

THE BRADFORD COURT CHAPLAINCY SERVICE

England & Wales · Charity number 1125624

Details

Status Registered

Legal form Charitable company

Company number [06592288](#)

Registered 2008-08-27

Register [View on the Charity Commission register](#)

Contact

Address c/o BRADFORD MAGISTRATES COURT
The Tyrls
Bradford
West Yorkshire
BD1 1LA

Phone 01274722422

Email info@bradfordcourtchaplancy.org.uk

Website www.bradfordcourtchaplancy.org.uk

Activities

Objects: A) TO PROMOTE THE MENTAL AND SPIRITUAL WELLBEING OF ALL COURT USERS AS DEFINED IN CLAUSE 3 (A)(I), REGARDLESS OF THEIR GENDER, SEXUAL ORIENTATION, RELIGIOUS BELIEFS AND/OR RACE BY THE PROVISION OF ADVICE, COUNSELLING AND SUPPORT.B) TO FURTHER SUCH OTHER CHARITABLE PURPOSES AS THE TRUSTEES AT THEIR ABSOLUTE DISCRETION FROM TIME TO TIME DETERMINE.(I) THE TERM "COURT USERS" SHALL MEAN PERSONS EITHER ATTENDING OR WHO ARE EXPECTING TO ATTEND BRADFORD MAGISTRATES COURT OR ANY OTHER COURT IN THE UNITED KINGDOM, IN PARTICULAR THOSE ACCUSED OF COMMITTING OFFENCES TOGETHER WITH THEIR SPOUSES, PARTNERS, FAMILIES AND FRIENDS, WITNESSES OF CRIME AS REFERRED BY WITNESS SUPPORT, MAGISTRATES, HER MAJESTY'S COURTS SERVICE STAFF, PROBATION SERVICE STAFF, CROWN PROSECUTION SERVICE STAFF, DEFENCE SOLICITORS, COURT INTERPRETERS, THOSE ATTENDING THE CORONER'S COURT AND ANY MEMBERS OF THE PUBLIC ATTENDING COURT OUT OF GENERAL INTEREST.

Activities: The object of the charity is to promote the mental and spiritual wellbeing of all court users, regardless of their gender,sexual orientation, religious beliefs and/or race by the provision of advice,

counselling and support.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Religious Activities, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** LOCAL
- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£28,203	£67,103	-	-
2024-05-31	£76,685	£66,282	-	-
2023-05-31	£67,743	£62,584	-	-
2022-05-31	£62,235	£51,026	-	-
2021-05-31	£47,590	£33,976	-	-

Trustees

Name	Role	Appointed
Yunus Mussa Mayat	Chair	2024-06-13
Benedetto Paolozzi		2024-09-20
Beryl Eakin JP		2017-02-21
DILSHAD KHAN JP		
Elizabeth Victoria Reynolds		2019-10-17
Frances Susan Milnes		2022-01-13
MARY MARGARET CARROLL JP		
Philip Turnpenny		2015-09-02
Revd Canon Denise Poole		2011-09-27

THE BRADFORD COURT CHAPLAINCY SERVICE

England & Wales - Charity number 1125624

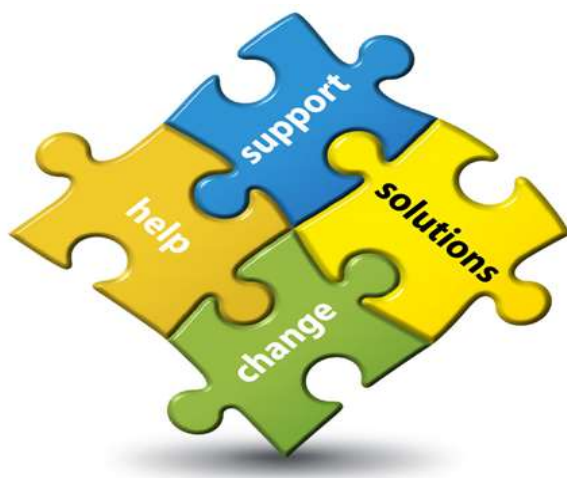
Accounts

The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

Annual Report and Financial Statements for the year ended 31 May 2024



The Bradford Court Chaplaincy Service

Annual Report and Financial Statements for the year ended 31 May 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 2024

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
Philip Turnpenny	Chair	
Mary Carroll	Deputy Chair	
Valerie Heywood	Company Secretary	Deceased during the year
Manoj Joshi		
Dilshad Khan		
Denise Poole		
Beryl Eakin		
Vicky Reynolds		
Susan Milnes		
Mariam Deen		Co-opted 1 June 2024
Yunus Mayat		Co-opted 16 June 2024
Benedetto Paolozzi		Co-opted 1 September 2024
Charity number	1125624	Registered in England and Wales
Company number	06592288	Registered in England and Wales
Registered and principal address	Bankers	
Bradford Magistrates' Court	The Co-operative Bank	
The Tyrls	Delf House, Southway	
Bradford	Skelmersdale	
BD1 1LA	WN8 6WT	

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 a company limited by guarantee and was formed on 14 May 2008. It is governed by a memorandum and articles of association as amended 14 August 2008. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law. New trustees are appointed by an ordinary resolution of the charity. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting, advising them of the retiring trustees and requesting nominations for the Annual General Meeting.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Objectives and activities

The charity's objects

To promote the mental and spiritual wellbeing of all court users, regardless of their gender, sexual orientation, religious beliefs and/or race by the provision of advice, counselling and support.

To further such other charitable purposes as the trustees at their absolute discretion from time to time determine.

The term "court users" shall mean persons either attending or who are expecting to attend Bradford Magistrates Court or any other court in the United Kingdom, in particular those accused of committing offences, together with their spouses, partners, families and friends, witnesses of crime as referred by Witness Support, Magistrates, His Majesty's Courts Service staff, Probation Service Staff, Crown Prosecution Service staff, Defence Solicitors, Court Interpreters, those attending the Coroner's Court and any members of the public attending court out of general interest.

The charity's main activities

The team offer hope and encouragement to people who often feel anxious, hopeless and confused, by listening, when support is most needed. Needs are prioritized and appropriate action identified. For some, a short chat is sufficient to reduce anxiety and tension; others need more specialist help. Offending behaviour is challenged and offenders and their families linked to appropriate, local community support. Hopefully, this will lead to reduced crime, rehabilitation of offenders and development of greater community cohesion.

A quiet/prayer room is provided for all.

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

1. Introduction

Based in Bradford, in one of the Country's most deprived areas, our volunteer led team provide free, confidential, on-the-spot, practical support to anyone attending courts in Bradford, both the Magistrates' and Combined Courts (Crown, Civil and Family): including defendants and their families, friends and other court users. The majority of those we help are amongst the most vulnerable and marginalised in society. Many are highly anxious, have low levels of literacy and communication skills, mental health issues and have no legal representation. Our experienced team provides a lifeline at a critical time and our independent support can ease tension, boost confidence, and help vulnerable individuals more adequately represent themselves.

2. Service User Support

Finding oneself in court can be a confusing and frightening experience, even for repeat offenders, and the reasons for attending may be complex and multiple. Our team have continued to provide a daily support service in Bradford Magistrates Court, and where possible have supported service users whose cases have been sent onto Bradford Crown Court. Each year, more and more service users attend with no legal representation. Many are often anxious about outcomes, for themselves or a family member / friend, and are confused about the court procedures. Our work is predominantly with defendants and their family / supporters with approximately 90% of service users we support falling into this category.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

This year our team engaged with 2,767 individuals with 2,558 receiving some level of support, and 209 people declining assistance. We help by:

- Explaining court procedures to those who are unrepresented and have not been in court before, thus helping to 'level the playing field'.
- Helping unrepresented defendants to read and complete court paperwork and those who are nervous think through the key points they want to tell the court.
- Easing tension and mental anguish by offering listening support.
- Accompanying those who wish this support into the courtroom.
- Helping those who acknowledge that they have serious issues to find a way forward: offering them speedy access to local support services and agencies, signposting and connecting people and making appointments as required.

