

The Kirkgate Centre

Charity number 1124408

A company limited by guarantee number 06533778

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



West Yorkshire Community Accounting Service

The Kirkgate Centre

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

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Prepared by West Yorkshire Community Accountancy Service CIO

The Kirkgate Centre

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
Jennifer Brooks	Chair	
Cathryn Chrimes	Treasurer	
Ann West		
Maya Williams		
Parvez Iqbal		Resigned 20 April 2021
Matthew Bradshaw		Appointed 20 April 2021
Emma Findlay		Appointed 20 April 2021
Michael Grady		Appointed 20 April 2021
		Resigned 15 February 2022
John Henkel		Appointed 20 April 2021
Becky Phillips		Appointed 20 April 2021
Nathan Tanswell		Appointed 20 April 2021
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 Accountancy Service CIO

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.

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.

The Kirkgate Centre

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

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 financial year 2021-2022 began with Covid restrictions once again. In April our doors re-opened to select groups under specific guidelines. For our most vulnerable communities and those who were unable to return, the team continued to deliver sessions outside and a range of outreach activity. We were able to fully open in May, and the full easing of restrictions came into place on July 19th. During this period attendance was very mixed, with some needing support and encouragement in building their confidence to return, whilst many new groups were attracted to the centre. We received lots of new interest – including from film crews!

Despite not being open fully for the 12 month period, our capacity and rental income has grown month on month. We held 181 different events with 1,660 sessions. The Kirkgate team delivered 522 sessions and those hiring rooms ran 1,138 sessions. As the community continues to recover from the impacts of the pandemic, and faces further struggles to come, it is clear how vital the centre is.

The Kirkgate Centre has been working hard on building community relationships, and we have started working on numerous partnerships to do joint working to enhance services to the community. One highlight was our involvement with the 'Shipley Unlocked' community event. It was the first big event after all the restrictions were eased, the atmosphere was fantastic and seeing people smile and connect with each other again was priceless.

The Transformation Project continued during this financial year and has been extended. It has been a rigorous process for the Centre, building towards stronger strategic and business planning capability, which will enhance the sustainability and direction of the Kirkgate over the next 5 years and beyond.

During this financial year, Shipley secured £25m from the Towns Fund which will enable significant redevelopment for the town. Kirkgate Centre and Hive were successful in our joint application to be one of the 9 projects selected, and have been awarded £2.51m for the renovation of the Kirkgate building. This will guarantee that we have a building that is safe, environmentally sound, accessible and fit for purpose to serve the community for many years to come. In alignment with the Towns Fund process, we are finally making progress on our Community Asset Transfer, which has been agreed and we expect to sign off in the next few months.

It has been another year of change and ongoing challenges, but also of positivity, excitement and opportunity. We have been able to build a really strong Board with a wealth of experience and expertise, to add to and enhance our resilient, dedicated and brilliant staff team, and to continue to thrive under the growing confidence and leadership of our Manager. Thanks go to the staff, Trustees, volunteers, groups, users, event organisers and the many, many people who contribute in so many different ways to making the Kirkgate Centre the beating heart of Shipley.

Jenni Brooks Chair of Trustees

The Kirkgate Centre

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

Financial review

The net income for the year was £31,393, including net income of £51,498 on unrestricted funds and net expenditure of £20,105 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £203,238.

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 £90,900 and £136,350. The trustees recognise actual reserves exceed the upper reserves target. The reserves have been built up to enable the Centre to continue delivering services to the community when renovation works to the building commence in 2023. This will be a period when income is expected to reduce dramatically although operational, overhead and new relocation costs will continue to be incurred.

The Kirkgate Centre

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

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 20/12/2022

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 2022, which are set out on pages 7 to 15.

