

OTLEY ROAD AND UNDERCLIFFE COMMUNITY WORKS

England & Wales · Charity number 1109010

Details

Other names COMMUNITY WORKS

Status Registered

Legal form Charitable company

Company number [05262323](#)

Registered 2005-04-12

Register [View on the Charity Commission register](#)

Contact

Address Communityworks
Undercliffe Lane
Bradford
West Yorkshire
BD3 0DW

Phone 01274200589

Email office@communityworksbradford.org.uk

Website www.communityworksbradford.org.uk

Activities

Objects: 3.1 THE PROMOTION FOR THE PUBLIC BENEFIT OF URBAN OR RURAL REGENERATION IN AREAS OF SOCIAL AND ECONOMIC DEPRIVATION (AND IN PARTICULAR THE AREA OF BENEFIT) BY ALL OR ANY OF THE FOLLOWING MEANS:3.1.1 THE RELIEF OF POVERTY IN SUCH WAYS AS MAY BE THOUGHT FIT;3.1.2 THE RELIEF OF UNEMPLOYMENT IN SUCH WAYS AS MAY BE THOUGHT FIT, INCLUDING ASSISTANCE TO FIND EMPLOYMENT;3.1.3 THE ADVANCEMENT OF EDUCATION, TRAINING AND RETRAINING PARTICULARLY AMONG UNEMPLOYED PEOPLE, AND PROVIDING UNEMPLOYED PEOPLE WITH WORK EXPERIENCE;3.1.4 THE PROMOTION OF SOCIAL COHESION BETWEEN MULTI ETHNIC, CULTURAL AND FAITH COMMUNITIES;3.1.5 THE PROVISION OF FINANCIAL ASSISTANCE, TECHNICAL ASSISTANCE OR BUSINESS ADVICE OR CONSULTANCY IN ORDER TO PROVIDE TRAINING AND EMPLOYMENT OPPORTUNITIES FOR UNEMPLOYED PEOPLE IN CASES OF FINANCIAL OR OTHER CHARITABLE NEED THROUGH HELP:3.1.5.1 IN SETTING UP THEIR OWN BUSINESS, OR3.1.5.2 TO EXISTING BUSINESSES;3.1.6 THE CREATION OF TRAINING AND EMPLOYMENT OPPORTUNITIES BY THE PROVISION OF WORKSPACE, BUILDINGS AND/OR LAND FOR USE ON FAVOURABLE TERMS;3.1.7 THE PROVISION OF HOUSING FOR THOSE WHO ARE IN CONDITIONS OF NEED AND THE IMPROVEMENT OF HOUSING IN THE PUBLIC SECTOR OR IN CHARITABLE OWNERSHIP PROVIDED THAT SUCH POWER SHALL NOT EXTEND TO RELIEVING ANY LOCAL AUTHORITIES OR OTHER BODIES OF A STATUTORY DUTY TO PROVIDE OR IMPROVE HOUSING;3.1.8 THE MAINTENANCE, IMPROVEMENT OR PROVISION OF PUBLIC AMENITIES;3.1.9 THE PRESERVATION OF BUILDINGS OR SITES OF HISTORIC OR ARCHITECTURAL IMPORTANCE;3.1.10 THE PROVISION OR ASSISTANCE IN THE PROVISION OF RECREATIONAL FACILITIES FOR THE PUBLIC AT LARGE AND/OR THOSE WHO, BY REASONS OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES, HAVE NEED OF SUCH FACILITIES;3.1.11 THE PROTECTION OR CONSERVATION OF THE ENVIRONMENT;3.1.12 THE PROVISION OF PUBLIC HEALTH FACILITIES AND CHILDCARE;3.1.13 THE PROMOTION OF PUBLIC SAFETY AND PREVENTION OF CRIME; AND3.1.14 SUCH OTHER MEANS AS MAY FROM TIME TO TIME BE DETERMINED SUBJECT TO THE PRIOR CONSENT OF THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES.3.2 THE PROMOTION OF ANY OTHER CHARITABLE PURPOSE.

Activities: Full day care Nursery, community support, health initiatives, jobs and benefits advice, support based on local need, groups and social activities for children and adults across the age range. Children's activities age 5-13. Adult learning to build capacity and skills for local people. This is supported by our creche provision. An elderly day care provision. Partnerships to maximise effectiveness.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE THE BD3 POSTAL AREA AND ITS LOCAL COMMUNITY IN THE DISTRICT OF BRADFORD.
- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£589,978	£535,525	£887,571	21
2024-03-31	£441,113	£560,484	-	-
2023-03-31	£411,176	£534,172	-	-
2022-03-31	£413,453	£519,962	-	-
2021-03-31	£520,977	£509,153	£1,181,995	27

Trustees

Name	Role	Appointed
RHYS NORTH	Chair	2013-07-17
Janet Naylor		2013-07-17
Judy White		2018-08-05
Nabila Begum		2021-11-16
Raza Khan		2025-02-04
Rev Rosemary Anne Fairhurst		2019-03-12
Samia Naseer		2023-08-01
Shahnaz Afrin		2023-08-01

OTLEY ROAD AND UNDERCLIFFE COMMUNITY WORKS

England & Wales - Charity number 1109010

Accounts

Otley Road and Undercliffe Community Works

Charity number 1109010

A company limited by guarantee number 05262323

Annual Report and Financial Statements

for the year ended 31 March 2025

Otley Road and Undercliffe Community Works

Annual Report and Financial Statements for the year ended 31 March 2025

Contents	Page
Trustees' report	2 to 8
Examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 to 16

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rhys North - Community Partner North Wing Trust	Chair/Treasurer	
Raza Khan		Appointed 4 February 2025
Judy White - Resident		
Sue Mearns - Resident		Resigned 25 June 2024
Janet Naylor - Community Partner PCC		
Rosie Fairhurst - Community Partner PCC		
Rebecca Exley - Professional working locally		Resigned 24 September 2024
Nabila Begum - Resident		
Samia Naseer - Resident		
Shahnaz Afrin - Resident		

Company secretary

Jane Lees

Senior Management Team

Jane Lees

Chief executive officer

Sandra Walker

Nursery manager

Charity number

1109010

Registered in England and Wales

Company number

05262323

Registered in England and Wales

Registered and principal address

Undercliffe Lane
Otley Road
West Yorkshire
BD3 0DW

Bankers

The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmerdale WN8 6WT

Independent examiner

Cresswells Accountants (UK) Limited
12 Market Street
Hebden Bridge
West Yorkshire HX7 6AD

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 18 October 2004 and registered as a charity on 12 April 2005. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The resident trustees of the charity are appointed by nomination and election and the community partners are appointed by St Augustine's PCC, North Wing Trust and user groups.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2025

Structure, governance and management continued

Recruitment and appointment of the directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the company. Under the requirements of the memorandum and articles of association, the directors of the company serve for a period of three years. The six resident directors are elected and the community partner directors are nominated by the partner organisations. The membership of the company is comprised of up to: 6 resident members and 11 community partner company members. The community partner members will be nominated from: user groups or organisations based in Community Works premises (4), North Wing Trust (1), professionally qualified (1), professional with relevant skills living/working locally (1), St Augustine's PCC (4).

In seeking to appoint directors the company will take into account its Equality & Diversity Policy, people with skills in and experience and understanding of working in the public, private and voluntary sectors. Also an appropriate mix of gender, ethnicity and age.

Trustee/Directors induction and training

The following training has been undertaken by directors: roles and responsibilities of management committees, policies and procedures including safeguarding and equality and diversity, employment law, terms of reference for committees. New directors will be asked to attend an appropriate induction training to familiarise themselves with the charity and the context within which it operates and also to be aware of the responsibilities under company and charity law. A copy of the memorandum and articles and the latest financial accounts have been given to directors.

Relationship and co-operation with other organisations

During the year we established closer working relationships with Bradford Children and Families Trust and Bradford Council in our joint approach to meeting the needs of children and families. We continue to partner with Bradford College, Shipley College and Calderdale College to meet local need. Our new partnership with HALE and Cafe West has now been established with additional input at Communityworks and enhanced activity with a focus on engaging those that are isolated and not involved in their local community. We have continued our partnership with DWP supporting adults into employment and gained a new partner Brathay Trust. We continue to partner with the Feeding Bradford & Keighley Network. We have an excellent partnership with Bradford Council, InnChurches and Food Savers which has enabled us to continue and enhance our Community Food Market. We have continued to work with The Friends of Peel Park to raise the profile of the park, improve opportunities for play and increase activity through joint events. We also continued to link with HIVE and have secured funding to continue and enhance our work with asylum seekers and refugees.

Risk Management

The charity has conducted a review of the major risks to which the charity is exposed which have been recorded on the Risk Register. It has implemented the necessary procedures to comply with health and safety requirements for staff, volunteers, people who use Community Works and visitors to the centre. The Risk Register is regularly reviewed on a six monthly basis and the procedure is reviewed annually; or as required and updated as appropriate.

Objectives and activities

The charity's objectives

To promote, for the benefit of the public, urban regeneration in areas of social and economic deprivation, in particular for the benefit of the BD3 area and its local community in Bradford.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2025

Objectives and activities continued

The charity's aims

Community Works has refreshed the aims of the organisation in recent years and expects to impact in its neighbourhood in four key areas:-

- i) Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- ii) To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- iii) Work together with children, young people, adults and older people to encourage routes to improve life chances.
- iv) To be a community resource that promotes good health and well-being.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular have considered how planned activities will contribute to the aims and objectives they have set.

Achievements and performance

We consult with as many local families as possible, including those who do not use the centre, about the activities provided and our outreach work has been enhanced this year as we began our 5 year Lottery Project in partnership with HALE and Cafe West. The centre is also working to get local people involved in running the activities and a number of volunteers have moved into employment with our support. During the year we celebrated our official 20th Birthday which was a chance to reflect on the massive impact that has been achieved over the years. We also recognised the long service of so many of our team.

Community Project

Community Works has undertaken a range of activities which continue to fulfil the objects of the charity and build on the success of work undertaken previously. Our focus has continued to be with adults who particularly need our support to improve their skills in speaking English and developing their confidence. This year we have undertaken the following community project activities:

Community Project Workers in partnership with volunteers deliver basic ESOL classes throughout the week and those attending Job Club are expected to attend either these classes or other activities we deliver that will increase their confidence; thereby increasing people's independence and ability to secure employment.

We are very pleased to have Shipley College delivering 6 ESOL classes offering the opportunity for people to gain accreditation.

Our Job Club initiative has gradually developed and we have continued to help some local people obtain employment. During the financial year we secured further funding from UKSPF via Groundwork towards this work and exceeded our targets in terms of the support especially by offering work experience. We have also continued to support people one to one with our Information sessions which are invaluable. 16 people secured employment during the year with our support.

Over the year we have continued to offer support to those struggling with the cost of living crisis through initially our foodbank and then the Community Food Market. During the year we secured further HSF which is government funding to provide food for those in need. Our partnership with Foodsavers (InnChurches) enabled us to continue the Community Food Market which has been a huge success, enabling local people to become members and access affordable food while still paying their way.

We have continued to deliver Driving Theory classes which are delivered online.

We provide benefits advice in partnership with Family Action.

Community Project Workers have also continued to work with Refugees and Asylum Seekers notably through one to one support, our involvement in Refugee Week and continued partnership with HIVE.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance continued

Community Project continued

Our Women's Group continues to be very popular, helping build confidence and reduce loneliness, as well as bring people together from different backgrounds.

Our Community Project Workers continue to reach out to the community through door knocking to make sure that those new to the area are aware of our opportunities.

We worked closely with Bradford Children and Families Trust who were responsible for co-ordinating services from our building with a focus on families with children up to 19 years.

Better Start Bradford projects have continued to be delivered, offering some parenting support.

We also delivered Zumba in partnership with Happy Healthy You.

During the year we worked with 767 adults (slightly higher than the previous year (741)) over 1,288 sessions, with a total of 9,834 attendances (11% higher than the previous year). This doesn't include attendees accessing sessions hosted by Community Works but delivered by Bradford Children and Families Trust or Better Start projects.

Adult Learning

During this period we worked in partnership with Bradford College to deliver basic skills in English and Maths and IT Classes. We worked with Shipley College to deliver ESOL and Calderdale College to deliver Health & Social Care and Childcare courses. All are accredited courses meaning we are significantly improving adult education locally. 85 adults secured an accredited qualification within the academic year.

Day Nursery

Our setting continues to offer the highest standards – with a view to always improving. Ofsted graded us as Outstanding in November 2017 and on 31 October 2023 Ofsted inspected and awarded us Outstanding again. The report was incredibly positive and the inspector said that we are an exemplar for other settings. We offer fifty six places which were mostly filled throughout the year with children from the immediate area and continue to offer high quality education and care and maintain our good reputation in the local community. The Nursery continued to do well during the period however occupancy rates were not as high as we would have liked, largely due to the lack of support to identify 2 year olds from Bradford Council, who have reduced resources. The mix of children from a variety of backgrounds has continued. During the year we continued to deliver Two Year Old Offer places supporting children to get the very best start in life through high quality childcare provision. We use the Learning Journal programme which allows practitioners to track children's progress and this can also include parent's contributions.

The Friendship Centre

Activities for older people include the provision of day centre services in conjunction with Bradford Social Services and opportunities for volunteering. The Centre is open on Thursdays for up to 20 older people and offers a mix of activities including a hot meal, transport, bingo, intergenerational activities within the centre, exercise and a variety of entertainment. The Centre strives to offer an imaginative programme which stimulates challenges, informs, introduces new experiences and meets the needs identified by attendees as well as providing an opportunity for social interaction and support for older people who are fragile and socially isolated. We are also delighted to see a more diverse mix of older people attending the provision and that the provision is almost full. Over the period 36 different older people accessed the daycare provision.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance continued

Children's Project

During the period 249 children were involved in activities including After School clubs, Holiday Playschemes and this is an increase; despite a reduction in the number of sessions delivered.

This project was financially supported by some remaining BBC Children in Need funding, HAF from the D of E via Bradford Council and our own reserves. During the year we reduced our programme delivering 3 sessions 2 on Fridays and 1 on Saturdays. The provision of meals within holiday sessions has proved very successful both in terms of numbers and the fact that children now have access to healthy meals on a regular basis. We had identified this a real issue through our conversations with children. We have continued to deliver successful HAF programmes for children entitled to free school meals during the Easter and Summer holidays, as well as open sessions in half term holidays.

Uniting Communities

We are delighted that our partnership Lottery Bid with HALE and Café West has secured 5 years of investment in encouraging those that do not participate in their local community to get involved. The aim of the project is to increase engagement particularly of those over 40 to increase their confidence, health and wellbeing and participation.

Other Activities

During the year we have continued to participate in the local area, supporting the Great Get Together End of Refugee Week Celebration in Peel Park.

Volunteering

The Board of Directors acknowledges the huge amount of time and energy given to projects by volunteers and is extremely grateful for their support. Volunteers have made a significant contribution to many of the activities at Community Works as well as assisting with general help and care. The success of the many projects has been achieved in large measure due to the contribution of local people. The Friendship Centre and the children's work would not be able to run without the huge input from volunteers. This is also true of the ESOL beginner's classes and the foodbank. Had this high level of volunteers involvement not taken place it is estimated the charity would have incurred significant further costs or at times not been able to run activities.

Financial review

The charity's income is a mixture of restricted funds from grants for specific projects and costs and unrestricted funds from rental income and nursery contract income. A projected budget for the next three years is in place and the work of generating finance continues.

The total income for the period was £589,978 (2024 - £441,113) which was made up of unrestricted funds of £390,106 (2024 - £346,665) and restricted funds of £199,872 (2024 - £94,448). Total costs for the period were £535,525 (2024 - £560,484). The unrestricted fund carried forward is £876,632 (2024 - £822,048) and the restricted fund carried forward is £10,939 (2024 - £11,070).

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2025

Reserves policy

In June 2024 the Board reviewed its Reserves Policy in conjunction with the production of a three year financial plan. As part of this review, the Board agreed that unrestricted funds, adjusted to exclude the net book value of the building, should be maintained at a level which enabled activities to be funded between a lower target of a minimum period of six months and an upper target of 12 months budgeted expenditure, together with an allowance for dissolution costs - as at March 2024, this would represent target reserves of between £310,000 and £496,000. The Board recognises that its current level of unrestricted funds of £630,807 exceeds this level but is committed to monitoring its financial plan to manage its level of unrestricted funds to this level. In order to achieve this target level of unrestricted reserves the Board has deliberately set deficit budgets in recent years and for the next financial year.