Example of what we do:-

Simon attended Magistrates Court in relation to an anti-social behaviour and assault charge. He approached our team member asking for legal representation and was introduced to the duty solicitor.

Simon, who bore bruises and scars from a recent assault, broke down whilst sharing that he had been homeless for the last three months and that he had been ejected from hostels in the Bradford area for related incidents. He has no contact with his children and was in an on/off relationship but was unable to stay with his girlfriend, due to harassment from neighbours. Following an adjournment, Simon was asked by the team member if he would allow a referral to the Salvation Army (SA) to access emergency accommodation for that evening, to which he agreed. The cold weather provision had been initiated and Simon needed to present at SA within the next hour or so for a place to be processed for him. Four months later Simon attended court for the adjourned hearing. He was supported a SA worker, who is also a BCCS Assist volunteer, and who was aware of Simon's alcohol dependency and his significant history of crime. Simon received a 12month conditional discharge with a referral to the SA Life House where he would receive support for his dependency and take time / space to build a new life with a more positive outcome.

Feedback from service users includes: -

Service User A –

Humanised the whole process, thank you.

Service User B –

LM was very helpful with his engagement with me. It helped calm my nerves and I was so grateful for his support.

Service User C –

HD and her colleagues have been an absolute godsend. They have supported us through such a difficult time and we will forever appreciate their time and support. Thank you, HD, for being our rock in court.

3. Volunteers

We simply we could not support service users and provide the service we do without our team of volunteers. Recruitment continues to be challenging since the pandemic and our paid staff have continued to undertake some outreach work this year to promote the service to potential new volunteers. The team undertook 16 volunteer interviews this year and were delighted to welcome ten new volunteers to the team this year. Potential new volunteers are given the opportunity to shadow team members on the court concourse to get an idea of the role first-hand, and training is then effectively 'on-the-job' under the guidance of our paid team. Mindful of the diversity of Bradford, we continue to bring together individuals from all walks of life and different faith backgrounds, including none. This year our volunteers provided support at 327 court sessions and supported 1,122 service users. Volunteer recruitment and building and strengthening the team continues to be a priority.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

4. Placements

We have continued to provide placement opportunities this year. Working and supporting the local colleges, universities and learning organisations and being able to provide development opportunities is important to the team. This year we have supported a forensic psychology student from Leeds Trinity and a theology student via DtN Academy. Between them they have attended 41 court sessions and supported 59 service users.

Student placement feedback: Thank you so much for the opportunity. It has taught me so much not just about myself but about other people who want the best for everyone. You are such lovely and spirited people, it has been an honour to work alongside you. MB.

5. Staffing

Trustees are ever grateful for the consistency of the paid team – Latif Mir has been with the Charity since June 2009, and Ruth Smith (Team Leader & Administrator) since November 2010. Helen Derham was appointed Development and Training Worker (DTW) in October 2021. In April Ruth spoke with the Chair & Vice Chair and shared her plans to take early retirement to spend more time with her family, wishing to leave the charity in the late summer. A working party of three Trustees was setup to oversee the recruitment of a new Team Leader with the role being advertised in May.

6. Finance

This year we received the five and last instalments of the National Lottery Reaching Community Fund (RCF). These instalments totalled £49,853.

During the year grant awards were received from – The Fred Towler Charity Trust (£2,000), Freemasonry & Lieutenancies Partnership Fund (£2,000), St Pauls, Manningham (£250), and Network for Social Change (£8,232). Donations totalled £5,838 and gift aid for the year amounted to £680.

Local Fundraising

The pandemic seems to have left a lasting mark on people's attitudes to gatherings, and unfortunately this is having a continuing impact on proposed social events with numbers of attendees reducing. This said the team did hold three events during the year. In June 34 people enjoyed a fabulous afternoon tea at The Clubhouse, Fairmount Park, Nabwood which raised £290.00. In September the Annual Dinner was held at Aagrah Midpoint, Thornbury, and was attended by 120 people. Individual donors provided sponsorship for the event, alongside local organisations, which included - Bradford Bulls, Kamrans Solicitors, Bradford University and Britannia Care. In January, St Matthews Church, Bankfoot was the venue for a Quiz Night. The Fundraising committee were extremely grateful to quizmaster Steve for hosting a very enjoyable and entertaining event which included a pie and pea supper. The evening was attended by an incredible 67 people and raised £570.

7. AGM

The AGM was held on 17th November at the Bradford Club. The AGM was attended by seven Trustees, the Treasurer, all three members of staff, and three volunteers. The opening prayer from Rev Canon Denise Poole (Trustee) including some words of thoughts for Val Heywood, our Company Secretary and Trustee who had passed away suddenly a few weeks previous. A full report was presented and after completion of the usual formalities the attendees enjoyed a delightful soup and sandwich lunch.

8. Notable Events

In June two members of the team attended the Better Together Community Afternoon event in Seymour Park to help promote the service the potential volunteers, trustees and service users. The team also had a presence at the International Men's Day event at the Laisterdyke Hub in November.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

In October Trustees were saddened by the sudden passing of Val Heywood, Company Secretary and Trustee, roles which Val had held since 2011 and 2015 respectively. As well as supporting our Charity, Val was also involved with a number of other charitable organisations within the criminal justice sector. A friend to everyone who knew her, Val will be greatly missed. A memorial service was held at the Bradford Cathedral in November and was attended by many people whose lives Val have been a part of.

Manoj Joshi, interim Chair, stepped down in January, with Philip Turnpenny elected as the new Chair and founding member Mary Carroll continuing in the role of Vice-Chair. Additionally, aware of the need to fill skill gaps on the Board an advertisement was published for new Trustees. During the year a handful of interviews have taken place, and the Board were pleased to welcome new members.

Two members of the team visited the Immanuel Project, Westgate to learn more about how the support service helps some of the City's homeless.

In February a presentation was given to the new intake of students at Leeds University of Law about the charity's volunteering opportunities. Three students applied, with one taking up the volunteering opportunity. The university have asked for the presentation to be repeated in the autumn to the main intake of students.

In May two of our team met with the new Magistrates' Bench Chair, welcoming her to her new role.

9. Plans for the future

Key priorities are: –

- Keeping our staff, volunteers, clients, and Trustees safe; This must always be a key priority, and relevant policies are kept constantly under review.
- Supporting all volunteers in whatever way is needed.
- Volunteer recruitment, training and retention. Building a stable and sustainable volunteer team to provide operational capacity.
- Re-establishing the service in the Combined Court Centre to provide support for both criminal and civil cases.
- Continue to re-build relationships with local support agencies, making sure information is readily available.
- Focus on long-term sustainable funding. Work with The National Lottery to secure continuation funding October 2024 onwards, whilst also researching and submitting applications to other grant funders. A continuing difficulty is the fine balance Trustees need to achieve between having sufficient funding reserves to offer security to staff and others associated with the charity and being close enough to the "cliff edge" to attract grant funding.
- Succession planning – this is now a regular Trustee agenda item, and an open Trustee advert has been published. Following a skills audit Trustees have identified key areas where expertise needs to be strengthened.
- Careful establishment of an effective social media profile.
- Re-development of a new, up to date, modern website, making use of social media and technology, including QR codes.

