

REGISTERED COMPANY NUMBER: 04283003 (England and Wales)  
REGISTERED CHARITY NUMBER: 1090036

**Report of the Trustees and  
Consolidated Financial Statements  
for the Year Ended 31st March 2022  
for  
COMMUNITY ACTION BRADFORD & DISTRICT LTD**

Riley & Co Limited  
Statutory Auditor Chartered Accountants  
52 St Johns Lane  
Halifax  
West Yorkshire  
HX1 2BW

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Contents of the Consolidated Financial Statements**  
**for the Year Ended 31st March 2022**

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**COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)**  
**Report of the Trustees**  
**for the Year Ended 31st March 2022**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The trustees are pleased to present their annual report and accounts for the year ended 31st March 2022. The board of trustees are satisfied with the performance of the charity during the year and the position at 31st March 2022 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

A summary of the objects of the charity as set out in its governing document.

To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of City of Bradford Metropolitan District and the surrounding area and, in particular, build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose; to promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

The aims, objectives and activities of the charity are reviewed annually, and achievements assessed. When reviewing the aims and objectives of the charity, in planning future activities, the trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regards to public benefit guidance published by the Commission.

### **Public benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)**  
**Report of the Trustees**  
**for the Year Ended 31st March 2022**

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## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

Our work covers a number of different areas and we are pleased to provide a summary of key achievements/deliverables for a number of our areas, funded through our Bradford Infrastructure Support Organisations Network (BISON) infrastructure and other council grants (CBMDC) and earned income.

**BISON** is a partnership of Community Action Bradford & District (CAB&D), CNet, Volunteering Bradford, Keighley Volunteer Centre, WYCAS, REN (Race Equality Network), Equity Partnership, Equality Together and Locality. Following the large scale review and consultation on this grant during 2020/21 which concluded in January 2022, a competitive tendering process took place. The BISON grant was replaced with a three-year contract called VCSE Support and Improvement Programme (SIP). The tendering process took place from October through to December 2021 and CAB&D formed a new partnership to deliver the VCSE SIP with Participate Projects, HALE and The VCS Alliance. The programme consisted of six Lots and our partnership secured five of these covering Capacity Building, Volunteering, Information and Insight, Voice and Influence and Citizen's Engagement. We will start to deliver this new ambitious programme from April 2022 and are excited to be leading VCSE sector support for at least the next three years.

For the final year of our BISON delivery, we moved slowly back to some face-to-face delivery with our team still working from home for the majority of the time. Our beneficiaries have seen that we are still able to provide excellent services without the need for a large office base and the team have become more agile and flexible in their approach; again a benefit to our beneficiaries.

We have also delivered these major pieces of work:

**Young Lives Bradford** - a voice forum for Children and Young People's VCS organisation. This forum works alongside the VCS Assembly and is also funded by the council. Young Lives Bradford has been rolled into the new VCSE SIP work and we will continue to deliver under this brand name when that contract starts in 2022.

**Healthwatch Bradford and District** - an independent healthcare consumer champion. More information including the annual report for Healthwatch can be found at [www.healthwatchbradford.co.uk](http://www.healthwatchbradford.co.uk). During 2021/22 the new manager grew Healthwatch and has enabled it to become stronger than ever. Most Healthwatches are independently run organisations so during this financial year a decision was taken to 'float off' Healthwatch as an independent entity. The timeline for this is June 2022 and is dependent on the Charity Commission registering the new body on time. To enable transition, two of the CAB&D directors will be joining this new Healthwatch Board for its first year

**Shipley Area Links** - This project restarted in April 2020 following a new grant being awarded by The National Lottery Community Fund. For 2021/22, we continued with the same process as we delivered during COVID-19 with the day-to-day support of this post under HALE as this continuity was important for the staff member and the service users.

**Ilkley Office** - our furthest outreach with a big heart. A focal point of the community, our Ilkley office is managed by one person and run by a volunteer workforce. We continued to use the legacy from the Maureen Wilson Estate to enable this office to operate. We were also grateful during this year to receive funding from Ilkley Town Council that enabled us to build on the work that started before COVID-19 developing a volunteering support service for groups and individuals living and working in Ilkley.

**Bingley Bubble** - for the majority of this year our Self Care Champion remained in a role supporting COVID-19 until she moved onto pastures new in the middle of the year. Our role within Bingley Bubble has changed slightly during the year with one of our senior management team taking over the role of Vice Chair until the end of the financial year. Our organisation has changed since we took on this role and 2022/23 will see us step away a bit further, with a plan to replace our organisation as the Community Anchor during the year.



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## **ACHIEVEMENT AND PERFORMANCE**

**Community Champions** - following on from the initial COVID-19 work, we were approached by the council to support a Community Champions programme funded by Department of Levelling Up, Housing and Communities within central government. Our role was initially to support with back office functions (paying volunteer expenses, communications support etc) but in early 2022 the council lead for this work moved into a new post and we were asked to run the final round of this work, managing the partnerships, paying staff and ensuring that training was given to the Champions. This will continue into 2022/23.

**Community Transport** - when we came out of the final lockdown in early 2021, we made the decision to stop running this service as the market was crowded and demand had dropped for the use of minibuses. The Board agreed to dispose of the assets via donation to other voluntary sector organisation; they were given to Project 6 in Keighley, a children's organisation working with disabled children and young people, Karmand Centre and Abbeyfields, The Dales received the bus which had been purchased via a grant for use in Bingley.

**Towns Fund - Keighley and Shipley** - Our CEO is the VCSE representative on both of these Boards and has supported the development of the Town Improvement Plans and their submission to government. Both plans were well received and over £58.6m will come into the District over the next few years. Within the Keighley area we are hopeful to receive a grant to replace the roof at Central Hall.

### **Supporting our service delivery**

We acknowledge the work of our finance team, HR and admin staff for their part in our achievement of this work. Our Central Hall apprentice left us during the year as their course came to an end and before they left we also recruited a Kickstarter to provide some admin support. The Kickstarter then covered a member of staff on long-term sick and we look to appoint them into our new contract starting in 2022. We thank them all for their hard work. The building itself has almost recovered from the impact of COVID-19 and we have made some access improvements via a grant from Bradford Council. We are nearly fully tenanted and groups are starting to return to use the main hall and other rental rooms. We are excited to welcome a midwife clinic to the building, helping us move towards the goal of using the building as health and wellbeing hub.

