

Highfield Community Association - Keighley

Charity number 1124828

A company limited by guarantee number 04488173

Annual Report and Financial Statements

for the year ended 31 March 2025



Highfield Community Association - Keighley

Annual Report and Financial Statements for the year ended 31 March 2025

Contents	Page
Trustees' report	2 to 8
Examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 to 19

Prepared by West Yorkshire Community Accountancy Service CIO

Highfield Community Association - Keighley

Trustees' report for the year ended 31 March 2025

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
Javaid Iqbal	Chair from 14 June 2024	
Roy Williams		
Shabana Din		
Sugheer Zeb	Treasurer	Appointed 14 June 2024
Natasha Thomas		Appointed 14 June 2024
		Resigned 13 September 2024
Diane Ramsden	Chair to 14 June 2024	Resigned 5 November 2025
Charity number	1124828	Registered in England and Wales
Company number	04488173	Registered in England and Wales
Registered and principal address	Bankers	
Highfield Community Centre	HSBC	
Drewry Road	36 North Street	
Keighley	Keighley	
BD21 2QG	BD21 3SF	

Independent examiner

Alan Dodd FCCA

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 17 July 2002. It is governed by a memorandum and articles of association, last amended on 10 June 2019 and on 30 October 2023. 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.

Highfield Community Association - Keighley

Trustees' report (continued) for the year ended 31 March 2025

Objectives and activities

The charity's objects

Our charity's objects are to:

Further develop and benefit residents of Keighley specifically the neighbourhood of Highfield. Without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together residents, local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interests of social welfare for recreation, leisure time occupation with the objective of improving the conditions of life for residents.

Maintain or manage or co-operate with any statutory authority in the maintenance and management of a community centre in Highfield for activities promoted by the charity in furtherance of the above objectives.

The charity's main activities

Highfield Community Association was incorporated in July 2002 and in April 2004 we moved into our current premises in The Highfield Centre. We lease approximately half of the Highfield Centre from Bradford Council.

Highfield Community Association aims to work for the public benefit and one of our main responsibilities is to provide the community, our customers, with the best possible service, whilst providing facilities and activities that improve their lives.

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 community development.

Achievements and performance

Each year like many VCS organisation Highfield Community Association has had a great and challenging year.

Established in 2002, Highfield Community Association (HCA) also known as the Highfield Community Centre is located in a multi-cultural/diverse community of Keighley with high levels of multiple deprivations. The ward is ranked 6th of the 30 wards in the Bradford District (2019 IMD) and within the 10% most-deprived wards in England.

At HCA, we believe in engaging/empowering to breaking-barriers to participation to achieve long-term goals.

Our vision is - to advance education/social welfare opportunities with the objective of improving lives of local residents of Keighley, specifically in the neighbourhood of Highfield by providing facilities for social-wellbeing/recreation/leisure activities, whilst at the same time maximising revenue generation opportunities to invest back into the community.

HCA aims to offer:

- A single access point of integrated family services to help meet the needs and address issues of local people.
- A positive environment for children and young people, to learn, develop, progress and contribute in society.
- To work with local people across all ages, ethnicity groups and abilities to help build confidence, self-esteem and reduce isolation.
- Strong partnership work with other local organisations to promote better health, education standards and achievements.

Highfield Community Association - Keighley

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

- Activities to promote community cohesion and engagement.
- Accessible services which engage the hardest to reach, by removing barriers to participation and encourage individuals to make positive life choices

We work closely with the local community offering a range of services to meet the needs and demands of local people and providing a safe and secure environment to excel in. We believe HCA reflects the diverse-community in which it serves and has become the local-community-anchor for the delivery of a needs led service.

HCA has a successful track record in delivering and providing vital services for our local community. Our services are well established, known and trusted; designed in response to meeting the ever-changing needs and demands of the local community. HCA continues to improve services and breakdown-barriers to participation, raise-aspirations, better-health/well-being, empower and help people live well and longer.

Inherent in our directors, staff, volunteer's, partners and most importantly our community is a wealth of experience, skills and expertise.

