

The JOIN Project

Charity number 1117217

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



West Yorkshire Community Accounting Service

The JOIN Project

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

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Prepared by West Yorkshire Community Accountancy Service CIO

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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
Jenny Scott	Chair	
Beverley Pepper	Vice Chair	
April Birch	Treasurer	
Peter Burke	Secretary	
April Melvin		
Nigel Ward		
Charlotte Longbottom		Resigned April 2022
Patricia Janecki		
Joel Griffiths		Resigned April 2022
Charity number	1117217	Registered in England and Wales

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 2023

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

January 2023 marks JOIN's 30th anniversary. JOIN started in 1993 in response to adults with learning disabilities seen wandering around Keighley with nothing to do. The project began as 2 weekly 'drop-in's' and has grown over the years to provide a range of activities over 5 days every week. All JOIN's activities continue to help people with learning disabilities to feel valued and to be part of the local community.

From 1st April 2022 to 31st March 2023, JOIN ran 242 days of activities for JOIN members and had 3,295 attendances to those activities.

Financial review

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

Reserves policy

The JOIN Project aims to keep at least two months, but no more than six months, running costs in reserve in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity need to close.

The charity's free reserves, at the year end were £72,449 This would equate to approximately £35,000 to £107,000 based on forecast expenditure of £214,500.

Included within the reserves figure is a sum of £15,000 being designated towards the cost of moving premises and any improvements required. This leaves £57,449 as unrestricted free reserves. There is some uncertainty around the costs required in the move to the new premises but we have considered that £15,000 is a reasonable provision.

Approved by the board of trustees on 15/08/2023

Jenny Scott (Trustee)

The JOIN Project

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 2023, 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 Charities Act;
- 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

15/08/2023

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 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	-	6,492	6,492	14,441
Direct payments		216,205	-	216,205	186,531
Other income		338	-	338	214
Total receipts		216,543	6,492	223,035	201,186
Payments					
Salaries, NIC and pensions		159,737	6,492	166,229	151,958
Payroll charges		1,055	-	1,055	1,000
Travel		55	-	55	38
Training		841	-	841	800
Volunteers expenses		93	-	93	244
Rent and room hire		19,123	-	19,123	15,515
Telephone		557	-	557	1,228
Postage		140	-	140	145
Stationery and photocopying		135	-	135	433
Insurance		1,004	-	1,004	920
New premises costs		6,500	-	6,500	2,844
Repairs, maintenance, health and safety		255	-	255	-
Special projects		1,517	-	1,517	1,135
Project equipment		4,270	-	4,270	5,819
Project materials		3,401	-	3,401	2,936
Cookery provisions		4,608	-	4,608	4,012
Other provisions		1,463	-	1,463	1,050
Coronavirus (COVID-19) expenses		984	-	984	2,361
Accountancy and bookkeeping		320	-	320	345
Independent examination		540	-	540	540
Bank service charge		-	-	-	149
Web hosting		109	-	109	75
Legal and professional		360	-	360	
Total payments		207,067	6,492	213,559	193,547
Net receipts / (payments)		9,476	-	9,476	7,639
Fund balances brought forward		62,973	-	62,973	55,334
Fund balances carried forward	(3)	72,449	-	72,449	62,973

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Statement of assets and liabilities as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	72,281	-	72,281	62,492
Cash in hand	168	-	168	481
Total cash funds	<u>72,449</u>	<u>-</u>	<u>72,449</u>	<u>62,973</u>

Debtors and prepayments

	2023
	£
Prepayments	6,500
Funds held at payroll company	<u>3,466</u>
	<u>9,966</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

	2023
	£
Accruals	<u>727</u>
	<u>727</u>

The financial statements were approved by the board of trustees on 15/08/2023

Jenny Scott (Trustee)

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Notes to the accounts

for the year ended 31 March 2023

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 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
City of Bradford Met. Dist. Council (CBMDC)	-	5,092	5,092	13,435
Dept Health and Social Care	-	1,400	1,400	-
Other donations	-	-	-	1,006
	<u>-</u>	<u>6,492</u>	<u>6,492</u>	<u>14,441</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Healthy Ageing Project	-	5,092	5,092	-	-
Dept Health and Social Care	-	1,400	1,400	-	-
	<u>-</u>	<u>6,492</u>	<u>6,492</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.

Dept Health and Social Care

To ensure their staff are up-to-date with training, industry standards and learning key skills, needed to work in the social care sector.

Designated funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Premises fund	15,000	-	-	-	15,000
	<u>15,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>

Fund name

Premises fund

Reason for designation

Towards the cost of moving premises and any related improvements.

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.