

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 2023



Bradford Youth Development Partnership

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

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Prepared by West Yorkshire Community Accountancy Service CIO

Bradford Youth Development Partnership

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:

Name	Position	Dates
Peter Tate	Chair	
Mohammed Amran	Vice-chair	
Kerr Kennedy	Secretary	
Naeem Nawaz	Treasurer	
Byron Francis		
Dr Ruby Bhatti OBE DL		
Beverley Mullaney		Appointed 20 September 2022
Fazlul Haq		Appointed 20 September 2022
Suffia Hussain		Appointed 20 September 2022
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 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 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.

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.

Bradford Youth Development Partnership

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

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 Education, Health & Well-being and Physical Activities for young people aged 8 – 30.

Achievements and performance

We were commissioned by JUMP to deliver physical activities in the Heaton Ward of Bradford West Constituency in February 2022 (£95,000 over 2 years, ending February 2024). The project staff were appointed in May 2022, but the first year funding was delayed and only received in December 2022 (£47,680.00). We are achieving all of the outcomes/targets set for the project and there is every likelihood that the project will be extended to July/August 2024, albeit at a reduced grant level.

We continue to provide much needed services, and avail ourselves of opportunities for funding, including the HAF funding through Bradford Council, Leeds Community Foundation(LCF)/Give Bradford Fund, and have a number of funding applications that are being considered by LCF (£10,000 for core costs and £18,610 over 2 years for a Health & Well-being Project), Phoenix Fund (£20,000 unrestricted grant) and the NHS (£25,000 over 3 years to tackle health inequalities) as well as our application to Bradford VCSCA (£5,000 per annum over 2 years) to continue our role as a Community Anchor Organisation.

We were successful in receiving funds from the Co-op Foundation for Year 3 of the Peer Mentoring Project (£14,997.00 for January 2023 – December 2023) and allowed to carry over £24,003 of underspend from Year 2, which finished in December 2022, giving a yearly budget of £35,000. This is for a joint project in partnership with Oasis Academy Lister Park school.

We were allocated funding through Bradford Council's Household Support Fund, to deliver Food Parcels to FSM families/Families In Need over 2021-2022 (150+) which continued into 2022-2023 (£24k plus an additional £3,000 for July/August 2023), to support 40+ families and provide additional food parcels over the Summer Holidays) and this is likely to continue into 2024. We have also been allocated funding to run the HAF (Holiday Activities with Food) programme during 2023-2024 and possibility of continued funding in 2024 (£16k for 5 weeks of delivery over Easter, Summer & Winter in 2023) to provide activities with food to FSM children during school holiday periods, working in partnership with local schools to identify Families In Need/In Food Poverty.

We have continued our role as an Anchor Organisation for the NHS and supported smaller organisations, such as BYO and BSSN to access small amounts of funding, recruitment and selection of staff for projects and advice and information as required.

We remain a viable organisation, taking account of the 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 innovate and adapt to changing circumstances and keep 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 2023

Financial review

The net expenditure for the year was £46,562, including net income of £15,730 on unrestricted funds and net expenditure of £62,292 on restricted funds.

We have been successfully fundraising over the last few years and the trustees have reviewed its current financial position 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.

As part of a Strategic Review exercise, the trustees are considering its future options beyond December 2023 and its future financial stability. A number of bids have been successful and others are being considered by funders in order to continue to provide services post March 2024.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £92,340.

The trustees have 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 expenditure; based on 2023/2024 budgeted expenditure this equates to target reserves of between £59,000 and £88,500.

Reserves are required to cover staff redundancies as well as any potential wind down costs as well being available to support the ongoing work of the charity and any deficits in budget, should the charity's income sources be reduced.

Bradford Youth Development Partnership

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 12/12/2023

Kerr Kennedy (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 2023, which are set out on pages 7 to 12.

