

The JOIN Project

Charity number 1117217

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



West Yorkshire Community Accounting Service

The JOIN Project

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

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Prepared by West Yorkshire Community Accountancy Service CIO

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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
Jenny Scott	Chair	
Beverley Pepper	Vice Chair	
April Birch	Treasurer	
Peter Burke	Secretary	
April Melvin		
Nigel Ward		
Charlotte Longbottom		
Patricia Janecki		
Joel Griffiths		Resigned April 2022

Charity number	1117217	Registered in England and Wales
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Registered and principal address	Bankers
Rooms 5-7, Springfield Mill	Lloyds Bank plc
Oakworth Road	45 Hustlergate
Keighley	Bradford
BD21 1SL	BD1 1NT

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

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.

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

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.

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.

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.

Achievements and performance

We have had a really busy year at JOIN despite it being another difficult year due to COVID. We have worked to strict COVID-secure protocols throughout the pandemic of staff testing, social distancing during all JOIN activities, mask wearing, temperature taking and hand washing and we continue to do so.

Being careful and working together with our JOIN members, their carers, families and support services has ensured all JOIN members stayed as safe as possible and has enabled JOIN to stay open throughout the year and run all of our core activities.

Financial review

The net receipts for the year were £7,639, including net receipts of £7,639 on unrestricted funds and net receipts of £0 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £62,973.

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

Included within the reserves figure is a sum of £15,000 being designated towards the cost of moving premises and any improvements required.

Signed on behalf of the board of trustees on 13 September 2022

Jenny Scott (Trustee)

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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 charity for the year ended 31 March 2022, 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 charity'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.

Simon Bostrom FCIE

14 September 2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

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Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	1,006	13,435	14,441	11,490
Direct payments		186,531	-	186,531	165,193
Other income		214	-	214	-
Total receipts		187,751	13,435	201,186	176,683
Payments					
Salaries, NIC and pensions		142,028	10,050	152,078	134,403
Payroll charges		880	-	880	978
Travel		38	-	38	360
Training		800	-	800	1,434
Volunteers expenses		244	-	244	-
Rent and room hire		15,155	360	15,515	14,690
Telephone		1,228	-	1,228	1,506
Postage		145	-	145	1,143
Stationery and photocopying		433	-	433	1,066
Accountancy and bookkeeping		345	-	345	660
Independent examination		540	-	540	420
Special projects		1,135	-	1,135	192
Project equipment		3,909	1,910	5,819	729
Project materials		2,936	-	2,936	2,563
Insurance		920	-	920	960
Cookery provisions		4,012	-	4,012	-
Bank service charge		149	-	149	142
Coronavirus (COVID-19) expenses		1,246	1,115	2,361	4,774
Other provisions		1,050	-	1,050	1,045
Other payments		75	-	75	142
New premises		2,844	-	2,844	-
Total payments		180,112	13,435	193,547	167,207
Net income / (expenditure)		7,639	-	7,639	9,476
Fund balances brought forward		55,334	-	55,334	45,858
Fund balances carried forward	(3)	62,973	-	62,973	55,334

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Statement of assets and liabilities as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	62,492	-	62,492	55,327
Cash in hand	481	-	481	7
Total cash funds	<u>62,973</u>	<u>-</u>	<u>62,973</u>	<u>55,334</u>

Amounts owed to the charity

Bradford Community Payroll and Accounts

£
3,516
<u>3,516</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

£
160
540
<u>700</u>

The financial statements were approved by the board of trustees on 13 September 2022

Jenny Scott (Trustee)

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Notes to the accounts

for the year ended 31 March 2022

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 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
City of Bradford Met. Dist. Council (CBMDC)	-	13,435	13,435	9,750
Other donations	1,006	-	1,006	1,740
	<u>1,006</u>	<u>13,435</u>	<u>14,441</u>	<u>11,490</u>

3 Restricted funds	Balance b/f £	Receipts £	Payments £	Transfers £	Balance c/f £
Healthy Ageing Project	-	9,750	9,750	-	-
Infection Protection Fund	-	3,685	3,685	-	-
	<u>-</u>	<u>13,435</u>	<u>13,435</u>	<u>-</u>	<u>-</u>

Fund name

Healthy Ageing Project

Purpose of restriction

Funding from CBMDC towards the salary of the Healthy Ageing Project Worker.

Infection Protection Fund

Funding from CBMDC towards infection control expenditure due to Covid-19.

3 Designated funds	Balance b/f £	Receipts £	Payments £	Transfers £	Balance c/f £
Premises fund	10,000	-	-	5,000	15,000
	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>15,000</u>

Fund name

Premises fund

Purpose of designation

Towards the cost of moving premises and any related improvements.

4 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.