In recognition of its lease responsibilities the Board has established a provision for dilapidation costs associated with the property lease.

The Board has reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and has concluded that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

The charity's free reserves, excluding fixed assets, at the year end were £630,807.

Future Plans

As shown in our report on our achievements and performance it is really pleasing to see how the charity has continued to provide a wide range of services to the community that we seek to serve. Particularly pleasing has been the increased work being undertaken in partnership with other local organisations as demonstrated in the work undertaken alongside HALE and Cafe West in the Uniting Communities project and via the links we have developed with Bradford, Shipley and Calderdale Colleges to enable increased access to adult learning courses. As a Board we will continue to seek partnership working opportunities wherever it makes sense for the community we serve.

The Board has continued to keep its financial plans under review. In recent years, as a result of deliberate planning, the charity has reduced its level of unrestricted reserves with the objective being to manage them to within its target range of reserves. Whilst in the year ending 31 March 2025 our reserves increased by a relatively small amount just under £32,000, the trustees continue to plan to reduce the charity's reserves to within its target range of reserves. The Board anticipates its level of unrestricted reserves will have reduced to just below its upper reserves target of £496,000 during 2027. Given this, the Board will be carefully reviewing its financial plans post March 2026 with a view to ensuring its finances can be managed sustainably going forwards. The Board recognises that the financial climate it faces is challenging both in terms of inflationary cost pressures and reduced funding opportunities.

We were delighted to celebrate our 20th anniversary in October 2024 and, notwithstanding the above mentioned financial challenges, the Board remains confident that Community Works can continue to provide services that will make a real difference to the BD3 community.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2025

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on ... 25/11/25

Signed:  (Trustee)

Name: ... RHYNS NORTH

Otley Road and Undercliffe Community Works

Independent examiner's report to the trustees of Otley Road and Undercliffe Community Works

I report on the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity's trustees of the Company (and 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 examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the ICAEW 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 in this report in order to enable a proper understanding of the accounts to be reached.



John Dakin
ICAEW
Cresswells
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Date: 25/11/2025

Otley Road and Undercliffe Community Works
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	-	199,872	199,872	94,448
Contract income		295,235	-	295,235	256,331
Rental Income		61,678	-	61,678	58,691
Bank Interest		23,464	-	23,464	18,892
Other Income		9,729	-	9,729	12,751
Total income		390,106	199,872	589,978	441,113
Expenditure on:					
Salaries NI and pensions	(3)	317,411	60,904	378,315	400,976
Payroll charges		1,447	120	1,567	1,609
Staff development		2,516	194	2,710	1,878
Recruitment		415	55	470	641
Food		262	20,662	20,924	28,626
Materials and activities		3,992	5,196	9,188	12,048
Building maintenance		5,766	5,645	11,411	10,684
Rates		1,496	500	1,996	2,153
Utilities		4,049	8,000	12,049	12,951
Printing, postage and stationery		1,535	331	1,866	1,600
Computer costs		923	-	923	1,925
Telephone		2,265	175	2,440	2,175
Publications and subscriptions		1,458	-	1,458	986
Insurance		1,821	3,500	5,321	5,196
Governance and audit		3,000	-	3,000	3,176
Legal and professional fees		6,551	-	6,551	5,395
Depreciation		64,032	-	64,032	54,384
Sinking Fund		11,304	-	11,304	11,304
Service providers		-	-	-	2,777
Total expenditure		430,243	105,282	535,525	560,484
Net income / (expenditure)		(40,137)	94,590	54,453	(119,371)
Transfers between funds		94,721	(94,721)	-	-
Net movement in funds		54,584	(131)	54,453	(119,371)
Fund balances brought forward		822,048	11,070	833,118	952,489
Fund balances carried forward	(4)	876,632	10,939	887,571	833,118

All incoming resources and resources expended derive from continuing activities.

Otley Road and Undercliffe Community Works

Balance sheet

as at 31 March 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 337,961	-	337,961	303,882
Total fixed assets	<u>337,961</u>	<u>-</u>	<u>337,961</u>	<u>303,882</u>
Current assets				
Debtors and prepayments	(6) 23,952	-	23,952	16,402
Current asset investments	(7) 541,359	-	541,359	521,979
Cash at bank and in hand	(8) 76,483	10,939	87,422	80,635
Total current assets	<u>641,794</u>	<u>10,939</u>	<u>652,733</u>	<u>619,016</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 10,987	-	10,987	8,949
Total current liabilities	<u>10,987</u>	<u>-</u>	<u>10,987</u>	<u>8,949</u>
Net current assets / (liabilities)	<u>630,807</u>	<u>10,939</u>	<u>641,746</u>	<u>610,067</u>
Total assets less current liabilities	<u>968,768</u>	<u>10,939</u>	<u>979,707</u>	<u>913,949</u>
Provisions for liabilities	(10) 92,136	-	92,136	80,831
Net assets	<u>876,632</u>	<u>10,939</u>	<u>887,571</u>	<u>833,118</u>
Funds				
Unrestricted funds				
General unrestricted funds	865,096	-	865,096	816,441
Designated funds	(11) 11,536	-	11,536	5,607
Unrestricted funds	<u>876,632</u>	<u>-</u>	<u>876,632</u>	<u>822,048</u>
Restricted funds	-	10,939	10,939	11,070
Endowment funds				
Total funds	<u>876,632</u>	<u>10,939</u>	<u>887,571</u>	<u>833,118</u>

For the year ending 31 March 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 25/11/25

Signed [Signature] (Trustee)

Name: RMYS NORTH

Otley Road and Undercliffe Community Works

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Upgrade of landlord's property: term of lease

Fixtures & fittings: over 3 and 5 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2025

2 Grants and donations	2025		2025	2024
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Bradford Metropolitan District Council (BMDC)	-	66,493	66,493	326,149
Community Action Bradford & District (CABAD)	-	2,500	2,500	2,000
Five Lane Community Partnership	-	750	750	1,970
Groundwork UK	-	124,721	124,721	
Uniting Communities	-	5,408	5,408	
Feeding Britain	-	-	-	625
National Lottery Community Fund (NLCF)	-	-	-	12,000
UKSPF	-	-	-	8,035
	<u>-</u>	<u>199,872</u>	<u>199,872</u>	<u>350,779</u>

-256331

3 Staff costs and numbers

	2025	2024
	£	£
Gross salaries	340,987	361,600
Social security costs	18,102	19,325
Pensions	19,226	20,051
	<u>378,315</u>	<u>400,976</u>

The average number of employees during the year was 21, being an average of 14 full time equivalent (2024:22 WTE, 15 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2025	2024
	£	£
Costs of the scheme to the charity for the year	19,226	20,051

4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BBC Children in Need	2,350	-	2,350	-	-
BMDC Day Nursery	-	-	-	-	-
BMDC Health & Wellbeing	-	11,918	11,918	-	-
BMDC Community Buildings	-	6,600	6,600	-	-
Groundwork	-	94,721	-	(94,721)	-
Groundwork HSF	-	30,000	30,000	-	-
HAFP	5,078	22,200	21,716	-	5,562
HSF	-	25,775	25,775	-	-
Health and Wellbeing	-	750	-	-	750
The Neighbourly	1,672	-	-	-	1,672
Uniting Communities	-	5,408	2,453	-	2,955
Five Lane Community Partnershi	1,970	-	1,970	-	-
CABAD Start for Life	-	2,500	2,500	-	-
	<u>11,070</u>	<u>199,872</u>	<u>105,282</u>	<u>(94,721)</u>	<u>10,939</u>

Fund descriptions are on the next page.

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2025

4 Restricted funds continued

Fund name	Purpose of restriction
BBC Children in Need	Staff costs for our After School & Holiday play scheme.
BMDC Day Nursery	For the provision of our 56 place nursery.
BMDC Health & Wellbeing	To support older people with their health and wellbeing through activities.
BMDC Community Buildings	To support the running costs of the Centre.
Groundwork	
Groundwork HSF	
HAFP	To deliver holiday play schemes
HSF	To provide food support for those struggling with the cost-of-living crisis
Health and Wellbeing	To encourage inactive children to become active
The Neighbourly	To provide food support for those struggling with the cost-of-living crisis
Uniting Communities	To provide support concerning the impact of cost of living pressures.
Five Lane Community Partners	To provide a range of physical activities for inactive children & adults.
CABAD Start for Life	To engage with families 0-3 and consult on their views

5 Tangible assets

	Landlord's property	Computer equipment	Fixtures & fittings	Office equipment	Total
Cost					
At 1 April 2024	£ 1,188,948	£ 34,943	£ 97,148	£ 7,113	£ 1,328,152
Additions	-	-	98,111	-	98,111
At 31 March 2025	<u>1,188,948</u>	<u>34,943</u>	<u>195,259</u>	<u>7,113</u>	<u>1,426,263</u>
Depreciation					
At 1 April 2024	886,476	33,532	97,148	7,113	1,024,270
Charge for year	53,844	540	9,648	-	64,032
At 31 March 2025	<u>940,320</u>	<u>34,072</u>	<u>106,796</u>	<u>7,113</u>	<u>1,088,302</u>
Net book value					
At 31 March 2025	<u>248,628</u>	<u>871</u>	<u>88,463</u>	<u>0</u>	<u>337,961</u>
At 31 March 2024	<u>302,472</u>	<u>1,411</u>	<u>-</u>	<u>-</u>	<u>303,882</u>

6 Debtors and prepayments

	2025	2024
	£	£
Debtors	2,751	
Prepayments	6,746	6,186
Accrued income	14,426	10,216
Other debtors	29	
	<u>23,952</u>	<u>16,402</u>

7 Current asset investments

	2025	2024
	£	£
Cash equivalents on deposit	<u>541,359</u>	<u>521,979</u>
	<u>541,359</u>	<u>521,979</u>

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2025

8 Cash at bank and in hand	2025	2024
	£	£
Cash at bank	87,412	80,625
Cash in hand	10	10
	<u>87,422</u>	<u>80,635</u>

9 Creditors and accruals	2025	2024
	£	£
Creditors	1,985	1,044
Accruals	7,226	5,966
Other creditors	1,776	1,939
	<u>10,987</u>	<u>8,949</u>

10 Provisions for liabilities	2025	2024
	£	£
Dilapidations fund	92,136	80,831
	<u>92,136</u>	<u>80,831</u>

11 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Community Food Market	5,607	6,047	118	-	11,536
	<u>5,607</u>	<u>6,047</u>	<u>118</u>	<u>-</u>	<u>11,536</u>

Fund name	Reason for designation
Community Food Market	To ringfence food market contributions for the food support costs.

12 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £44,283 (previous year: £53,978).

Related party disclosures

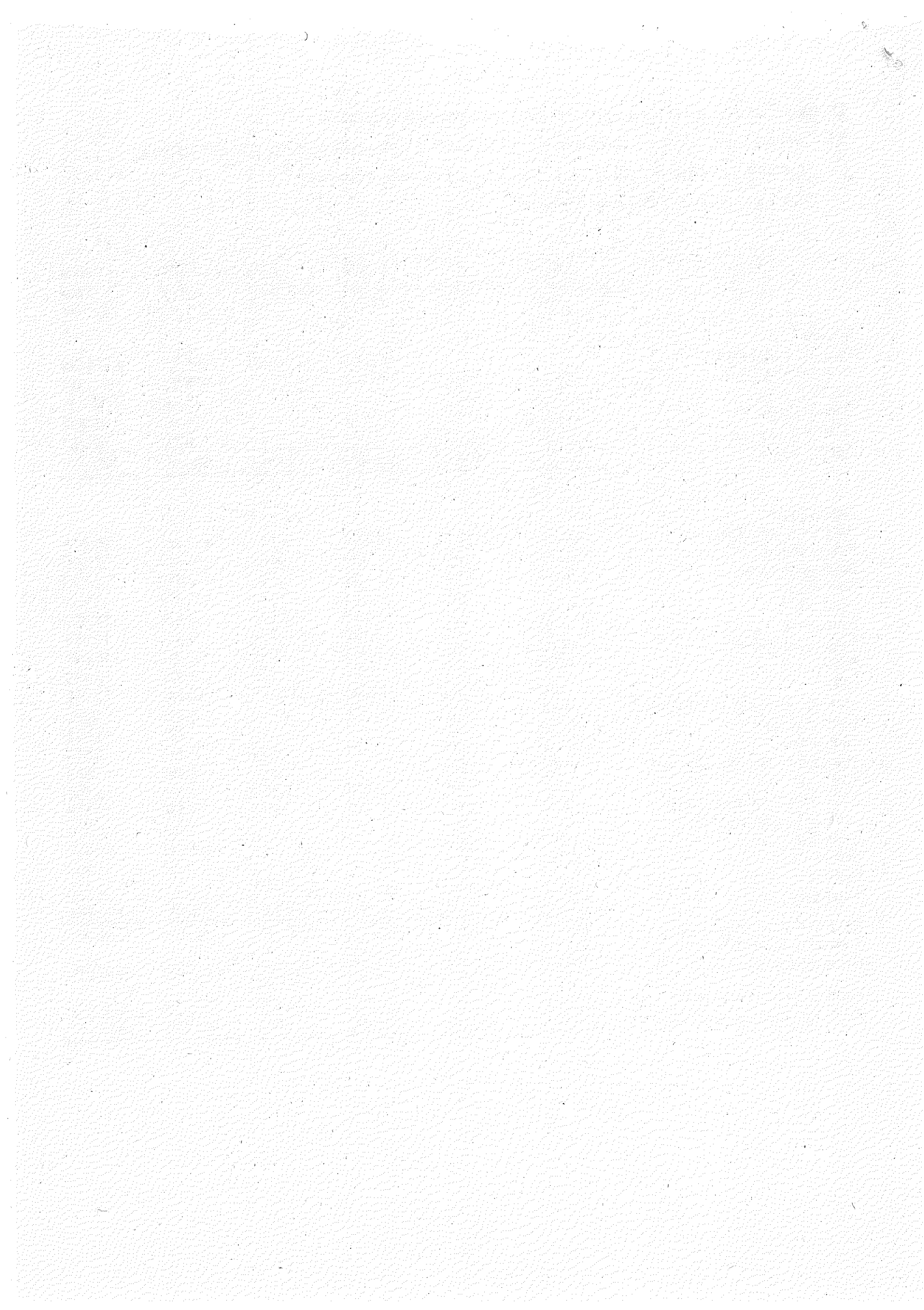
The Bradford Diocesan Board of Finance (Trustees of the North Wing Trust), as landlords of the property, are entitled to appoint a representative to the Board of the company.

13 Legal charge

A legal charge has been placed on the lease for the Community Works property by the funders. The lease is with the Bradford Diocesan Board of Finance (North Wing Trust) for a period of twenty five years starting in October 2005.