### **Trading Arm**

Bradford Community Payroll and Accounts Ltd (CPA) activity grew during COVID-19 as the council increased the number of individuals on direct payments, which CPA manage. This number held and continued to grow (albeit at a slower rate) during 2022/23 and required further investment in the staff team within our trading arm. We decided to have a joint post with our finance assistant working across both organisations to support both entities with back office functions.

## **PARTNERSHIPS**

We are very proud of our partnership work both within and outside of Bradford; our key work includes:

### **Bradford and District VCS Assembly**

Several staff engage in forums across the Assembly and our CEO sits on the Assembly Steering Group as a non-voting advisor. We support the annual VCS Assembly conference through provision of staff for group facilitation. This work will transfer to CAB&D in 2022 under the terms of the new contract.

### **The VCS Alliance (formerly called Bradford VCS Alliance)**

We continued to support the Alliance and look forward to working with them in a more formal partnership within the VCSE SIP programme in 2022-25.

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**Report of the Trustees**  
**for the Year Ended 31st March 2022**

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**ACHIEVEMENT AND PERFORMANCE**

**Inward Investment Partnership**

During lockdown Bradford Council invested £80k to look at how to improve investment in the VCSE of Bradford from external funding sources. Our CEO is a key member of the Steering Group for this work.

**Voluntary Action Leeds (VAL)**

Our close working relationship during this financial year continued with a joint training administrator and training programme. Both organisations were struggling with numbers and by joining up for parts of our programmes we are seeing numbers grow again. Due to the changes to the funding for CAB&D this post will need to change in 2022/23 though we expect to continue to deliver some joint work. The long serving CEO of VAL retired during this financial year so we await their replacement to see how we might further work together.

**West Yorkshire and Harrogate Health and Care Partnership**

Our CEO is the Bradford VCS lead for this partnership. She attends monthly meetings to ensure the voice of Bradford District VCSE organisations is reflected in any plans the partnership makes.

**NAVCA**

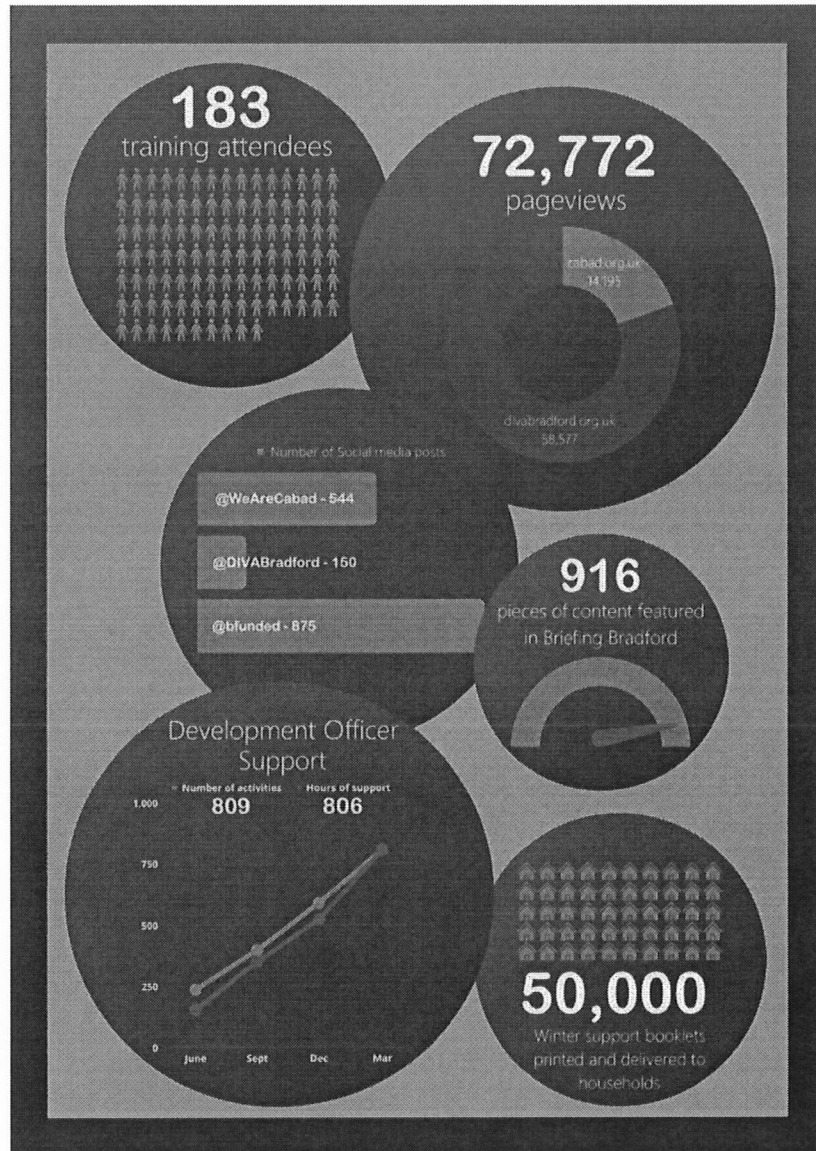
Our CEO remains active in the network of CEOs that support each other through COIN. During the year NAVCA launched a new quality award called LIQA and we are part of the pilot programme to develop this work further.

**City Of Culture 2025 (BD2025)**

As part of the new contract (awarded December 2021), CAB&D will be supporting this exciting year of work by working with BD2025 in the management and recruitment of volunteers. In early 2022 we began this journey by supporting a funding application to Spirit of 2012 to kickstart the volunteering offer before the year arrives. We were successful in round one and will be submitting our round two application in early May 2022.

COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)  
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ACHIEVEMENT AND PERFORMANCE



**COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)**

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for the Year Ended 31st March 2022**

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**FINANCIAL REVIEW**

**Financial position - Charity**

The Statement of Financial Activities shows total incoming resources of £1,005,097 (2021: £1,218,957) and total resources expended of £1,009,264 (2021: £1,178,841), being a net deficit on movement of funds of £4,167 (2021: £40,116 surplus).