10. Acknowledgements

Volunteers

Volunteers always have been and remain the 'back-bone' of our Charity, the service could simply not function without them. Volunteer recruitment remains a challenge. Trustees are extremely grateful to those who choose to give their time to our Charity to offer support and assistance to those less fortunate.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

Our Team

Both Latif Mir and Helen Derham continue to support service users and our volunteers. They are an inspiration to our volunteers and student placements and provide exceptional support to court users. Ruth Smith has continue to provide invaluable support to our volunteers, colleagues, and trustees for all aspects of our work, and will be greatly missed when she retires. All three are great ambassadors for our Charity and their loyalty

Funders and Donors

This year – The Fred Towler Charity Trust, Lottery Reaching Communities, St Pauls (Manningham),

Freemasonry & Lieutenancies Partnership Fund, and Network for Social Change - all awarded grants. In addition, we received donations from Bradford Cathedral, anonymous supporters, those who support our social events and sponsorship from - Bradford Bulls, Kamrans Solicitors, Bradford University and Britannia Care. Trustees are very grateful to all who support the Charity, without their generous support the Charity simply would not exist.

Our Committee Members and Supporters

As a Charity our Trustees must carefully comply with all aspects of charity law and regulations. The Board, made up of experienced Trustees from a wide range of backgrounds, give generously of their time to ensure the optimum functioning of the Charity. Trustees are additionally supported by members of the Fundraising Committee and are blessed with loyal supporters who regularly attend and support our social events.

Patrons, Members and Advisers

Trustees remain indebted to our Patron, HM Lord Lieutenant for West Yorkshire Ed Anderson Esq, all members, and external Advisors, to whom we are able to turn for specific guidance or support as necessary.

Our President

Our President from the onset of the Charity, Professor the Lord Patel of Bradford OBE, continues in the role, despite huge commitments. We are grateful to our President and Lady Patel for their ongoing support and encouragement.

Financial review

The net income for the year was £10,403, including net income of £8,248 on unrestricted funds and net income of £2,155 on restricted funds.

Reserves policy

Trustees are conscious of their responsibilities as a good employer and the need to give employees as much job-security as possible in uncertain financial times. With this in mind, contracts and pay scales are reviewed regularly and sufficient reserves maintained to cover redundancy pay should this become necessary. It is these figures which inform the quantum of reserves maintained.

The Trustees aim to maintain adequate reserves to cover any withdrawal of grant income and to ensure adequate working capital to sustain the activities of the charity for the foreseeable future. With this in mind the Trustees seek to maintain reserves at between 6 and 12 months of expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £58,115.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

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 3/10/20224

Philip Turnpenny (Trustee)

The Bradford Court Chaplaincy Service

Independent examiner's report to the trustees of The Bradford Court Chaplaincy Service

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2024, which are set out on pages 10 to 16.

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.

Simon Bostrom FCIE

4/10/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Bradford Court Chaplaincy Service
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Grants and donations	(2)	7,088	61,085	68,173	60,245
Gift Aid		680	-	680	516
Fundraising (including Monthly Draw)		7,832	-	7,832	4,802
Proceeds from sale of café equipment		-	-	-	2,180
Total income		15,600	61,085	76,685	67,743
Expenditure on:					
Salaries NI and pensions	(3)	695	54,543	55,238	54,699
Volunteer expenses		-	489	489	471
Fundraising costs		4,922	-	4,922	2,545
Insurance		20	1,099	1,119	1,186
Telephone, internet and fax		113	677	790	667
Printing, postage and stationery		412	692	1,104	632
Accounts and Independent examination		-	630	630	630
Other professional fees		51	439	490	474
Other expenses		446	361	807	867
Depreciation		693	-	693	413
Total expenditure		7,352	58,930	66,282	62,584
Net income / (expenditure)		8,248	2,155	10,403	5,159
Fund balances brought forward		50,407	20,596	71,003	65,844
Fund balances carried forward	(4)	58,655	22,751	81,406	71,003

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service

Balance sheet

as at 31 May 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	539	-	539	1,232
Investments	(6)	1	-	1	1
Total fixed assets		<u>540</u>	<u>-</u>	<u>540</u>	<u>1,233</u>
Current assets					
Stock		-	-	-	
Debtors and prepayments	(7)	955	-	955	849
Cash at bank and in hand	(8)	59,058	22,751	81,809	70,124
Total current assets		<u>60,013</u>	<u>22,751</u>	<u>82,764</u>	<u>70,973</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(9)	1,898	-	1,898	1,203
Total current liabilities		<u>1,898</u>	<u>-</u>	<u>1,898</u>	<u>1,203</u>
Net current assets / (liabilities)		<u>58,115</u>	<u>22,751</u>	<u>80,866</u>	<u>69,770</u>
Net assets		<u>58,655</u>	<u>22,751</u>	<u>81,406</u>	<u>71,003</u>
Funds					
Unrestricted funds		58,655	-	58,655	50,407
Restricted funds		-	22,751	22,751	20,596
Total funds		<u>58,655</u>	<u>22,751</u>	<u>81,406</u>	<u>71,003</u>

For the year ending 31 May 2024 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 3/10/20224

Philip Turnpenny (Trustee)

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 2024

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 £100 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:

Furniture and equipment: 25%

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.

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
National Lottery Community Fund (NLCF)	-	49,853	49,853	49,853
Network for Social Change	-	8,232	8,232	-
St Pauls Parish Church	250	-	250	250
The Fred Towler Charity Trust	1,000	1,000	2,000	2,000
West Yorks. Freemasonry Lieutenancies (WYFL)	-	2,000	2,000	-
Bradford Diocesan Council for Social Aid (BDCSA)	-	-	-	3,000
The Duke of York Community Initiative	-	-	-	775
HMRC Coronavirus JRS	-	-	-	-
Other donations	5,838	-	5,838	4,367
	<u>7,088</u>	<u>61,085</u>	<u>68,173</u>	<u>60,245</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	53,629	53,097
Social security costs	5,061	5,009
Employment allowance	(5,061)	(5,000)
Pensions	1,609	1,593
	<u>55,238</u>	<u>54,699</u>

The average number of employees during the year was 3, being an average of 1.7 full time equivalent (2023: 3, 1.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,609	1,593
Amount of any contributions outstanding at the year end	308	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Fred Towler 2	421	-	85	-	336
NLCF	16,806	49,853	48,765	-	17,894
Fred Towler 3	369	-	369	-	-
BDCSA	3,000	-	3,000	-	-
WYFL	-	2,000	-	-	2,000
Network for Social Change	-	8,232	6,531	-	1,701
Fred Towler 7	-	1,000	180	-	820
	<u>20,596</u>	<u>61,085</u>	<u>58,930</u>	<u>-</u>	<u>22,751</u>

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

4 Restricted funds continued

Fund name	Purpose of restriction
Fred Towler 2	Towards phone, travel and stationery to enable remote working
NLCF	Towards staff salaries
Fred Towler 3	Towards the cost of volunteer support
BDCSA	Towards staff salaries
WYFL	Towards staff costs
Network for Social Change	Towards core costs
Fred Towler 7	Towards supporting our existing volunteers and building the volunteer team

5 Tangible assets

	Café equipment	Office equipment	Total
Cost	£	£	£
At 1 June 2023	800	2,000	2,800
Additions	-	-	-
At 31 May 2024	800	2,000	2,800
Depreciation			
At 1 June 2023	423	1,145	1,568
Charge for year	200	493	693
At 31 May 2024	623	1,638	2,261
Net book value			
At 31 May 2024	177	362	539
At 31 May 2023	377	855	1,232

6 Fixed assets investments

	2024 Shares in subsidiary	2024 Total	2023 Total
	£	£	£
Balance b/f	1	1	1
Additions	-	-	-
(Disposals)	-	-	-
Total	1	1	1

7 Debtors and prepayments

	2024	2023
	£	£
Prepayments	275	333
Accrued income	680	516
	955	849

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

8 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	81,809	70,124
Cash in hand	-	-
	<u>81,809</u>	<u>70,124</u>

9 Creditors and accruals	2024	2023
	£	£
Accruals	630	673
Monthly draw fees paid in advance	530	405
Fundraising income paid in advance	-	125
Taxation and social security	387	-
Other creditors	351	-
	<u>1,898</u>	<u>1,203</u>

10 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £1,467 (2023: £1,425).

