	3,000	4,000
Print, stationery and postage		57	-	57	1,314
Telephone		411	127	538	1,597
Insurance		506	100	606	656
Legal and professional costs		55	-	55	206
Subscriptions		40	-	40	78
Depreciation		3,599	-	3,599	3,599
Financial management and payroll		2,936	-	2,936	2,700
Independent examination		1,110	-	1,110	1,020
Repairs and renewals		-	-	-	151
Board expenses		144	-	144	473
Sundry expenses		305	13	318	-
Total expenditure		<u>13,362</u>	<u>77,840</u>	<u>91,202</u>	<u>105,967</u>
Net income / (expenditure)		<u>(6,325)</u>	<u>78,450</u>	<u>72,125</u>	<u>53,959</u>
Transfers between funds		<u>8,784</u>	<u>(8,784)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>2,459</u>	<u>69,666</u>	<u>72,125</u>	<u>53,959</u>
Fund balances brought forward		<u>67,729</u>	<u>88,817</u>	<u>156,546</u>	<u>102,587</u>
Fund balances carried forward	(4)	<u>70,188</u>	<u>158,483</u>	<u>228,671</u>	<u>156,546</u>

All incoming resources and resources expended derive from continuing activities.

Bradford Youth Development Partnership

Balance sheet

as at 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	3,597	-	3,597	7,196
Total fixed assets		<u>3,597</u>	<u>-</u>	<u>3,597</u>	<u>7,196</u>
Current assets					
Debtors and prepayments	(6)	1,968	3,571	5,539	199
Cash at bank and in hand	(7)	65,733	154,912	220,645	150,171
Total current assets		<u>67,701</u>	<u>158,483</u>	<u>226,184</u>	<u>150,370</u>
Current liabilities:					
amounts falling due within one year					
Accruals		1,110	-	1,110	1,020
Total current liabilities		<u>1,110</u>	<u>-</u>	<u>1,110</u>	<u>1,020</u>
Net current assets		<u>66,591</u>	<u>158,483</u>	<u>225,074</u>	<u>149,350</u>
Net assets		<u>70,188</u>	<u>158,483</u>	<u>228,671</u>	<u>156,546</u>
Funds					
Unrestricted funds		70,188	-	70,188	67,729
Restricted funds		-	158,483	158,483	88,817
Total funds		<u>70,188</u>	<u>158,483</u>	<u>228,671</u>	<u>156,546</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 2/11/2021

Peter Tate (Trustee)

Bradford Youth Development Partnership

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 £1,000 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:

Motor vehicles: 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.

Bradford Youth Development Partnership

Notes to the accounts continued

for the year ended 31 March 2021

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.

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Transforming Lives for Good (TLG)	-	2,000	2,000	3,500
National Lottery Community Fund	-	10,000	10,000	-
Leeds Community Foundation (LCF)	-	20,497	20,497	5,852
HMRC Job Retention Scheme (JRS)	-	25,793	25,793	-
Cooperative Foundation	-	35,000	35,000	35,000
Community Action Bradford & District (CABAD)	-	7,500	7,500	-
Bradford Metropolitan District Council (BMDC)	-	21,000	21,000	5,000
BBC Children in Need	-	4,000	4,000	40,678
Bradford City and Districts CCG	-	30,500	30,500	31,700
Bradford Community Empowerment Network	-	-	-	5,000
Bradford VCS Alliance	-	-	-	3,069
Groundwork UK	-	-	-	7,134
Leeds Building Society Foundation	-	-	-	1,000
Sir George Martin Trust	-	-	-	5,000
Donations	-	-	-	38
	<u>-</u>	<u>156,290</u>	<u>156,290</u>	<u>142,971</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	60,024	60,923
Social security costs	3,603	3,552
Employment allowance	(3,603)	(3,000)
Pensions	1,009	645
	<u>61,033</u>	<u>62,120</u>

The average number employees during the year was 5, being an average of 2.6 full time equivalent (2020: 6, 2.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021 £	2020 £
Costs of the scheme to the charity for the year	1,009	645
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Bradford Youth Development Partnership

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BBC Children in Need	9,928	-	6,775	(3,153)	-
BBC Children in Need Booster	-	4,000	-	-	4,000
Co-op Foundation/Big Lottery	37,243	-	1,849	-	35,394
Manningham Seed	500	-	-	-	500
Bradford CCG - YHA	30,920	30,500	1,285	(620)	59,515
CABAD Test & Trace	-	7,500	2,045	-	5,455
Groundwork UK	5,226	-	2,008	-	3,218
CNET-JUMP	5,000	-	500	-	4,500
LCF Covid	-	9,000	8,700	(300)	-
LCF Healthy Holidays	-	5,000	4,113	(887)	-
LCF Food Poverty	-	6,497	200	-	6,297
BMDC/TLG HAFP	-	5,000	3,840	(1,160)	-
BMDC Covid Winter Food	-	18,000	12,645	(664)	4,691
NLCF Covid	-	10,000	8,000	(2,000)	-
Co-op Mentoring Project	-	35,000	87	-	34,913
HMRC JRS	-	25,793	25,793	-	-
	<u>88,817</u>	<u>156,290</u>	<u>77,840</u>	<u>(8,784)</u>	<u>158,483</u>