HCA excels to achieve its long-term aims, alongside our community and partners, to help change lives for the better through Empower, Engage, Achieve, Enjoy and Participate. Community-Involvement is at the heart of all our work, ensuring positive responses for the needs of residents.

Our services:

- Children and Young People – providing quality play and opportunities to children and young people age 5+ years, to engage and excel.
- Social Groups – learn skills, make friends, connections, increase confidence, self-esteem all in a safe and fun environment.
- Education Courses – partnered with Craven, Keighley College and WEA (Workers Education Association), provide a range of short and long term accredited and non-accredited courses.
- Health and Well-Being – exercise, nutritional classes, walking, sports, games and much more.
- Hot meal and Food Parcels – Supported by Bradford Council, weekly hot meals and monthly food parcels to those in need.
- Venue – Our venue is equipped to run, courses, meetings, conferences, small events, we offer our venue for external bookings at affordable prices.

Projects and Activities

Through HSF (Household Support Fund) we have continued to support our most vulnerable families and residents by providing monthly food parcels and a warm meal twice a week.

Our Play Ranger Scheme, funded by The National Lottery, has been running for the last 15+ years providing a menu of services for children aged 5 – 14 years. The work during the year has focused on engaging/empowering the young people, aimed at improving their social, emotional, physical, mental health and wellbeing. This has included craft activities, mindfulness, crochet, cooking, yoga, homework club, reading club, sports and games.

HAF (Holiday Activities Fund – Bradford MDC) has enabled us to run activities, trips for children, young people and also their families during school holidays. These have included fantastic park events, attended by hundreds of people, trips to Blackpool and Flamingo Land. Children's trips to Worth Valley Railway and Buckden House Outdoor Activity Centre, cricket sessions in partnership with Dynamo and All Stars Cricket, dance workshop, cinema and bowling, and during the Christmas holidays children enjoyed a visit to the pantomime to see Aladdin.

Highfield Community Association - Keighley

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

Our Empower and Excel Project, also funded by the National Lottery has enabled us to work with young people aged 14 – 18 years (up to 21 years with learning needs).

- April 2024 - Young people participated in a Photovoice Project, utilising participatory photography to empower individuals to share their experiences, funded by Keighley Town Council. The project showcased their work at an event locally.
- May 2024 - A trip out to attend the T20 women's Pakistan vs England match at Leeds Headingley Stadium.
- May 2024 – young people invited MP Robbie Moore to HCA and participated in a questions and answer session.
- November 2024 – Young people participated in the Youth Voice Takeover Event, enabling them to highlight their concerns around opportunities, after school services, diversity, inclusion, careers advice and much more.
- NatWest Thrive Programme – Supporting young people in helping to improve their financial confidence.
- January 2025 – Young people attended the 'All Things West Yorkshire' event, where they shared ideas and spoke to local MP's about their concerns.
- Other activities – participated in Bake-Off Competition, mindfulness activities, work, leadership skills, music workshops, cinema and trips out.

Local Community Support Grant (formerly known as Day Opportunities) funded by Bradford MDC, enabled us to work with older women (Colourful Lives Project), Bangla women (Asha project) and older men (Dekh Bhaal project). The groups met weekly and enjoyed a variety of trips and sessions throughout the year, these have included outings to Yorkshire Dales, Keighley Creative and Shibden Hall, activities have included exercise sessions, board games, pampering, calligraphy, self-defence techniques, visits from Yorkshire Water, talks on health and wellbeing issues, Sue Ryder and Manorlands Hospice, benefits advice, etc. Highlight of the project was working with Allan from the Lion's Den 'Shed' and making planters, bird feeding tables and a bench for the Highfield Community Centre.

Cycling / walking project – to increase cycling and walking for women and girls across Keighley, we were successful in delivering cycling sessions locally, training walk leaders and set up local walking groups in Keighley Central.

Inspiring Futures Project – A partnership project with 8 organisations across Bradford and Leeds, led by Hamara Living Centre – Leeds – aiming to address the systemic challenges which limit the employment opportunities for young people from South Asian communities

MIND – SMI-LE project – offering 6-week one-to-one support based around referred clients diagnosed with severe mental illness.

VCS Alliance – mini-hubs – a short pilot to run wellbeing provision for men and women.