Trustee expenses

During the year no trustees were paid expenses (previous year: £nil).

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

All key decisions are made by the Trustees at the Trustee Meetings / AGM or appropriate committee meeting. The Administrator / Team Leader is responsible for day to day decisions. No Trustee receives any remuneration, other than valid travel expenses.

The total employee benefits received by key management personnel were £30,828 (previous year: £30,486).

11 Post balance sheet events

Error on pension calculations

Since the year-end, the Trustees have received notification from the Charity's payroll services provider that employee pension deductions have been incorrectly administered over several years, resulting in an under-deduction of income tax for some employees. The problem has now been rectified and current payroll calculations are correct, but the quantum of past years' errors is unclear. Whilst the Trustees wait to hear from the payroll services provider with a resolution to the issue, they do not anticipate a liability to the Charity.

The Bradford Court Chaplaincy Service

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 May 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	7,088	7,392	61,085	52,853	68,173	60,245
Gift Aid	680	516	-	-	680	516
Fundraising (including Monthly Draw	7,832	4,802	-	-	7,832	4,802
Proceeds from sale of café equipment	-	2,180	-	-	-	2,180
Total income	15,600	14,890	61,085	52,853	76,685	67,743
Expenditure						
Salaries NI and pensions	695	-	54,543	54,699	55,238	54,699
Volunteer expenses	-	-	489	471	489	471
Fundraising costs	4,922	2,545	-	-	4,922	2,545
Insurance	20	1,186	1,099	-	1,119	1,186
Telephone, internet and fax	113	640	677	27	790	667
Printing, postage and stationery	412	582	692	50	1,104	632
Accounts and Independent examination	-	630	630	-	630	630
Café equipment	-	-	-	-	-	-
Other professional fees	51	73	439	401	490	474
Other expenses	446	867	361	-	807	867
Depreciation	693	413	-	-	693	413
Total expenditure	7,352	6,936	58,930	55,648	66,282	62,584
Net income / (expenditure)	8,248	7,954	2,155	(2,795)	10,403	5,159
Fund balances brought forward	50,407	42,453	20,596	23,391	71,003	65,844
Fund balances carried forward	58,655	50,407	22,751	20,596	81,406	71,003

THE BRADFORD COURT CHAPLAINCY SERVICE

England & Wales - Charity number 1125624

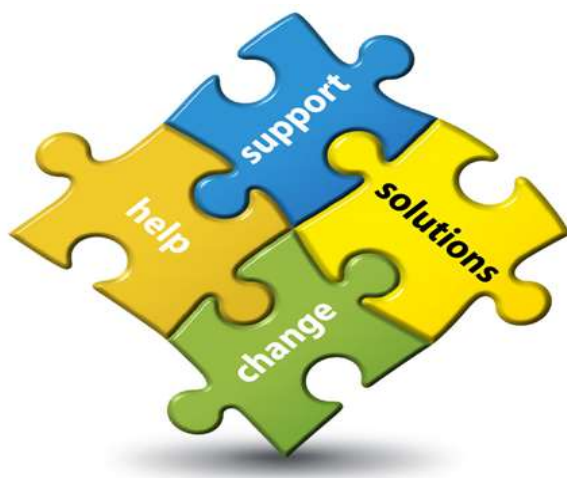
Accounts

The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

Annual Report and Financial Statements for the year ended 31 May 2024



The Bradford Court Chaplaincy Service

Annual Report and Financial Statements for the year ended 31 May 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 2024

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
Philip Turnpenny	Chair	
Mary Carroll	Deputy Chair	
Valerie Heywood	Company Secretary	Deceased during the year
Manoj Joshi		
Dilshad Khan		
Denise Poole		
Beryl Eakin		
Vicky Reynolds		
Susan Milnes		
Mariam Deen		Co-opted 1 June 2024
Yunus Mayat		Co-opted 16 June 2024
Benedetto Paolozzi		Co-opted 1 September 2024
Charity number	1125624	Registered in England and Wales
Company number	06592288	Registered in England and Wales
Registered and principal address	Bankers	
Bradford Magistrates' Court	The Co-operative Bank	
The Tyrls	Delf House, Southway	
Bradford	Skelmersdale	
BD1 1LA	WN8 6WT	

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 a company limited by guarantee and was formed on 14 May 2008. It is governed by a memorandum and articles of association as amended 14 August 2008. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law. New trustees are appointed by an ordinary resolution of the charity. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting, advising them of the retiring trustees and requesting nominations for the Annual General Meeting.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Objectives and activities

The charity's objects

To promote the mental and spiritual wellbeing of all court users, regardless of their gender, sexual orientation, religious beliefs and/or race by the provision of advice, counselling and support.

To further such other charitable purposes as the trustees at their absolute discretion from time to time determine.

The term "court users" shall mean persons either attending or who are expecting to attend Bradford Magistrates Court or any other court in the United Kingdom, in particular those accused of committing offences, together with their spouses, partners, families and friends, witnesses of crime as referred by Witness Support, Magistrates, His Majesty's Courts Service staff, Probation Service Staff, Crown Prosecution Service staff, Defence Solicitors, Court Interpreters, those attending the Coroner's Court and any members of the public attending court out of general interest.

The charity's main activities

The team offer hope and encouragement to people who often feel anxious, hopeless and confused, by listening, when support is most needed. Needs are prioritized and appropriate action identified. For some, a short chat is sufficient to reduce anxiety and tension; others need more specialist help. Offending behaviour is challenged and offenders and their families linked to appropriate, local community support. Hopefully, this will lead to reduced crime, rehabilitation of offenders and development of greater community cohesion.

A quiet/prayer room is provided for all.

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

1. Introduction

Based in Bradford, in one of the Country's most deprived areas, our volunteer led team provide free, confidential, on-the-spot, practical support to anyone attending courts in Bradford, both the Magistrates' and Combined Courts (Crown, Civil and Family): including defendants and their families, friends and other court users. The majority of those we help are amongst the most vulnerable and marginalised in society. Many are highly anxious, have low levels of literacy and communication skills, mental health issues and have no legal representation. Our experienced team provides a lifeline at a critical time and our independent support can ease tension, boost confidence, and help vulnerable individuals more adequately represent themselves.

2. Service User Support

Finding oneself in court can be a confusing and frightening experience, even for repeat offenders, and the reasons for attending may be complex and multiple. Our team have continued to provide a daily support service in Bradford Magistrates Court, and where possible have supported service users whose cases have been sent onto Bradford Crown Court. Each year, more and more service users attend with no legal representation. Many are often anxious about outcomes, for themselves or a family member / friend, and are confused about the court procedures. Our work is predominantly with defendants and their family / supporters with approximately 90% of service users we support falling into this category.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

This year our team engaged with 2,767 individuals with 2,558 receiving some level of support, and 209 people declining assistance. We help by:

- Explaining court procedures to those who are unrepresented and have not been in court before, thus helping to 'level the playing field'.
- Helping unrepresented defendants to read and complete court paperwork and those who are nervous think through the key points they want to tell the court.
- Easing tension and mental anguish by offering listening support.
- Accompanying those who wish this support into the courtroom.
- Helping those who acknowledge that they have serious issues to find a way forward: offering them speedy access to local support services and agencies, signposting and connecting people and making appointments as required.

Example of what we do:-

Simon attended Magistrates Court in relation to an anti-social behaviour and assault charge. He approached our team member asking for legal representation and was introduced to the duty solicitor.