The total reserves at the year end are £1,448,413 (2021: £1,452,580). Unrestricted reserves at the year end are £1,329,123 (2021: £1,165,858) and restricted funds are £119,290 (2021: £286,722).

**Financial position - Group**

The Consolidated Statement of Financial Activities shows total incoming resources of £1,296,204 (2021: £1,518,578) and a total resource expended of £1,290,308 (2021: £1,468,538), less taxation credits of £772 (2021: £3,078 charge), leaving a net surplus on movement of funds of £6,668 (2021: £46,962).

The total group reserves at the year end are £1,629,170 (2021: £1,622,502). Unrestricted reserves at the year end are £1,509,880 (2021: £1,335,780) and restricted funds are £119,290 (2021: £286,722).

**Reserves policy - Charity**

The Trustees consider that they should review the level of reserves held by the charity at regular intervals. The charity's unrestricted free reserves, which have not been designated for a specific use and do not relate to revaluation reserves, stood at £381,738.

The Trustees feel that reserves should equate to approximately six months unrestricted running costs, currently £126,890 ensure that adequate funds are available to allow continued furtherance of the objects of the charity in the event of temporary shortfall of incoming resources, whilst alternate funds are sought.

The Trustees believe that holding adequate funds to cover six months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. We aim to use surplus reserves in ways that meet our charitable objectives.

**FUTURE PLANS**

We are secure with the VCSE SIP funding for our main services until 2025 and are hopeful that we will then be awarded a plus on extension. However due to the financial pressures on Bradford Council we are unsure if this will be funded to the same level so we are already planning how to improve our financial position by increasing our trading options. We secured a small grant from Bradford Council and will be using it to revamp our job recruitment site and produce a trading options paper for consideration in 2022/23.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

CAB&D is a registered charity constituted as a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The members of the management committee, who are also the directors for the purpose of company law, who served during the year are shown on page 8.

During 2021/22 we continued to improve our relationship with our trading arm.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Recruitment and appointment of new trustees**

The trustees are conscious of the need to ensure that they have an appropriate range of skills to manage the charity, and the need to ensure a Board which is representative of the range of members groups. To this end, the Board audits their skills on regular basis to have a clear idea of their training needs. While recruitment of trustees is a democratic process, the trustees issue task descriptions to potential candidates to ensure they have a clear idea of the requirements of the role. The trustees also seek to co-opt new trustees to strengthen the Board in areas of perceived weakness. New trustees received induction files of general Information, including structures, budgets, staff roles and policies. They are also provided with a set of the governing documents of both CAB&D and our trading arm, Community Payroll and Accounts. All new members meet with the CEO and senior staff as part of their induction to gain further understanding of the organisation and its purpose. Throughout the year senior staff are invited to Board meetings to update Trustees on their area(s) of work.

Our Board development continues through 2021/22, with the new members recruited during lockdown settling into their roles. As a Board we are committed to ensuring that our whole organisation is reflective of the communities we serve and during this year we added a standing item to our agenda covering EDI allowing us to check our progress and development in the diversification of our organisation. The new contract in 2022/23 will enable us to continue to reflect on this within both the Board and the staff team. All trustees give their time voluntarily.

### **Organisational structure and management**

The charity is organised so that the trustees met regularly to manage its affairs; our sub-committees meet when required to meet the needs of the organisation and we run our Board meetings bi-monthly. These remain online within the parameters of governing document and we will start to mix them with face-to-face meetings during 2022/23.

Day-to-day management is undertaken by the Chief Executive Officer (CEO). The CEO is directly accountable to the Chair and collectively to the wider board of trustees. The organisation is divided into specialist departments or teams. Each team is, in turn, managed by a manager, who is accountable to the CEO. The manager of our trading arm (Bradford Community Payroll Ltd) also received support and supervision from our CEO during the first half of 2021/22, handing this over to the Chair of CPA once they were settled into their role. Two of our directors are also directors of CPA and our CEO takes a third seat at CPA Board. We will be reviewing this number during 2022/23.

CAB&D remains committed to the improvement and development of sound personnel management structures and as such during the year ensured regular manager's meetings across the organisation, ongoing supervision and continued annual appraisals for all staff.

As we now operate from four venues, we try to ensure that staff are networked and informed of each other's activities. Our internal newsletter which is used by all staff to communicate internal changes and news remains popular with the staff. We also use it to celebrate success, noting birthdays and length of service too.

### **Related parties**

CAB&D is involved in a number of partnerships in order to fulfil its objectives. CAB&D is also the sole member of Bradford Community Payroll and Accounts Limited. (Company number 03038813) and, in consequence, appoints the directors of that company.

### **Risk management**

A risk review continues to be an on-going aspect of all project planning, monitoring and quality assurance. Many aspects of risk management, such as authorisation, monitoring, and reporting, staff vetting and appraisal, safety procedures for staff, property and clients, and adequate insurance cover, are embedded in our policies and operating procedures.

We introduced a full risk register during the year that all staff and trustees have contributed to. This will help to inform our sub-committee work in the coming months and years.

**COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)**  
**Report of the Trustees**  
**for the Year Ended 31st March 2022**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04283003 (England and Wales)

**Registered Charity number**

1090036

**Registered office**

Cardigan House  
Ferncliffe Road  
Bingley  
West Yorkshire  
BD16 2TA

**Trustees**

D O Amusan-Fagborun  
E Anand (appointed 12/5/21)  
S J Davison  
S E Douglas  
P M Essler  
M P Fraser  
M T Gerdes  
S P K Jagpal (resigned 15/3/22)  
M P Nicholson  
R D Templar  
K J Wyatt

**Company Secretary**

S J Nevison

**Auditors**

Riley & Co Limited  
Statutory Auditor Chartered Accountants  
52 St Johns Lane  
Halifax  
West Yorkshire  
HX1 2BW

**Bankers**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Key Management**

Chief Executive - S J Nevison

**COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)**

**Report of the Trustees  
for the Year Ended 31st March 2022**

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**FUNDS HELD AS CUSTODIAN FOR OTHERS**

At 31 March 2022 the charity held funds as custodian on behalf of other organisations totalling £10,695. These are held within separate bank account to ensure segregation from the charity's assets.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Community Action Bradford & District Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

Company law requires the trustees to prepare financial statements 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 that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Riley & Co Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