Other Activities / sessions / drop-in's:

- Chand Raat event - June 2024
- Introduction to Youth Work Course - June 2024
- Yorkshire Indian Film Festival - July 2024
- Pakistan Independence Day celebration - August 2024
- MacMillan Cancer Support Desi Breakfast - September 2024
- Diwali Festival at East Riddlesden Hall - November 2024 – supported by making pompoms for their displays,
- Cook on a budget
- Stay & play sessions for parents and children aged up to 3 years

Highfield Community Association - Keighley

Trustees' report (continued) for the year ended 31 March 2025

Achievements and performance (continued)

- Baby clinic
- DWP drop in sessions, Bradford Council Independence Advice Hub, WACA social prescribing clinics,
- Modality drop-in sessions and advice sessions

All the work we carry out would not be possible without the dedication and commitment of our staff, volunteers and Board of Directors. Our Board of Directors not only contribute their time but also energy and expertise. We would also not be able to continue without the support from the community and the help, advice and funding from our funders.

Financial review

The net income for the year was £50,631, including net income of £59,324 on unrestricted funds and net expenditure of £8,693 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £269,300.

Within this amount, funds have been designated by the trustees towards:

- Building improvements (£75,000) to enable progress with renovating and redeveloping the MUGA (multi-use games area) which is currently closed.
- Community development (£20,000) to enable our community development work to continue after external funding ceases, pending future funding opportunities.
- Cost of living/Warm spaces (£15,000) to enable the continuation of provision of food parcels and at least two warm meals a week for a period of up to six months while we look for external funding.

The total amounts so designated at the balance sheet date, after costs expended during the year, were £102,798, leaving free reserves of £166,502, equating to 10.7 months of budgeted unrestricted expenditure, a little above the upper range of the charity's reserves policy (see below).

Highfield Community Association needs reserves to:

- Meet contractual liabilities should the organisation have to close. This includes redundancy pay, salary notice pay, general running costs, amounts due to creditors and commitments under leases.
- To meet unexpected costs like break down of essential office machinery, staff cover re illness, maternity leave, parental/adoption leave, and legal costs defending the charities interest.
- To replace equipment as it wears out.
- To ensure that Highfield Community Association can continue to provide a stable and quality service to those who need them. Within this context to minimise recruitment, staff training, staff induction and marketing costs by avoiding the need for redundancies caused by financial crisis.
- To provide working capital when funding is paid in arrears and place the charity in a position where it could bid for funding which can be paid up to 12 months in arrears.
- From time-to-time funding has certain restrictions, which means that by law it must be held in restricted reserves until it is spent in line with the funding agreement.

Highfield Community Association - Keighley

Trustees' report (continued) for the year ended 31 March 2025

Reserves policy (continued)

Potential for short time working

Whilst the trustees have to take a prudent position and allow for redundancy in the event of a financial crisis the organisation does have a good relationship with its staff and the options of part-time working and short term lay-offs would also be considered. It should though be noted that increasingly funding is related to outputs and a move to part-time working could jeopardise some funding.

Reserves level

Highfield Community Association therefore aims to have reserves in the band of 50% -75% (6 - 9 months) of anticipated expenditure in order to meet these costs. Based on budgeted unrestricted expenditure of £186,000, this would equate to being between £93,000 and £139,500.

Maintaining a prudent level of reserves

In the event of reserves dipping below the target Highfield Community Association has set, then measures would be taken to restore the reserves. This could be achieved by increased fundraising, increasing earned income or reducing expenditure.

If reserves exceed 75% of expenditure Highfield Community Association will consider the likely expenditure over the next two years and aim of reserves to be less than 75% of turnover by the end of two years. This could be achieved by reducing fundraising, allocating less time staff time to earned income activities, reducing prices, or increasing "free" activities and so increasing expenditure. Increasing "free" activities could be one off in areas like courses or sports activities or expanding the organisation generally. In the latter case due attention will be paid to identifying funding that would sustain the expansion after the reserves had been brought below 75% of expenditure.

Monitoring and reviewing of reserves policy

The Board will consider current costs of closure and examine the level of reserves each year when setting the following year's budget.