Otley Road and Undercliffe Community Works
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	-	-	199,872	94,448	199,872	94,448
Contract income	295,235	256,331	-	-	295,235	256,331
Rental Income	61,678	58,691	-	-	61,678	58,691
Bank Interest	23,464	18,892	-	-	23,464	18,892
Other Income	9,729	12,751	-	-	9,729	12,751
Total income	390,106	346,665	199,872	94,448	589,978	441,113
Expenditure						
Salaries NI and pensions	317,411	321,419	60,904	79,557	378,315	400,976
Payroll charges	1,447	1,264	120	345	1,567	1,609
Staff development	2,516	1,854	194	24	2,710	1,878
Recruitment	415	447	55	194	470	641
Food	262	51	20,662	28,575	20,924	28,626
Materials and activities	3,992	4,739	5,196	7,309	9,188	12,048
Building maintenance	5,766	8,999	5,645	1,685	11,411	10,684
Rates	1,496	1,273	500	880	1,996	2,153
Utilities	4,049	9,200	8,000	3,751	12,049	12,951
Printing, postage and stationery	1,535	1,600	331	-	1,866	1,600
Computer costs	923	1,925	-	-	923	1,925
Telephone	2,265	1,425	175	750	2,440	2,175
Publications and subscriptions	1,458	986	-	-	1,458	986
Insurance	1,821	2,796	3,500	2,400	5,321	5,196
Governance and audit	3,000	3,176	-	-	3,000	3,176
Legal and professional fees	6,551	5,395	-	-	6,551	5,395
Depreciation	64,032	54,384	-	-	64,032	54,384
Sinking Fund	11,304	11,304	-	-	11,304	11,304
Service providers	-	77	-	2,700	-	2,777
Total expenditure	430,243	432,314	105,282	128,170	535,525	560,484
Net income / (expenditure)	(40,137)	(85,649)	94,590	(33,722)	54,453	(119,371)
Transfers between funds	94,721	-	(94,721)	-	-	-
Net movement in funds	54,584	(85,649)	(131)	(33,722)	54,453	(119,371)
Fund balances brought forward	822,048	907,697	11,070	44,792	833,118	952,489
Fund balances carried forward	876,632	822,048	10,939	11,070	887,571	833,118



OTLEY ROAD AND UNDERCLIFFE COMMUNITY WORKS

England & Wales - Charity number 1109010

Accounts

Otley Road and Undercliffe Community Works

Charity number 1109010

A company limited by guarantee number 05262323

Annual Report and Financial Statements

for the year ended 31 March 2024

Otley Road and Undercliffe Community Works

Annual Report and Financial Statements for the year ended 31 March 2024

Contents	Page
Trustees' report	2 to 8
Examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 to 16

Prepared by West Yorkshire Community Accountancy Service CIO

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rhys North - Community Partner North Wing Trust	Chair/Treasurer	
Judy White - Resident		
Sue Mearns - Resident		Resigned 23 April 2024
Janet Naylor - Community Partner PCC		
Rosie Fairhurst - Community Partner PCC		
Rebecca Exley - Professional working locally		Resigned 24 September 2024
Nabila Begum - Resident		
Samia Naseer - Resident		Appointed 1 August 2023
Shahnaz Afrin - Resident		Appointed 1 August 2023

Company secretary Jane Lees

Senior Management Team

Jane Lees Chief executive officer
Sandra Walker Nursery manager

Charity number 1109010 Registered in England and Wales

Company number 05262323 Registered in England and Wales

Registered and principal address

Undercliffe Lane
Otley Road
West Yorkshire
BD3 0DW

Bankers

The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmerdale WN8 6WT

Independent examiner

Cresswells Accountants (UK) Limited

12 Market Street
Hebden Bridge
West Yorkshire HX7 6AD

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 18 October 2004 and registered as a charity on 12 April 2005. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The resident trustees of the charity are appointed by nomination and election and the community partners are appointed by St Augustine's PCC, North Wing Trust and user groups.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2024

Structure, governance and management continued

Recruitment and appointment of the directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the company. Under the requirements of the memorandum and articles of association, the directors of the company serve for a period of three years. The six resident directors are elected and the community partner directors are nominated by the partner organisations. The membership of the company is comprised of up to: 6 resident members and 11 community partner company members. The community partner members will be nominated from: user groups or organisations based in Community Works premises (4), North Wing Trust (1), professionally qualified (1), professional with relevant skills living/working locally (1), St Augustine's PCC (4).

In seeking to appoint directors the company will take into account its Equality & Diversity Policy, people with skills in and experience and understanding of working in the public, private and voluntary sectors. Also an appropriate mix of gender, ethnicity and age.

Trustee/Directors induction and training

The following training has been undertaken by directors: roles and responsibilities of management committees, policies and procedures including safeguarding and equality and diversity, employment law, terms of reference for committees. New directors will be asked to attend an appropriate induction training to familiarise themselves with the charity and the context within which it operates and also to be aware of the responsibilities under company and charity law. A copy of the memorandum and articles and the latest financial accounts have been given to directors.

Relationship and co-operation with other organisations

We continued to partner with St Augustine's Church in supporting UASC. We have worked with The Friends of Peel Park to raise the profile of the park, improve opportunities for play and increase activity through joint events. During the year we established closer working relationships with Bradford Children and Families Trust and Bradford Council in our joint approach to meeting the needs of children and families. We continue to partner with Bradford College, Shipley College and Hive to meet local need. We have developed a new partnership with HALE and Cafe West which will impact our future delivery. We also have a new partnership with DWP supporting adults into employment. We continue to partner with the Feeding Bradford & Keighley Network. We have an excellent partnership with InnChurches and Food Savers which has enabled us to launch a Community Food Market from April 2023. We also did some amazing creative projects with Cecil Green Arts, producing a massive puppet for the GGT23.

Risk Management

The charity has conducted a review of the major risks to which the charity is exposed which have been recorded on the Risk Register. It has implemented the necessary procedures to comply with health and safety requirements for staff, volunteers, people who use Community Works and visitors to the centre. The Risk Register is regularly reviewed on a six monthly basis and the procedure is reviewed annually; or as required and updated as appropriate.

Objectives and activities

The charity's objects

To promote, for the benefit of the public, urban regeneration in areas of social and economic deprivation, in particular for the benefit of the BD3 area and its local community in Bradford.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities continued

The charity's aims

Community Works has refreshed the aims of the organisation in recent years and expects to impact in its neighbourhood in four key areas:-

- i) Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- ii) To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- iii) Work together with children, young people, adults and older people to encourage routes to improve life chances.
- iv) To be a community resource that promotes good health and well-being.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular have considered how planned activities will contribute to the aims and objectives they have set.

Achievements and performance

We consult with as many local families as possible, including those who do not use the centre, about the activities provided. The centre is also working to get local people involved in running the activities.

Community Project

Community Works has undertaken a range of activities which continue to fulfil the objects of the charity and build on the success of work undertaken previously. Our focus has continued to be with adults who particularly need our support to improve their skills in speaking English and developing their confidence. This year we have undertaken the following community project activities:

Community Project Workers in partnership with volunteers deliver basic ESOL classes throughout the week and those attending Job Club are expected to attend either these classes or other activities we deliver that will increase their confidence; thereby increasing people's independence and ability to secure employment.

We are very pleased to have Shipley College delivering 5 ESOL classes offering the opportunity for people to gain accreditation.

Our Job Club initiative has gradually developed and we have continued to help some local people obtain employment. During the financial year we secured further funding from UKSPF towards this work.

Over the year we have continued to offer support to those struggling with the cost of living crisis through our foodbank. During the year we secured HSF which is government funding to provide food for those in need. We have seen a massive demand for this support and at times this has been a challenge. Our partnership with Foodsavers (InnChurches) enabled us to start a Community Food Market which has been a huge success, enabling local people to become members and access affordable food while still paying their way.

We have continued to deliver Driving Theory classes which are delivered online.

We provide benefits advice in partnership with Family Action.

Community Project Workers have also continued to work with Refugees and Asylum Seekers notably through one to one support, our involvement in Refugee Week and continued partnership with HIVE.

Our Women's Group continues to be very popular, helping build confidence and reduce loneliness, as well as bring people together from different backgrounds. During the year we did some beautiful work with Cecil Green Arts, including Enki - a massive puppet that was the centre piece at the Great Get Together End of Refugee Week Celebration in Peel Park. Producing beautiful lantern cups for the Lantern Parade in Lister Park, which was held in October 2023.

Our work with intercepted food has continued and we offer food that we can't use to families via the foodbank.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Community Project continued

We worked closely with Bradford Children and Families Trust who were responsible for co-ordinating services from our building with a focus on families with children up to 19 years.

Better Start Bradford projects have continued to be delivered, offering some parenting support.

We also delivered Zumba in partnership with Happy Healthy You.

During the year we worked with 741 adults (15% higher than the previous year) over 1,284 sessions, with a total of 8,891 attendances (30% higher than the previous year). This doesn't include attendees accessing sessions hosted by Community Works but delivered by Bradford Children and Families Trust or Better Start

Adult Learning

During this period we worked in partnership with Bradford College to deliver basic skills in English and Maths and IT Classes. We worked with Shipley College to deliver ESOL.

Day Nursery

Our setting continues to offer the highest standards – with a view to always improving. Ofsted graded us as Outstanding in November 2017, and on 31 October 2023 Ofsted inspected and awarded us Outstanding again. The report was incredibly positive and the inspector said that we are an exemplar for other settings. We offer fifty six places which were mostly filled throughout the year with children from the immediate area and continue to offer high quality education and care and maintain our good reputation in the local community. The Nursery continued to do well during the period however occupancy rates were not as high as we would have liked, largely due to the lack of support to identify 2 year olds from Bradford Council, who have reduced resources. The mix of children from a variety of backgrounds has continued. During the year we continued to deliver Two Year Old Offer places supporting children to get the very best start in life through high quality childcare provision. We use the Learning Journal programme which allows practitioners to track children's progress and this can also include parent's contributions.

The Friendship Centre

Activities for older people include the provision of day centre services in conjunction with Bradford Social Services and opportunities for volunteering. The Centre is open on Thursdays for up to 20 older people and offers a mix of activities including a hot meal, transport, bingo, intergenerational activities within the centre, exercise and a variety of entertainment. The Centre strives to offer an imaginative programme which stimulates challenges, informs, introduces new experiences and meets the needs identified by attendees as well as providing an opportunity for social interaction and support for older people who are fragile and socially isolated. We are also delighted to see a more diverse mix of older people attending the provision and that the provision is almost full.

Children's Project

During the period 238 children were involved in activities including Homework clubs, After School clubs, Holiday Playschemes and opportunities offered for volunteering.

This project is financially supported by BBC Children in Need and JU:MP, however both funding streams have now ended. During the year we reduced our programme delivering 7 sessions across the week including Saturdays. The provision of meals within both term time and holiday sessions has proved very successful both in terms of numbers and the fact that children now have access to healthy meals on a regular basis. We have continued to deliver successful HAF programmes for children entitled to free school meals during the Easter and Summer holidays.

UASC

Our partnership with St Augustine's has continued until August 2023, providing activities for young people aged 16-18 who are Unaccompanied Asylum Seeking Children. This work came to a natural end having supported 59 young people over the life of the project, having met the intended aims.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Other Activities

During the year we have continued to participate in the local area, jointly organising the Great Get Together End of Refugee Week Celebration in Peel Park.

Volunteering

The Board of Directors acknowledges the huge amount of time and energy given to projects by volunteers and is extremely grateful for their support. Volunteers have made a significant contribution to many of the activities at Community Works as well as assisting with general help and care. The success of the many projects has been achieved in large measure due to the contribution of local people. The Friendship Centre and the children's work would not be able to run without the huge input from volunteers. This is also true of the ESOL beginner's classes and the foodbank. Had this high level of volunteers involvement not taken place it is estimated the charity would have incurred significant further costs or at times not been able to run activities.

Financial review

The charity's income is a mixture of restricted funds from grants for specific projects and costs and unrestricted funds from rental income. The major sources of restricted funding are from: Bradford Early Years, Childcare and Adult Services. A projected budget for the next three years is in place and the work of generating finance continues.

The total income for the period was £441,113 (2023 - £411,176) which was made up of unrestricted funds of £90,334 (2023 - £60,127) and restricted funds of £350,779 (2023 - £351,049). Total costs for the period were £560,484 (2023 - £534,172). The unrestricted fund carried forward is £822,048 (2023 - £907,697) and the restricted fund carried forward is £11,070 (2023 - £44,792).

Reserves policy

In June 2024 the Board reviewed its Reserves Policy in conjunction with the production of a three year financial plan. As part of this review the Board agreed that unrestricted funds, adjusted to exclude the net book value of the building, should be maintained at a level which enabled activities to be funded between a lower target of a minimum period of six months and an upper target of 12 months budgeted expenditure, together with an allowance for dissolution costs - as at March 2024 this would represent target reserves of between £310,000 and £496,000. The Board recognises that its current level of unrestricted funds of £598,997 exceeds this level but is committed to monitoring its financial plan to manage its level of unrestricted funds to this level. In order to achieve this target level of unrestricted reserves the Board has deliberately set deficit budgets in recent years and for the next financial year.

In recognition of its lease responsibilities the Board has established a provision for dilapidation costs associated with the property lease.

The Board has reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and has concluded that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

The charity's free reserves, excluding fixed assets, at the year end were £598,997.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2024

Future Plans

As shown in our report on our achievements and performance the charity has continued to provide a wide range of services to the community that it serves. During the year the Board has taken the opportunity to review its strategic aims with a view to confirming whether they are still applicable. This review confirmed that we felt that the services we are delivering did serve the BD3 community although we remained open to providing new services where the need arose and funding was available. In particular the Board is keen to explore partnership working opportunities going forward where it will benefit the community we seek to serve.

The Board has continued to keep its financial plans under careful review. In recent years, as a result of deliberate planning, the charity has reduced its level of unrestricted reserves with the objective being to manage them to within its target range of reserves. By the end of 2024/2025 the Board anticipates its level of unrestricted reserves will have reduced to just above the charity's upper reserves target of £496,000. Given this the Board will be carefully reviewing its financial plans post March 2025 with a view to ensuring its finances can be managed sustainably going forwards. The Board recognises that the financial climate it faces is challenging both in terms of inflationary cost pressures and reduced funding opportunities.

We look forward to celebrating our 20th anniversary later this year and, notwithstanding the above mentioned financial challenges, the Board remains confident that Community Works can continue to provide services that will make a real difference to the BD3 community.

Otley Road and Undercliffe Community Works
Trustees' report (continued) for the year ended 31 March 2024

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 26/11/2024

Signed  (Trustee)

Name: RHYS NORTH

Otley Road and Undercliffe Community Works

Independent examiner's report to the trustees of Otley Road and Undercliffe Community Works

I report on the accounts of the charitable company for the year ended 31 March 2024, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity's trustees of the Company (and 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 examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the ICAEW 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 in this report in order to enable a proper understanding of the accounts to be reached.



John Dakin
ICAEW
Cresswells
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Date:

Otley Road and Undercliffe Community Works
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Grants and donations	(2)	-	350,779	350,779	351,049
Rental Income		58,691	-	58,691	50,780
Bank Interest		18,892	-	18,892	7,291
Other Income		12,751	-	12,751	2,056
Total income		90,334	350,779	441,113	411,176
Expenditure on:					
Salaries NI and pensions	(3)	86,925	314,051	400,976	395,074
Payroll charges		453	1,156	1,609	1,699
Staff development		1,199	679	1,878	487
Recruitment		219	422	641	739
Food		32	28,594	28,626	10,019
Materials and activities		1,158	10,890	12,048	7,391
Building maintenance		876	9,808	10,684	14,657
Rates		273	1,880	2,153	2,808
Utilities		3,200	9,751	12,951	11,321
Printing, postage and stationery		1,600	-	1,600	893
Computer costs		1,925	-	1,925	555
Telephone		1,425	750	2,175	5,608
Publications and subscriptions		566	420	986	1,715
Equipment		-	-	-	120
Insurance		1,796	3,400	5,196	4,955
Governance and audit		3,176	-	3,176	1,600
Legal and professional fees		5,395	-	5,395	5,316
Depreciation		54,384	-	54,384	54,384
Sinking Fund		11,304	-	11,304	11,304
Service providers		77	2,700	2,777	3,527
Total expenditure		175,983	384,501	560,484	534,172
Net income / (expenditure)		(85,649)	(33,722)	(119,371)	(122,996)
Transfers between funds		-	-	-	-
Net movement in funds		(85,649)	(33,722)	(119,371)	(122,996)
Fund balances brought forward		907,697	44,792	952,489	1,075,485
Fund balances carried forward	(4)	822,048	11,070	833,118	952,489

All incoming resources and resources expended derive from continuing activities.