08/12/2022

Approved by order of the board of trustees on ..... and signed on its behalf by:

**Stephen John Davison**

.....  
S J Davison - Trustee



**Report of the Independent Auditors to the Members of  
Community Action Bradford & District Ltd (Registered number: 04283003)**

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**Opinion**

We have audited the financial statements of Community Action Bradford & District Ltd (the 'parent charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group and parent charitable company's affairs as at 31st March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



**Report of the Independent Auditors to the Members of  
Community Action Bradford & District Ltd (Registered number: 04283003)**

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**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the group or parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small company's exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Report of the Independent Auditors to the Members of  
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**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the parent charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the industry sector;
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the parent charitable company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- Ensured laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the parent charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the parent charitable company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

In response to the risks of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

**Report of the Independent Auditors to the Members of  
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There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from the financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the parent charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson BA FCA (Senior Statutory Auditor)  
for and on behalf of Riley & Co Limited  
Statutory Auditor Chartered Accountants  
52 St Johns Lane  
Halifax  
West Yorkshire  
HX1 2BW



Date: 12 December 2022

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Statement of Consolidated Financial Activities**  
**(Incorporating a Consolidated Income and Expenditure Account)**  
**for the Year Ended 31st March 2022**

		Unrestricted funds	Restricted funds	31/3/22 Total funds	31/3/21 Total funds as restated
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	98,147	703,490	801,637	1,098,104
<b>Charitable activities</b>					
Buildings	5	100,425	-	100,425	56,758
Projects and Programmes		340	4,028	4,368	1,053
Sector Support		12,735	31,708	44,443	14,853
Other trading activities	3	342,770	-	342,770	342,552
Investment income	4	<u>2,561</u>	<u>-</u>	<u>2,561</u>	<u>5,258</u>
<b>Total</b>		<u>556,978</u>	<u>739,226</u>	<u>1,296,204</u>	<u>1,518,578</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Buildings	6	144,466	-	144,466	138,131
Projects and Programmes		12,080	180,709	192,789	238,564
Sector Support		87,303	574,756	662,059	799,826
Other trading activities		281,794	-	281,794	292,017
Support costs		<u>9,200</u>	<u>-</u>	<u>9,200</u>	<u>-</u>
<b>Total</b>		<u>534,843</u>	<u>755,465</u>	<u>1,290,308</u>	<u>1,468,538</u>
<b>NET INCOME/(EXPENDITURE)</b>		22,135	(16,239)	5,896	50,040
<b>Transfers between funds</b>	19	151,193	(151,193)	-	-
<b>Taxation</b>		<u>772</u>	<u>-</u>	<u>772</u>	<u>(3,078)</u>
<b>Net movement in funds</b>		174,100	(167,432)	6,668	46,962
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>1,335,780</u>	<u>286,722</u>	<u>1,622,502</u>	<u>1,575,540</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>1,509,880</b></u>	<u><b>119,290</b></u>	<u><b>1,629,170</b></u>	<u><b>1,622,502</b></u>

The notes form part of these financial statements

**COMMUNITY ACTION BRADFORD & DISTRICT LTD (REGISTERED NUMBER: 04283003)**

**Balance Sheet**

**31st March 2022**

	Notes	GROUP 31.3.22 £	GROUP 31.3.21 as restated £	CHARITY 31.3.22 £	CHARITY 31.3.21 as restated £
<b>FIXED ASSETS</b>					
Tangible Assets	13	485,735	495,135	480,385	485,720
Investments	14	-	-	-	-
		<u>485,735</u>	<u>495,135</u>	<u>480,385</u>	<u>485,720</u>
<b>CURRENT ASSETS</b>					
Debtors	15	184,533	203,362	104,603	134,675
Cash at bank and in hand		<u>1,209,099</u>	<u>1,353,767</u>	<u>1,050,143</u>	<u>1,195,340</u>
		<u>1,393,632</u>	<u>1,557,129</u>	<u>1,154,746</u>	<u>1,330,015</u>
<b>CREDITORS</b>					
Amounts falling due within one year	16	(248,059)	(426,852)	(186,718)	(363,155)
		<u>1,145,573</u>	<u>1,130,277</u>	<u>968,028</u>	<u>966,860</u>
<b>NET CURRENT ASSETS / (LIABILITIES)</b>					
		<u>1,631,308</u>	<u>1,625,412</u>	<u>1,448,413</u>	<u>1,452,580</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>1,631,308</u>	<u>1,625,412</u>	<u>1,448,413</u>	<u>1,452,580</u>
<b>PROVISIONS FOR LIABILITIES</b>	17	(2,138)	(2,910)	-	-
		<u>1,629,170</u>	<u>1,622,502</u>	<u>1,448,413</u>	<u>1,452,580</u>
<b>NET ASSETS</b>					
		<u>1,629,170</u>	<u>1,622,502</u>	<u>1,448,413</u>	<u>1,452,580</u>
<b>FUNDS</b>					
Unrestricted funds	19	1,509,880	1,335,780	1,329,122	1,165,858
Restricted funds	19	<u>119,290</u>	<u>286,722</u>	<u>119,291</u>	<u>286,722</u>
<b>TOTAL FUNDS</b>		<u>1,629,170</u>	<u>1,622,502</u>	<u>1,448,413</u>	<u>1,452,580</u>

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees and authorised for issue on 08/12/2022 and were signed on its behalf by:

**Stephen John Davison**

S J Davison - Trustee

The notes form part of these financial statements

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Consolidated Cash Flow Statement**  
**for the Year Ended 31st March 2022**

		31/3/22	31/3/21 as restated
	Notes	£	£
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(141,293)</u>	<u>34,908</u>
Net cash (used in)/provided by operating activities		<u>(141,293)</u>	<u>34,908</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(5,937)	(12,361)
Interest received		<u>2,561</u>	<u>5,258</u>
Net cash (used in)/provided by investing activities		<u>(3,376)</u>	<u>(7,103)</u>
		<u>                    </u>	<u>                    </u>
<b>Change in cash and cash equivalents in the reporting period</b>		(144,669)	27,805
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>1,353,768</u>	<u>1,325,963</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><b>1,209,099</b></u>	<u><b>1,353,768</b></u>

The notes form part of these financial statements

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Cash Flow Statement**  
**for the Year Ended 31st March 2022**