Highfield Community Association - Keighley

Trustees' report (continued) for the year ended 31 March 2025

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.

Approved by the board of trustees on 5/12/2025

Sugheer Zeb (Trustee)

Highfield Community Association - Keighley

Independent examiner's report to the trustees of Highfield Community Association - Keighley

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 10 to 19.

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

Since the charitable company's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACCA which is one of the listed bodies.

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.

Alan Dodd FCCA

5/12/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Highfield Community Association - Keighley
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants and donations	(2)	4,659	374,047	378,706	317,793
Sales and fees		66,550	-	66,550	58,823
Bank interest		7,436	-	7,436	5,806
Contributions from activities		11,785	-	11,785	35,590
Total income		<u>90,430</u>	<u>374,047</u>	<u>464,477</u>	<u>418,012</u>
Expenditure on:					
Salaries, NI and pension	(3)	14,724	223,439	238,163	200,597
Payroll charges		1,994	1,000	2,994	2,695
Service charges - utilities		18,933	-	18,933	16,030
Travel		259	672	931	502
Training		160	514	674	1,474
Building maintenance		9,738	6,200	15,938	6,356
Building rates		911	-	911	934
Cleaning		1,498	1,057	2,555	1,571
Beneficiaries expenses and activities		2,900	63,964	66,864	110,204
Equipment, materials and warranties		511	109	620	773
Insurance		122	5,112	5,234	4,622
Telephone and postage		1,783	2,327	4,110	3,206
Photocopying and printing		2,700	532	3,232	3,455
Stationery		(189)	373	184	203
Independent examination		1,782	-	1,782	1,782
Professional fees		2,415	1,850	4,265	810
Vehicle costs		925	1,686	2,611	1,231
Computer equipment and maintenance		3,224	4,845	8,069	4,303
Furniture and fish tank		392	1,297	1,689	1,096
Other expenses		332	313	645	588
Books, journals, subscriptions and licences		871	2,719	3,590	2,862
Café, tuck shop and vending machine		616	7	623	464
Volunteer expenses		262	1,152	1,414	669
Depreciation		26,748	-	26,748	18,986
Repayment of grants		-	900	900	-
Advertising and publicity		77	90	167	-
Total expenditure		<u>93,688</u>	<u>320,158</u>	<u>413,846</u>	<u>385,413</u>
Net income / (expenditure)		<u>(3,258)</u>	<u>53,889</u>	<u>50,631</u>	<u>32,599</u>
Transfers between funds		<u>62,582</u>	<u>(62,582)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>59,324</u>	<u>(8,693)</u>	<u>50,631</u>	<u>32,599</u>
Fund balances brought forward		<u>427,410</u>	<u>72,525</u>	<u>499,935</u>	<u>467,336</u>
Fund balances carried forward	(4a)	<u>486,734</u>	<u>63,832</u>	<u>550,566</u>	<u>499,935</u>

All incoming resources and resources expended derive from continuing activities.

Highfield Community Association - Keighley

Balance sheet

as at 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	217,434	-	217,434	208,711
Total fixed assets		<u>217,434</u>	<u>-</u>	<u>217,434</u>	<u>208,711</u>
Current assets					
Debtors and prepayments	(6)	12,395	-	12,395	14,395
Cash at bank and in hand	(7)	359,181	63,832	423,013	358,238
Total current assets		<u>371,576</u>	<u>63,832</u>	<u>435,408</u>	<u>372,633</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	102,276	-	102,276	81,409
Total current liabilities		<u>102,276</u>	<u>-</u>	<u>102,276</u>	<u>81,409</u>
Net current assets / (liabilities)		<u>269,300</u>	<u>63,832</u>	<u>333,132</u>	<u>291,224</u>
Net assets		<u>486,734</u>	<u>63,832</u>	<u>550,566</u>	<u>499,935</u>
Funds					
Unrestricted funds					
General unrestricted funds		383,936	-	383,936	342,410
Designated funds	(4c)	102,798	-	102,798	85,000
Unrestricted funds		<u>486,734</u>	<u>-</u>	<u>486,734</u>	<u>427,410</u>
Restricted funds		<u>-</u>	<u>63,832</u>	<u>63,832</u>	<u>72,525</u>
Total funds		<u>486,734</u>	<u>63,832</u>	<u>550,566</u>	<u>499,935</u>

For the year ending 31 March 2025 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 are 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 5/12/2025

Sugheer Zeb (Trustee)

Highfield Community Association - Keighley

Notes to the accounts

for the year ended 31 March 2025

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, if 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 £1,000 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:

Fixtures and fittings: 25%

Equipment: 20%

Motor vehicles: 25%

Leasehold improvements: 5%

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.

