

Buttershaw Christian Family Centre Limited

(A Company Limited by Guarantee)

Report and Financial Statements

For the year ended
31 March 2022

Registered Charity Number: 1106767

Registered Company Number: 5087774
(England & Wales)

CHARITY COMMISSION
FIRST CONTACT

18 AUG 2022

ACCOUNTS
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Buttershaw Christian Family Centre Limited

Report and Financial Statements

For the year ended 31st March 2022

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Buttershaw Christian Family Centre Limited

Legal and Administrative Information

For the year ended 31st March 2022

Charity Name	Buttershaw Christian Family Centre Limited
Charity Number	1106767
Company Number	5087774
Trustees/Directors	H Rawlings (Chair) Appointed as Chair 21st April 2021 J A Swift Resigned as Chair 21st April 2021 J M Parker (Treasurer) M Humphries L Davison Appointed 21st April 2021
Company Secretary	H Rawlings
Chief Executive	A Welch
Registered Office	Buttershaw Baptist Church The Crescent Bradford West Yorkshire BD6 3PZ
Accountant	Torevell Dent Limited 1/3 St Ann's Place Pellon Lane Halifax HX1 5RB
Solicitor	Burton, Green Williamson 7-13 Kings Street Wakefield WF1 2SJ
Bankers	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2022

The Trustees present their report and Financial Statements for the year ended 31st March 2022.

Status

Buttershaw Christian Family Centre was constituted by a Declaration of Trust dated 1st June 1991 as an exempt charity under Buttershaw Baptist Church. The charity was transferred into a company limited by guarantee incorporated on 30th March 2004. Buttershaw Christian Family Centre Limited commenced operations on 1st April 2004 and was registered in its own right on the 15th November 2004, as a registered charity number 1106767. It is governed by its Memorandum and Articles of Association as amended 24th October 2004 and appoints trustees in accordance with its provisions,

Objectives

The objectives of the Charity are:-

- a) To promote the benefit of the inhabitants of the Buttershaw Estate in Bradford, without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants in accordance with teaching of the Christian Church.
- b) To establish or secure the establishment of a family centre and to maintain and manage the same in furtherance of these objects.
- c) Preventing or relieving poverty by providing: items and services to individuals in need and or/charities, or other organisations working to prevent or relieve poverty.
- d) For the public benefit the relief of unemployment in such ways as may be thought fit, including assistance to find employment.
- e) Providing housing and any associated amenities for persons in necessitous circumstances upon terms appropriate to their means.
- f) For public benefit, the advancement of the education of children by providing pre-school education and out of school education.
- g) To preserve and protect health for the public benefit by promotion of healthy eating and exercise and the promotion of the reduction of the use of narcotics, alcohol and smoking.

Trustees/Directors

The trustees/directors who served during the year were:-

L Davison

J M Parker

H Rawlings

J A Swift

M Humphries

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2022 (continued)

Review of Activities

Footprints Family Centre continued to provide benefits to the residents of Buttershaw through:

- Local employment, training and volunteering opportunities
- Pre-school early years education
- Childcare for children aged 0 to 11 helping parents return to work
- Healthy eating and active lifestyle initiatives to tackle obesity and malnutrition
- Hosting services from partners including CHAS @ St Vincent's welfare advice services, Staying Put Community IDVA, Restorative Solutions and Bradford Children's Service
- The leasing of space within our community centres for other community groups
- A wide range of activities that help tackle loneliness and isolation

Childcare

Across our two OFSTED registered early-years settings, we now have capacity for 115 children to be looked after for up to 50 hours a week, for either 38 or 50 weeks of the year. We offer the opportunity of government funding for some parents to have 15 hours of funded childcare for children aged 2 and 3, and 30 hours funding for some 3 and 4 year olds. The Cooperville Centre is now established delivering the same childcare (15 or 30 hours) for 3 year olds as well as the initial offering for 2 year olds only.

Our OFSTED registered Out of School Care provides high quality after school and holiday care for up to 40 children.

We are delighted with our OFSTED inspection reports that are all currently 'GOOD'. We are delivering high quality, affordable care and education to help children and their families have the best possible start to life.

Community

We now have community groups across all three sites - Family Centre, Bedale Centre and Cooperville Centre. It is important that people within the community have a safe place to go where they can develop and establish friendships with one another and trust in organisations seeking to work with people in the community. Since September 2021 we have seen 358 people make 5,200 visits to activities in our Community Groups at The Family Centre, 339 of those are from Buttershaw. That equates to each person making an average of 14.5 visits.

The Family Centre, Bedale Centre, and Cooperville Centre offer a varied and diverse range of activities for the community, and whilst some of these have been impacted by COVID-19 it has also given us the opportunity to open new groups and change how some have been run.