Otley Road and Undercliffe Community Works

Balance sheet

as at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 303,882	-	303,882	358,266
Total fixed assets	<u>303,882</u>	<u>-</u>	<u>303,882</u>	<u>358,266</u>
Current assets				
Stock	-	-	-	-
Debtors and prepayments	(6) 16,402	-	16,402	29,915
Cash at bank and in hand	(7) 591,544	11,070	602,614	642,534
Total current assets	<u>607,946</u>	<u>11,070</u>	<u>619,016</u>	<u>672,449</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 8,949	-	8,949	8,699
Total current liabilities	<u>8,949</u>	<u>-</u>	<u>8,949</u>	<u>8,699</u>
Net current assets / (liabilities)	<u>598,997</u>	<u>11,070</u>	<u>610,067</u>	<u>663,750</u>
Total assets less current liabilities	<u>902,879</u>	<u>11,070</u>	<u>913,949</u>	<u>1,022,016</u>
Provisions for liabilities	(9) 80,831	-	80,831	69,527
Net assets	<u>822,048</u>	<u>11,070</u>	<u>833,118</u>	<u>952,489</u>
Funds				
Unrestricted funds				
General unrestricted funds	816,441	-	816,441	907,697
Designated funds	(10) 5,607	-	5,607	-
Unrestricted funds	<u>822,048</u>	<u>-</u>	<u>822,048</u>	<u>907,697</u>
Restricted funds	-	11,070	11,070	44,792
Total funds	<u>822,048</u>	<u>11,070</u>	<u>833,118</u>	<u>952,489</u>

For the year ending 31 March 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 26/11/2024

Signed:  (Trustee)

Name: RHYS NORTH

Otley Road and Undercliffe Community Works

Notes to the accounts

for the year ended 31 March 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Upgrade of landlord's property: term of lease

Fixtures & fittings: over 3 and 5 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Bradford Metropolitan District Council (BMDC)	-	326,149	326,149	266,509
Community Action Bradford & District	-	2,000	2,000	-
Feeding Britain	-	625	625	-
Five Lane Community Partnership	-	1,970	1,970	-
National Lottery Community Fund (NLCF)	-	12,000	12,000	-
UKSPF	-	8,035	8,035	3,000
BBC Children in Need	-	-	-	51,427
Groundworks ESF	-	-	-	19,951
JU:MP2	-	-	-	8,162
The Neighbourly	-	-	-	2,000
	<u>-</u>	<u>350,779</u>	<u>350,779</u>	<u>351,049</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	361,600	356,344
Social security costs	19,325	18,842
Pensions	20,051	19,888
	<u>400,976</u>	<u>395,074</u>

The average number of employees during the year was 21, being an average of 15 full time equivalent (2023: 23 WTE, 15 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	20,051	19,888

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BBC Children in Need	15,916	-	16,566	3,000	2,350
BBC Children in Need UASC	11,636	-	8,636	(3,000)	-
BDMC Great Get Together	-	587	587	-	-
BMDC Day Nursery	-	256,331	256,331	-	-
BMDC Health & Wellbeing	-	11,154	11,154	-	-
BMDC Community Buildings	-	4,000	4,000	-	-
HAFP	4,032	19,008	17,962	-	5,078
HSF	1,950	35,069	37,019	-	-
JU:MP	6,586	-	6,586	-	-
The Neighbourly	1,672	-	-	-	1,672
UKSPF	3,000	8,035	11,035	-	-
Five Lane Community Partnership	-	1,970	-	-	1,970
NLCF	-	12,000	12,000	-	-
CABAD Start for Life	-	2,000	2,000	-	-
Feeding Britain	-	625	625	-	-
	<u>44,792</u>	<u>350,779</u>	<u>384,501</u>	<u>-</u>	<u>11,070</u>

For fund descriptions see next page

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2024

4 Restricted funds continued

Fund name	Purpose of restriction
BBC Children in Need	Staff costs for our After School & Holiday play scheme
BBC Children in Need UASC	To support unaccompanied Asylum Seekers aged 16 to 18
BDMC Great Get Together	To support the Great Get Together at Peel Park
BMDC Day Nursery	For the provision of our 56 place nursery
BMDC Health & Wellbeing	To support older people with their health and wellbeing through activities
BMDC Community Buildings	To support the running costs of the Centre.
HAFP	To deliver holiday play schemes
HSF	To provide food support for those struggling with the cost-of-living crisis
JU:MP	To encourage inactive children to become active
The Neighbourly	To provide food support for those struggling with the cost-of-living crisis
UKSPF	To provide support concerning the impact of cost of living pressures.
Five Lane Community Partners	To provide a range of physical activities for inactive children & adults.
NLCF	To provide food support for those struggling with the cost-of-living crisis
CABAD Start for Life	To engage with families 0-3 and consult on their views
Feeding Britain	To deliver a holiday play scheme

5 Tangible assets

	Landlord's property	Computer equipment	Fixtures & fittings	Office equipment	Total
Cost	£	£	£	£	£
At 1 April 2023	1,188,948	34,943	97,148	7,113	1,328,152
Additions	-	-	-	-	-
At 31 March 2024	1,188,948	34,943	97,148	7,113	1,328,152
Depreciation					
At 1 April 2023	832,632	32,993	97,148	7,113	969,886
Charge for year	53,844	540	-	-	54,384
At 31 March 2024	886,476	33,533	97,148	7,113	1,024,270
Net book value					
At 31 March 2024	302,472	1,410	-	-	303,882
At 31 March 2023	356,316	1,950	-	-	358,266

6 Debtors and prepayments

	2024	2023
	£	£
Debtors	-	20
Prepayments	6,186	5,552
Accrued income	10,216	4,343
Other debtors	-	20,000
	16,402	29,915

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2024

7 Cash at bank and in hand	2024	2023
	£	£
Current and deposit bank accounts	602,604	642,409
Cash in hand	10	125
	<u>602,614</u>	<u>642,534</u>

8 Creditors and accruals	2024	2023
	£	£
Creditors	1,044	1,458
Accruals	5,966	5,198
Deferred income	-	267
Other creditors	1,939	1,776
	<u>8,949</u>	<u>8,699</u>

9 Provisions for liabilities	2024	2023
	£	£
Dilapidations fund	80,831	69,257
	<u>80,831</u>	<u>69,257</u>

					270
10 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Community Food Market	-	6,574	967	-	5,607
	<u>-</u>	<u>6,574</u>	<u>967</u>	<u>-</u>	<u>5,607</u>

Fund name	Reason for designation
Community Food Market	To ringfence food market contributions for the food support costs.

11 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £53,978 (previous year: £51,502).

Related party disclosures

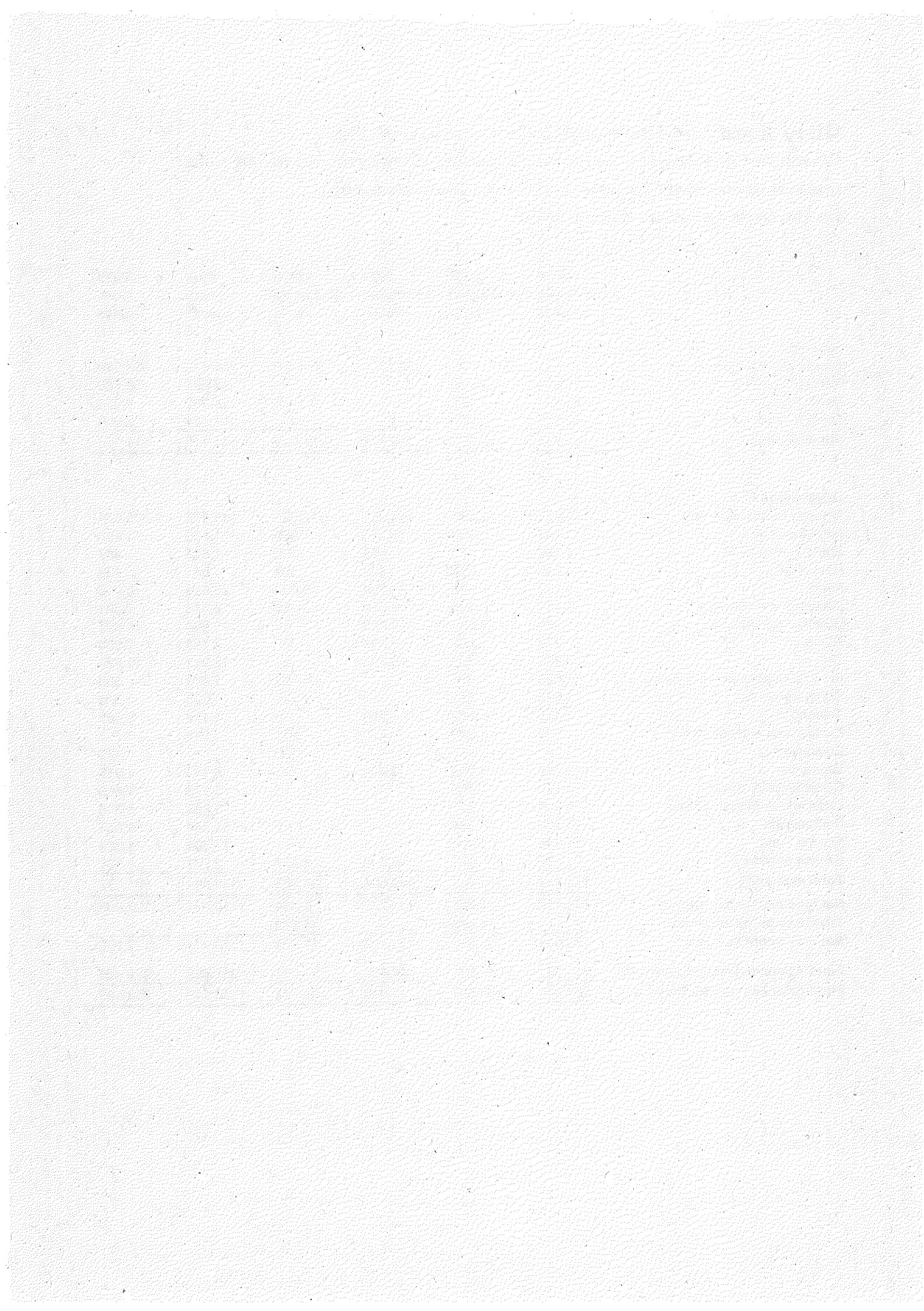
The Bradford Diocesan Board of Finance (Trustees of the North Wing Trust), as landlords of the property, are entitled to appoint a representative to the Board of the company.

12 Legal charge

A legal charge has been placed on the lease for the Community Works property by the funders. The lease is with the Bradford Diocesan Board of Finance (North Wing Trust) for a period of twenty five years starting in October 2005.

Otley Road and Undercliffe Community Works
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	-	-	350,779	351,049	350,779	351,049
Rental Income	58,691	50,780	-	-	58,691	50,780
Bank Interest	18,892	7,291	-	-	18,892	7,291
Other Income	12,751	2,056	-	-	12,751	2,056
Total income	90,334	60,127	350,779	351,049	441,113	411,176
Expenditure						
Salaries NI and pensions	86,925	82,449	314,051	312,625	400,976	395,074
Payroll charges	453	794	1,156	905	1,609	1,699
Staff development	1,199	91	679	396	1,878	487
Recruitment	219	382	422	357	641	739
Food	32	416	28,594	9,603	28,626	10,019
Materials and activities	1,158	1,225	10,890	6,166	12,048	7,391
Building maintenance	876	14,644	9,808	13	10,684	14,657
Rates	273	2,808	1,880	-	2,153	2,808
Utilities	3,200	11,321	9,751	-	12,951	11,321
Printing, postage and stationery	1,600	871	-	22	1,600	893
Computer costs	1,925	555	-	-	1,925	555
Telephone	1,425	5,602	750	6	2,175	5,608
Publications and subscriptions	566	800	420	915	986	1,715
Equipment	-	-	-	120	-	120
Insurance	1,796	4,955	3,400	-	5,196	4,955
Governance and audit	3,176	1,600	-	-	3,176	1,600
Legal and professional fees	5,395	5,316	-	-	5,395	5,316
Depreciation	54,384	54,384	-	-	54,384	54,384
Sinking Fund	11,304	11,304	-	-	11,304	11,304
Service providers	77	-	2,700	3,527	2,777	3,527
Total expenditure	175,983	199,517	384,501	334,655	560,484	534,172
Net income / (expenditure)	(85,649)	(139,390)	(33,722)	16,394	(119,371)	(122,996)
Transfers between funds	-	4,473	-	(4,473)	-	-
Net movement in funds	(85,649)	(134,917)	(33,722)	11,921	(119,371)	(122,996)
Fund balances brought forward	907,697	1,042,614	44,792	32,871	952,489	1,075,485
Fund balances carried forward	822,048	907,697	11,070	44,792	833,118	952,489



OTLEY ROAD AND UNDERCLIFFE COMMUNITY WORKS

England & Wales - Charity number 1109010

Accounts

Otley Road and Undercliffe Community Works

Charity number 1109010

A company limited by guarantee number 05262323

Annual Report and Financial Statements

for the year ended 31 March 2023

Otley Road and Undercliffe Community Works

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

Contents	Page
Trustees' report	2 to 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 to 14
Expanded statement of financial activities	15

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rhys North - Community Partner North Wing Trust	Chair/Treasurer	
Judy White - Resident		
Sue Mearns - Resident		
Howard Middleton - Resident		Resigned 15 November 2022
Janet Naylor - Community Partner PCC		
Rosie Fairhurst - Community Partner PCC		
Rebecca Exley - Professional working locally		
Nabila Begum - Service user		
Samia Naseer - Resident		Appointed 1 August 2023
Shahnaz Afrin - Resident		Appointed 1 August 2023

Company secretary

Jane Lees
Appointed 15 November 2022

Senior Management Team

Jane Lees
Sandra Walker
Chief executive officer
Nursery manager

Charity number

1109010
Registered in England and Wales

Company number

05262323
Registered in England and Wales

Registered and principal address

Undercliffe Lane
Otley Road
West Yorkshire
BD3 0DW

Bankers

The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmerdale WN8 6WT

Independent examiner

Cresswells Accountants (UK) Limited

12 Market Street
Hebden Bridge
West Yorkshire HX7 6AD

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 18 October 2004 and registered as a charity on 12 April 2005. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The resident trustees of the charity are appointed by nomination and election and the community partners are appointed by St Augustine's PCC, North Wing Trust and user groups.

Otley Road and Undercliffe Community Works

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

Structure, governance and management continued

Recruitment and appointment of the directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the company. Under the requirements of the memorandum and articles of association, the directors of the company serve for a period of three years. The six resident directors are elected and the community partner directors are nominated by the partner organisations. The membership of the company is comprised of up to: 5 resident members and 11 community partner company members. The community partner members will be nominated from: user groups or organisations based in Community Works premises (4), North Wing Trust (1), professionally qualified (1), professional with relevant skills living/working locally (1), St Augustine's PCC (4).

In seeking to appoint directors the company will take into account its Equality & Diversity Policy, people with skills in and experience and understanding of working in the public, private and voluntary sectors. Also an appropriate mix of gender, ethnicity and age.

Trustee/Directors induction and training

The following training has been undertaken by directors: roles and responsibilities of management committees, policies and procedures including safeguarding and equality and diversity, employment law, terms of reference for committees and human trafficking. New directors will be asked to attend an appropriate training course to familiarise themselves with the charity and the context within which it operates and also to be aware of the responsibilities under company and charity law. A copy of the memorandum and articles and the latest financial accounts have been given to directors.

Relationship and co-operation with other organisations

St Augustine's Church is responsible in partnership with Community Works for the delivery of provision for young refugees and asylum seekers aged 16 -18. We have worked very closely with The Friends of Peel Park to raise the profile of the park, improve opportunities for play and increase activity through joint events. During the year we established closer working relationships with Bradford Council in our joint approach to meeting the needs of children and families. We continue to partner with Bradford College, Shipley College and Hive to meet local need.

Risk Management

The charity has conducted a review of the major risks to which the charity is exposed which have been recorded on the Risk Register. It has implemented the necessary procedures to comply with health and safety requirements for staff, volunteers, people who use Community Works and visitors to the centre. The Risk Register is regularly reviewed on a six monthly basis and the procedure is reviewed annually; or as required and updated as appropriate.

Objectives and activities

The charity's objects

To promote, for the benefit of the public, urban regeneration in areas of social and economic deprivation, in particular for the benefit of the BD3 area and its local community in Bradford.

Otley Road and Undercliffe Community Works

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

Objectives and activities continued

The charity's aims

Community Works has refreshed the aims of the organisation in recent years and expects to impact in its neighbourhood in four key areas:-

- i) Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- ii) To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- iii) Work together with children, young people, adults and older people to encourage routes to improve life chances.
- iv) To be a community resource that promotes good health and well-being.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular have considered how planned activities will contribute to the aims and objectives they have set.

Achievements and performance

We consult with as many local families as possible, including those who do not use the centre, about the activities provided. The centre is also working to get local people involved in running the activities.

Community Project: Community Works has undertaken a range of activities which continue to fulfil the objects of the charity and build on the success of work undertaken previously. Our focus has continued to be with adults who particularly need our support to improve their skills in speaking English and developing their IT skills. This year we have undertaken the following community project activities:

Community Project Workers deliver basic ESOL classes throughout the week and those attending Job Club are expected to attend either these classes or IT classes; thereby increasing people's independence and ability to secure employment.

We are very pleased to have Shipley College delivering 5 ESOL classes offering the opportunity for people to gain accreditation.

Our Job Club initiative has gradually developed and we have continued to help some local people obtain employment. At the beginning of the financial year we secured further funding from ESF towards this work.

Over the year we have continued to offer support to those struggling with the cost of living crisis through our foodbank. During the year we secured HSF which is government funding to provide food for those in need.

We have seen a massive demand for this support and at times this has been a challenge.

We have continued to deliver Driving Theory classes which are delivered online.

We provide benefits advice in partnership with Family Action.