Highfield Community Association - Keighley

Notes to the accounts

for the year ended 31 March 2025

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.

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.

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.

Highfield Community Association - Keighley

Notes to the accounts continued

for the year ended 31 March 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BMDC - Active Travel Grant	-	9,375	9,375	-
BMDC - Community Buildings grant	2,655	-	2,655	4,238
BMDC - Community Cycle Training	-	4,968	4,968	-
BMDC - Early Help and Prevention	-	35,721	35,721	33,431
BMDC - Food Parcels and Warm Spaces	-	29,082	29,082	40,069
BMDC - HAFP Summer, Christmas and Easter	-	46,720	46,720	46,514
BMDC - UKSPF	1,726	-	1,726	-
Hamara Healthy Living Centre	-	25,000	25,000	-
Henry Smith Charity	-	47,400	47,400	23,150
KAWACC	-	1,025	1,025	1,025
Leeds Community Foundation	-	6,046	6,046	6,046
MIND in Bradford	-	3,881	3,881	-
National Lottery - Empower and Excel	-	147,136	147,136	109,665
National Youth Agency	-	400	400	-
VCS Alliance	-	17,293	17,293	27,070
BMDC - Community Development	-	-	-	1,475
BMDC - Cost of Living support	-	-	-	9,933
BMDC - International Women's Day 2024	-	-	-	400
BMDC - Keighley Area Coordinator's Office	-	-	-	5,000
Keighley Healthy Living	-	-	-	4,990
Keighley Town Council	-	-	-	3,000
Sport England	-	-	-	963
Yorkshire Energy Doctor	-	-	-	250
Other donations	278	-	278	574
	<u>4,659</u>	<u>374,047</u>	<u>378,706</u>	<u>317,793</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	226,639	192,409
Social security costs	11,422	8,848
Employment allowance	(5,000)	(5,000)
Pensions	5,102	4,340
	<u>238,163</u>	<u>200,597</u>

The average number of employees during the year was 20, being an average of 7.8 full time equivalent (2024: 19.7, 7.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	5,102	4,340

Highfield Community Association - Keighley

Notes to the accounts continued

for the year ended 31 March 2025

4a Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Community Cycle Training Grant	-	4,968	4,708	(260)	-
Holiday Activities and Food 2024	4,439	40,240	43,480	(1,199)	-
Youth Offer	900	-	900	-	-
Bradford MDC - Active Travel	-	9,375	8,696	-	679
Asha (Hope) project	3,403	11,907	12,970	(2,340)	-
Colourful Lives project	904	11,907	10,471	(2,340)	-
Dekh Bhaal project	804	11,907	10,371	(2,340)	-
Holiday Activities and Food 2025	-	6,480	943	-	5,537
Household Support Fund 2023-24	3,434	3,307	6,741	-	-
Household Support Fund 2024-25	-	25,775	23,475	(2,300)	-
Hamara Healthy Living Centre	-	25,000	11,969	(2,860)	10,171
The Henry Smith Charity	4,638	47,400	40,383	(2,882)	8,773
Keighley Area Co-ordinator	5,000	-	400	-	4,600
Keighley Healthy Living	4,990	-	3,303	(1,687)	-
Leeds Community Foundation	2,018	6,046	6,347	(1,717)	-
MIND - SMI-LE project	-	3,881	3,491	(390)	-
National Lottery - minibus costs	-	35,958	1,686	(34,272)	-
National Lottery	34,261	111,178	108,427	(4,000)	33,012
NatWest - Thrive	-	400	-	-	400
KAWACC	1,025	1,025	955	(1,095)	-
VCS Alliance	1,641	13,333	12,074	(2,900)	-
VCS Alliance - Anchor	1,320	3,960	4,620	-	660
Power to Change	2,430	-	2,430	-	-
Sport England	355	-	355	-	-
Two Ridings Community Foundation	963	-	963	-	-
	<u>72,525</u>	<u>374,047</u>	<u>320,158</u>	<u>(62,582)</u>	<u>63,832</u>