The Family Centre offers:

- Me Time Monday
- Souper Tuesday
- Stay & Play, parent and toddler sessions
- Cook & Eat @ Home
- Community Café
- CHAS @ St Vincent's Welfare Advice service

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2022 (continued)

- Easter Activities
- Summer Activities
- Opportunities for Volunteering
- Christmas Markets
- Eden Buttershaw Baby Bank
- School uniform exchange
- Bradford Children's Services contact sessions

The Bedale Centre offers:

- CHAS @ St Vincent's Welfare Advice service drop in
- 69th Bradford South Scout Group - including Scouts, Cubs, Beavers and Squirrels
- Bradford South Explorer Scouts
- Thursday night Supper & Games Club
- Eden Buttershaw and Buttershaw Baptist Church office hire
- Polling Station
- Royd's Ward Councillor Surgeries
- Children's Birthday Parties
- Restorative Solutions
- Amber Lights Performing Arts
- Narcotics Anonymous Awareness and Publicity meetings

The Cooperville Centre, along with childcare, offers:

- Narcotics Anonymous
- Apostolic Faith Mission Church
- Bradford Baby Bank

Future Plans

We will continue to work with partner organisations, delivering services that respond to the needs of the community of Buttershaw, especially in partnership with Shoulder2Shoulder, and introducing new community groups as and when funding allows.

In response to the COVID-19 restrictions we started new activities and adapted others to meet as much of the local need as possible, this resulted in Footprints reaching and supporting more people than ever before. As restrictions continue to ease we will work to find the balance between maintaining existing services and reopening groups.

Results

Full details of the financial transactions are contained in the attached accounts.

Total income for the year £634,026 (2021: £654,365) total expenditure £646,725 (2021: £639,808) leaving net expenditure for the year of £12,699 (2021: net income £14,557). Total funds now stand at £210,522 (2021: £223,221). Further details are shown on page 8 of the financial statements.

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2022 (continued)

Reserve Policy

The Trustees are working towards a policy whereby the unrestricted funds, not committed or invested in tangible assets ('the free reserves') held by the charity should be between 1 and 3 months of the resources expended, which equates to £70,000 to £200,000 in general funds. At the proposed reserves level the Trustees recognise the need to continue to build reserves from trading activities.

Investment Policy

The Trustees have considered the most appropriate policy for investing funds. Short term reserves will be held in the Trustees' interest bearing bank account. Future long term reserves will be held in accounts designed for the charity sector, with the requirement to generate income and/or capital growth.

Risk Review

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the use of professional consultants, and the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. The procedures are periodically reviewed to ensure they still meet the needs of the charity.

Responsibilities of the Trustees

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- > Select suitable accounting policies and then apply them consistently;
- > Make judgements and estimates that are reasonable and prudent; and
- > Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining 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. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2022 (continued)

Trustees

The Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period are set out on page 3 of this report.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to assets of the charitable company in the event of winding up.

The total number of such guarantees at 31st March 2022 was 5.

Statement as to Disclosure of Information to Accountants

So far as the trustees are aware, there is no relevant accounts information (as defined by section 418 of the Companies Act 2006) of which the company's accountant is unaware, and each trustee has taken all the steps that ought to have taken as a trustee in order to make themselves aware of any relevant information and to establish that the company's accountant is aware of that information.

Accountant

The accountant, Torevell Dent Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by the Trustees on3/8/22..... and signed on their behalf by:

J M Parker
Treasurer

Buttershaw Christian Family Centre Limited

Statement of Financial Activities

For the year ended 31st March 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
	Note	£	£	£	£
Incoming Resources					
Income and endowments from Funds:					
Donations and legacies		1,169	-	1,169	3,672
Other trading activities		5,350	-	5,350	1,426
Charitable activities	2	594,945	-	594,945	479,429
Government Coronavirus grants		32,562	-	32,562	169,838
Total		634,026	-	634,026	654,365
Resources expended					
Expenditure on:					
Raising Funds		523	-	523	1,735
Charitable activities	3	639,777	2,115	641,892	633,623
Other		4,310	-	4,310	4,450
Total		644,610	2,115	646,725	639,808
Net (expenditure)/income for the year		(10,584)	(2,115)	(12,699)	14,557
Profit on sale of property		-	-	-	12,950
Total funds brought forward		217,469	5,752	223,221	195,714
Transfer between funds		-	-	-	-
Total funds carried forward		206,885	3,637	210,522	223,221

The statement of financial activities includes all gains and losses in the year. All incoming resources expended derive from continuing activities.

The notes on page 10 to 14 form part of these financial statements.