Community Project Workers have also continued to work with Refugees and Asylum Seekers hosting a busy drop-in session each week and supporting wider integration.

Our Women's Group continues to be very popular.

Our work with intercepted food has continued and we offer food within our sessions to increase our

We have continued courses to support Driving Theory and UK Life tests.

We worked closely with Bradford MDC who were responsible for delivering Children's Centre services from our building with a focus on families with children up to 19 years.

Better Start Bradford projects have continued to be delivered, offering some parenting support.

We also co-organised a number of large events in Peel Park, most notably a Celebration for the end of Refugee Week which was hugely successful.

We also delivered Zumba in partnership with Happy Healthy You.

During the year we worked with 620 adults over 1,329 sessions, with a total of 6,827 attendances. This doesn't include attendees accessing sessions hosted by Community Works but delivered by Bradford MDC or Better Start projects.

Otley Road and Undercliffe Community Works

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

Achievements and performance continued

Adult Learning: During this period we worked in partnership with Bradford College to deliver basic skills in English and Maths and IT Classes. We worked with Shipley College to deliver ESOL.

Day Nursery: We offer fifty six places which were mostly filled throughout the year with children from the immediate area and continue to offer high quality education and care and maintain our good reputation in the local community. The Nursery continued to do well during the period however occupancy rates were down, largely due to the lack of opportunities for very young children now that Children's Centre activities have stopped. The mix of children from a variety of backgrounds has continued. During the year we continued to deliver Two Year Old Offer places supporting children to get the very best start in life through high quality childcare provision. Our setting continues to offer the highest standards – with a view to always improving. Ofsted graded us as Outstanding in November 2017. We use the Learning Journal programme which allows practitioners to track children's progress and this can also include parent's contributions. During the year Better Start Bradford invested in our Nursery play area improving the quality and environment providing new soft surfacing, a new canopy cover, a sandpit and giant mushroom stepping stones.

The Friendship Centre: Activities for older people including the provision of day centre services in conjunction with Bradford Social Services and opportunities for volunteering. The Centre is open on Thursdays for up to 20 older people and offers a mix of activities including a hot meal, transport, bingo, intergenerational activities within the centre, exercise and a variety of entertainment. The Centre strives to offer an imaginative programme which stimulates challenges, informs, introduces new experiences and meets the needs identified by attendees as well as providing an opportunity for social interaction and support for older people who are fragile and socially isolated. We are also delighted to see a more diverse mix of older people attending the provision and that the provision is full.

Children's Project: During the period 241 children were involved in activities including Homework clubs, After School clubs, Holiday Playschemes and opportunities offered for volunteering.

This project is financially supported by BBC Children in Need and JU:MP. During the year we expanded our programme delivering 12 sessions across the week including Saturdays. The provision of meals within both term time and holiday sessions has proved very successful both in terms of numbers and the fact that children now have access to healthy meals on a regular basis.

UASC: Our partnership with St Augustine's has continued, providing activities for young people aged 16-18 who are Unaccompanied Asylum Seeking Children. This work is funded by BBC Children in Need and is key to supporting young people as they find their feet in the UK.

Other Activities: During the year we have continued to participate in the local area, jointly organising the Great Get Together End of Refugee Week Celebration in Peel Park.

Volunteering

The Board of Directors acknowledges the huge amount of time and energy given to projects by volunteers and is extremely grateful for their support. Volunteers have made a significant contribution to many of the activities at Community Works as well as assisting with general help and care. The success of the many projects has been achieved in large measure due to the contribution of local people. Both The Friendship Centre and the children's work would not be able to run without the huge input from volunteers. Had this high level of volunteers involvement not taken place it is estimated the charity would have incurred significant further costs or at times not been able to run activities.

Otley Road and Undercliffe Community Works

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

Financial review

The charity's income is a mixture of restricted funds from grants for specific projects and costs and unrestricted funds from rental income. The major sources of restricted funding are from: Bradford Early Years, Childcare and Adult Services and Children in Need. A projected budget for the next three years is in place and the work of generating finance continues.

The total income for the period was £411,176 (2022 - £413,453) which was made up of unrestricted funds of £60,127 (2022 - £56,071) and restricted funds of £351,049 (2022 - £357,382). Total costs for the period were £534,172 (2022 - £519,963). The unrestricted fund carried forward is £907,697 (2022 - £1,042,614) and the restricted fund carried forward is £44,792 (2022 - £32,871).

Reserves policy

In March 2023 the Board reviewed its Reserves Policy in conjunction with the production of a three year financial plan. As part of this review the Board agreed that unrestricted funds, adjusted to exclude the net book value of the building, should be maintained at a level which enabled activities to be funded between a lower target of a minimum period of six months and an upper target of 12 months budgeted expenditure, together with an allowance for dissolution costs - as at March 2023 this would represent target reserves of between £310,000 and £496,000. The Board recognises that its current level of unrestricted funds of £618,958 exceeds this level but is committed to monitoring its financial plan to manage its level of unrestricted funds to this level. In order to achieve this target level of unrestricted reserves the Board has deliberately set deficit budgets in recent years and for the next financial year.

In recognition of its lease responsibilities the Board has established a provision for dilapidation costs associated with the property lease.

The charity's free reserves, excluding fixed assets, at the year end were £618,958.

Future Plans

As shown in our report on our achievements and performance the charity has continued to provide a wide range of services to the community that it serves. In 2023/2024 the Board has committed to reviewing these services with a view to determining whether changes could helpfully be made which would enable it to even better serve the BD3 community. The Board has committed to work with an external adviser on this matter and is also keen to explore how it might be able to better work with other organisations across BD3 who share the vision of Community Works.

Linked to this review of services the Board will also be carefully reviewing its financial plans. In recent years, as a result of deliberate planning, the charity has reduced its level of unrestricted reserves with the objective being to manage them to within its target range of reserves. By the end of 2023/2024 the Board anticipates its level of unrestricted reserves will have reduced to close to the charity's upper reserves target of £496,000. Given this the Board will be carefully reviewing its financial plans post March 2024 with a view to ensuring its finances can be managed sustainably going forwards. The Board recognises that the financial climate it faces is challenging both in terms of inflationary cost pressures and reduced funding opportunities.

Notwithstanding the above mentioned financial challenges the Board remains confident that Community Works can continue to provide services that will make a real difference to the BD3 community.

Otley Road and Undercliffe Community Works

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

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 5/12/2023

Signed:  (Trustee)

Name: RHYS NORTH

Otley Road and Undercliffe Community Works

Independent examiner's report to the trustees of Otley Road and Undercliffe Community Works

I report on the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 9 to 15.

Responsibilities and basis of report

As the charity's trustees of the Company (and 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 examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the ICAEW 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 in this report in order to enable a proper understanding of the accounts to be reached.



John Dakin
ICAEW
Cresswells
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Date: 5 December 2023

Otley Road and Undercliffe Community Works
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and Donations	(2)	-	351,049	351,049	357,382
Rental Income		50,780	-	50,780	46,010
Bank Interest		7,291	-	7,291	7,831
Other Income		2,056	-	2,056	2,230
Total income		<u>60,127</u>	<u>351,049</u>	<u>411,176</u>	<u>413,453</u>
Expenditure on:					
Salaries and on costs	(3)	82,449	312,625	395,074	391,805
Payroll charges		794	905	1,699	2,174
Staff development		91	396	487	1,425
Recruitment		382	357	739	827
Food		416	9,603	10,019	2,164
Materials and activities		1,225	6,166	7,391	3,130
Building maintenance		14,644	13	14,657	14,199
Rates		2,808	-	2,808	1,764
Utilities		11,321	-	11,321	8,483
Printing, postage and stationery		871	22	893	1,670
Computer costs		555	-	555	3,190
Telephone		5,602	6	5,608	3,126
Publications and subscriptions		800	915	1,715	2,965
Equipment		-	120	120	290
Insurance		4,955	-	4,955	4,281
Governance and audit		1,600	-	1,600	4,260
Legal and professional fees		5,316	-	5,316	3,015
Depreciation		54,384	-	54,384	55,295
Sinking Fund		11,304	-	11,304	11,304
Service providers		-	3,527	3,527	4,596
Total expenditure		<u>199,517</u>	<u>334,655</u>	<u>534,172</u>	<u>519,963</u>
Net income / (expenditure)		<u>(139,390)</u>	<u>16,394</u>	<u>(122,996)</u>	<u>(106,510)</u>
Transfers between funds		<u>4,473</u>	<u>(4,473)</u>		-
Net movement in funds		<u>(134,917)</u>	<u>11,921</u>	<u>(122,996)</u>	<u>(106,510)</u>
Fund balances brought forward		<u>1,042,614</u>	<u>32,871</u>	<u>1,075,485</u>	<u>1,181,995</u>
Fund balances carried forward	(4)	<u>907,697</u>	<u>44,792</u>	<u>952,489</u>	<u>1,075,485</u>

All incoming resources and resources expended derive from continuing activities.

Otley Road and Undercliffe Community Works

Balance Sheet

as at 31 March 2023

	2023	2023	2023	Restated 2022
	Unrestricted £	Restricted £	Total £	Total £
Fixed assets				
Tangible assets	(5) 358,266	-	358,266	412,650
Total fixed assets	<u>358,266</u>	<u>-</u>	<u>358,266</u>	<u>412,650</u>
Current assets				
Debtors and prepayments	(6) 29,915	-	29,915	35,981
Cash at bank and in hand	(7) 597,742	44,792	642,534	700,431
Total current assets	<u>627,657</u>	<u>44,792</u>	<u>672,449</u>	<u>736,412</u>
Current liabilities: amounts falling due within one year				
Creditors and accruals	(8) 8,699	-	8,699	15,353
Total current liabilities	<u>8,699</u>	<u>-</u>	<u>8,699</u>	<u>15,353</u>
Net current assets / (liabilities)	<u>618,958</u>	<u>44,792</u>	<u>663,750</u>	<u>721,059</u>
Total assets less current liabilities	<u>977,224</u>	<u>44,792</u>	<u>1,022,016</u>	<u>1,133,709</u>
Provisions for liabilities	(9) 69,527	-	69,527	58,224
Net assets	<u>907,697</u>	<u>44,792</u>	<u>952,489</u>	<u>1,075,485</u>
Funds				
Unrestricted funds	907,697	-	907,697	1,042,614
Restricted funds	-	44,792	44,792	32,871
Total funds	<u>907,697</u>	<u>44,792</u>	<u>952,489</u>	<u>1,075,485</u>

For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 5/12/2023.

Signed:  (Trustee)

Name: RHYS NORTH

Otley Road and Undercliffe Community Works

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

Other debtors at 31 March 2022 have increased by £20,000 and bank deposits have reduced by £20,000 at 31 March 2022 due to an error in classification.

No other changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Upgrade of landlord's property: term of lease

Fixtures & fittings: over 3 and 5 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Otley Road and Undercliffe Community Works

Notes to the accounts continued

for the year ended 31 March 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
BBC Children in Need	-	51,427	51,427	49,968
Bradford Metropolitan District Council (BMDC)	-	266,509	266,509	242,272
Groundworks ESF	-	19,951	19,951	23,941
JU:MP2	-	8,162	8,162	25,000
The Neighbourly	-	2,000	2,000	-
UKSPF	-	3,000	3,000	-
HMRC Job Retention Scheme	-	-	-	15,701
RIC Health	-	-	-	500
	<u>-</u>	<u>351,049</u>	<u>351,049</u>	<u>357,382</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	356,344	355,151
Social security costs	18,842	16,101
Pensions	19,888	20,553
	<u>395,074</u>	<u>391,805</u>

The average number of employees during the year was 23, being an average of 15 full time equivalent (2022: 27 WTE, 18 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	<u>19,888</u>	<u>20,553</u>

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BBC Children in Need	7,507	41,426	33,017	-	15,916
BBC Children in Need UASC	8,306	10,000	6,670	-	11,636
BMDC Climate Action	3,250	-	3,250	-	-
BMDC Day Nursery	-	218,358	218,358	-	-
BMDC Health & Wellbeing	-	17,035	17,035	-	-
Groundworks ESF	-	19,951	18,858	(1,093)	-
HAFP	3,993	16,667	15,648	(980)	4,032
HSF	-	14,450	11,500	(1,000)	1,950
JU:MP	9,815	8,162	9,991	(1,400)	6,586
The Neighbourly	-	2,000	328	-	1,672
UKSPF	-	3,000	-	-	3,000
	<u>32,871</u>	<u>351,049</u>	<u>334,655</u>	<u>(4,473)</u>	<u>44,792</u>

For fund descriptions see next page

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2023

4 Restricted funds continued

Fund name	Purpose of restriction
BBC Children in Need	Staff costs for our After School & Holiday play scheme
BBC Children in Need UASC	To support unaccompanied Asylum Seekers aged 16 to 18
BMDC Climate Action	To promote awareness and activities that reduce CO2 emissions
BMDC Day Nursery	For the provision of our 56 place nursery
BMDC Health & Wellbeing	To support older people with their health and wellbeing through activities
Groundworks ESF	To move people towards the job market
HAFP	To deliver holiday play schemes
HSF	To provide food support for those struggling with the cost-of-living crisis
JU:MP	To encourage inactive children to become active
The Neighbourly	To provide food support for those struggling with the cost-of-living crisis
UKSPF	To provide support concerning the impact of cost of living pressures.

5 Tangible assets

	Landlord's property	Computer equipment	Fixtures & fittings	Office equipment	Total
<u>Cost</u>	£	£	£	£	£
At 1 April 2022	1,188,948	34,943	97,148	7,113	1,328,152
Additions					-
At 31 March 2023	<u>1,188,948</u>	<u>34,943</u>	<u>97,148</u>	<u>7,113</u>	<u>1,328,152</u>
<u>Depreciation</u>					
At 1 April 2022	778,788	32,453	97,148	7,113	915,502
Charge for year	53,844	540	-	-	54,384
At 31 March 2023	<u>832,632</u>	<u>32,993</u>	<u>97,148</u>	<u>7,113</u>	<u>969,886</u>
<u>Net book value</u>					
At 31 March 2023	<u>356,316</u>	<u>1,950</u>	<u>-</u>	<u>-</u>	<u>358,266</u>
At 31 March 2022	<u>410,160</u>	<u>2,490</u>	<u>-</u>	<u>-</u>	<u>412,650</u>

6 Debtors and prepayments

	2023	2022
	£	£
Debtors	20	900
Prepayments and accrued income	9,895	15,081
Other debtors	20,000	20,000
	<u>29,915</u>	<u>35,981</u>

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2023

7 Cash at bank and in hand	2023	2022
	£	£
Current and deposit bank accounts	642,409	700,391
Cash in hand	125	40
	<u>642,534</u>	<u>700,431</u>

8 Creditors and accruals	2023	2022
	£	£
Creditors	1,458	6,420
Deferred income	267	
Accruals	5,198	6,999
Other creditors	1,776	1,934
	<u>8,699</u>	<u>15,353</u>

8 Provisions for liabilities	2023	2022
	£	£
Dilapidations fund	69,527	58,224
	<u>69,527</u>	<u>58,224</u>

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £51,502 (previous year: £45,244).

Related party disclosures

The Bradford Diocesan Board of Finance (Trustees of the North Wing Trust), as landlords of the property, are entitled to appoint a representative to the Board of the company.

10 Legal charge

A legal charge has been placed on the lease for the Community Works property by the funders. The lease is with the Bradford Diocesan Board of Finance (North Wing Trust) for a period of twenty five years starting in October 2005.