Simon, who bore bruises and scars from a recent assault, broke down whilst sharing that he had been homeless for the last three months and that he had been ejected from hostels in the Bradford area for related incidents. He has no contact with his children and was in an on/off relationship but was unable to stay with his girlfriend, due to harassment from neighbours. Following an adjournment, Simon was asked by the team member if he would allow a referral to the Salvation Army (SA) to access emergency accommodation for that evening, to which he agreed. The cold weather provision had been initiated and Simon needed to present at SA within the next hour or so for a place to be processed for him. Four months later Simon attended court for the adjourned hearing. He was supported a SA worker, who is also a BCCS Assist volunteer, and who was aware of Simon's alcohol dependency and his significant history of crime. Simon received a 12month conditional discharge with a referral to the SA Life House where he would receive support for his dependency and take time / space to build a new life with a more positive outcome.

Feedback from service users includes: -

Service User A –

Humanised the whole process, thank you.

Service User B –

LM was very helpful with his engagement with me. It helped calm my nerves and I was so grateful for his support.

Service User C –

HD and her colleagues have been an absolute godsend. They have supported us through such a difficult time and we will forever appreciate their time and support. Thank you, HD, for being our rock in court.

3. Volunteers

We simply we could not support service users and provide the service we do without our team of volunteers. Recruitment continues to be challenging since the pandemic and our paid staff have continued to undertake some outreach work this year to promote the service to potential new volunteers. The team undertook 16 volunteer interviews this year and were delighted to welcome ten new volunteers to the team this year. Potential new volunteers are given the opportunity to shadow team members on the court concourse to get an idea of the role first-hand, and training is then effectively 'on-the-job' under the guidance of our paid team. Mindful of the diversity of Bradford, we continue to bring together individuals from all walks of life and different faith backgrounds, including none. This year our volunteers provided support at 327 court sessions and supported 1,122 service users. Volunteer recruitment and building and strengthening the team continues to be a priority.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

4. Placements

We have continued to provide placement opportunities this year. Working and supporting the local colleges, universities and learning organisations and being able to provide development opportunities is important to the team. This year we have supported a forensic psychology student from Leeds Trinity and a theology student via DtN Academy. Between them they have attended 41 court sessions and supported 59 service users.

Student placement feedback: Thank you so much for the opportunity. It has taught me so much not just about myself but about other people who want the best for everyone. You are such lovely and spirited people, it has been an honour to work alongside you. MB.

5. Staffing

Trustees are ever grateful for the consistency of the paid team – Latif Mir has been with the Charity since June 2009, and Ruth Smith (Team Leader & Administrator) since November 2010. Helen Derham was appointed Development and Training Worker (DTW) in October 2021. In April Ruth spoke with the Chair & Vice Chair and shared her plans to take early retirement to spend more time with her family, wishing to leave the charity in the late summer. A working party of three Trustees was setup to oversee the recruitment of a new Team Leader with the role being advertised in May.

6. Finance

This year we received the five and last instalments of the National Lottery Reaching Community Fund (RCF). These instalments totalled £49,853.

During the year grant awards were received from – The Fred Towler Charity Trust (£2,000), Freemasonry & Lieutenancies Partnership Fund (£2,000), St Pauls, Manningham (£250), and Network for Social Change (£8,232). Donations totalled £5,838 and gift aid for the year amounted to £680.

Local Fundraising

The pandemic seems to have left a lasting mark on people's attitudes to gatherings, and unfortunately this is having a continuing impact on proposed social events with numbers of attendees reducing. This said the team did hold three events during the year. In June 34 people enjoyed a fabulous afternoon tea at The Clubhouse, Fairmount Park, Nabwood which raised £290.00. In September the Annual Dinner was held at Aagrah Midpoint, Thornbury, and was attended by 120 people. Individual donors provided sponsorship for the event, alongside local organisations, which included - Bradford Bulls, Kamrans Solicitors, Bradford University and Britannia Care. In January, St Matthews Church, Bankfoot was the venue for a Quiz Night. The Fundraising committee were extremely grateful to quizmaster Steve for hosting a very enjoyable and entertaining event which included a pie and pea supper. The evening was attended by an incredible 67 people and raised £570.

7. AGM

The AGM was held on 17th November at the Bradford Club. The AGM was attended by seven Trustees, the Treasurer, all three members of staff, and three volunteers. The opening prayer from Rev Canon Denise Poole (Trustee) including some words of thoughts for Val Heywood, our Company Secretary and Trustee who had passed away suddenly a few weeks previous. A full report was presented and after completion of the usual formalities the attendees enjoyed a delightful soup and sandwich lunch.

8. Notable Events

In June two members of the team attended the Better Together Community Afternoon event in Seymour Park to help promote the service the potential volunteers, trustees and service users. The team also had a presence at the International Men's Day event at the Laisterdyke Hub in November.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

In October Trustees were saddened by the sudden passing of Val Heywood, Company Secretary and Trustee, roles which Val had held since 2011 and 2015 respectively. As well as supporting our Charity, Val was also involved with a number of other charitable organisations within the criminal justice sector. A friend to everyone who knew her, Val will be greatly missed. A memorial service was held at the Bradford Cathedral in November and was attended by many people whose lives Val have been a part of.

Manoj Joshi, interim Chair, stepped down in January, with Philip Turnpenny elected as the new Chair and founding member Mary Carroll continuing in the role of Vice-Chair. Additionally, aware of the need to fill skill gaps on the Board an advertisement was published for new Trustees. During the year a handful of interviews have taken place, and the Board were pleased to welcome new members.

Two members of the team visited the Immanuel Project, Westgate to learn more about how the support service helps some of the City's homeless.

In February a presentation was given to the new intake of students at Leeds University of Law about the charity's volunteering opportunities. Three students applied, with one taking up the volunteering opportunity. The university have asked for the presentation to be repeated in the autumn to the main intake of students.

In May two of our team met with the new Magistrates' Bench Chair, welcoming her to her new role.

9. Plans for the future

Key priorities are: –

- Keeping our staff, volunteers, clients, and Trustees safe; This must always be a key priority, and relevant policies are kept constantly under review.
- Supporting all volunteers in whatever way is needed.
- Volunteer recruitment, training and retention. Building a stable and sustainable volunteer team to provide operational capacity.
- Re-establishing the service in the Combined Court Centre to provide support for both criminal and civil cases.
- Continue to re-build relationships with local support agencies, making sure information is readily available.
- Focus on long-term sustainable funding. Work with The National Lottery to secure continuation funding October 2024 onwards, whilst also researching and submitting applications to other grant funders. A continuing difficulty is the fine balance Trustees need to achieve between having sufficient funding reserves to offer security to staff and others associated with the charity and being close enough to the "cliff edge" to attract grant funding.
- Succession planning – this is now a regular Trustee agenda item, and an open Trustee advert has been published. Following a skills audit Trustees have identified key areas where expertise needs to be strengthened.
- Careful establishment of an effective social media profile.
- Re-development of a new, up to date, modern website, making use of social media and technology, including QR codes.

10. Acknowledgements

Volunteers

Volunteers always have been and remain the 'back-bone' of our Charity, the service could simply not function without them. Volunteer recruitment remains a challenge. Trustees are extremely grateful to those who choose to give their time to our Charity to offer support and assistance to those less fortunate.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

Achievements and performance continued

Our Team

Both Latif Mir and Helen Derham continue to support service users and our volunteers. They are an inspiration to our volunteers and student placements and provide exceptional support to court users. Ruth Smith has continue to provide invaluable support to our volunteers, colleagues, and trustees for all aspects of our work, and will be greatly missed when she retires. All three are great ambassadors for our Charity and their loyalty

Funders and Donors

This year – The Fred Towler Charity Trust, Lottery Reaching Communities, St Pauls (Manningham),

Freemasonry & Lieutenancies Partnership Fund, and Network for Social Change - all awarded grants. In addition, we received donations from Bradford Cathedral, anonymous supporters, those who support our social events and sponsorship from - Bradford Bulls, Kamrans Solicitors, Bradford University and Britannia Care. Trustees are very grateful to all who support the Charity, without their generous support the Charity simply would not exist.

