

The Kirkgate Centre

Charity number 1124408

A company limited by guarantee number 06533778

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



The Kirkgate Centre

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

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Prepared by West Yorkshire Community Accounting Service

The Kirkgate Centre

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
Jennifer Brooks	Chair	
Cathryn Chrimes	Treasurer	Appointed 27 October 2020
Ann West		
Brenda Brown		Resigned 25 November 2020
Parvez Iqbal		Resigned 20 April 2021
Matthew Bradshaw		Appointed 20 April 2021
Emma Findlay		Appointed 20 April 2021
Michael Grady		Appointed 20 April 2021
John Henkel		Appointed 20 April 2021
Maya Metheven		Appointed 29 September 2020
Becky Phillips		Appointed 20 April 2021
Nathan Tanswell		Appointed 20 April 2021
Paul Barrett	Secretary	Resigned 1 August 2020
Charity number	1124408	Registered in England and Wales
Company number	06533778	Registered in England and Wales
Registered and principal address	Bankers	
39A Kirkgate	Unity Trust Bank	
Shipley	Nine Brindleyplace	
West Yorkshire BD18 3EH	Birmingham B1 2HB	

Independent examiner

Rhys North ACA
West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 13th March 2008. It is governed by a memorandum and articles of association, as amended by special resolution on 21st October 2009. 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 trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The Kirkgate Centre

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

Objectives and activities

The charity's objects

To further or benefit the residents of Shipley, Bradford and surrounding areas, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interests of social welfare for recreation or leisure time occupation with the objective of improving the conditions of life for the residents.

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 the advancement of education and social welfare.

Achievements and performance

The Kirkgate Centre started to begin to open its doors at the beginning of the new financial year, with over 25 groups returning at present. We are confident after talking to centre users that the majority of people will be returning when the full easing is in place. This has resulted in a start of our rental income.

The Bar that acted historically as an additional revenue stream will begin when the guidelines allow and historical events have already pencilled in dates. We are confident that the bar will again become a useful income generator.

The café was closed as a result of the pandemic. We are hopefully that this could be re-opened in the latter part of 2021.

We continue to be on holiday rent with BMDC due to progressing the Community Asset Transfer which is helping greatly.

We are currently working on a Transformational project that consists of a community consultation to identify changing needs of the community to allow us to adapt our services, to implement business and marketing strategies to reach those who don't know the centre and to look at our income diversification to try and be less grant reliant. This work will continue until the end of 2021 and will help the future of the centre.

We are working meticulously concerning our financial reports. This includes preparing and reviewing monthly cash flows, monitoring usage of rooms and taking advice from external advisors in order to identify any issues that may require attention.

There is now a strong team of Trustees with working groups established so that specific areas of the charity can have more strategic planning and development.

If there was another lock down during the next 12 months, the centre would adapt in the way we did in 2020 and take the centre outside and supporting those in need. The main grant funders have been completely flexible and we are in a strong position with our reserves to continue.

The Kirkgate Centre

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

Financial review

The net income for the year was £59,904, including net income of £586 on unrestricted funds and net income of £59,318 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £151,835.

The trustees aim to maintain sufficient reserve funds to cover between 6 and 9 months budgeted running costs. Reserves are maintained in order to provide resilience to the charity whilst also enabling its smooth running. This equates to between £91,300 and £137,000 based on budgeted expenditure for the coming year.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

There will always be a concern if we have to close our doors again for a long period of time; if this was to happen our reserves would allow the charity to remain open for the next 12 months.

Funds held as custodian trustee on behalf of others

Funds totalling £166 were held on behalf of Shipley Bread Group. These are not included in the accounts and there was no income or expenditure concerning these monies in the year ending 31 March 2021.

The Kirkgate Centre

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.

Signed on behalf of the board of trustees on 14/12/2021

Cathryn Chrimes (Trustee)

The Kirkgate Centre

Independent examiner's report to the trustees of The Kirkgate Centre

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 7 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also 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 charitable 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 ('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

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 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 (FRS 102)].

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.