8 Funds held as agent	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
JU-MP Friends of Peel Park	8,162	-	8,162	-
	<u>8,162</u>	<u>-</u>	<u>8,162</u>	<u>-</u>

Otley Road and Undercliffe Community Works
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and Donations	-	-	351,049	357,382	351,049	357,382
Rental Income	50,780	46,010	-	-	50,780	46,010
Bank Interest	7,291	7,831	-	-	7,291	7,831
Other Income	2,056	2,230	-	-	2,056	2,230
Total income	60,127	56,071	351,049	357,382	411,176	413,453
Expenditure						
Salaries and on costs	82,449	85,288	312,625	306,517	395,074	391,805
Payroll charges	794	1,856	905	318	1,699	2,174
Staff development	91	149	396	1,276	487	1,425
Recruitment	382	201	357	626	739	827
Food	416	1,902	9,603	262	10,019	2,164
Materials and activities	1,225	137	6,166	2,993	7,391	3,130
Building maintenance	14,644	12,934	13	1,265	14,657	14,199
Rates	2,808	1,764	-	-	2,808	1,764
Utilities	11,321	8,483	-	-	11,321	8,483
Printing, postage and stationery	871	1,560	22	110	893	1,670
Computer costs	555	2,727	-	463	555	3,190
Telephone	5,602	2,987	6	139	5,608	3,126
Publications and subscriptions	800	2,379	915	586	1,715	2,965
Equipment	-	21	120	269	120	290
Insurance	4,955	4,281	-	-	4,955	4,281
Governance and audit	1,600	4,260	-	-	1,600	4,260
Legal and professional fees	5,316	3,015	-	-	5,316	3,015
Depreciation	54,384	55,295	-	-	54,384	55,295
Sinking Fund	11,304	11,304	-	-	11,304	11,304
Service providers	-	92	3,527	4,504	3,527	4,596
Total expenditure	199,517	200,635	334,655	319,328	534,172	519,963
Net income / (expenditure)	(139,390)	(144,564)	16,394	38,054	(122,996)	(106,510)
Transfers between funds	4,473	62,423	(4,473)	(62,423)	-	-
Net movement in funds	(134,917)	(82,141)	11,921	(24,369)	(122,996)	(106,510)
Fund balances brought forward	1,042,614	1,124,755	32,871	57,240	1,075,485	1,181,995
Fund balances carried forward	907,697	1,042,614	44,792	32,871	952,489	1,075,485

OTLEY ROAD AND UNDERCLIFFE COMMUNITY WORKS

England & Wales - Charity number 1109010

Accounts

Otley Road and Undercliffe Community Works

Charity number 1109010

A company limited by guarantee number 05262323

Annual Report and Financial Statements for the year ended 31 March 2022

Otley Road and Undercliffe Community Works

Annual Report and Financial Statements for the year ended 31 March 2022

Contents	Page
Trustees' report	2 to 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 to 16

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Judy White - Resident		
Howard Middleton - Resident	Secretary	
Sue Mearns - Resident		
Christina Jones Community Partner (PCC)		Resigned 2 August 2021
Rhys North - Community Partner (North Wing Trust)	Chair/Treasurer	
Janet Naylor - Community Partner (PCC)		
Alison Ryan - Professionally qualified		Resigned 19 April 2021
Austin Bradshaw - Resident		Resigned 16 November 2021
Shabana Khan - Community Partner (User groups)		Resigned 19 April 2021
Naz Shaguffta - Resident		Resigned 19 April 2021
Rev Rosemary Fairhurst - Community Partner (PCC)		
Rebecca Exley - Professionally qualified		Appointed 16 November 2021
Nabila Begum - Resident		Appointed 16 November 2021

Company secretary A Bradshaw

Senior Management Team

J Lees Chief Executive Officer
S Walker Nursery Manager

Charity number 1109010 Registered in England and Wales

Company number 05262323 Registered in England and Wales

Registered and principal address

Undercliffe Lane
Otley Road
West Yorkshire
BD3 0DW

Bankers

Royal Bank of Scotland
45-47 Bank Street
Bradford
BD1 1TS

The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmerdale
WN8 6WT

Independent Examiners

Cresswells Accountants (UK) Limited

12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 18 October 2004 and registered as a charity on 12 April 2005. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The resident trustees of the charity are appointed by nomination and election and the community partners are appointed by St Augustine's PCC, North Wing Trust and user groups.

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2022

Recruitment and appointment of the directors

The Directors of the Company are also charity trustees for the purposes of charity law and under the Company's articles are known as members of the company. Under the requirements of the memorandum and articles of association, the directors of the company serve for a period of 3 years. The six resident directors are elected and the community partner directors are nominated by the partner organisations. The membership of the company is comprised of up to: 5 resident members and 11 community partner company members. The community partner members will be nominated from: user groups or organisations based in Community Works premises (4), North Wing Trust (1), professionally qualified (1), professional with relevant skills living/working locally (1), St Augustine's PCC (4).

In seeking to appoint directors the company will take into account its Equality & Diversity Policy, people with skills in and experience and understanding of working in the public, private and voluntary sectors. Also an appropriate mix of gender, ethnicity and age.

Trustee/Directors Induction and Training

The following training has been undertaken by Directors: roles and responsibilities of management committees, policies and procedures including safeguarding and equality and diversity, employment law, terms of reference for committees and human trafficking. New directors will be asked to attend an appropriate training course to familiarise themselves with the charity and the context within which it operates and also to be aware of the responsibilities under company and charity law. A copy of the memorandum and articles and the latest financial accounts have been given to directors.

Relationship and co-operation with other organisations

During the year we continued our working relationship with St Augustine's Church who jointly deliver our Ignite Project. We have worked with JU:MP and The Friends of Peel Park to raise the profile of the park, improve opportunities for play and increase activity through joint events.

Risk Management

The Charity has conducted a review of the major risks to which the charity is exposed which have been recorded on the Risk Register. It has implemented the necessary procedures to comply with health and safety requirements for staff, volunteers, people who use Community Works and visitors to the centre. The Risk Register is regularly reviewed on a six monthly basis and the procedure is reviewed annually; or as required and updated as appropriate. This included extensive measures relating to Covid-19.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

The charity's objects

To promote, for the benefit of the public, urban regeneration in areas of social and economic deprivation, in particular for the benefit of the BD3 area and its local community in Bradford.

Community Works expects to impact in its neighbourhood in four key areas:

- i) Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- ii) To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- iii) Work together with children, young people, adults and older people to encourage routes to improve life chances.
- iv) To be a community resource that promotes good health and well-being.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

The charity's main activities, achievements and performance

We consult with as many local families as possible, including those who do not use the centre, about the activities provided. The centre is also working to get local people involved in running the activities.

Community Project: Community Works has undertaken a range of activities which continue to fulfil the objects of the charity and build on the success of work undertaken previously. This entire period has again been challenged by the Covid-19 Pandemic.

We continued with some online activities where that was wanted by local people; but in the main we were able to deliver activities ensuring extra protections were in place. The focus has continued towards adults who particularly need our support to improve their skills in speaking English and developing their IT skills. Community Project Workers deliver basic ESOL classes throughout the week and those attending Job Club are expected to attend either these classes or IT classes; therefore increasing people's independence and ability to secure employment. Our Job Club initiative has gradually developed, and we have continued to help some local people towards the job market. We have continued to succeed in supporting people into employment. We were extremely pleased to secure further ESF funding to support this work. As well as gaining employment we have empowered many women to move into accredited courses that will not only give them their first ever qualifications, but also increased confidence and a stronger chance of employment in the future.

During the year we worked with 568 adults. We have continued supporting some Eastern European families that were helped with advice on housing, benefits, childcare and practical support which meets their presenting needs via Family Action. We have continued courses to support Driving Theory and IT classes. We also worked in partnership with Bradford College to deliver online Basic Skill, Numeracy, and IT. We continued to focus on older Asian women as we completed our Nanji Project which engaged 99 women over 50 and we are very pleased that many are now continuing to participate in our wider range of activities.

During the period we also played our part in sharing public health messages about keeping safe during the pandemic, distributing masks, promoting testing and generally ensuring people had access to reliable information to counter misinformation on social media. We have also promoted vaccine take-up via social media and group discussion – as well as personal example. We continued to support people struggling financially with intercepted food and distributed to 51 local families, regularly supporting them each week throughout the year where necessary.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2022

The charity's main activities, achievements and performance continued

Day Nursery: Delivery of our nursery provision continued throughout the period. We continue to offer fifty-six places to children from the immediate area and continue to offer high quality education and care and maintain our good reputation in the local community. The Nursery continued to do well during the period however occupancy rates were slightly down. The mix of children from a variety of backgrounds has continued. During the year we continued to deliver Two Year Old Offer places supporting children to get the very best start in life through high quality childcare provision. Our setting continues to offer the highest standards – with a view to always improving. Ofsted graded us as Outstanding in November 2017. We now incorporate a Transitions Stay and Play for children prior to starting Nursery which really helps build confidence in children and allows us to form relationships with both children and parents. We were also awarded Communication Friendly 2-4s Status in 2022, having completed training to achieve the award.

The Friendship Centre: Activities for older people recommenced face to face in August 2021 due to a reduction in the risk of Covid-19. Prior to this we continued to support our older people through telephone contact and then with some doorstep visits. We continued to put all measures in place to reduce the risk of Covid-19 for this most vulnerable group and these remain in place. This group has gone from strength to strength with so many local people keen to be back engaged with others after the isolation of lock-down.

Children's Project: During the period 254 children were involved in activities as we built back up after Covid-19 became less prevalent. We delivered 9 sessions each week and fed children 3 times per week. We also ran activities in school holidays and offered meals alongside. We encouraged children to be as active as possible and had a strong focus on team games and sports.

JUMP Connector Project: During the year we developed even more activities to focus on encouraging inactive children aged 5 to 14 to be active. This involved working in partnership with local schools particularly Grove House Primary and St Francis Primary. We delivered a range of activities in Peel Park including in school holidays and worked with over 300 children and young people.

Youth Project: Our partnership with St Augustine's Church Youth Worker to deliver initiatives to Unaccompanied Asylum-Seeking Children has continued through the year and we are grateful for the support given to us by Horton Housing in encouraging young people to participate. We supported 29 young people over the period which is an achievement as this is a challenging group to engage and keep going.

Other Activities: During the year we continued our involvement in the local area working closely with JU:MP and The Friends of Peel Park. We secured a tender with JU:MP to increase activity in inactive children aged 5 to 14 and employed JU:MP Connectors to deliver a wide range of physical activities both within our building, various local schools and as much as possible in Peel Park. We continued to work with JU:MP to develop the Peel Park Neighbourhood and were instrumental in ongoing developments within the park. We also worked with others in the designing of a new play area for under 3s which was installed in this financial year.

Volunteering

During the year we did work with some volunteers, and we are grateful for their contribution which enabled us to be more effective and supportive to those we support.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2022

Financial review

The charity's income is a mixture of restricted funds from grants for specific projects and costs and unrestricted funds from rental income. The major sources of restricted funding are from: Bradford Early Years, Childcare and Adult Services, BBC Children in Need, Groundworks and JU-MP. A projected budget for the next three years is in place and the work of generating finance continues.

The total income for the period was £413,453 (2021 - £520,977) which was made up of unrestricted funds of £56,071 (2021 - £68,656) and restricted funds of £357,382 (2021 - £452,321). Total costs for the period were £519,962 (2021 - £509,153). The unrestricted fund carried forward is £1,042,614 (2021 - £1,124,755) and the restricted fund carried forward is £32,871 (2021 - £57,240).

Reserves policy

In March 2022 the Board reviewed its Reserves Policy in conjunction with the production of a three year financial plan. As part of this the Board agreed that unrestricted funds, adjusted to exclude the net book value of the building, should be maintained between a lower target of six months budgeted expenditure and an upper target of 12 months budgeted expenditure - based on budgeted 2022/2023 expenditure this equates to £241,000 and £419,000 respectively. These reserves are to enable continuation of activities in case of reductions in income and to meet any dissolution costs of the charity. The Board recognises that its current level of unrestricted funds of £688,188 (2021 - £715,774) exceeds this level but is committed to monitoring its financial plan to manage its level of unrestricted funds to this level. In order to achieve this target level of unrestricted reserves the Board has deliberately set deficit budgets in recent years and for the next three years.

In recognition of its lease responsibilities the Board has established a provision for dilapidation costs associated with the property lease.

Whilst CommunityWorks has been impacted by the global Covid-19 virus, it is at times like this that the charity has been protected by its level of available unrestricted reserves. The Board has reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and has concluded that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Future Plans

The Board's plans for the future of Community Works are to focus on delivering a high-quality offer for all ages and backgrounds. Community Works will continue to support the most vulnerable local people and seek support to transform the lives of those experiencing barriers towards a higher quality of life. We plan to continue to support those who are increasingly struggling with the cost-of-living crisis. The Board aims to continue build on our long-established work with children. We also aim to develop and continue our work supporting people into employment and work hard to find jobs for those who have never been employed. We plan to develop our partnerships so that we can offer more accredited qualifications accessible in the local community. Community Works will also continue our partnership with JU:MP and The Friends of Peel Park seeking to promote community involvement in improving the environment and encouraging local people to use their outdoor spaces. The Board continues to seek local views in order to highlight new areas of need.

As Chair of Community Works, I would like, on behalf of the Board, to thank Jane Lees (Community Works Chief Executive Officer) and all the staff at Community Works for their continued effort, commitment and hard work throughout 2021 and 2022. This period has been both challenging and rewarding as we have continued to seek to provide a wide range of services to the BD3 community whilst also seeking to be wise as to how to respond to the challenges of Covid-19. Whilst the future holds many uncertainties the Board remains committed to achieving the best for the community that Communityworks serves with the resources that are available to it.

Otley Road and Undercliffe Community Works

Trustees' report (continued) for the year ended 31 March 2022

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Independent examiners

The independent examiners, Cresswells Accountants LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Signed on behalf of the board of trustees:

Signed  (Trustee)

Name..... Rhys North

Date..... 15/11/2022

Otley Road and Undercliffe Community Works

Independent examiner's report to the trustees of Otley Road and Undercliffe Community Works

I report on the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 9 to 16.

Responsibilities and basis of report

As the charity's trustees of the Company (and 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 examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the ICAEW 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 in this report in order to enable a proper understanding of the accounts to be reached.



John Dakin
ICAEW
Cresswells
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Date: 15/11/2022.

Otley Road and Undercliffe Community Works
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and Donations	(2)	-	357,382	357,382	459,113
Rental Income		46,010	-	46,010	46,498
Bank Interest		7,831	-	7,831	10,229
Other Income		2,230	-	2,230	5,137
Total income		56,071	357,382	413,453	520,977
Expenditure on:					
Salaries and on-costs	(3)	85,288	306,517	391,805	387,868
Payroll admin costs		1,856	318	2,174	2,346
Staff development		149	1,276	1,425	699
Recruitment		201	626	827	621
Food		1,902	262	2,164	790
Materials & activities		137	2,993	3,130	3,534
Building maintenance		12,934	1,265	14,199	16,713
Rates		1,764	-	1,764	1,086
Utilities		8,483	-	8,483	7,797
Printing, postage & stationery		1,560	110	1,670	1,722
Computer costs		2,727	463	3,190	1,103
Telephone		2,987	139	3,126	2,700
Publication, Subscriptions, quickbooks		2,379	586	2,965	2,208
Equipment		21	269	290	-
Insurance		4,281	-	4,281	4,723
Governance and audit		4,260	-	4,260	4,125
Professional fees(Accoutancy,legal)		3,015	-	3,015	6,153
Depreciation		55,295	-	55,295	54,384
Sinking Fund		11,304	-	11,304	9,456
Service providers		90	4,505	4,595	1,125
Total expenditure		200,634	319,328	519,962	509,153
Net income / (expenditure)		(144,564)	38,054	(106,510)	11,824
Transfers between funds		62,423	(62,423)	-	-
Net movement in funds		(82,141)	(24,369)	(106,510)	11,824
Fund balances brought forward		1,124,755	57,240	1,181,995	1,170,171
Fund balances carried forward	(4)	1,042,614	32,871	1,075,485	1,181,995

All incoming resources and resources expended derive from continuing activities.