Our Committee Members and Supporters

As a Charity our Trustees must carefully comply with all aspects of charity law and regulations. The Board, made up of experienced Trustees from a wide range of backgrounds, give generously of their time to ensure the optimum functioning of the Charity. Trustees are additionally supported by members of the Fundraising Committee and are blessed with loyal supporters who regularly attend and support our social events.

Patrons, Members and Advisers

Trustees remain indebted to our Patron, HM Lord Lieutenant for West Yorkshire Ed Anderson Esq, all members, and external Advisors, to whom we are able to turn for specific guidance or support as necessary.

Our President

Our President from the onset of the Charity, Professor the Lord Patel of Bradford OBE, continues in the role, despite huge commitments. We are grateful to our President and Lady Patel for their ongoing support and encouragement.

Financial review

The net income for the year was £10,403, including net income of £8,248 on unrestricted funds and net income of £2,155 on restricted funds.

Reserves policy

Trustees are conscious of their responsibilities as a good employer and the need to give employees as much job-security as possible in uncertain financial times. With this in mind, contracts and pay scales are reviewed regularly and sufficient reserves maintained to cover redundancy pay should this become necessary. It is these figures which inform the quantum of reserves maintained.

The Trustees aim to maintain adequate reserves to cover any withdrawal of grant income and to ensure adequate working capital to sustain the activities of the charity for the foreseeable future. With this in mind the Trustees seek to maintain reserves at between 6 and 12 months of expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £58,115.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2024

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 3/10/20224

Philip Turnpenny (Trustee)

The Bradford Court Chaplaincy Service

Independent examiner's report to the trustees of The Bradford Court Chaplaincy Service

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2024, which are set out on pages 10 to 16.

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.

Simon Bostrom FCIE

4/10/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Bradford Court Chaplaincy Service
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Grants and donations	(2)	7,088	61,085	68,173	60,245
Gift Aid		680	-	680	516
Fundraising (including Monthly Draw)		7,832	-	7,832	4,802
Proceeds from sale of café equipment		-	-	-	2,180
Total income		<u>15,600</u>	<u>61,085</u>	<u>76,685</u>	<u>67,743</u>
Expenditure on:					
Salaries NI and pensions	(3)	695	54,543	55,238	54,699
Volunteer expenses		-	489	489	471
Fundraising costs		4,922	-	4,922	2,545
Insurance		20	1,099	1,119	1,186
Telephone, internet and fax		113	677	790	667
Printing, postage and stationery		412	692	1,104	632
Accounts and Independent examination		-	630	630	630
Other professional fees		51	439	490	474
Other expenses		446	361	807	867
Depreciation		693	-	693	413
Total expenditure		<u>7,352</u>	<u>58,930</u>	<u>66,282</u>	<u>62,584</u>
Net income / (expenditure)		<u>8,248</u>	<u>2,155</u>	<u>10,403</u>	<u>5,159</u>
Fund balances brought forward		<u>50,407</u>	<u>20,596</u>	<u>71,003</u>	<u>65,844</u>
Fund balances carried forward	(4)	<u>58,655</u>	<u>22,751</u>	<u>81,406</u>	<u>71,003</u>

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service

Balance sheet

as at 31 May 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	539	-	539	1,232
Investments	(6)	1	-	1	1
Total fixed assets		<u>540</u>	<u>-</u>	<u>540</u>	<u>1,233</u>
Current assets					
Stock		-	-	-	
Debtors and prepayments	(7)	955	-	955	849
Cash at bank and in hand	(8)	59,058	22,751	81,809	70,124
Total current assets		<u>60,013</u>	<u>22,751</u>	<u>82,764</u>	<u>70,973</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(9)	1,898	-	1,898	1,203
Total current liabilities		<u>1,898</u>	<u>-</u>	<u>1,898</u>	<u>1,203</u>
Net current assets / (liabilities)		<u>58,115</u>	<u>22,751</u>	<u>80,866</u>	<u>69,770</u>
Net assets		<u>58,655</u>	<u>22,751</u>	<u>81,406</u>	<u>71,003</u>
Funds					
Unrestricted funds		58,655	-	58,655	50,407
Restricted funds		-	22,751	22,751	20,596
Total funds		<u>58,655</u>	<u>22,751</u>	<u>81,406</u>	<u>71,003</u>

For the year ending 31 May 2024 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 3/10/20224

Philip Turnpenny (Trustee)

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 2024

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 £100 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:

Furniture and equipment: 25%

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.

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
National Lottery Community Fund (NLCF)	-	49,853	49,853	49,853
Network for Social Change	-	8,232	8,232	-
St Pauls Parish Church	250	-	250	250
The Fred Towler Charity Trust	1,000	1,000	2,000	2,000
West Yorks. Freemasonry Lieutenancies (WYFL)	-	2,000	2,000	-
Bradford Diocesan Council for Social Aid (BDCSA)	-	-	-	3,000
The Duke of York Community Initiative	-	-	-	775
HMRC Coronavirus JRS	-	-	-	-
Other donations	5,838	-	5,838	4,367
	<u>7,088</u>	<u>61,085</u>	<u>68,173</u>	<u>60,245</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	53,629	53,097
Social security costs	5,061	5,009
Employment allowance	(5,061)	(5,000)
Pensions	1,609	1,593
	<u>55,238</u>	<u>54,699</u>

The average number of employees during the year was 3, being an average of 1.7 full time equivalent (2023: 3, 1.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,609	1,593
Amount of any contributions outstanding at the year end	308	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Fred Towler 2	421	-	85	-	336
NLCF	16,806	49,853	48,765	-	17,894
Fred Towler 3	369	-	369	-	-
BDCSA	3,000	-	3,000	-	-
WYFL	-	2,000	-	-	2,000
Network for Social Change	-	8,232	6,531	-	1,701
Fred Towler 7	-	1,000	180	-	820
	<u>20,596</u>	<u>61,085</u>	<u>58,930</u>	<u>-</u>	<u>22,751</u>

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

4 Restricted funds continued

Fund name	Purpose of restriction
Fred Towler 2	Towards phone, travel and stationery to enable remote working
NLCF	Towards staff salaries
Fred Towler 3	Towards the cost of volunteer support
BDCSA	Towards staff salaries
WYFL	Towards staff costs
Network for Social Change	Towards core costs
Fred Towler 7	Towards supporting our existing volunteers and building the volunteer team

5 Tangible assets

	Café equipment	Office equipment	Total
Cost	£	£	£
At 1 June 2023	800	2,000	2,800
Additions	-	-	-
At 31 May 2024	800	2,000	2,800
Depreciation			
At 1 June 2023	423	1,145	1,568
Charge for year	200	493	693
At 31 May 2024	623	1,638	2,261
Net book value			
At 31 May 2024	177	362	539
At 31 May 2023	377	855	1,232

6 Fixed assets investments

	2024 Shares in subsidiary	2024 Total	2023 Total
	£	£	£
Balance b/f	1	1	1
Additions	-	-	-
(Disposals)	-	-	-
Total	1	1	1

7 Debtors and prepayments

	2024	2023
	£	£
Prepayments	275	333
Accrued income	680	516
	955	849

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

8 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	81,809	70,124
Cash in hand	-	-
	<u>81,809</u>	<u>70,124</u>

9 Creditors and accruals	2024	2023
	£	£
Accruals	630	673
Monthly draw fees paid in advance	530	405
Fundraising income paid in advance	-	125
Taxation and social security	387	-
Other creditors	351	-
	<u>1,898</u>	<u>1,203</u>

10 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £1,467 (2023: £1,425).

Trustee expenses

During the year no trustees were paid expenses (previous year: £nil).

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

All key decisions are made by the Trustees at the Trustee Meetings / AGM or appropriate committee meeting. The Administrator / Team Leader is responsible for day to day decisions. No Trustee receives any remuneration, other than valid travel expenses.