Rhys North ACA

15/12/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Kirkgate Centre
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)	16,784	151,069	167,853	132,415
Room hire and service charges		4,610	-	4,610	26,906
Client contributions		453	-	453	3,980
Bar and cafe takings		2,765	-	2,765	51,538
Project and other income		133	-	133	7,397
Bank Interest		52	-	52	209
Total income		24,797	151,069	175,866	222,445
Expenditure on:					
Salaries, NI and Pension	(3)	11,524	66,666	78,190	111,401
Payroll costs		1,886	-	1,886	1,458
Staff travel and expenses		135	-	135	189
Staff training		120	-	120	971
Volunteer expenses and training		44	701	745	1,769
Rent and rates		-	-	-	21,424
Utilities		-	636	636	4,886
Phone, postage and internet		950	-	950	919
Stationery, and photocopying		1,052	-	1,052	1,314
Advertising and publicity		-	-	-	89
Publications, subscriptions and licences		1,840	-	1,840	2,333
Other expenditure		12	-	12	1,161
Independent examination		960	-	960	960
Maintenance		2,728	4,271	6,999	6,469
Insurance		233	1,140	1,373	1,802
Centre events and outings		-	-	-	7
Bar and cafe costs		1,970	-	1,970	26,461
Governance and consultancy costs		3,070	523	3,593	704
Project expenditure		2,536	10,064	12,600	15,568
Bad Debts		1,362	-	1,362	135
Depreciation		1,539	-	1,539	4,784
Total expenditure		31,961	84,001	115,962	204,804
Net income / (expenditure)		(7,164)	67,068	59,904	17,641
Transfers between funds		7,750	(7,750)	-	-
Net movement in funds		586	59,318	59,904	17,641
Fund balances brought forward		153,238	36,662	189,900	172,259
Fund balances carried forward	(4)	153,824	95,980	249,804	189,900

All incoming resources and resources expended derive from continuing activities.

The Kirkgate Centre
Balance sheet
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 1,989	-	1,989	2,414
Total fixed assets	<u>1,989</u>	<u>-</u>	<u>1,989</u>	<u>2,414</u>
Current assets				
Debtors and prepayments	(6) 1,963	130	2,093	6,469
Cash at bank and in hand	(7) 150,832	95,850	246,682	183,122
Total current assets	<u>152,795</u>	<u>95,980</u>	<u>248,775</u>	<u>189,591</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 960	-	960	2,105
Total current liabilities	<u>960</u>	<u>-</u>	<u>960</u>	<u>2,105</u>
Net current assets / (liabilities)	<u>151,835</u>	<u>95,980</u>	<u>247,815</u>	<u>187,486</u>
Total assets less current liabilities	<u>153,824</u>	<u>95,980</u>	<u>249,804</u>	<u>189,900</u>
Net assets	<u>153,824</u>	<u>95,980</u>	<u>249,804</u>	<u>189,900</u>
Funds				
Unrestricted funds	153,824	-	153,824	153,238
Restricted funds	-	95,980	95,980	36,662
Total funds	<u>153,824</u>	<u>95,980</u>	<u>249,804</u>	<u>189,900</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 2019).

The financial statements were approved by the board of trustees on 14/12/2021

Cathryn Chrimes (Trustee)

The Kirkgate Centre

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 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, 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:

Equipment: over 4 years

Fixtures and fittings: over 5 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.

The Kirkgate Centre

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.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford VCS ABCD	-	1,000	1,000	-
Bradford Metropolitan District Council (BMDC)	14,000	31,019	45,019	26,449
Cycling Club	-	1,336	1,336	-
HMRC Job Retention Scheme (JRS)	-	18,666	18,666	458
National Lottery Community Fund	-	68,965	68,965	103,535
Power to Change	-	20,000	20,000	-
School of Social Entrepreneurs	-	9,083	9,083	-
Shipley Town Council	-	1,000	1,000	-
Donations	2,784	-	2,784	1,973
	<u>16,784</u>	<u>151,069</u>	<u>167,853</u>	<u>132,415</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	76,872	106,245
Social security costs	4,128	6,372
Employment allowance	(4,000)	(3,000)
Pensions	1,190	1,784
	<u>78,190</u>	<u>111,401</u>

The average number employees during the year was 6.5, being an average of 3.4 full time equivalent (2019: 8.4, 4.7 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	1,190	1,784
Amount of any contributions outstanding at the year end	-	-

The Kirkgate Centre
Notes to the accounts continued
for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Bradford VCS ABCD	-	1,000	-	-	1,000
BMDC- Buildings	-	4,547	4,547	-	-
BMDC- Covid building	-	500	500	-	-
BMDC - Floating Support	-	7,598	6,553	(1,045)	-
BMDC - Meet and Eat	207	7,366	4,849	(2,160)	564
BMDC - Soup and Social	181	6,608	6,608	-	181
BMDC - Table Tennis	330	-	-	-	330
HMRC JRS	-	18,666	18,666	-	-
Cycling Club	-	1,336	-	-	1,336
Kirkgate Projects	6,597	-	109	-	6,488
Lotto Families	24,803	68,965	40,646	(4,545)	48,577
Older Bolder	4,544	-	-	-	4,544
Transformation Fund	-	4,400	448	-	3,952
Power to Change	-	20,000	-	-	20,000
School of Social Entrepreneurs	-	9,083	75	-	9,008
Shipley Town Council	-	1,000	1,000	-	-
	<u>36,662</u>	<u>151,069</u>	<u>84,001</u>	<u>(7,750)</u>	<u>95,980</u>