Otley Road and Undercliffe Community Works

Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (5)	412,650	-	412,650	464,228
Total fixed assets	<u>412,650</u>	<u>-</u>	<u>412,650</u>	<u>464,228</u>
Current assets				
Debtors and prepayments (6)	15,981	-	15,981	18,645
Cash at bank and in hand (7)	687,560	32,871	720,431	762,916
Total current assets	<u>703,541</u>	<u>32,871</u>	<u>736,412</u>	<u>781,561</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	15,353	-	15,353	8,547
Total current liabilities	<u>15,353</u>	<u>-</u>	<u>15,353</u>	<u>8,547</u>
Net current assets / (liabilities)	<u>688,188</u>	<u>32,871</u>	<u>721,059</u>	<u>773,014</u>
Total assets less current liabilities	<u>1,100,837</u>	<u>32,871</u>	<u>1,133,708</u>	<u>1,237,242</u>
Provisions for liabilities (9)	58,223	-	58,223	55,247
Net assets	<u>1,042,614</u>	<u>32,871</u>	<u>1,075,485</u>	<u>1,181,995</u>
Funds				
Unrestricted funds	1,042,614	-	1,042,614	1,124,755
Restricted funds		32,871	32,871	57,240
Total funds	<u>1,042,614</u>	<u>32,871</u>	<u>1,075,485</u>	<u>1,181,995</u>


For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 15/11/2022

Signed:  (Trustee)

Name Rhys North

Otley Road and Undercliffe Community Works

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Upgrade of landlord's property: term of lease

Fixtures & fittings: over 3 and 5 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Otley Road and Undercliffe Community Works

Notes to the accounts continued

for the year ended 31 March 2022

1 Accounting policies continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	39,968	39,968	7,806
BBC Children in Need UASC	-	10,000	10,000	-
BMDC Climate Action	-	3,500	3,500	-
BMDC Day Nursey	-	207,669	207,669	253,928
BMDC Health & Wellbeing	-	16,226	16,226	16,226
BMDC Omicorn Support Fund	-	790	790	-
Groundworks ESF1	-	3,991	3,991	7,981
Groundworks ESF2	-	19,950	19,950	25,000
HAFP	-	13,197	13,197	1,768
HMRC Job Retention Scheme	-	15,701	15,701	66,493
JU:MP2	-	25,000	25,000	-
Lottery Celebration	-	890	890	-
RIC Health	-	500	500	-
Big Lottery Covid 19	-	-	-	9,999
BMDC Business Grant	-	-	-	10,000
Building Connections Fund	-	-	-	31,738
EUSS	-	-	-	7,500
Leeds Community Foundation	-	-	-	7,412
Postcode Lottery	-	-	-	13,262
	<u>-</u>	<u>357,382</u>	<u>357,382</u>	<u>459,113</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	355,150	351,186
Social security costs	16,101	16,840
Pensions	20,553	19,842
	<u>391,805</u>	<u>387,868</u>

The average number employees during the year was 27, being an average of 18 full time equivalent (2021: 27, 18 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	20,553	19,842

Otley Road and Undercliffe Community Works

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC Day Nursey	4,399	207,669	201,069	(10,999)	-
BMDC Health & Wellbeing EDC	-	10,000	6,500	(3,500)	-
BMDC Health & Wellbeing Projects	-	6,226	3,925	(2,301)	-
Lottery Celebration	-	890	-	(890)	-
RIC Health	-	500	30	(470)	-
Postcode Lottery	13,262	-	8,462	(4,800)	-
BBC Children in Need	4,912	39,968	29,773	(7,600)	7,507
BBC Children in Need UASC	5,320	10,000	6,441	(573)	8,306
Building Connections Fund	7,351	-	6,922	(429)	-
BDMC Climate Action	-	3,500	250	-	3,250
BMDC Omnicron Support Fund	-	790	105	(685)	-
JU:MP	980	-	980	-	-
JU:MP2	19,779	25,000	18,779	(16,185)	9,815
HMRC Job Retention Scheme	-	15,701	15,701	-	-
HAFP	256	13,197	5,420	(4,040)	3,993
Groundworks ESF1	771	3,991	2,021	(2,741)	-
Groundworks ESF2	-	19,950	12,740	(7,210)	-
5 Lane Community Partnership	210	-	210	-	-
	<u>57,240</u>	<u>357,382</u>	<u>319,328</u>	<u>(62,423)</u>	<u>32,871</u>

Fund name	Purpose of restriction	32,871
BMDC Day Nursey	For the provision of our 56 place nursery	
BMDC Health & Wellbeing	To support older people with their health and wellbeing through activities	
Celebration Lottery 25	To benefit local communities	
RIC Health Promotion	To encourage physical activity in adults	
Postcode Lottery	To support communities through the Covid Pandemic	
BBC Children in Need	Staff costs for our After School & holiday playschemes	
BBC Children in Need UASC	To support Unaccompanied Asylum Seekers aged 16 to 18	
Building Connections Fund	To develop and deliver the Nani Ji project for older Asian women	
BMDC Climate Change	To promote awareness and activities that reduce CO2 emissions	
BMDC Omnicron Support Fund	To prevent infection for social care activities	
JU:MP	To promote physical activity in inactive children aged 5 to 14	
JU:MP Connector Project	To promote physical activity in inactive children aged 5 to 14	
HMRC Job Retention Scheme	To support the organisation to furlough staff	
HAFP	To deliver holiday playschemes	
Groundworks ESF1	To help people get closer to the job market	
Groundworks ESF2	To help people get closer to the job market	
5 Lane Community Partnership	To provide physical activities for adults	
EUSS	To assist EU citizen with the EU Settlement Scheme	
Leeds Community Foundation	To provide additional support for children's activities	

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2022

5 Tangible assets	Landlord's property	Computer equipment	Fixtures & fittings	Office equipment	Total
Cost	£	£	£	£	£
At 1 April 2021	1,188,948	31,226	97,148	7,113	1,324,435
Additions	-	3,717	-	-	3,717
At 31 March 2022	<u>1,188,948</u>	<u>34,943</u>	<u>97,148</u>	<u>7,113</u>	<u>1,328,152</u>
Depreciation					
At 1 April 2021	724,944	31,001	97,148	7,113	860,206
Charge for year	53,844	1,451	-	-	55,295
At 31 March 2022	<u>778,788</u>	<u>32,452</u>	<u>97,148</u>	<u>7,113</u>	<u>915,502</u>
Net book value					
At 31 March 2022	<u>410,160</u>	<u>2,491</u>	<u>-</u>	<u>-</u>	<u>412,650</u>
At 31 March 2021	<u>464,004</u>	<u>225</u>	<u>-</u>	<u>-</u>	<u>464,228</u>
6 Debtors and prepayments				2022	2021
				£	£
Debtors				900	-
Prepayments and accrued income				<u>15,081</u>	<u>18,645</u>
				<u>15,981</u>	<u>18,645</u>
7 Cash at bank and in hand				2022	2021
				£	£
Current and deposit accounts				720,391	762,876
Petty Cash				40	40
				<u>720,431</u>	<u>762,916</u>
8 Creditors and accruals				2022	2021
				£	£
Creditors				6,420	490
Other creditors				<u>8,933</u>	<u>8,057</u>
				<u>15,353</u>	<u>8,547</u>
9 Provisions for liabilities				2022	2021
				£	£
Dilapidations Fund				<u>58,223</u>	<u>55,247</u>

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2022

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Executive Officer only. The total employee received were £45,244.

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

Other related party disclosures

The Bradford Diocesan Board of Finance (Trustees of the North Wing Trust), as landlords of the property, are entitled to appoint a representative to the Board of the company.

11 Legal charge

A legal charge has been placed on the lease for the Community Works property by the funders. The lease is with the Bradford Diocesan Board of Finance (North Wing Trust) for a period of twenty five years starting in October 2005.

12 Funds held as agent

	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
JU-MP Friends of Peel Park	-	10,000	1,838	8,162
	-	10,000	1,838	8,162

Otley Road and Undercliffe Community Works

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and Donations	-	10,000	357,382	449,113	357,382	459,113
Rental Income	46,010	46,498	-	-	46,010	46,498
Bank Interest	7,831	10,229	-	-	7,831	10,229
Other Income	2,230	1,929	-	3,208	2,230	5,137
Total income	56,071	68,656	357,382	452,321	413,453	520,977
Expenditure						
Salaries and on-costs	85,288	73,743	306,517	314,125	391,805	387,868
Payroll admin costs	1,856	2,346	318	-	2,174	2,346
Staff development	149	142	1,276	557	1,425	699
Other staff cost including recruitment	201	364	626	257	827	621
Food	1,902	54	262	736	2,164	790
Materials & activities	137	-	2,993	3,534	3,130	3,534
Building maintenance	12,934	13,319	1,265	3,394	14,199	16,713
Rates	1,764	1,086	-	-	1,764	1,086
Utilities	8,483	7,797	-	-	8,483	7,797
Printing, postage & stationery	1,560	1,557	110	165	1,670	1,722
Computer costs	2,727	797	463	306	3,190	1,103
Telephone	2,987	2,700	139	-	3,126	2,700
Publication, Subscriptions, quickbook	2,379	2,208	586	-	2,965	2,208
Equipment	21	-	269	-	290	-
Insurance	4,281	4,723	-	-	4,281	4,723
Governance and audit	4,260	4,125	-	-	4,260	4,125
Professional fees(Accoutancy,legal)	3,015	2,910	-	1,353	3,015	6,153
Depreciation	55,295	54,384	-	-	55,295	54,384
Sinking Fund	11,304	9,456	-	-	11,304	9,456
Service providers	90	-	4,505	3,015	4,595	1,125
Total expenditure	200,634	181,711	319,328	327,442	519,962	509,153
Net income / (expenditure)	(144,564)	(113,055)	38,054	124,879	(106,510)	11,824
Transfers between funds	62,423	92,732	(62,423)	(92,732)	-	-
Net movement in funds	(82,141)	(20,323)	(24,369)	32,147	(106,510)	11,824
Fund balances brought forward	1,124,755	1,145,078	57,240	25,093	1,181,995	1,170,171
Fund balances carried forward	1,042,614	1,124,755	32,871	57,240	1,075,485	1,181,995

OTLEY ROAD AND UNDERCLIFFE COMMUNITY WORKS

England & Wales - Charity number 1109010

Accounts

Otley Road and Undercliffe Community Works

Charity number 1109010

A company limited by guarantee number 05262323

Annual Report and Financial Statements

for the year ended 31 March 2021

Otley Road and Undercliffe Community Works

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

Contents	Page
Trustees' report	2 to 7
Auditor's report	8 to 9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 to 17

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Judy White - Resident		
Howard Middleton - Resident		
Christina Jones - Community Partner (PCC)		Resigned 2 August 2021
Rhys North - Community Partner (North Wing Trust)	Chair/Treasurer	
Janet Naylor - Community Partner (PCC)		
Alison Ryan - Professionally qualified		Resigned 19 April 2021
Austin Bradshaw - Resident		
Shabana Ishaq - Community Partner (User groups)		Resigned 19 April 2021
Naz Shaguffta - Resident		Resigned 19 April 2021
Rosemary Fairhurst - Community Partner (PCC)		
Sue Mearns - Resident		

Company secretary Austin Bradshaw

Senior Management Team

Jane Lees Chief Executive Officer
Sandra Walker Nursery Manager

Charity number 1109010 Registered in England and Wales

Company number 05262323 Registered in England and Wales

Registered and principal address

Undercliffe Lane
Otley Road
West Yorkshire
BD3 0DW

Bankers

The Co-operative Bank
P.O. Box 250
Delf House
Southway
Skelmerdale WN8 6WT

Auditors

Cresswells Accountants (UK) Limited

12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 18 October 2004 and registered as a charity on 12 April 2005. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The resident trustees of the charity are appointed by nomination and election and the community partners are appointed by St Augustine's PCC, North Wing Trust and user groups.

Otley Road and Undercliffe Community Works

Trustees' report for the year ended 31 March 2021

Recruitment and appointment of the directors

The Directors of the Company are also charity trustees for the purposes of charity law and under the Company's articles are known as members of the company. Under the requirements of the memorandum and articles of association, the directors of the company serve for a period of 3 years. The six resident directors are elected and the community partner directors are nominated by the partner organisations. The membership of the company is comprised of up to: 5 resident members and 11 community partner company members. The community partner members will be nominated from: user groups or organisations based in Community Works premises (4), North Wing Trust (1), professionally qualified (1), professional with relevant skills living/working locally (1), St Augustine's PCC (4).

In seeking to appoint directors the company will take into account its Equality & Diversity Policy, people with skills in and experience and understanding of working in the public, private and voluntary sectors. Also an appropriate mix of gender, ethnicity and age.

Trustee/Directors Induction and Training

The following training has been undertaken by Directors: roles and responsibilities of management committees, policies and procedures including safeguarding and equality and diversity, employment law, terms of reference for committees and human trafficking. New directors will be asked to attend an appropriate training course to familiarise themselves with the charity and the context within which it operates and also to be aware of the responsibilities under company and charity law. A copy of the memorandum and articles and the latest financial accounts have been given to directors.

Relationship and co-operation with other organisations

Hive is a local provider responsible in partnership with Community Works for the delivery of provision for young refugees and asylum seekers aged 16 -18. We have worked very closely with The Friends of Peel Park to raise the profile of the park, improve opportunities for play and increase activity through joint events. During the year we established closer working relationships with Bradford Council in our joint approach to meeting the needs of children and families.

Risk Management

The Charity has conducted a review of the major risks to which the charity is exposed which have been recorded on the Risk Register. It has implemented the necessary procedures to comply with health and safety requirements for staff, volunteers, people who use Community Works and visitors to the centre. The Risk Register is regularly reviewed on a six monthly basis and the procedure is reviewed annually; or as required and updated as appropriate.

Otley Road and Undercliffe Community Works

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

Objectives and activities

The charity's objects

To promote, for the benefit of the public, urban regeneration in areas of social and economic deprivation, in particular for the benefit of the BD3 area and its local community in Bradford.

Community Works has considered its strategic aims and seeks to impact in its neighbourhood in four key areas:-

- i) Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- ii) To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- iii) Work together with children, young people, adults and older people to encourage routes to improve life chances.
- iv) To be a community resource that promotes good health and well-being.

The charity's main activities, achievements and performance

We consult with as many local families as possible, including those who do not use the centre, about the activities provided. The centre is also working to get local people involved in running the activities, through the promotion of volunteering.

Community Project: Community Works has undertaken a range of activities which continue to fulfil the objects of the charity and build on the success of work undertaken previously. This entire period was dominated by the Covid-19 Pandemic restrictions. It was also particularly difficult because the area of benefit had consistently higher than average rates of infection, meaning that we had to make decisions to further restrict face to face delivery in the interests of local public health. We did not wish to contradict national public health messages about staying at home by bringing people together.

We moved our delivery online where that was possible and also continued to keep in touch via phone and social media. The focus has continued towards adults who particularly need our support to improve their skills in speaking English and developing their IT skills. Community Project Workers deliver basic ESOL classes throughout the week and those attending Job Club are expected to attend either these classes or IT classes; therefore increasing people's independence and ability to secure employment. Our Job Club initiative has gradually developed and we have continued to help some local people obtain employment. We have continued to succeed in supporting people into employment. We were extremely pleased to secure ESF funding to support this work, however we did have to pause this funding stream for part of the year, although we did continue to try to support this element of work.

Building Connections Funding to help us tackle loneliness via our Nani Ji Project continued but again we were very limited in what we could do as this demographic continues to be extremely vulnerable to Covid-19. During the year we worked with 620 adults. We have continued engaging Eastern European families that live in the community, primarily in partnership with Gillington Advice Service supporting 152 people with their EUSS applications to remain in the UK. We have also succeeded in encouraging more EU children into nursery. Families were helped with advice on housing, benefits, childcare and practical support which meets their presenting needs via phone via Family Action. We have continued courses to support Driving Theory and UK Life tests. We set up a temporary food bank at the beginning of the pandemic and used our intercepted food to distribute to 144 local families, we regularly supported them each week. We also worked in partnership with Bradford College to deliver online Basic Skill, Numeracy and IT. During the period we also played our part in sharing public health messages about keeping safe during the pandemic, distributing masks, working alongside Bradford MDC in home visiting to promote testing and generally ensuring people had access to reliable information to counter mis-information on social media. Latterly we have promoted vaccine take-up via social media and group discussion – as well as by personal example.

Otley Road and Undercliffe Community Works

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

The charity's main activities, achievements and performance (continued)

Day Nursery: Delivery of our nursery provision continued throughout the pandemic, initially with our most vulnerable children, but from June 2020 we were open for all children. We worked hard to support children at home as well as those that attended, by distributing weekly activity packs via doorstep visits. From January 2021 the Government changed the funding support which forced us to furlough some of the team. Given the pandemic our numbers were much lower and throughout 2021 we have worked tirelessly to turn this around. We continue to offer fifty-six places to children from the immediate area and continue to offer high quality education and care and maintain our good reputation in the local community. The Nursery continued to do well during the period however occupancy rates were down, largely due to the lack of opportunities for very young children, now that Children's Centre activities have stopped. The mix of children from a variety of backgrounds has continued. During the year we continued to deliver Two Year Old Offer places supporting children to get the very best start in life through high quality childcare provision. Our setting continues to offer the highest standards – with a view to always improving. Ofsted graded us as Outstanding in November 2017. We continue to use the Early Essence App which allows practitioners to track children's progress and this can also include parent's contributions.

The Friendship Centre: Activities for older people were not delivered face to face for the entire funding period due to Covid-19. We continued to support our older people through telephone contact and then with some doorstep visits. We also delivered activity packs and offered tablets for remote contact but these were declined.