4b Fund name	Purpose of restriction
Community Cycle Training Grant	Deliver cycling sessions targeting women and girls 14+
Holiday Activities and Food 2024	To support families by providing holiday activities including free lunch for participants. The transfer represents the costs of equipment capitalised in the accounts.
Youth Offer	Funding for a youth worker conference.
Bradford MDC - Active Travel	Walking and cycling sessions and training community walk
Asha (Hope) project	To support elderly women, mainly from the Bangladeshi
Colourful Lives project	To support elderly women, mainly from the Pakistani community
Dekh Bhaal project	To support elderly men, mainly from the South Asian community
Holiday Activities and Food 2025	To support families by providing holiday activities including free lunch for participants.
Household Support Fund 2023-24	To support families by providing food parcels and warm spaces
Household Support Fund 2024-25	To support families by providing food parcels and warm spaces
Hamara Healthy Living Centre	To address the systemic challenges which limit the employment opportunities for young people from South Asian communities.
The Henry Smith Charity	Towards running costs of the organisation
Keighley Area Co-ordinator	To support activities with young people.
Keighley Healthy Living	To prevent isolation and loneliness and to support healthy relationships.
Leeds Community Foundation	Women's wellbeing and mental health project

Highfield Community Association - Keighley

Notes to the accounts continued

for the year ended 31 March 2025

4b Fund name (continued)	Purpose of restriction
MIND - SMI-LE project	One-to-one support based around referred clients diagnosed with severe mental illness.
National Lottery - minibuss costs	Purchase minibuss and associated costs. The transfer represents the capitalised costs.
National Lottery	Empower and Excel - Activities for young people.
NatWest - Thrive	Improve financial confidence of young people
KAWACC	Keighley Association for Women and Children's Centre.
VCS Alliance	To provide wellbeing drop-in provision for men and women
VCS Alliance - Anchor	Activities for young people
Power to Change	Help with core staffing costs and cost of living allowance, and to improve buildings' energy efficiency.
Sport England	To support provision of sporting offers for young people in the community
Two Ridings Community Foundation	Series of six-week long cookery programmes for children.

Transfers relate to internal room hire charges and office costs, unless otherwise stated.

4c Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Building Improvements	60,000	-	6,250	15,000	68,750
Community Development	15,000	-	952	5,000	19,048
Cost of Living/Warm Spaces	10,000	-	-	5,000	15,000
	<u>85,000</u>	<u>-</u>	<u>7,202</u>	<u>25,000</u>	<u>102,798</u>

Fund name	Reason for designation
Building Improvements	Towards community building improvements, to enable progress with renovating and redeveloping the MUGA (multi-use games area) which is currently closed.
Community Development	To enable our community development work to continue after current external funding ceases, pending future funding
Cost of Living/Warm Spaces	To enable the continuation of provision of food parcels and at least two warm meals a week for a period of up to six months whilst we look for external funding.

Highfield Community Association - Keighley
Notes to the accounts continued
for the year ended 31 March 2025

5 Tangible assets	Leasehold Improve	Fixtures & fittings	Equipment	Motor vehicles	Total
Cost	£	£	£	£	£
At 1 April 2024	285,666	38,577	86,905	4,999	416,147
Additions	-	-	1,199	34,272	35,471
At 31 March 2025	285,666	38,577	88,104	39,271	451,618
Depreciation					
At 1 April 2024	84,264	38,577	79,596	4,999	207,436
Charge for year	14,284	-	3,896	8,568	26,748
At 31 March 2025	98,548	38,577	83,492	13,567	234,184
Net book value					
At 31 March 2025	187,118	-	4,612	25,704	217,434
At 31 March 2024	201,402	-	7,309	-	208,711
6 Debtors and prepayments				2025 £	2024 £
Debtors				6,232	7,255
Prepayments				5,551	3,230
Other debtors				612	3,910
				12,395	14,395
7 Cash at bank and in hand				2025 £	2024 £
Cash at bank				420,586	354,767
Cash in hand				2,427	3,471
				423,013	358,238
8 Creditors and accruals				2025 £	2024 £
Creditors				7,680	5,884
Accruals				91,232	72,182
Deferred income (see note below for analysis)				2,878	3,343
Other creditors				486	-
				102,276	81,409