Buttershaw Christian Family Centre Limited

Balance Sheet

For the year ended 31st March 2022

	Note	Year End 2022		Year End 2021	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	6		271,016		281,410
Current Assets					
Debtors	7	8,160		3,697	
Cash at bank and in hand		21,855		32,305	
		<u>30,015</u>		<u>36,002</u>	
Creditors:					
Amounts falling due within one year	8	(27,622)		(26,103)	
Net Current Assets/Liabilities			<u>2,393</u>		<u>9,899</u>
Total Assets Less Current liabilities			273,409		291,309
Creditors: amount falling due in more than one year	9		(62,887)		(68,088)
Total Net Assets	10		<u><u>210,522</u></u>		<u><u>223,221</u></u>
Funds of the charity					
Unrestricted - General fund			206,885		217,469
Restricted - Income funds			3,637		5,752
Total Funds			<u><u>210,522</u></u>		<u><u>223,221</u></u>

The Company was entitled to exemption from audit under S477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors and members acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP

The financial statements were approved by the Trustees on 3/8/22 and signed on their behalf by:-

...
J M Parker
Director

The notes on page 10 to 14 form the part of these financial statements.

Buttershaw Christian Family Centre Limited

Notes of the Financial Statements

For the year ended 31st March 2022

1. Accounting Policies

a) Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard (FRS102), and with the Charities Act 2011.

b) Fund accounting

Unrestricted funds are corporate funds, which as such are available for use or retention at the discretion of the directors in accordance with the Trust's objects.

Restricted funds are trust funds subject to specific restrictive conditions imposed by the donor or by the declared purpose in appeals literature.

c) Incoming Resources

All income is accounted for on a receivable basis. Any general purpose grants whose use is restricted by the grant or to some future accounting period are accounted for as deferred income until the restriction has been satisfied.

d) Resources expended

All expenditure is accounted for on an accruals basis and, where incurred directly to further the Trust's charitable objects, is shown as project direct costs under the heading of charitable expenditure.

The support costs of these charitable projects include costs apportioned out of the general overheads of the Trust. This apportionment has been calculated by analysing staff time spent on charitable projects and on other activities. The rates thus derived have then been applied to the Trust's general overhead costs to provide an equitable basis for their apportionment under the functional headings of the Statement of Financial Activities.

e) Depreciation

Depreciation is calculated to write off the cost less estimated residual value of all fixed assets over their estimated useful lives at the following rates.

Freehold Property	2%	on cost
Furniture and Equipment	25%	on cost
Computer Equipment	100%	on cost
Motor Vehicle	25%	on cost

f) Pension Costs

The Trust subscribes to a defined contribution pension scheme. The Trust's contributions to the scheme are charged in the statement of financial activities as they accrue.

Buttershaw Christian Family Centre Limited

Notes to the Financial Statements

For the year ended 31st March 2022 (continued)

2. Income from charitable activities

	2022	2021
	£	£
Grants	78,895	36,500
Operating activities	<u>516,050</u>	<u>442,929</u>
	<u>594,945</u>	<u>479,429</u>

3. Resources expended on charitable activities

	2022	2021
	£	£
Costs directly allocated to activities		
Purchases	30,927	30,300
Equipment and resources	1,836	562
Staff expenses, motor and travelling	8,251	7,713
Training	<u>2,216</u>	<u>2,188</u>
	<u>43,230</u>	<u>40,763</u>

Staff costs

Wages and national insurance	<u>526,280</u>	<u>503,553</u>
	<u>526,280</u>	<u>503,553</u>

Support costs

allocated to activities

Premises	45,800	58,416
General office	10,558	10,468
Legal and professional	1,173	3,554
Depreciation	10,394	11,878
Bank charges and mortgage interest	4,207	4,693
Bad debt	<u>250</u>	<u>298</u>
	<u>72,382</u>	<u>89,307</u>

Total Resources	<u>641,892</u>	<u>633,623</u>
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Buttershaw Christian Family Centre Limited

Notes to the Financial Statements

For the year ended 31st March 2022 (continued)

3. Resources expended on charitable activities (continued)

Staff costs and numbers

	2022	2021
	£	£
Salary costs were as follows:		
Gross salaries	491,107	462,125
Social Security costs	21,543	22,439
Pension contributions	13,630	18,989
	<u>526,280</u>	<u>503,553</u>

The average monthly number of employees during the year, calculated on the basis of full time equivalents was 36 (2021: 38).

The Trustees decided to set a remuneration ratio of 3:1, meaning that the highest salary will not be more than 3 times that of minimum wage. This will allow for a salary increase to reflect organisational growth, but remain in step with the objectives of alleviating poverty and be comparable to similar organisations around Bradford.

No members of staff were paid £60,000 or more. The highest salary was £35,621 and in the interest of openness and transparency, our highest salary for 2021 was £31,834.

