

# **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**

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# **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
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 Gillingham 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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## **Use of our report**

This report is made solely to the 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 £
<b>Income from:</b>					
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
<b>Total income</b>		<b>68,656</b>	<b>452,321</b>	<b>520,977</b>	<b>489,275</b>
<b>Expenditure on:</b>					
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
<b>Total expenditure</b>		<b>181,711</b>	<b>327,442</b>	<b>509,153</b>	<b>562,676</b>
<b>Net income / (expenditure)</b>		<b>(113,055)</b>	<b>124,879</b>	<b>11,824</b>	<b>(73,401)</b>
<b>Transfers between funds</b>		<b>92,732</b>	<b>(92,732)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(20,323)</b>	<b>32,147</b>	<b>11,824</b>	<b>(73,401)</b>
<b>Fund balances brought forward</b>		<b>1,145,078</b>	<b>25,093</b>	<b>1,170,171</b>	<b>1,243,572</b>
<b>Fund balances carried forward</b>	(4)	<b>1,124,755</b>	<b>57,240</b>	<b>1,181,995</b>	<b>1,170,171</b>

All incoming resources and resources expended derive from continuing activities.

# Otley Road and Undercliffe Community Works

## Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
<b>Fixed assets</b>				
Tangible assets	(5) 464,228	-	464,228	518,612
<b>Total fixed assets</b>	<u>464,228</u>	<u>-</u>	<u>464,228</u>	<u>518,612</u>
<b>Current assets</b>				
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
<b>Total current assets</b>	<u>724,321</u>	<u>57,240</u>	<u>781,561</u>	<u>715,230</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 8,547	-	8,547	19,870
<b>Total current liabilities</b>	<u>8,547</u>	<u>-</u>	<u>8,547</u>	<u>19,870</u>
<b>Net current assets / (liabilities)</b>	<u>715,774</u>	<u>57,240</u>	<u>773,014</u>	<u>695,360</u>
<b>Total assets less current liabilities</b>	<u>1,180,002</u>	<u>57,240</u>	<u>1,237,242</u>	<u>1,213,972</u>
<b>Provisions for liabilities</b>	(9) 55,247	-	55,247	43,801
<b>Net assets</b>	<u>1,124,755</u>	<u>57,240</u>	<u>1,181,995</u>	<u>1,170,171</u>
<b>Funds</b>				
Unrestricted funds	1,124,755	-	1,124,755	1,145,078
Restricted funds		57,240	57,240	25,093
Endowment funds				
<b>Total funds</b>	<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: RHYS 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**

<b>4 Restricted funds</b>	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**

<b>5 Tangible assets</b>	Landlord's property	Computer equipment	Fixtures & fittings	Office equipment	Total
<b>Cost</b>					£
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>
<b>Depreciation</b>					-
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>
<b>Net book value</b>					
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>
<b>6 Debtors and prepayments</b>				<b>2021</b>	<b>2020</b>
				£	£
Debtors				-	8,807
Prepayments and accrued Income				18,646	5,443
				<u>18,646</u>	<u>14,250</u>
<b>7 Cash at bank and in hand</b>				<b>2021</b>	<b>2020</b>
				£	£
Cash at bank				762,876	700,922
Cash in hand				40	58
				<u>762,916</u>	<u>700,980</u>
<b>8 Creditors and accruals</b>				<b>2021</b>	<b>2020</b>
				£	£
Creditors				490	3,440
Other creditors				8,057	16,430
				<u>8,547</u>	<u>19,870</u>
<b>9 Provisions for liabilities</b>				<b>2021</b>	<b>2020</b>
				£	£
Dilapidations Fund				<u>55,247</u>	<u>43,801</u>

# **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 £
<b>Income</b>						
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
<b>Total income</b>	<b>68,656</b>	<b>84,308</b>	<b>452,321</b>	<b>404,967</b>	<b>520,977</b>	<b>489,275</b>
<b>Expenditure</b>						
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
<b>Total expenditure</b>	<b>181,711</b>	<b>246,389</b>	<b>327,442</b>	<b>316,287</b>	<b>509,153</b>	<b>562,676</b>
<b>Net income / (expenditure)</b>	<b>(113,055)</b>	<b>(162,081)</b>	<b>124,879</b>	<b>88,680</b>	<b>11,824</b>	<b>(73,401)</b>
<b>Transfers between funds</b>	<b>92,732</b>	<b>63,587</b>	<b>(92,732)</b>	<b>(63,587)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(20,323)</b>	<b>(98,494)</b>	<b>32,147</b>	<b>25,093</b>	<b>11,824</b>	<b>(73,401)</b>
<b>Fund balances brought forward</b>	<b>1,145,078</b>	<b>1,243,572</b>	<b>25,093</b>	<b>-</b>	<b>1,170,171</b>	<b>1,243,572</b>
<b>Fund balances carried forward</b>	<b>1,124,755</b>	<b>1,145,078</b>	<b>57,240</b>	<b>25,093</b>	<b>1,181,995</b>	<b>1,170,171</b>