

The JOIN Project

Charity number 1117217

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



The JOIN Project

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

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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	Date
Jenny Scott	Chair	
Beverley Pepper	Vice Chair	
April Birch	Treasurer	
Peter Burke	Secretary	
April Melvin		
Nigel Ward		
Charlotte Longbottom		
Patricia Janecki		
Joel Griffiths		Appointed March 2021

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1117217, on 12 December 2006.

Principal address

Rooms 5-7, Springfield Mill
Oakworth Road
Keighley
BD21 1SL

Bankers

Lloyds Bank plc
45 Hustlergate
Bradford
BD1 1NT

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 7 July 2006 as amended 17 November 2006.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To provide or assist in the provision of facilities in the interests of social welfare for education, recreation or other leisure time occupation of individuals who have need of such facilities by reason of their learning difficulties, disability or social circumstance with the object of improving their conditions of life.

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.

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

Objectives and activities (continued)

The charity's main activities

The JOIN Project is a local charity that runs educational and recreational activities for adults with learning disabilities who live in the Keighley area.

JOIN activities include cookery, social activity days, life skills, keep-fit, arts and crafts and self-help. All of the activities help people with learning disabilities to feel valued and to lead active and healthy lives. JOIN activities help members to:

- Improve their health and well being
- Boost their confidence and self esteem
- Develop life skills
- Make new friends and benefit from peer support
- Reduce stress and social isolation
- Achieve greater independence
- Integrate into the local community.

Achievements and performance

The JOIN Project has worked continuously throughout the Coronavirus pandemic to support the physical and emotional wellbeing of all JOIN members and their family carers. The organisation has adapted to changing restrictions and legislation throughout the pandemic and has kept people with learning disabilities safe, well and occupied during the year.

JOIN's building-based daytime activities had to close as the first 'lockdown' began in March 2020. JOIN's Business Continuity Plans were approved by Bradford Council's funding commissioners allowing JOIN to provide an alternative service consisting of:

- daily safeguarding and welfare checks
- shopping for essential food items and medications
- weekly letters with news and things to do
- delivery of art therapy bundles of activities to keep people busy.

When restrictions eased in May 2020, JOIN staff members also travelled around the district visiting people in their gardens and taking people out for local walks.

JOIN gained permission to reopen its 'COVID secure' building-based daytime activity service in October 2020 and has remained open since, including subsequent lockdowns.

Financial review

The net receipts for the year were £9,476, all from unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £55,334.

The trustees aim to keep at least 2 months (but no more than 6 months) running costs in reserve.

The trustees have agreed to hold a designated fund of £10,000 towards the costs of moving premises and any improvements required.

JOIN finished the financial year with an unexpected surplus. A large proportion of this surplus was due to a reimbursement from Bradford Council for contracts that were terminated without notice in the autumn of 2020. After negotiations, these contracts were reinstated and the money reimbursed at the end of March 2021 (value £5,956).

Signed on behalf of the board of trustees:

Date: 2nd August 2021

Signed: A. Birch (Trustee)

Name: April Birch

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Independent examiner's report to the trustees of The JOIN Project

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 5 to 8.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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

Signed:  Name: Helen Galvin

Relevant professional qualification or body: FCCA

Date: 17th August 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The JOIN Project

Receipts and payments account

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	1,740	9,750	11,490	12,056
Direct payments		165,193	-	165,193	165,387
JOIN members contributions		-	-	-	164
Other income		-	-	-	31
Total receipts		<u>166,933</u>	<u>9,750</u>	<u>176,683</u>	<u>177,638</u>
Payments					
Salaries, NIC and pensions	(3)	124,653	9,750	134,403	143,374
Payroll charges		978	-	978	1,246
Travel		360	-	360	492
Training		1,434	-	1,434	870
Volunteers expenses		-	-	-	105
Rent and room hire		14,690	-	14,690	14,170
Telephone		1,506	-	1,506	1,575
Postage		1,143	-	1,143	113
Stationery and photocopying		1,066	-	1,066	205
Accountancy and bookkeeping		660	-	660	425
Independent examination		420	-	420	420
Special projects		192	-	192	2,510
Project equipment		729	-	729	2,360
Project materials		2,563	-	2,563	2,358
Insurance		960	-	960	945
Cookery provisions		-	-	-	3,793
Bank service charge		142	-	142	212
Coronavirus (COVID-19) expenses		4,774	-	4,774	-
Other provisions		1,045	-	1,045	979
Other payments		142	-	142	299
Total payments		<u>157,457</u>	<u>9,750</u>	<u>167,207</u>	<u>176,451</u>
Net receipts		<u>9,476</u>	<u>-</u>	<u>9,476</u>	<u>1,187</u>
Fund balances brought forward		<u>45,858</u>	<u>-</u>	<u>45,858</u>	<u>44,671</u>
Fund balances carried forward	(4)	<u>55,334</u>	<u>-</u>	<u>55,334</u>	<u>45,858</u>

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Statement of assets and liabilities as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	55,327	-	55,327	45,851
Cash in hand	7	-	7	7
Total cash funds	<u>55,334</u>	<u>-</u>	<u>55,334</u>	<u>45,858</u>

Other monetary assets

Bradford Community Payroll and Accounts	£
	<u>1,254</u>

Assets retained for the charity's own use

The charity owns a number of items of furniture, PCs, laptops and equipment which have an insurance value of £20,000.

Liabilities

Accountancy and bookkeeping	£
Independent examination	185
Telephone	540
	<u>363</u>
	<u>1,088</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 2nd August 2021

Signed: A. Birch (Trustee)

Name: April Birch

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Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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

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

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.

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.

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Notes to the accounts continued

for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford MDC	-	9,750	9,750	9,750
Other donations	1,740	-	1,740	2,306
	<u>1,740</u>	<u>9,750</u>	<u>11,490</u>	<u>12,056</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	120,143	128,213
Social security costs	10,101	10,625
Employment allowance	(4,000)	(3,000)
Pensions	8,159	7,536
	<u>134,403</u>	<u>143,374</u>

The average number employees during the year was 6.4, being an average of 3.9 full time equivalent (2019: 5.7, 3.8 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	8,159	7,536
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Bradford MDC	<u>-</u>	<u>9,750</u>	<u>9,750</u>	<u>-</u>

Fund name	Purpose of restriction
Bradford MDC	Towards the salary costs of the Healthy Ageing Project Worker

5 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.