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

21/12/2022

West Yorkshire Community Accountancy Service CIO

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	3,766	131,949	135,715	167,853
Room hire and service charges		23,774	-	23,774	4,610
Client contributions		5,045	-	5,045	453
Bar and cafe takings		7,560	-	7,560	2,765
Project and other income		2,034	-	2,034	133
Bank Interest		3	-	3	52
Total income		42,182	131,949	174,131	175,866
Expenditure on:					
Salaries, NI and Pension	(3)	2,266	71,976	74,242	78,190
Payroll costs		1,031	-	1,031	1,886
Staff travel and expenses		582	15	597	135
Staff training		749	-	749	120
Volunteer expenses and training		84	1,226	1,310	745
Utilities		1,129	4,547	5,676	636
Phone, postage and internet		1,015	269	1,284	950
Stationery, and photocopying		750	-	750	1,052
Advertising and publicity		60	643	703	-
Publications, subscriptions and licences		2,632	-	2,632	1,840
Independent examination		1,200	-	1,200	960
Maintenance		-	7,223	7,223	6,999
Insurance		698	-	698	1,373
Bar and cafe costs		5,123	-	5,123	1,970
Governance and consultancy costs		523	101	624	3,593
Project expenditure		1,018	36,285	37,303	12,600
Bad Debts		-	-	-	1,362
Depreciation		1,365	-	1,365	1,539
Other expenditure		228	-	228	12
Total expenditure		20,453	122,285	142,738	115,962
Net income / (expenditure)		21,729	9,664	31,393	59,904
Transfers between funds		29,769	(29,769)	-	-
Net movement in funds		51,498	(20,105)	31,393	59,904
Fund balances brought forward		153,824	95,980	249,804	189,900
Fund balances carried forward	(4)	205,322	75,875	281,197	249,804

All incoming resources and resources expended derive from continuing activities.

The Kirkgate Centre
Balance sheet
as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 2,084	-	2,084	1,989
Total fixed assets	<u>2,084</u>	<u>-</u>	<u>2,084</u>	<u>1,989</u>
Current assets				
Debtors and prepayments	(6) 2,565	382	2,947	2,093
Cash at bank and in hand	(7) 202,504	77,293	279,797	246,682
Total current assets	<u>205,069</u>	<u>77,675</u>	<u>282,744</u>	<u>248,775</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 1,831	1,800	3,631	960
Total current liabilities	<u>1,831</u>	<u>1,800</u>	<u>3,631</u>	<u>960</u>
Net current assets / (liabilities)	<u>203,238</u>	<u>75,875</u>	<u>279,113</u>	<u>247,815</u>
Net assets	<u>205,322</u>	<u>75,875</u>	<u>281,197</u>	<u>249,804</u>
Funds				
Unrestricted funds	205,322	-	205,322	153,824
Restricted funds	-	75,875	75,875	95,980
Total funds	<u>205,322</u>	<u>75,875</u>	<u>281,197</u>	<u>249,804</u>

For the year ending 31 March 2022 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 20/12/2022

Cathryn Chrimes (Trustee)

The Kirkgate Centre

Notes to the accounts

for the year ended 31 March 2022

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

The Kirkgate Centre

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies continued

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.

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 the lease can be determined without financial penalty.

The Kirkgate Centre
Notes to the accounts continued
for the year ended 31 March 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Asda Foundation	-	1,450	1,450	-
Bradford Metropolitan District Council (BMDC)	-	54,319	54,319	45,019
Cycling UK	-	3,000	3,000	1,336
National Lottery Community Fund	-	72,798	72,798	68,965
School of Social Entrepreneurs	1,667	382	2,049	9,083
Shipley Town Council	-	-	-	1,000
Bradford VCS	-	-	-	1,000
HMRC Job Retention Scheme	-	-	-	18,666
Power to Change	-	-	-	20,000
Donations	2,099	-	2,099	2,784
	<u>3,766</u>	<u>131,949</u>	<u>135,715</u>	<u>167,853</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	73,052	76,872
Social security costs	3,954	4,128
Employment allowance	(3,954)	(4,000)
Pensions	1,190	1,190
	<u>74,242</u>	<u>78,190</u>

The average number employees during the year was 4.3, being an average of 2.7 full time equivalent (2021: 5, 2.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	1,190	1,190

The Kirkgate Centre

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asda	-	1,450	331	-	1119
Bradford VCS ABCD	1,000	-	31	(910)	59
BMDC - Buildings	-	4,547	4,547	-	-
BMDC - Covid building	-	-	-	-	-
BMDC - Floating Support	-	7,598	7,598	-	-
BMDC - IT	-	14,000	250	-	13,750
BMDC - Meet and Eat	564	7,366	3,722	(4,208)	-
BMDC - Soup and Social	181	6,608	6,789	-	-
BMDC - Table Tennis	330	-	-	(330)	-
Bradford Youth	-	7,200	-	-	7,200
Cycling Club	1,336	3,000	2,474	-	1,862
Kirkgate Projects	6,488	-	97	(2,000)	4,391
Leading the Way	-	382	382	-	-
Lotto Families	48,577	72,798	71,375	(8,769)	41,231
Older Bolder	4,544	-	-	(4,544)	-
BMDC - Omicron	-	7,000	737	-	6,263
Transformation Fund	3,952	-	3,952	-	-
Power to Change	20,000	-	20,000	-	-
School of Social Entrepreneurs	9,008	-	-	(9,008)	-
	<u>95,980</u>	<u>131,949</u>	<u>122,285</u>	<u>(29,769)</u>	<u>75,875</u>