The total employee benefits received by key management personnel were £30,828 (previous year: £30,486).

11 Post balance sheet events

Error on pension calculations

Since the year-end, the Trustees have received notification from the Charity's payroll services provider that employee pension deductions have been incorrectly administered over several years, resulting in an under-deduction of income tax for some employees. The problem has now been rectified and current payroll calculations are correct, but the quantum of past years' errors is unclear. Whilst the Trustees wait to hear from the payroll services provider with a resolution to the issue, they do not anticipate a liability to the Charity.

The Bradford Court Chaplaincy Service

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 May 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	7,088	7,392	61,085	52,853	68,173	60,245
Gift Aid	680	516	-	-	680	516
Fundraising (including Monthly Draw	7,832	4,802	-	-	7,832	4,802
Proceeds from sale of café equipment	-	2,180	-	-	-	2,180
Total income	15,600	14,890	61,085	52,853	76,685	67,743
Expenditure						
Salaries NI and pensions	695	-	54,543	54,699	55,238	54,699
Volunteer expenses	-	-	489	471	489	471
Fundraising costs	4,922	2,545	-	-	4,922	2,545
Insurance	20	1,186	1,099	-	1,119	1,186
Telephone, internet and fax	113	640	677	27	790	667
Printing, postage and stationery	412	582	692	50	1,104	632
Accounts and Independent examination	-	630	630	-	630	630
Café equipment	-	-	-	-	-	-
Other professional fees	51	73	439	401	490	474
Other expenses	446	867	361	-	807	867
Depreciation	693	413	-	-	693	413
Total expenditure	7,352	6,936	58,930	55,648	66,282	62,584
Net income / (expenditure)	8,248	7,954	2,155	(2,795)	10,403	5,159
Fund balances brought forward	50,407	42,453	20,596	23,391	71,003	65,844
Fund balances carried forward	58,655	50,407	22,751	20,596	81,406	71,003

THE BRADFORD COURT CHAPLAINCY SERVICE

England & Wales - Charity number 1125624

Accounts

The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

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



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

The Bradford Court Chaplaincy Service

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

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Prepared by West Yorkshire Community Accountancy Service CIO

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 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
Manoj Joshi	Chair	
Mary Carroll	Deputy Chair	
Valerie Heywood	Company Secretary	
Dilshad Khan		
Denise Poole		
Philip Turnpenny		
Beryl Eakin		
Vicky Reynolds		
Susan Milnes		

Charity number 1125624 Registered in England and Wales

Company number 06592288 Registered in England and Wales

Registered and principal address	Bankers
Bradford Magistrates' Court	The Co-operative Bank
The Tyrls	Delf House, Southway
Bradford	Skelmersdale
BD1 1LA	WN8 6WT

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 14 May 2008. It is governed by a memorandum and articles of association as amended 14 August 2008. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law. New trustees are appointed by an ordinary resolution of the charity. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting, advising them of the retiring trustees and requesting nominations for the Annual General Meeting.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2023

Objectives and activities

The charity's objects

To promote the mental and spiritual wellbeing of all court users, regardless of their gender, sexual orientation, religious beliefs and/or race by the provision of advice, counselling and support.

To further such other charitable purposes as the trustees at their absolute discretion from time to time determine.

The term "court users" shall mean persons either attending or who are expecting to attend Bradford Magistrates Court or any other court in the United Kingdom, in particular those accused of committing offences, together with their spouses, partners, families and friends, witnesses of crime as referred by Witness Support, Magistrates, His Majesty's Courts Service staff, Probation Service Staff, Crown Prosecution Service staff, Defence Solicitors, Court Interpreters, those attending the Coroner's Court and any members of the public attending court out of general interest.

The charity's main activities

The team offer hope and encouragement to people who often feel anxious, hopeless and confused, by listening, when support is most needed. Needs are prioritized and appropriate action identified. For some, a short chat is sufficient to reduce anxiety and tension; others need more specialist help. Offending behaviour is challenged and offenders and their families linked to appropriate, local community support. Hopefully, this will lead to reduced crime, rehabilitation of offenders and development of greater community cohesion.

A quiet/prayer room is provided for all.

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

1.Introduction

Based in Bradford, in one of the country's most deprived areas, our volunteer led team provide free, confidential, on-the-spot, practical support to anyone attending courts in Bradford, both the Magistrates' and Combined Courts (Crown, Civil and Family): including defendants and their families, friends and other court users. The majority of those we help are amongst the most vulnerable and marginalised in society. Many are highly anxious, have low levels of literacy and communication skills, mental health issues and have no legal representation. Our experienced team provides a lifeline at a critical time and our independent support can ease tension, boost confidence, and help vulnerable individuals more adequately represent themselves.

2.Service User Support

Finding oneself in court can be a confusing and frightening experience, and the reasons for attending may be complex and multiple. Since the service began in 2009, our team have supported over 35,000 service users, 3,004 of whom received some level of support this year. The support offered by our team can include:

- Explaining court procedures to those who are unrepresented and have not been in court before, thus helping to 'level the playing field'.
- Helping unrepresented defendants to read and complete court paperwork and those who are nervous think through the key points they want to tell the court.
- Easing tension and mental anguish by offering listening support.
- Accompanying those who wish this support into the courtroom.
- Helping those who acknowledge that they have serious issues to find a way forward: offering them speedy access to local support services and agencies, signposting and connecting people and making appointments as required.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

2. Service User Support continued

The majority of our work is with defendants. Of the 3,004 service users supported this year, 88% were defendants or their supporters (i.e., family / friends). Examples:

Service User A, in court to support a friend, but had not gone into the court hearing. Approached by a team member he shared he had an addiction problem, and had tried, unsuccessfully, to get support over the previous two years. The team member listened and was given permission by the Service User to make a referral to Bridge Project, who in turn gave details of Human Kind, the agency dealing with drug abuse, to whom the Service User was to speak to directly, after having left court.

Service User B, from Norwich, was in court to face a number of driving offences. A BCCS Assist team member was asked by a Court Usher to speak to the Service User as the Magistrates were concerned about the circumstances. The Service User had been able to prove that his vehicle registration number had been cloned, and as a result he had several driving related fines, both in the UK and France. The team member spoke with Citizens Advice Bureau (CAB) in Norwich and an appointment was made for the Service User to attend in person for help dealing with the foreign offences.

Service user feedback includes:

Service User C – I suffer with anxiety and depression but speaking to BCCS helped settle my nerves. I can't appreciate them enough. I felt much more comfortable in court with them there.

Service User D – BCCS helped me get through a difficult experience today. I am very grateful for company & assistance and for giving me extra strength to get through the day.

3. Finance

This year we received the third and fourth instalments (of six) of the National Lottery Reaching Community Fund (RCF). These instalments totalled £49,853, a slight increase on the original amount awarded, with RCF initiating and pro-actively working with the Trustees to support the paid team with a moderate cost-of-living payment.

Once again, the team focused its effort on raising an additional £15,000 - £20,000 alongside the RCF grant. During the year grant awards were received from – The Fred Towler Charity Trust (£2,000), The Duke of York Community Initiative (£775), St Pauls, Manningham (£250) and Bradford Diocesan Council for Social Aid (£3,000). Local fundraising and donations totalled £6,069, and a payment of £1,118 was received from HMRC in relation to Gift Aid Claim on the prior year Gift Aided donations.

4. Volunteers

Though recruiting new volunteers remains a challenge, especially since Covid-19, our paid team have continued to build and strengthen our Volunteer led team this year and eleven new volunteers joined the team, bringing a wealth of experience. The team of volunteers range in age from nineteen to seventy and are from a range of backgrounds, e.g., student, retired clergy, civil servant, retired probation officer, retired GP. During the year our team of volunteers covered 361 court sessions, supporting 1,136 service users. Nine volunteers left the team during this last twelve months – three moved out of the area, two obtained paid employment and two left to concentrate on their studies. Volunteer recruitment remains a key area for the team, who are undertaking outreach work to raise awareness of the Charity and promote volunteer opportunities.