**4. Net income/ (expenditure) for the year
is stated after charging:**

	2022	2021
	£	£
Directors' remuneration	Nil	Nil
Depreciation	10,394	11,878

APB Ethical Standards

In common with many other charities of our size and nature we use our accountant to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements and payroll. Payment for none audit services totalled £3,100 (2021: £3,105).

The charitable company is exempt from corporation tax on its charitable activities.

Buttershaw Christian Family Centre Limited

Notes to the Financial Statements (continued)

For the year ended 31 March 2022

6. Tangible fixed assets

	<u>Freehold Property</u>	<u>Improvements to Property</u>	<u>Furniture & Equipment</u>	<u>Motor Vehicle</u>	<u>Computer Equipment</u>	<u>Total</u>
	£	£	£	£	£	£
<u>Cost</u>						
At 1st April 2021	125,000	172,114	108,589	15,959	32,460	454,122
Additions	-	-	-	-	-	-
Disposal	-	-	-	-	-	-
At 31st March 2022	125,000	172,114	108,589	15,959	32,460	454,122
<u>Depreciation</u>						
At 1st April 2021	15,000	18,511	90,782	15,959	32,460	172,712
Charge for the year	2,500	3,442	4,452	-	-	10,394
Elim on Disposal	-	-	-	-	-	-
At 31st March 2022	17,500	21,953	95,234	15,959	32,460	183,106
<u>Net Book Value</u>						
At 31st March 2022	107,500	150,161	13,355	-	-	271,016
At 31st March 2021	110,000	153,603	17,807	-	-	281,410

7. Debtors

	2022	2021
	£	£
Trade debtors	7,540	3,092
Prepayments	620	605
	8,160	3,697

8. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	2,571	2,894
Accruals and deferred income	11,560	12,647
Social Security and other tax	4,049	1,598
Bank loan & overdraft	5,472	5,399
Other creditors	3,970	3,565
	27,622	26,103

Buttershaw Christian Family Centre Limited

Notes to the Financial Statements (continued)

For the year ended 31st March 2022

**9. Creditors: amount falling due after
more than one year**

	2022	2021
	£	£
Bank loans - 1-2 years	5,472	5,399
Bank loans - 2-5 years	16,416	16,197
Bank loans more than 5 years	40,999	46,492
	<u>62,887</u>	<u>68,088</u>

10. Analysis of net assets between funds

	<u>General</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> £
Tangible fixed assets	271,016	-	271,016
Current assets	26,378	3,637	30,015
Current liabilities	(27,622)	-	(27,622)
Long term liabilities	(62,887)	-	(62,887)
Net assets at 31st March 2022	<u>206,885</u>	<u>3,637</u>	<u>210,522</u>

Buttershaw Christian Family Centre Limited

Report of the Independent Examiner to the Trustees on the Accounts
For the year ended 31st March 2022

I report on the accounts of the Company for the year ended 31 March 2022, which are set out on pages 1 to 14.

Responsibilities and basis of report

As the charity's trustees of the 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 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 2011 (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 Examiners Statement

I confirm that I am qualified to undertake the examination because I am a member of the ACCA, which is one of the listed bodies.

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

- 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 (FRS102)

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

Samantha Sutcliffe FCA
Torevell Dent Limited
1 - 3 St. Anns's Place
Pellon Lane, Halifax

Date 3/8/22

Buttershaw Christian Family Centre Limited

Income and Expenditure Account
For the year ended 31st March 2022

	Year End 2022		Year End 2021	
	£	£	£	£
Income				
Grants and donations		80,064		40,173
Income from operating activities		485,050		440,193
Activities for generating funds		5,350		1,426
Rental income		-		2,735
Government Coronavirus Grants		63,562		169,838
		<u>634,026</u>		<u>654,365</u>
Expenditure				
Fundraising	523		1,735	
Salaries and national insurance	526,280		503,553	
Project expenditure and consumables	30,927		30,300	
Rent	7,000		12,000	
Rates and water	2,604		3,584	
Insurance	6,161		6,526	
Light and heat	12,093		10,575	
Repairs and maintenance	17,942		25,730	
Equipment - small items and resources	1,836		562	
Cleaning	4,002		3,624	
Staff expenses, motor and travelling	8,251		7,713	
Training	2,216		2,188	
Postage and stationery	2,241		2,548	
Telephone and internet costs	4,315		4,297	
Professional charges	1,173		3,554	
Accountancy	4,310		4,450	
Bank charges	1,230		958	
Depreciation	10,394		11,878	
Bad debt	250		298	
Mortgage interest	2,977		3,735	
Profit on sale of property	-		(12,950)	
		<u>646,725</u>		<u>626,858</u>
Net (expenditure)/ income for the year		<u><u>(12,699)</u></u>		<u><u>27,507</u></u>

This does not form part of the statutory accounts