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

13/12/2023

West Yorkshire Community Accountancy Service CIO

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 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	-	58,277	58,277	58,798
Contract / fee Income		55,627	-	55,627	33,441
Other income		709	-	709	482
Bank interest		2,210	-	2,210	79
Mini Bus Income		4,935	-	4,935	880
Total income		63,481	58,277	121,758	93,680
Expenditure on:					
Salaries and NI	(3)	32,114	47,964	80,078	64,310
Training and supervision		-	11,578	11,578	430
Staff travel and other staff costs		75	8	83	373
Education and activities		7,496	52,005	59,501	28,400
Trainee and volunteer costs		225	-	225	683
Transport		1,008	1,395	2,403	4,741
Rent and rates		2,120	3,600	5,720	4,000
Print, stationery and postage		90	151	241	484
Telephone		126	381	507	355
Insurance		379	500	879	643
Legal and professional costs		48	-	48	13
Subscriptions		253	-	253	50
Depreciation		-	-	-	3,597
Financial management and payroll		855	1,190	2,045	2,760
Independent examination		544	710	1,254	1,110
Board expenses		262	-	262	456
Sundry expenses		500	330	830	-
Equipment		951	657	1,608	2,735
IT support		705	100	805	977
Total expenditure		47,751	120,569	168,320	116,117
Net movement in funds		15,730	(62,292)	(46,562)	(22,437)
Fund balances brought forward		76,610	129,624	206,234	228,671
Fund balances carried forward	(4)	92,340	67,332	159,672	206,234

All incoming resources and resources expended derive from continuing activities.

Bradford Youth Development Partnership
Balance sheet
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Prepayments	8,053	-	8,053	2,221
Cash at bank and in hand	(6) 85,806	76,812	162,618	205,123
Total current assets	<u>93,859</u>	<u>76,812</u>	<u>170,671</u>	<u>207,344</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 1,519	9,480	10,999	1,110
Total current liabilities	<u>1,519</u>	<u>9,480</u>	<u>10,999</u>	<u>1,110</u>
Net current assets / (liabilities)	<u>92,340</u>	<u>67,332</u>	<u>159,672</u>	<u>206,234</u>
Net assets	<u>92,340</u>	<u>67,332</u>	<u>159,672</u>	<u>206,234</u>
Funds				
Unrestricted funds	92,340	-	92,340	76,610
Restricted funds	-	67,332	67,332	129,624
Total funds	<u>92,340</u>	<u>67,332</u>	<u>159,672</u>	<u>206,234</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 12/12/2023

Kerr Kennedy (Trustee)

Bradford Youth Development Partnership

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 £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.

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.

Bradford Youth Development Partnership

Notes to the accounts continued

for the year ended 31 March 2023

2 Grants and donations

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Bradford Metropolitan District Council (BMDC)	-	32,580	32,580	8,947
Co-op Foundation/Big Lottery Fund #iwill	-	14,997	14,997	35,000
Groundwork UK	-	10,700	10,700	-
HMRC Job Retention Scheme (JRS)	-	-	-	4,851
Leeds Community Foundation (LCF)	-	-	-	10,000
	<u>-</u>	<u>58,277</u>	<u>58,277</u>	<u>58,798</u>

3 Staff costs and numbers

	2023 £	2022 £
Gross salaries	78,880	63,277
Social security costs	4,737	3,713
Employment allowance	(4,737)	(3,713)
Pensions	1,198	1,033
	<u>80,078</u>	<u>64,310</u>

The average number of employees during the year was 7.1, being an average of 3.2 full time equivalent (2022: 4.8, 2.2 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	1,198	1,033

4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Co-op Foundation Transition	19,954	-	19,954	-	-
Bradford CCG	42,726	-	14,539	-	28,187
ESF Groundworks	3,062	10,700	11,265	-	2,497
CNet - JUMP	175	-	175	-	-
Co-op/Big Lottery Fund #iwill Fund	63,707	14,997	46,881	-	31,823
BMDC Food Parcels 2022/2023	-	27,750	27,473	-	277
BMDC Food Parcels 2023/2024	-	1,950	282	-	1,668
BMDC HAF Programme	-	2,880	-	-	2,880
	<u>129,624</u>	<u>58,277</u>	<u>120,569</u>	<u>-</u>	<u>67,332</u>

Fund name

Co-op Foundation Transition
Bradford CCG

Groundwork UK

CNet - JUMP

Co-op/Big Lottery Fund #iwill
Fund

BMDC Food Parcels 2022/2023

BMDC Food Parcels 2023/2024

BMDC HAF Programme

Purpose of restriction

For the 'Mind the Gap' project.