**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31/3/22	31/3/21 as restated
	£	£
<b>Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)</b>	6,668	46,962
<b>Adjustments for:</b>		
Depreciation charges	15,337	15,654
Interest received	(2,561)	(5,258)
Decrease in debtors	18,829	(48,486)
(Decrease)/increase in creditors	<u>(179,566)</u>	<u>26,035</u>
<b>Net cash (used in)/provided by operations</b>	<u><u>(141,293)</u></u>	<u><u>34,908</u></u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/4/21 £	Cash flow £	At 31/3/22 £
<b>Net cash</b>			
Cash at bank and in hand	<u>1,353,768</u>	<u>(144,669)</u>	<u>1,209,099</u>
	<u>1,353,768</u>	<u>(144,669)</u>	<u>1,209,099</u>
<b>Total</b>	<u><u>1,353,768</u></u>	<u><u>(144,669)</u></u>	<u><u>1,209,099</u></u>

The notes form part of these financial statements

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements**  
**for the Year Ended 31st March 2022**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

**Group financial statements**

The Statement of Financial Activities (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line-by-line basis. The Charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act 2006 and adapted the Companies Act formats to reflect the special nature of the Charity's activities. No separate SOFA or Income and Expenditure Account have been presented for the Charity alone as permitted by section 230 of the Companies Act 2006 and paragraph 327 of the SORP.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable.

Grants where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Grants, including government grants, are credited to deferred income. Grants towards capital expenditure are released to the SoFA over the expected useful life of the assets. Grants towards revenue expenditure are released to the SoFA as the related expenditure is incurred.

Income from investments is included in the year in which it is receivable.

Income from activities for generating funds relates to property management income generated by the charity's trading subsidiaries.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.



**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**1. ACCOUNTING POLICIES - continued**

**Allocation and apportionment of costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trusts artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

**Redundancy costs**

Redundancy costs are charged in the Statement of Financial Activities in the year in which the employees leave employment.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- Straight line over 99 year lease term
Fixtures and fittings	- 20% on reducing balance
	- Straight line over 3 years
	- Straight line over 4 years
Motor vehicles	- Straight line over 4 years
Computer equipment	- Straight line over 4 years

**Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of any restricted fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. DONATIONS AND LEGACIES**

	31/3/22	31/3/21 as restated
	£	£
Donations	1,312	13,155
Grants	<u>800,325</u>	<u>1,084,949</u>
	<u>801,637</u>	<u>1,098,104</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**2. DONATIONS AND LEGACIES - continued**

Grants received, included in the above, are as follows:

	31/3/22	31/3/21 as restated
	£	£
Bradford Community Foundation	-	9,999
Bradford Community Foundation - Resilience Fund	19,999	-
Bradford Metropolitan District Council - Community Buildings Grant	-	16,194
Bradford Metropolitan District Council - Community Champions	84,490	20,000
Bradford Metropolitan District Council - Community Communications	1,105	40,360
Bradford Metropolitan District Council - Covid Grant	16,000	65,713
Bradford Metropolitan District Council - Disability Grant	17,213	-
Bradford Metropolitan District Council - Healthwatch	180,000	180,000
Bradford Metropolitan District Council - Intergenerational Art Reach	516	484
Bradford Metropolitan District Council - Ilkley Grant	4,000	4,000
Bradford Metropolitan District Council - Info	60,000	60,000
Bradford Metropolitan District Council - Kicktart	21,858	-
Bradford Metropolitan District Council - Omicron Support	3,073	-
Bradford Metropolitan District Council - Sundry Grants	-	7,047
Bradford Metropolitan District Council - Test and Trace	73,457	236,543
Bradford Metropolitan District Council - Training	27,060	27,060
Bradford Metropolitan District Council - VOSO	125,150	125,150
Bradford Metropolitan District Council - Young Lives Bradford	74,250	74,250
Bradford VCS Alliance	-	2,375
Community Partnerships - Bingley Bubble	11,700	7,486
Community Partnerships - HALE	23,778	25,980
Department of Transport - Bus Service Operators Grant	-	781
Equality Together	-	6,000
Harrogate NHS	17,500	-
HMRC - Job Retention Scheme	5,097	38,014
Ilkley Town Council	6,820	-
Keighley Asian Women and Children's Centre	-	6,195
Leeds Community Foundation	-	30,513
NAVCA	4,750	9,500
NHS Wakefield CCG	12,197	85,210
Sir George Martin Trust	5,000	-
Sundry - Small Grants	1,568	-
Voluntary Action Leeds	3,744	6,095
	<u>800,325</u>	<u>1,084,949</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**3. OTHER TRADING ACTIVITIES**

	31/3/22	31/3/21 as restated
	£	£
Income from Braford Community Payroll Limited	<u>342,770</u>	<u>342,552</u>
	<u>342,770</u>	<u>342,552</u>

**4. INVESTMENT INCOME**

	31/3/22	31/3/21 as restated
	£	£
Deposit account interest	<u>2,561</u>	<u>5,258</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	31/3/22	31/3/21 as restated
Activity	£	£
<b><u>Charitable and project income</u></b>		
Buildings	100,425	56,758
Projects and Programmes	4,368	1,053
Sector Support	44,443	9,547
<b><u>Sector Support Income</u></b>		
Payroll recharges	<u>-</u>	<u>5,306</u>
	<u>149,236</u>	<u>72,664</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Charitable activities	-	9,200	9,200
Buildings	144,466	-	144,466
Projects and Programmes	192,789	-	192,789
Sector Support	<u>662,059</u>	<u>-</u>	<u>662,059</u>
	<u>999,314</u>	<u>9,200</u>	<u>1,008,514</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**7. SUPPORT COSTS**

	Finance	Governance costs	Totals
	£	£	£
Charitable activities	<u>417</u>	<u>8,783</u>	<u>9,200</u>

**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31/3/22	31/3/21 as restated
	£	£
Auditor's Remuneration - Riley and Co Limited	7,638	7,514
Auditor's Remuneration - Riley and Co Limited: Non-Audit Services	1,355	1,313
Depreciation - owned assets	<u>15,336</u>	<u>15,654</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the year ended 31st March 2021.

Trustees indemnity insurance cover is included within the charity's main insurance policy, however the premium paid is not separately identifiable from the total cost incurred.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the year ended 31st March 2021.