Deferred income comprises fees relating to periods after the end of the financial year.

Highfield Community Association - Keighley

Notes to the accounts continued

for the year ended 31 March 2025

9 Related party transactions

Trustee expenses

During the year 1 trustees was paid a total of £178 in respect of travel (previous year: 1 trustee; £30).

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

Total employee benefits received by key management personnel were £45,901 (previous year: £41,509).

Other transactions with trustees or related parties

		2025 £	2024 £
Name of trustee or related party	Relationship to charity	Description of transaction	
Fazeela Hanif	Manager	Purchase of materials from a business in which the Manager is involved.	
		4,436	1,855
		<u>4,436</u>	<u>1,855</u>

10 Operating leases

Expected future minimum lease payments over the remaining life of the

	2025 £	2024 £
Within one year	305	1,829
In the second to fifth years inclusive	-	305
	<u>305</u>	<u>2,134</u>

Highfield Community Association - Keighley

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	4,659	6,537	374,047	311,256	378,706	317,793
Sales and fees	66,550	58,823	-	-	66,550	58,823
Bank interest	7,436	5,806	-	-	7,436	5,806
Contributions from activities	11,785	35,590	-	-	11,785	35,590
Total income	90,430	106,756	374,047	311,256	464,477	418,012
Expenditure						
Salaries, NI and pension	14,724	16,799	223,439	183,798	238,163	200,597
Payroll charges	1,994	1,669	1,000	1,026	2,994	2,695
Service charges - utilities	18,933	16,030	-	-	18,933	16,030
Travel	259	226	672	276	931	502
Training	160	-	514	1,474	674	1,474
Building maintenance	9,738	5,137	6,200	1,219	15,938	6,356
Building rates	911	934	-	-	911	934
Cleaning	1,498	1,150	1,057	421	2,555	1,571
Beneficiaries expenses & activities	2,900	18,028	63,964	92,176	66,864	110,204
Equipment, materials & warranties	511	212	109	561	620	773
Insurance	122	4,622	5,112	-	5,234	4,622
Telephone and postage	1,783	966	2,327	2,240	4,110	3,206
Photocopying and printing	2,700	1,175	532	2,280	3,232	3,455
Stationery	(189)	3	373	200	184	203
Independent examination	1,782	1,782	-	-	1,782	1,782
Professional fees	2,415	810	1,850	-	4,265	810
Vehicle costs	925	1,231	1,686	-	2,611	1,231
Computer equipment & maintenance	3,224	1,045	4,845	3,258	8,069	4,303
Furniture & fish tank	392	200	1,297	896	1,689	1,096
Other expenses	332	533	313	55	645	588
Books, subscriptions & licences	871	714	2,719	2,148	3,590	2,862
Café, tuck shop & vending machine	616	464	7	-	623	464
Volunteer expenses	262	29	1,152	640	1,414	669
Depreciation	26,748	18,986	-	-	26,748	18,986
Repayment of grants	-	-	900	-	900	-
Advertising and publicity	77	-	90	-	167	-
Total expenditure	93,688	92,745	320,158	292,668	413,846	385,413
Net income / (expenditure)	(3,258)	14,011	53,889	18,588	50,631	32,599
Transfers between funds	62,582	43,312	(62,582)	(43,312)	-	-
Net movement in funds	59,324	57,323	(8,693)	(24,724)	50,631	32,599
Fund balances brought forward	427,410	370,087	72,525	97,249	499,935	467,336
Fund balances carried forward	486,734	427,410	63,832	72,525	550,566	499,935