To fund the Youth Health Champions programme. Since the year end the underspend on this grant has been returned to Bradford CCG.

To train 14 unemployed participants to the Level 2 Youth and community work qualification.

Sports activity sessions for 11-14 year olds.

A joint project with Oasis Academy Lister Park School to develop a mentoring programme for young people.

Food parcel deliveries to families as part of BMDC's food programme.

Food parcel deliveries to families as part of BMDC's food programme.

To deliver the HAF (Holiday Activities and Food) programme over Easter, Summer and Christmas school holidays in 2023.

Bradford Youth Development Partnership
Notes to the accounts continued
for the year ended 31 March 2023

5 Tangible assets

	Motor vehicles	Total
<u>Cost</u>	£	£
At 1 April 2022	14,394	14,394
Additions	-	-
At 31 March 2023	<u>14,394</u>	<u>14,394</u>
<u>Depreciation</u>		
At 1 April 2022	14,394	14,394
Charge for year	-	-
At 31 March 2023	<u>14,394</u>	<u>14,394</u>
<u>Net book value</u>		
At 31 March 2023	<u>-</u>	<u>-</u>
At 31 March 2022	<u>-</u>	<u>-</u>

6 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	160,802	204,904
Cash in hand	<u>1,816</u>	<u>219</u>
	<u>162,618</u>	<u>205,123</u>

7 Creditors and accruals

	2023	2022
	£	£
Creditors	9,480	-
Accruals	<u>1,519</u>	<u>1,110</u>
	<u>10,999</u>	<u>1,110</u>

8 Related party transactions

Trustee expenses

During the year 1 trustee was paid a total of £158 in respect of travel and telephone expenses (previous year: no trustees were paid).

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 £36,426 (previous year: £33,632).

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 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and donations	-	10,000	58,277	48,798	58,277	58,798
Contract / fee Income	55,627	33,441	-	-	55,627	33,441
Other income	709	482	-	-	709	482
Bank interest	2,210	79	-	-	2,210	79
Mini Bus Income	4,935	880	-	-	4,935	880
Total income	63,481	44,882	58,277	48,798	121,758	93,680
Expenditure						
Salaries and NI	32,114	17,033	47,964	47,277	80,078	64,310
Training and supervision	-	390	11,578	40	11,578	430
Staff travel and other staff costs	75	355	8	18	83	373
Education and activities	7,496	10,322	52,005	18,078	59,501	28,400
Trainee and volunteer costs	225	610	-	73	225	683
Transport	1,008	4,444	1,395	297	2,403	4,741
Rent and rates	2,120	4,000	3,600	-	5,720	4,000
Print, stationery and postage	90	484	151	-	241	484
Telephone	126	355	381	-	507	355
Insurance	379	643	500	-	879	643
Legal and professional costs	48	13	-	-	48	13
Subscriptions	253	50	-	-	253	50
Depreciation	-	3,597	-	-	-	3,597
Financial management and payroll	855	2,680	1,190	80	2,045	2,760
Independent examination	544	1,110	710	-	1,254	1,110
Board expenses	262	456	-	-	262	456
Sundry expenses	500	-	330	-	830	-
Equipment	951	185	657	2,550	1,608	2,735
IT support	705	977	100	-	805	977
Total expenditure	47,751	47,704	120,569	68,413	168,320	116,117
Net income / (expenditure)	15,730	(2,822)	(62,292)	(19,615)	(46,562)	(22,437)
Transfers between funds	-	9,244	-	(9,244)	-	-
Net movement in funds	15,730	6,422	(62,292)	(28,859)	(46,562)	(22,437)
Fund balances brought forward	76,610	70,188	129,624	158,483	206,234	228,671
Fund balances carried forward	92,340	76,610	67,332	129,624	159,672	206,234