**10. STAFF COSTS**

	31/3/22	31/3/21 as restated
	£	£
Wages and salaries	759,297	757,543
Social security costs	58,928	56,983
Other pension costs	<u>26,842</u>	<u>30,012</u>
	<u>845,067</u>	<u>844,538</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**10. STAFF COSTS - continued**

The average monthly number of employees during the year ended 31 March 2022 were as follows:

	31.3.22	31.3.21
Chief Executive Officers and Managers	3.2	3.8
Administration and Finance	1.55	3.3
Trading activities	7.0	7.0
Support and Development	3.9	4.2
Information	4.87	3.4
Healthwatch	4.09	3.5
Projects	3.69	1.2
Ancillary staff (Cleaners and Cafe)	<u>1.15</u>	<u>1.6</u>
	<u>29.45</u>	<u>28</u>

The head count of employees at the year end was 36.

The key management personnel of the charity have been identified as the Chief Executive.

The aggregate employment benefits, including accrued TOIL, redundancy, benefits in kind, employer's national insurance and pension contributions, for these key management personnel for the year was £58,923 (2021 - £54,689). The salaries of the key management are set by the trustees, and then reviewed annually.

No employees received emoluments in excess of £60,000.

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	503,274	594,830	1,098,104
<b>Charitable activities</b>			
Buildings	56,758	-	56,758
Projects and Programmes	-	1,053	1,053
Sector Support	10,077	4,776	14,853
Other trading activities	342,552	-	342,552
Investment income	5,258	-	5,258
<b>Total</b>	<b>917,919</b>	<b>600,659</b>	<b>1,518,578</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Buildings	138,131	-	138,131
Projects and Programmes	39,527	199,037	238,564
Sector Support	492,066	307,760	799,826
Other trading activities	292,017	-	292,017
<b>Total</b>	<b>961,741</b>	<b>506,797</b>	<b>1,468,538</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(43,822)</b>	<b>93,862</b>	<b>50,040</b>
Transfers between funds	151,193	(151,193)	-
Taxation	(3,078)	-	(3,078)
<b>NET MOVEMENT IN FUNDS</b>	<b>104,293</b>	<b>(57,331)</b>	<b>46,962</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>1,382,680</b>	<b>192,860</b>	<b>1,575,540</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>1,486,973</b>	<b>135,529</b>	<b>1,622,502</b>

**12. PRIOR YEAR ADJUSTMENT**

The prior year comparatives shown on the Statement of Financial Activities have been amended within the year, to represent a correction to the recognition of income in relation to deferred funding agreements.

As at 31 March 2021 the income and expenditure have been restated by the same amount, £354,609 to recognise income received on performance related grants and the associated expenditure incurred within the financial year.

The net surplus for the year of £46,962 remains unchanged and there is no impact on the fund allocations.

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**13. TANGIBLE FIXED ASSETS**

**GROUP**

	Long leasehold £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1st April 2021	531,000	180,543	58,500	50,181	820,225
Additions	-	-	-	5,937	5,937
Disposals	-	-	(58,500)	-	(58,500)
At 31st March 2022	<u>531,000</u>	<u>180,543</u>	<u>-</u>	<u>56,118</u>	<u>767,661</u>
<b>DEPRECIATION</b>					
At 1st April 2021	59,089	166,679	58,500	40,822	325,090
Charge for year	5,302	2,817	-	7,218	15,337
Eliminated on disposal	-	-	(58,500)	-	(58,500)
At 31st March 2022	<u>64,391</u>	<u>169,496</u>	<u>-</u>	<u>48,040</u>	<u>281,926</u>
<b>NET BOOK VALUE</b>					
At 31st March 2022	<u>466,609</u>	<u>11,048</u>	<u>-</u>	<u>8,078</u>	<u>485,735</u>
At 31st March 2021	<u>471,911</u>	<u>13,864</u>	<u>-</u>	<u>9,359</u>	<u>495,135</u>
<b><u>CHARITY</u></b>					
	Long leasehold £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1st April 2021	531,000	166,463	58,500	4,512	760,475
Additions	-	-	-	4,092	4,092
Disposals	-	-	(58,500)	-	(58,500)
At 31st March 2022	<u>531,000</u>	<u>166,463</u>	<u>-</u>	<u>8,604</u>	<u>706,067</u>
<b>DEPRECIATION</b>					
At 1st April 2021	59,089	152,654	58,500	4,512	274,755
Charge for year	5,302	2,761	-	1,364	9,427
Eliminated on disposal	-	-	(58,500)	-	(58,500)
At 31st March 2022	<u>64,391</u>	<u>155,415</u>	<u>-</u>	<u>5,876</u>	<u>225,682</u>
<b>NET BOOK VALUE</b>					
At 31st March 2022	<u>466,609</u>	<u>11,048</u>	<u>-</u>	<u>2,728</u>	<u>480,385</u>
At 31st March 2021	<u>471,911</u>	<u>13,809</u>	<u>-</u>	<u>-</u>	<u>485,720</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

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**13. TANGIBLE FIXED ASSETS – CONTINUED**

Included within long leasehold assets is the charity premises at Central Hall, Keighley. These premises were revalued on the 9th November 2017 by Andrew Idle Associates. The revaluation amount was included in the accounts to 31 March 2017 as deemed cost under the transitional rules for FRS 102.

In the year ended 31 March 2019 the trustees became aware of a significant change to the value of the long leasehold premises, relating to significant repairs required to the roof of the building, an impairment reduction of £69,000 was accounted for in that financial year.

Under the historical cost convention, the long leasehold property would have been included in the accounts as shown below:

	31.3.22	31.3.21
	£	£
Cost	144,971	144,971
Depreciation	<u>(22,691)</u>	<u>(22,545)</u>
Net Book Value	<u><u>122,280</u></u>	<u><u>122,426</u></u>



**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**14. FIXED ASSET INVESTMENTS**

There were no investment assets outside the UK. The company's investments at the balance sheet date include the following:

**Bradford Community Payroll Ltd**

The charity is the sole member of Bradford Community Payroll Ltd, which does not have share capital, therefore no investment value is presented on the balance sheet of the charity.

Nature of business: Provision of payroll and support services.