Fund name	Purpose of restriction
Asda	Towards costs to hold a community event.
Bradford VCS ABCD	To purchase tables for groups. Transfer relates to capitalised equipment.
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.
BMDC - IT	To upgrade IT capabilities for the Centre and groups.
BMDC - Meet and Eat	To support Meet & Eat - a social where over 50's meet and cook together. Transfers relate to a contribution to room hire, overhead premises and administration 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. The transfer to unrestricted funds was agreed by the funder.
Bradford Youth	To work alongside BMDC Youth services in developing session for Youth.
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. The transfer is for a contribution to room hire costs.
Leading the Way	To support the salary costs and development of the Centre manager.
Lotto Families	For reaching children and families in the community. Transfers relate to capitalised equipment and a contribution to room hire, overhead premises, administration and management costs.
Older Bolder	Activities and projects for older people. The transfer concerns the reallocation of income treated as restricted income, as opposed to unrestricted income, in previous financial years
BMDC - Omicron	Cleaning, PPE and additional staff hours for deep cleaning.
Transformation Fund	For consultancy work in business support and marketing.

The Kirkgate Centre

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds continued

Fund name	Purpose of restriction
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. Transfer relates to agreement by funder that funds could be treated as unrestricted income.

5 Tangible assets

	Equipment	Fixtures & Fittings	Total
Cost	£	£	£
At 1 April 2021	24,422	37,496	61,918
Additions	1,460	-	1,460
At 31 March 2022	25,882	37,496	63,378
Depreciation			
At 1 April 2021	23,972	35,957	59,929
Charge for year	816	549	1,365
At 31 March 2022	24,788	36,506	61,294
Net book value			
At 31 March 2022	1,094	990	2,084
At 31 March 2021	450	1,539	1,989

6 Debtors and prepayments

	2022	2021
	£	£
Trade debtors	2,019	130
Prepayments	546	1,963
Other debtors	382	-
	2,947	2,093

7 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	254,129	242,941
Cash in hand	694	492
Monies held at Bradford CPA	24,570	3,137
Undeposited funds	404	112
	279,797	246,682

8 Creditors and accruals

	2022	2021
	£	£
Trade creditors	2,431	-
Accruals	1,200	960
	3,631	960

The Kirkgate Centre
Notes to the accounts continued
for the year ended 31 March 2022

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 £29,659 (previous year: £31,427).

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 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	3,766	16,784	131,949	151,069	135,715	167,853
Room hire and service charges	23,774	4,610	-	-	23,774	4,610
Client contributions	5,045	453	-	-	5,045	453
Bar and cafe takings	7,560	2,765	-	-	7,560	2,765
Project and other income	2,034	133	-	-	2,034	133
Bank Interest	3	52	-	-	3	52
Total income	42,182	24,797	131,949	151,069	174,131	175,866
Expenditure						
Salaries, NI and Pension	2,266	11,524	71,976	66,666	74,242	78,190
Payroll costs	1,031	1,886	-	-	1,031	1,886
Staff travel and expenses	582	135	15	-	597	135
Staff training	749	120	-	-	749	120
Volunteer expenses and training	84	44	1,226	701	1,310	745
Utilities	1,129	-	4,547	636	5,676	636
Phone, postage and internet	1,015	950	269	-	1,284	950
Stationery, and photocopying	750	1,052	-	-	750	1,052
Advertising and publicity	60	-	643	-	703	-
Publications, subs and licences	2,632	1,840	-	-	2,632	1,840
Independent examination	1,200	960	-	-	1,200	960
Maintenance	-	2,728	7,223	4,271	7,223	6,999
Insurance	698	233	-	1,140	698	1,373
Bar and cafe costs	5,123	1,970	-	-	5,123	1,970
Governance and consultancy costs	523	3,070	101	523	624	3,593
Project expenditure	1,018	2,536	36,285	10,064	37,303	12,600
Bad Debts	-	1,362	-	-	-	1,362
Depreciation	1,365	1,539	-	-	1,365	1,539
Other expenditure	228	12	-	-	228	12
Total expenditure	20,453	31,961	122,285	84,001	142,738	115,962
Net income / (expenditure)	21,729	(7,164)	9,664	67,068	31,393	59,904
Transfers between funds	29,769	7,750	(29,769)	(7,750)	-	-
Net movement in funds	51,498	586	(20,105)	59,318	31,393	59,904
Fund balances brought forward	153,824	153,238	95,980	36,662	249,804	189,900
Fund balances carried forward	205,322	153,824	75,875	95,980	281,197	249,804