Fund name	Purpose of restriction
Bradford VCS ABCD	To purchase tables for groups.
BMDC- Buildings	To support the running of the centre.
BMDC- Covid building	To assist with Covid-19 measures.
BMDC - Floating Support	To support activities and running costs. Transfers represent a contribution to room hire and administration costs.
BMDC - Meet and Eat	To support Meet & Eat - a social where over 50's meet and cook together. Transfers relate to capitalised equipment and a contribution to overhead premises, administration and management costs.
BMDC - Soup and Social	To support Soup & Social - where over 50's make soup and socialise over afternoon tea.
BMDC - Table Tennis	To purchase table tennis equipment.
HMRC JRS	To enable employee retention in periods of lockdown and reduced activity.
Cycling Club	To support confidence in biking and set up both children and adult groups.
Kirkgate Projects	To support project work and activities within the Kirkgate Centre.
Lotto Families	For reaching children and families in the community. Transfers represent a contribution to room hire, overhead premises, administration and management costs.
Older Bolder	Activities and projects for older people.
Transformation Fund	For consultancy work in business support and marketing.
Power to Change	Transformation project to review systems in the centre via community consultation.
School of Social Entrepreneurs	Support of café as well as financial systems and training.
Shipley Town Council	Covid-19 support through groups.

The Kirkgate Centre
Notes to the accounts continued
for the year ended 31 March 2021

5 Tangible assets

	Equipment	Fixtures & Fittings	Total
<u>Cost</u>	£	£	£
At 1 April 2020	24,422	36,382	60,804
Additions	-	1,114	1,114
At 31 March 2021	24,422	37,496	61,918
<u>Depreciation</u>			
At 1 April 2020	23,522	34,868	58,390
Charge for year	450	1,089	1,539
At 31 March 2021	23,972	35,957	59,929
<u>Net book value</u>			
At 31 March 2021	450	1,539	1,989
At 31 March 2020	900	1,514	2,414

6 Debtors and prepayments

	2021	2020
	£	£
Debtors	130	5,367
Prepayments	1,963	1,102
	2,093	6,469

7 Cash at bank and in hand

	2021	2020
	£	£
Cash at bank	242,941	153,768
Cash in hand	492	456
Monies held at Bradford CPA	3,137	28,816
Undeposited funds	112	82
	246,682	183,122

8 Creditors and accruals

	2021	2020
	£	£
Creditors	-	1,145
Accruals	960	960
	960	2,105

The Kirkgate Centre
Notes to the accounts continued
for the year ended 31 March 2021

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 key management personnel of the charity include the trustees and Centre Manager. The total employee benefits received by the Centre Manager were £31,427 (previous year: £32,535).

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

The Kirkgate Centre

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	16,784	1,973	151,069	130,442	167,853	132,415
Room hire and service charges	4,610	26,906	-	-	4,610	26,906
Client contributions	453	58	-	3,922	453	3,980
Bar and cafe takings	2,765	51,538	-	-	2,765	51,538
Project and other income	133	3,844	-	3,553	133	7,397
Bank Interest	52	209	-	-	52	209
Total income	24,797	84,528	151,069	137,917	175,866	222,445
Expenditure						
Salaries, NI and Pension	11,524	30,894	66,666	80,507	78,190	111,401
Payroll costs	1,886	1,458	-	-	1,886	1,458
Staff travel and expenses	135	102	-	87	135	189
Staff training	120	30	-	941	120	971
Volunteer expenses and training	44	431	701	1,338	745	1,769
Rent and rates	-	16,877	-	4,547	-	21,424
Utilities	-	4,886	636	-	636	4,886
Phone, postage and internet	950	919	-	-	950	919
Stationery, and photocopying	1,052	1,314	-	-	1,052	1,314
Advertising and publicity	-	-	-	89	-	89
Publications, subscriptions & licences	1,840	2,333	-	-	1,840	2,333
Other expenditure	12	1,155	-	6	12	1,161
Independent examination	960	960	-	-	960	960
Maintenance	2,728	6,409	4,271	60	6,999	6,469
Insurance	233	1,802	1,140	-	1,373	1,802
Centre events and outings	-	7	-	-	-	7
Bar and cafe costs	1,970	26,425	-	36	1,970	26,461
Governance and consultancy costs	3,070	704	523	-	3,593	704
Project expenditure	2,536	2,466	10,064	13,102	12,600	15,568
Bad Debts	1,362	135	-	-	1,362	135
Depreciation	1,539	4,784	-	-	1,539	4,784
Total expenditure	31,961	104,091	84,001	100,713	115,962	204,804
Net income / (expenditure)	(7,164)	(19,563)	67,068	37,204	59,904	17,641
Transfers between funds	7,750	16,558	(7,750)	(16,558)	-	-
Net movement in funds	586	(3,005)	59,318	20,646	59,904	17,641
Fund balances brought forward	153,238	156,243	36,662	16,016	189,900	172,259
Fund balances carried forward	153,824	153,238	95,980	36,662	249,804	189,900