Summary of trading results:

	31.3.22	31.3.21
	£	£
Turnover	345,020	347,952
Total Expenditure	(302,281)	(297,577)
Other Income	1,500	-
Taxation	-	(3,078)
	<u>10,063</u>	<u>6,846</u>
Donation to parent charity (Paid in Year)	<u>(34,176)</u>	<u>(40,451)</u>
	<u>10,063</u>	<u>6,846</u>

Summary of assets and liabilities:

Assets	207,900	183,131
Liabilities	<u>(27,916)</u>	<u>(13,210)</u>
	<u>179,984</u>	<u>169,921</u>

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	GROUP 31.3.22	GROUP 31.3.21 as restated	CHARITY 31.3.22	CHARITY 31.3.21 as restated
	£	£	£	£
Trade debtors	169,485	188,024	89,448	117,462
Amounts owed by group undertakings	-	-	8,055	8,242
Prepayments and Accrued Income	<u>15,048</u>	<u>15,038</u>	<u>7,100</u>	<u>8,971</u>
	<u>184,533</u>	<u>203,062</u>	<u>104,603</u>	<u>134,675</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	GROUP 31.3.22	GROUP 31.3.21 as restated	CHARITY 31.3.22	CHARITY 31.3.21 as restated
	£	£	£	£
Trade creditors	24,205	7,890	21,636	7,035
Social security and other taxes	57,156	61,070	55	-
Funding held for other groups	10,695	6,221	10,695	6,221
Accruals	28,537	322,133	26,866	27,766
Deferred Income	127,466	29,538	127,466	322,133
	<u>248,059</u>	<u>426,852</u>	<u>186,718</u>	<u>363,155</u>

**17. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31/3/22	31/3/21 as restated
	£	£
Within one year	34,770	27,731
Between one and five years	42,504	47,973
In more than five years	<u>83</u>	<u>84</u>
	<u>77,357</u>	<u>75,788</u>

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	Restricted funds	31/3/22 Total funds	31/3/21 as restated Total funds
	£	£	£	£
Fixed assets	485,735	-	485,735	495,135
Current assets	1,246,574	147,058	1,393,632	1,557,129
Current liabilities	<u>(222,430)</u>	<u>(27,767)</u>	<u>(250,197)</u>	<u>(429,762)</u>
	<u>1,509,880</u>	<u>119,290</u>	<u>1,629,170</u>	<u>1,622,502</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**19. MOVEMENT IN FUNDS**

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
<b>Unrestricted funds</b>				
Unrestricted fund - Bradford	499,973	28,209	34,314	562,496
Designated fund - Building/Closure costs	124,136	-	-	124,136
Designated - Keighley	11,320	-	-	11,320
Designated fund - Landmark House	65,000	-	(19,500)	45,500
Designated fund - Minibus Fund	82,806	-	136,379	219,185
Designated fund - Redundancy	80,634	-	-	80,634
Property Revaluation fund - Central Hall	<u>471,911</u>	<u>(5,302)</u>	<u>-</u>	<u>466,609</u>
	1,335,780	22,907	151,193	1,509,880
<b>Restricted funds</b>				
Big Lottery Fund - E5	4,091	-	(4,091)	-
Big Lottery Fund - HALE	(2,260)	3,937	-	1,677
Bradford Befriending Network	(302)	-	-	(302)
Bradford CCG	(150)	(150)	-	(300)
Daycare	289	(652)	-	(363)
Day Opportunities	2,507	(60)	-	2,447
Dementia Friendly Keighley	(6,150)	-	6,150	-
Healthwatch	72,959	25,922	-	98,881
HEP MSK Evaluation	-	475	(475)	-
Ilkley	42,323	-	-	42,323
INFO	44,276	(67,555)	(3,473)	(26,752)
Kickstart	-	990	-	990
Test and Trace Community Engagement	-	12,266	(12,266)	-
VCSE	-	740	-	740
VOSO	59,818	(2,752)	(57,066)	-
Young Lives Bradford	<u>69,321</u>	<u>10,601</u>	<u>(79,972)</u>	<u>(50)</u>
	<u>286,722</u>	<u>(16,238)</u>	<u>(151,193)</u>	<u>119,291</u>
<b>TOTAL FUNDS</b>	<u>1,622,502</u>	<u>6,668</u>	<u>-</u>	<u>1,629,170</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**19. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted fund - Bradford	556,978	(528,769)	28,209
Property Revaluation fund - Central Hall	-	(5,302)	(5,302)
	<u>556,978</u>	<u>(534,071)</u>	<u>22,907</u>
<b>Restricted funds</b>			
Big Lottery Fund - HALE	26,205	(22,268)	3,937
Bradford CCG	-	(150)	(150)
Community Champions	77,490	(77,490)	-
Daycare	-	(652)	(652)
Day Opportunities	-	(60)	(60)
Harrogate NHS - LWAB	17,500	(17,500)	-
Healthwatch	183,500	(157,578)	25,922
HEP MSK Evaluation	5,000	(4,525)	475
INFO	87,617	(155,172)	(67,555)
Kickstart	21,859	(20,869)	990
Test and Trace Community Engagement	73,457	(61,191)	12,266
VCSE	2,000	(1,260)	740
VOSO	159,407	(162,159)	(2,752)
West Yorkshire NHS - HPoC	7,197	(7,197)	-
Young Lives Bradford	<u>77,995</u>	<u>(67,394)</u>	<u>10,601</u>
	<u>739,227</u>	<u>(755,465)</u>	<u>(16,238)</u>
<b>TOTAL FUNDS</b>	<u>1,296,204</u>	<u>(1,289,536)</u>	<u>6,668</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**19. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
<b>Unrestricted funds</b>				
Unrestricted fund - Bradford	499,556	(34,090)	34,507	499,973
Designated fund - Building/Closure costs	124,136	-	-	124,136
Designated - Keighley	11,320	-	-	11,320
Designated fund - Landmark House	84,500	-	(19,500)	65,000
Designated fund - Minibus Fund	90,314	(7,508)	-	82,806
Designated fund - Redundancy	95,641	-	(15,007)	80,634
Property Revaluation fund - Central Hall	<u>477,213</u>	<u>(5,302)</u>	<u>-</u>	<u>471,911</u>
	1,382,680	(46,900)	-	1,335,780
<b>Restricted funds</b>				
Big Lottery Fund - E5	11,517	(7,426)	-	4,091
Big Lottery Fund - HALE	-	(2,260)	-	(2,260)
Bradford Befriending Network	-	(302)	-	(302)
Bradford CCG	-	(150)	-	(150)
Daycare	-	289	-	289
Day Opportunities	-	2,507	-	2,507
Dementia Friendly Keighley	(3,149)	(3,001)	-	(6,150)
Healthwatch	42,600	30,359	-	72,959
Ilkley	42,323	-	-	42,323
INFO	37,028	7,248	-	44,276
VOSO	36,821	22,997	-	59,818
Young Lives Bradford	<u>25,720</u>	<u>43,601</u>	<u>-</u>	<u>69,321</u>
	<u>192,860</u>	<u>93,862</u>	<u>-</u>	<u>286,722</u>
<b>TOTAL FUNDS</b>	<u>1,575,540</u>	<u>46,962</u>	<u>-</u>	<u>1,622,502</u>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