Children's Project: During the period 91 children were involved in activities as for the majority of the year we were unable to deliver and the staff were furloughed. We decided against a summer play scheme as the Covid-19 rates were extremely high, but delivered face to face in October half term and Easter, and online at February half term. We secured Healthy Holidays funding which enabled us to provide food as well as activities.

Youth Project: Our partnership with HIVE to deliver initiatives to Unaccompanied Asylum-Seeking Children paused due to Covid-19 and was picked up online thanks to HIVE providing tablets for the young people. We then partnered with St Augustine's Church Youth Worker and both worked on the provision until the end of the financial year. We supported 19 young people – which we consider amazing in the circumstances.

Other Activities: During the year we continued our involvement in the locality working closely with JU:MP and The Friends of Peel Park. We secured a tender with JU:MP to increase activity in inactive children aged 5 to 14; due to Covid-19 we did not employ to the project, however we continued to work with JU:MP to develop the Peel Park Neighbourhood and were instrumental in developing the fantastic new play area at the Bolton Road end of the park. We also worked with others in the designing of a new play area for under 3s.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular have considered how planned activities will contribute to the aims and objectives they have set.

Volunteering

During the year we didn't work with volunteers due to Covid-19 and our inability to deliver face to face.

Otley Road and Undercliffe Community Works

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

Financial review

The charity's income is a mixture of restricted funds from grants for specific projects and costs and unrestricted funds from rental income. The major sources of restricted funding are from: Bradford Early Years, Childcare and Adult Services, JU:MP, Building Connections and BBC Children in Need. A projected budget for the next three years is in place and the work of generating finance continues.

The total income for the period was £530,977 (2020 - £489,275) which was made up of unrestricted funds of £68,656 (2020 - £84,308) and restricted funds of £452,321 (2020 - £404,967). Total costs for the period were £509,153 (2020 - £562,676). The unrestricted fund carried forward is £1,124,755 (2020 - £1,145,078) and the restricted fund carried forward is £57,240 (2020 - £25,093).

Reserves policy

In March 2021 the Board reviewed its Reserves Policy in conjunction with the production of a three year financial plan. As part of this the Board agreed that unrestricted funds, adjusted to exclude the net book value of the building, should be maintained at a level which enabled activities to be funded for a period of six months together with an allowance for any dissolution costs - as at March 2020 this would represent £303,638. The Board recognises that its current level of unrestricted funds of £660,528 (2020 - £670,267) exceeds this level but is committed to monitoring its financial plan to manage its level of unrestricted funds to this level. In order to achieve this target level of unrestricted reserves the Board has deliberately set deficit budgets in recent years and for the next two years.

In recognition of its lease responsibilities the Board has established a provision for dilapidation costs associated with the property lease.

Whilst CommunityWorks has been impacted by the global Covid-19 virus, it is at times like this that the charity has been protected by its level of available unrestricted reserves. The Board has reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and has concluded that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Future Plans

The Board's plans for the future of Community Works involve the re-establishment and development of the projects currently being run at the centre, in the new Covid-19 era. Community Works will continue to support the most vulnerable local people and seek support to transform the lives of those experiencing barriers towards a higher quality of life. The Board aims to continue to build on our long-established work with children, through our new JU:MP Connector Project. We also aim to develop our work supporting people into employment. Community Works will also continue our partnership with JU:MP and The Friends of Peel Park seeking to promote community involvement in improving the environment and encouraging local people to use their outdoor spaces. The Board continues to seek local views in order to highlight new areas of need.

As Chair of Community Works, I would like, on behalf of the Board, to thank Jane Lees (Community Works Chief Executive Officer), Sandra Walker (Nursery Manager) and all the staff at Community Works for their continued effort, commitment and hard work throughout 2020 and 2021. These thanks are even more heartfelt this year given the significant challenges that the covid pandemic has presented in terms of ensuring the continuity of services to our local community. This report has sought to describe how such services have been maintained and, whilst the future holds many uncertainties in terms of what the mid to long term consequences the pandemic may bring, the Board remains committed to achieving the best for the community that Communityworks serves with the resources that are available to it.

Otley Road and Undercliffe Community Works

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

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Auditors

The auditors, Cresswells Accountants LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Signed on behalf of the board of trustees:

Signed.....  (Trustee)

Name..... RHYS NORTH

Date..... 16/11/2021

Report of the Independent Auditors to the Members of Otley Road and Undercliffe Community Works

Opinion

We have audited the financial statements of Otley Road and Undercliffe Community Works (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet 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 charitable company's affairs as at 31 March 2021 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 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

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.

Report of the Independent Auditors to the Members of Otley Road and Undercliffe Community Works

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the 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 or returns adequate for our audit have not been received from branches not visited by us; or
the 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 companies 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 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

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.

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. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the 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.



John Dakin BSc FCA (Senior Statutory Auditor)
for and on behalf of Cresswells Accountants (UK) Limited
Chartered Accountants
and Statutory Auditors
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Date: 16/11/2021

Otley Road and Undercliffe Community Works
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	10,000	449,113	459,113	404,967
Rental income		46,498	-	46,498	62,389
Bank interest		10,229	-	10,229	9,184
Other income		1,929	3,208	5,137	12,735
Total income		68,656	452,321	520,977	489,275
Expenditure on:					
Salaries and on-costs	(3)	73,743	314,125	387,868	418,593
Payroll charges		2,346	-	2,346	1,870
Staff development		142	557	699	4,093
Recruitment		364	257	621	1,851
Food		54	736	790	2,269
Materials & activities		-	3,534	3,534	5,965
Building maintenance		13,319	3,394	16,713	14,383
Rates		1,086	-	1,086	1,411
Utilities		7,797	-	7,797	12,956
Printing, postage & stationery		1,557	165	1,722	2,831
Computer costs		797	306	1,103	2,835
Telephone		2,700	-	2,700	3,165
Publications and subscriptions		2,208	-	2,208	1,761
Bank charges		-	-	-	101
Insurance		4,723	-	4,723	5,530
Governance and audit		4,125	-	4,125	4,765
Professional fees		2,910	1,353	4,263	3,356
Depreciation		54,384	-	54,384	54,384
Sinking fund		9,456	-	9,456	9,900
Service providers		-	3,015	3,015	10,517
Bad debts		-	-	-	140
Total expenditure		181,711	327,442	509,153	562,676
Net income / (expenditure)		(113,055)	124,879	11,824	(73,401)
Transfers between funds		92,732	(92,732)	-	-
Net movement in funds		(20,323)	32,147	11,824	(73,401)
Fund balances brought forward		1,145,078	25,093	1,170,171	1,243,572
Fund balances carried forward	(4)	1,124,755	57,240	1,181,995	1,170,171

All incoming resources and resources expended derive from continuing activities.

Otley Road and Undercliffe Community Works

Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 464,228	-	464,228	518,612
Total fixed assets	<u>464,228</u>	<u>-</u>	<u>464,228</u>	<u>518,612</u>
Current assets				
Debtors and prepayments	(6) 18,645	-	18,645	14,250
Cash at bank and in hand	(7) 705,676	57,240	762,916	700,980
Total current assets	<u>724,321</u>	<u>57,240</u>	<u>781,561</u>	<u>715,230</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 8,547	-	8,547	19,870
Total current liabilities	<u>8,547</u>	<u>-</u>	<u>8,547</u>	<u>19,870</u>
Net current assets / (liabilities)	<u>715,774</u>	<u>57,240</u>	<u>773,014</u>	<u>695,360</u>
Total assets less current liabilities	<u>1,180,002</u>	<u>57,240</u>	<u>1,237,242</u>	<u>1,213,972</u>
Provisions for liabilities	(9) 55,247	-	55,247	43,801
Net assets	<u>1,124,755</u>	<u>57,240</u>	<u>1,181,995</u>	<u>1,170,171</u>
Funds				
Unrestricted funds	1,124,755	-	1,124,755	1,145,078
Restricted funds		57,240	57,240	25,093
Endowment funds				
Total funds	<u>1,124,755</u>	<u>57,240</u>	<u>1,181,995</u>	<u>1,170,171</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 16/11/2021

Signed: 

(Trustee)

Name: RHYNS NORTH

Otley Road and Undercliffe Community Works

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Upgrade of landlord's property: term of lease

Fixtures & fittings: over 3 and 5 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Otley Road and Undercliffe Community Works

Notes to the accounts continued

for the year ended 31 March 2021

1 Accounting policies continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BMDC Day Nursey	-	-	253,928	263,697
BMDC Health & Wellbeing	-	16,226	16,226	16,226
HMRC Job Retention Scheme	-	66,493	66,493	-
Postcode Lottery	-	13,262	13,262	-
BMDC Business Grant	10,000	-	10,000	-
BBC Children in Need	-	7,806	7,806	41,225
Building Connections Fund	-	31,738	31,738	29,867
Big Lottery Covid 19	-	9,999	9,999	-
Bradford VCS Alliance	-	-	-	1,000
HPAF	-	1,768	1,768	-
Leeds Community Foundation	-	7,412	7,412	6,000
JU:MP	-	-	-	9,993
Controlling Migration Funding	-	-	-	9,169
Action for Children	-	-	-	6,000
Groundworks ESF	-	7,981	7,981	7,981
5 Lane Community Partnership	-	-	-	3,100
JU:MP 2	-	25,000	25,000	2,584
EUSS	-	7,500	7,500	8,125
	<u>10,000</u>	<u>195,185</u>	<u>459,113</u>	<u>404,967</u>

3 Staff costs and numbers

	2021	2020
	£	£
Gross salaries	351,186	384,353
Social security costs	16,840	14,203
Pensions	19,842	20,037
	<u>387,868</u>	<u>418,593</u>

The average number employees during the year was 27, being an average of 18 full time equivalent (2020: 28, 20 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021	2020
	£	£
Costs of the scheme to the charity for the year	<u>19,842</u>	<u>20,037</u>

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC Day Nursey	7,636	253,928	196,418	(60,747)	4,399
BMDC Health & Wellbeing	-	16,226	8,331	(7,895)	-
Healthy Holidays	-	5,000	2,705	(2,295)	-
Postcode Lottery	-	13,262	-	-	13,262
BBC Children in Need	7,304	7,806	6,601	(3,597)	4,912
BBC Children in Need - UASC	3,723	3,208	975	(636)	5,320
Building Connections Fund	-	31,738	19,405	(4,982)	7,351
BIG Lottery	-	9,999	9,003	(996)	-
EUSS	-	7,500	7,500	-	-
Leeds Community Foundation	-	2,412	1,746	(666)	-
JU:MP	980	-	-	-	980
JU:MP2	-	25,000	53	(5,168)	19,779
HMRC Job Retention Scheme	-	66,493	66,493	-	-
HAFP	-	1,768	1,046	(466)	256
Groundworks ESF	5,090	7,981	7,016	(5,284)	771
5 Lane Community Partnership	360	-	150	-	210
	<u>25,093</u>	<u>452,321</u>	<u>327,442</u>	<u>(92,732)</u>	<u>57,240</u>

Fund name	Purpose of restriction
BMDC Day Nursey	For the provision of our 56 place nursery
BMDC Health & Wellbeing	For the provision of The Friendship Centre
Healthy Holidays	Was for a children's playscheme but used to support foodbank provision
Postcode Lottery	To support the community with the Covid-19 pandemic
BBC Children in Need	For the provision of children's activities aged 5-13
BBC Children in Need - UASC	To support Unaccompanied Asylum Seeking Children aged 16-18
Building Connections Fund	To develop and deliver the Nani Ji project for older Asian women
BIG Lottery	To support the Roma community with the Covid-19 pandemic
EUSS	To assist people to apply for the EU Settlement Scheme
Leeds Community Foundation	Extra resources for playschemes
JU:MP	To promote physical activity in inactive children aged 5 to 14
JU:MP2	To employ JU:MP Connectors to promote activity for inactive children
HMRC Job Retention Scheme	To support salary costs of employees furloughed during the pandemic
HAFP	For the provision of holiday activities with food for 5-14s
Groundworks ESF	To support adults into work or closer to employability
5 Lane Community Partnership	To encourage physical activity in adults

Otley Road and Undercliffe Community Works
Notes to the accounts continued
for the year ended 31 March 2021

5 Tangible assets	Landlord's property	Computer equipment	Fixtures & fittings	Office equipment	Total
<u>Cost</u>					£
At 1 April 2020	1,188,948	31,226	97,148	7,113	1,324,435
Additions	-	-	-	-	-
At 31 March 2021	<u>1,188,948</u>	<u>31,226</u>	<u>97,148</u>	<u>7,113</u>	<u>1,324,435</u>
					-
<u>Depreciation</u>					-
At 1 April 2020	671,100	30,461	97,148	7,113	805,822
Charge for year	53,844	540	-	-	54,384
At 31 March 2021	<u>724,944</u>	<u>31,001</u>	<u>97,148</u>	<u>7,113</u>	<u>860,206</u>
<u>Net book value</u>					
At 31 March 2021	<u>464,004</u>	<u>225</u>	<u>-</u>	<u>-</u>	<u>464,229</u>
At 31 March 2020	<u>517,848</u>	<u>765</u>	<u>-</u>	<u>-</u>	<u>518,613</u>
6 Debtors and prepayments				2021	2020
				£	£
Debtors				-	8,807
Prepayments and accrued Income				18,646	5,443
				<u>18,646</u>	<u>14,250</u>
7 Cash at bank and in hand				2021	2020
				£	£
Cash at bank				762,876	700,922
Cash in hand				40	58
				<u>762,916</u>	<u>700,980</u>
8 Creditors and accruals				2021	2020
				£	£
Creditors				490	3,440
Other creditors				8,057	16,430
				<u>8,547</u>	<u>19,870</u>
9 Provisions for liabilities				2021	2020
				£	£
Dilapidations Fund				55,247	43,801

Otley Road and Undercliffe Community Works

Notes to the accounts continued

for the year ended 31 March 2021

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

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

Related party transactions

There were no related party transactions during this year or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and chief executive officer. The total employee benefits received by the chief executive officer were £45,244.

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

Related party disclosures

The Bradford Diocesan Board of Finance (Trustees of the North Wing Trust), as landlords of the property, are entitled to appoint a representative to the Board of the company.

11 Legal charge

A legal charge has been placed on the lease for the Community Works property by the funders. The lease is with the Bradford Diocesan Board of Finance (North Wing Trust) for a period of twenty five years starting in October 2005.

Otley Road and Undercliffe Community Works

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

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	10,000	-	449,113	404,967	459,113	404,967
Rental income	46,498	62,389	-	-	46,498	62,389
Bank interest	10,229	9,184	-	-	10,229	9,184
Other income	1,929	12,735	3,208	-	5,137	12,735
Total income	68,656	84,308	452,321	404,967	520,977	489,275
Expenditure						
Salaries and on-costs	73,743	124,937	314,125	293,655	387,868	418,593
Payroll charges	2,346	1,870	-	-	2,346	1,870
Staff development	142	474	557	3,619	699	4,093
Other staff cost including recruitment	364	301	257	1,550	621	1,851
Food	54	2,269	736	-	790	2,269
Materials & activities	-	901	3,534	5,064	3,534	5,965
Building maintenance	13,319	14,384	3,394	-	16,713	14,383
Rates	1,086	1,411	-	-	1,086	1,411
Utilities	7,797	12,956	-	-	7,797	12,956
Printing, postage & stationery	1,557	2,831	165	-	1,722	2,831
Computer costs	797	2,835	306	-	1,103	2,835
Telephone	2,700	3,165	-	-	2,700	3,165
Publications and subscriptions	2,208	-	-	1,761	2,208	1,761
Bank charges	-	101	-	-	-	101
Insurance	4,723	5,530	-	-	4,723	5,530
Governance and audit	4,125	4,765	-	-	4,125	4,765
Professional fees	2,910	3,136	1,353	220	4,263	3,356
Depreciation	54,384	54,384	-	-	54,384	54,384
Sinking fund	9,456	9,900	-	-	9,456	9,900
Service providers	-	99	3,015	10,418	3,015	10,517
Bad debts	-	140	-	-	-	140
Total expenditure	181,711	246,389	327,442	316,287	509,153	562,676
Net income / (expenditure)	(113,055)	(162,081)	124,879	88,680	11,824	(73,401)
Transfers between funds	92,732	63,587	(92,732)	(63,587)	-	-
Net movement in funds	(20,323)	(98,494)	32,147	25,093	11,824	(73,401)
Fund balances brought forward	1,145,078	1,243,572	25,093	-	1,170,171	1,243,572
Fund balances carried forward	1,124,755	1,145,078	57,240	25,093	1,181,995	1,170,171