Fund name	Purpose of restriction
BBC Children in Need	To work with 9-18 year olds in inner city Bradford. The transfer is for a contribution to overhead costs.
BBC Children in Need Booster	To enable the purchase of computer equipment and IT training on social media platforms,
Co-op Foundation/Big Lottery	For the 'Mind the Gap' project.
Manningham Seed	To develop a youth traineeship programme.
Bradford CCG - YHA	To fund the Youth Health Champions programme. The transfer is for a contribution to overhead costs.
CABAD Test & Trace	To support the provision of positive messages concerning uptake of the Covid and flu vaccines.
Groundwork UK	To train 14 unemployed participants to the Level 2 Youth and Community Work qualification.
CNET-JUMP	Sports activity sessions for 11-14 year olds. The transfer is for a contribution to overhead costs.
LCF Covid	To support the organisation during the Covid pandemic including management, admin and running costs. The transfer is for recharges concerning use of the minibus.
LCF Healthy Holidays	Towards Healthy Holidays Programme. The transfer is for a contribution to overhead costs and for recharges concerning use of the minibus..
LCF Food Poverty	Healthy Holidays with Food Programme targeting Free School Meal families during Lockdown.
BMDC/TLG HAFP	Healthy Holidays and Activities during Lockdown. The transfer is for a contribution to overhead costs and for recharges concerning use of the minibus.
BMDC Covid Winter Food	Food parcel deliveries to families in need as part of Winter Food Programme (WFP) through Bradford Council. The transfer is for recharges concerning use of the minibus.

Bradford Youth Development Partnership

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds continued

Fund name	Purpose of restriction
NLCF Covid	To support the organisation during the Covid pandemic including management, admin and running costs,
Co-op Mentoring Project	A joint project with Oasis Academy Lister Park School to develop a mentoring programme for young people.
HMRC JRS	Towards the salary costs of furloughed staff.

5 Tangible assets

	Motor Vehicles £	Total £
Cost		
At 1 April 2020	14,394	14,394
At 31 March 2021	14,394	14,394
Depreciation		
At 1 April 2020	7,198	7,198
Charge for year	3,599	3,599
At 31 March 2021	10,797	10,797
Net book value		
At 31 March 2021	3,597	3,597
At 31 March 2020	7,196	7,196

6 Debtors and prepayments

	2021 £	2020 £
Debtors	5,311	-
Prepayments	228	199
	5,539	199

7 Cash at bank and in hand

	2021 £	2020 £
Cash at bank	220,510	149,624
Cash in hand	135	547
	220,645	150,171

8 Related party transactions

Trustee remuneration and benefits

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

Trustee remuneration and benefits

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

Bradford Youth Development Partnership

Notes to the accounts continued

for the year ended 31 March 2021

8 Related party transactions continued

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and project manager. The total employee benefits received by the key management personnel were £29,852 (previous year: £19,160).

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

Other transactions with trustees or related parties			2021 £	2020 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Assad Malik	Development managers son	Payment for admin work and delivery of food parcels.	1,400	-
			<u>1,400</u>	<u>-</u>

Bradford Youth Development Partnership
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	-	9,607	156,290	133,364	156,290	142,971
Contract / fee Income	6,939	16,219	-	-	6,939	16,219
Other income	-	403	-	-	-	403
Bank interest	98	333	-	-	98	333
Total income	7,037	26,562	156,290	133,364	163,327	159,926
Expenditure						
Salaries and NI	23	4,336	61,010	57,784	61,033	62,120
Training and supervision	458	-	600	-	1,058	-
Staff travel and other staff costs	-	14	60	546	60	560
Education and activities	79	3,393	13,732	20,274	13,811	23,667
Trainee and volunteer costs	-	-	60	505	60	505
Transport	1,639	-	1,138	3,321	2,777	3,321
Rent and rates	2,000	4,000	1,000	-	3,000	4,000
Print, stationery and postage	57	1,314	-	-	57	1,314
Telephone	411	1,597	127	-	538	1,597
Insurance	506	656	100	-	606	656
Legal and professional costs	55	26	-	180	55	206
Subscriptions	40	78	-	-	40	78
Depreciation	3,599	3,599	-	-	3,599	3,599
Financial management and payroll	2,936	2,700	-	-	2,936	2,700
Independent exam. and accountancy	1,110	1,020	-	-	1,110	1,020
Repairs and renewals	-	151	-	-	-	151
Board expenses	144	473	-	-	144	473
Sundry expenses	305	-	13	-	318	-
Total expenditure	13,362	23,357	77,840	82,610	91,202	105,967
Net income / (expenditure)	(6,325)	3,205	78,450	50,754	72,125	53,959
Transfers between funds	8,784	3,691	(8,784)	(3,691)	-	-
Net movement in funds	2,459	6,896	69,666	47,063	72,125	53,959
Fund balances brought forward	67,729	60,833	88,817	41,754	156,546	102,587
Fund balances carried forward	70,188	67,729	158,483	88,817	228,671	156,546