**19. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
Unrestricted fund - Bradford	917,919	(952,009)	(34,090)
Designated fund - Minibus Fund	-	(7,508)	(7,508)
Property Revaluation fund - Central Hall	-	(5,302)	(5,302)
	<u>917,919</u>	<u>(964,819)</u>	<u>(46,900)</u>
<b>Restricted funds</b>			
Big Lottery Fund - E5	6,286	(13,712)	(7,426)
Big Lottery Fund - HALE	26,230	(28,490)	(2,260)
Bradford Befriending Network	-	(302)	(302)
Bradford CCG	-	(150)	(150)
Daycare	620	(331)	289
Day Opportunities	2,636	(129)	2,507
Dementia Friendly Keighley	782	(3,783)	(3,001)
Healthwatch	182,499	(152,140)	30,359
INFO	126,672	(119,424)	7,248
VOSO	171,090	(148,093)	22,997
Young Lives Bradford	<u>83,844</u>	<u>(40,243)</u>	<u>43,601</u>
	<u>600,659</u>	<u>(506,797)</u>	<u>93,862</u>
<b>TOTAL FUNDS</b>	<b>1,518,578</b>	<b>(1,471,616)</b>	<b>46,962</b>

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements - continued**  
**for the Year Ended 31st March 2022**

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**19. MOVEMENT IN FUNDS - continued**

**UNRESTRICTED FUNDS**

**Unrestricted Fund : Bradford** - General funds brought forward from the Bradford CVS accounts

**Designated Fund : Building/Closure Costs** - Fund to cover 6-month closure and building costs

**Designated Fund : Keighley** - Fund to earmark funds to be spent on Keighley activities

**Designated Fund : Landmark House** - Fund to earmark the lease commitment held by the charity in relation to Landmark House, the premises used by Bradford Community Payroll Ltd

**Designated Fund ; Minibus Fund** - Fund to support the CAB&D Community Transport Scheme in the future

**Designated Fund : Redundancy** - Fund to cover redundancy costs as at the year end

**Property Revaluation fund** - Relates to revaluation reserve for Central Hall, Keighley

**RESTRICTED FUNDS**

**Big Lottery Fund : E5** - Big Lottery project supporting women and girls operating in Keighley ward

**Big Lottery Fund : HALE** - Shipley Area Links Befriending and Advocacy project

**Daycare** - Council grant to run day care services in Bingley

**Day Opportunities** - Day care services for older people in Bingley

**Dementia Friendly Keighley** - We employ and support the staff of DFK on behalf of a management committee. This project will develop and become independent in the future.

**Healthwatch** - Council contract to run Healthwatch, a statutory duty of the Council to deliver

**Ilkley** - Income left by a benefactor to Ilkley Office for the benefit of the Ilkley ward

**INFO** - Our information service providing newsletters and social media updates to the sector; this team also manages our online database which drives several other websites/portals for the local VCS and communities.

**VOSO** - Monies from the BISON grant

**Young Lives Bradford** - Council grant to provide voice and representation activity

*(NB: References to 'Council' above refer to Bradford Metropolitan District Council)*

**Transfers between funds**

Transfers between funds represent the movement of year end balances relating to projects that have ended and the closing balances have been agreed with the funder to be utilised by the charity on alternative projects.

**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements – continued**  
**for the Year Ended 31<sup>st</sup> March 2022**

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**16. PROVISIONS FOR LIABILITIES**

The parent charitable company's, trading subsidiary, Bradford Community Payroll Ltd, participates in the TPT Retirement Solutions: The Growth Plan pension scheme, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers.

The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore, it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore, the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2011. This valuation showed assets of £780m, liabilities of £928m and a deficit of £148m.

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions:

From 1/4/16 to 30/9/25	£12,945,440 p.a.	(payable monthly and increasing by 3% each on 1st April)
From 1/4/16 to 30/9/28	£54,560 p.a.	(payable monthly and increasing by 3% each on 1st April)

Unless a concession has been agreed with the Trustee the term to 30 September 2025 applies.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

It is these contributions that have been used to derive the company's balance sheet liability.

A provision of £1,121 (2020: £1,327) has been brought into these accounts. The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.



**COMMUNITY ACTION BRADFORD & DISTRICT LTD**  
**Notes to the Consolidated Financial Statements – continued**  
**for the Year Ended 31<sup>st</sup> March 2022**

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**20. CONTINGENT LIABILITIES**

The charity, as the sole member of its trading subsidiary, Bradford Community Payroll and Accounts Ltd, undertakes to contribute to the assets of the limited company, in the event of the company being wound up either whilst it is a member or within one year after it ceases to be a member, for payment of the debts and liabilities of the company contracted before it ceases to be a member such amount as may be required not exceeding £1.

The charity has been required to underwrite a guarantee for the trading subsidiary in relation to its banking relationship with Unity Trust, this guarantee relates to the level of money processing by the company.

**21. RELATED PARTY DISCLOSURES**

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

**Transactions with group**

The charitable company has taken advantage of exemption, under the terms of FRS 102, not to disclose related party transactions with wholly owned subsidiaries within the group.

**22. FRC ETHICAL STANDARD – PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

**23. ULTIMATE CONTROLLING PARTY**

The charity is under the control of the board of trustees.