5. Placements

Two students undertook placement opportunities commencing in February 2023, each completing 100 hours of placement. Between them they attended 62 court sessions and supported 91 service users.

Feedback following completion:

I've just finished my second last session in the Bradford Court Chaplaincy Service and to say that I've learnt a lot would be an understatement.... This experience has improved my confidence and communication skills massively... being a volunteer was the best type of learning experience I could ever get. It has taught me a lot in life, a wide range of different skills and knowledge that I will use in the future. Thank you all so much for this opportunity and it has been a privilege getting to work with you all.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

6. Staffing

Trustees are ever grateful for the consistency of the paid team – Latif Mir has been with the Charity since June 2009, and Ruth Smith (Team Leader & Administrator) since November 2010. Helen Derham was appointed Development and Training Worker (DTW) in October 2021 and soon became a valued member of the team.

7. Social Events / Fundraising

Trustees were extremely pleased to be able to see the Annual Charity Dinner back on the calendar following the pandemic. Held in September the event was once again at Cleckheaton Golf Club, and was an enjoyable evening attended by 57 people. The event raised £1,025 for the Charity.

Two quiz nights were also held. One in February via zoom. The second, in March 2023, was an in-person event held at St Matthews Church, Bradford, at which 47 people enjoyed a stimulating evening followed by pie and peas. The two quiz nights raised £585.00.

Susan (an active volunteer and trustee) completed a sponsored event, walking the 20.5 miles of the Brighouse Boundary Walk. Completed in late August the sponsored event raised a total of £975.50, with £459.00 of the total donations being made on a Gift Aid basis.

8. AGM

The AGM was held on 10th November at the Bradford Club. Mary Carroll, a founding member, and long-standing Chair stepped down to Vice Chair in late 2022. Trustees appointed Manoj Joshi (previously Vice Chair) as acting chair for an interim period of 12 months. During the year Trustees advertised for additional members to join the board and recruitment is on-going. The AGM was attended by seven Trustees, the treasurer, all three members of staff, two life members and six members, which included four volunteers. A full report was presented and after completion of the usual formalities the attendees enjoyed a soup and sandwich lunch.

9. Notable Events

A Team Away Day was held in September and hosted at Fountains Church, Bradford. The day was attended by 14 team members (4 volunteers, 3 staff, 7 trustees) and covered key areas – Volunteer Recruitment and Retention, Operational Matters and Social Events & Fundraising.

In February the team hosted a visit for the Very Reverend Andy Bowerman, the newly appointed Dean of Bradford.

In May, Judge Jonathan Rose KC, hosted an Open Day at Bradford Combined Court Centre. It was an opportunity for the general public to gain an insight into the workings of the courts, e.g., a tour of the court building and speaker panels. BCCS Assist team members - volunteers, staff and trustees - attended to help staff a stall from 10am to 4pm, to promote awareness of the Charity along with volunteering and trustee opportunities.

10. Cafes

Following the difficult decision not to re-open either of the café sites operated by BCCS Cafes Ltd, asset lists were circulated to local organisations who may have been interested in/in need of catering equipment. During the year some equipment was sold to the total of £2,180.00. Other equipment was donated to a couple of local charities – St Matthews Church and Fountains Church – both of whom work with homeless individuals and those requiring food support. Winding up of BCCS Cafes Ltd commenced on 31st May 2023. The Trustees of BCCS Assist and Directors of BCCS Cafes Ltd are extremely grateful to all the funders who supported the initiative.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

11. Future Vision

Key priorities are:

- Keeping our staff, volunteers, clients, and Trustees safe; This must always be a key priority and relevant policies are kept constantly under review.
- Supporting all volunteers in whatever way is needed.
- Recruitment and training for new volunteers. This is a requirement of the Lottery grant but is, also a continuing need as circumstances are ever more changeable.
- Re-connecting and re-building relationships with local support agencies. We are aware that many may have closed and virtually all will have suffered as a result of the pandemic.
- Focus on long-term sustainable funding. A continuing difficulty in this regard is the fine balance Trustees need to achieve between having sufficient funding reserves to offer security to staff and others associated with the charity and being close enough to the “cliff edge” to attract grant funding. Whenever Trustees are successful in obtaining substantial grants and great prudence is exercised to allow reserves to be built-up, funding bids become proportionately less successful.
- Succession planning – this is now a regular Trustee agenda item, and an open Trustee advert has been published. Following a skills audit Trustees have identified key areas where expertise needs to be strengthened.
- Careful establishment of an effective social media profile.
- Re-development of a new, up to date, modern website, making use of social media and technology, including QR codes.

12. Acknowledgements

Volunteers:

Volunteers always have been and remain the ‘back-bone’ of our Charity, the service could simply not function without them. Sadly, it has become increasingly difficult since the pandemic to recruit suitable volunteers in great numbers. Trustees are grateful to those who choose to give their time to our Charity to offer support and assistance to those less fortunate.

Our Team:

Both Latif Mir and Helen Derham are naturals in their roles. They are an inspiration to our volunteers and student placements and provide exceptional support to court users. Ruth Smith provides invaluable support to our volunteers, colleagues, and trustees for all aspects of our work. All three are great ambassadors for our Charity and their loyalty and hard work is very much appreciated.

Funders and Donors:

This year – The Fred Towler Charity Trust, National Lottery Reaching Communities, St Pauls (Manningham), Duke of York Community Initiative and Bradford Diocesan Council Social Aid all awarded grants. In addition, we received donations from Bradford Cathedral, anonymous supporters and those who support our social events. Trustees are very grateful to all who support the Charity, without their generous support the Charity simply would not exist.

Our Committee Members and Supporters:

As a Charity our Trustees must carefully comply with all aspects of charity law and regulations. The Board, made up of experienced Trustees from a wide range of backgrounds, give generously of their time to ensure the optimum functioning of the Charity. Trustees are additionally supported by members of the Fundraising Committee and are blessed with loyal supporters who regularly attend and support our social events.

Patrons, Members and Advisers:

Trustees remain indebted to our Patron, HM Lord Lieutenant for West Yorkshire Ed Anderson Esq, all members, and external Advisers, to whom we are able to turn for specific guidance or support as necessary.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2023

Achievements and performance (continued)

12. Acknowledgements continued

Our President:

Our President from the onset of the Charity, Professor the Lord Patel of Bradford OBE, continues in the role, despite huge commitments. We are grateful to our President and Lady Patel for their ongoing support and encouragement.

Financial review

The net income for the year was £5,159, including net income of £7,954 on unrestricted funds and net expenditure of £2,795 on restricted funds.

Reserves policy

The Trustees aim to maintain adequate reserves to cover any withdrawal of grant income and to ensure adequate working capital to sustain the activities of the charity for the foreseeable future. With this in mind the Trustees seek to maintain reserves at between 6 and 12 months of expenditure. Based on budgeted 2023/2024 expenditure this would equate to a reserves target of between £29,000 and £58,000.

The charity's free reserves, excluding fixed assets, at the year end were £49,174.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2023

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 31/10/2023

Manoj Joshi (Trustee)

The Bradford Court Chaplaincy Service

Independent examiner's report to the trustees of The Bradford Court Chaplaincy Service

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2023, which are set out on pages 10 to 16.

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

2/11/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Bradford Court Chaplaincy Service
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	7,392	52,853	60,245	59,357
Gift Aid		516	-	516	1,187
Fundraising (including Monthly Draw)		4,802	-	4,802	1,691
Proceeds from sale of café equipment		2,180	-	2,180	-
Total income		14,890	52,853	67,743	62,235
Expenditure on:					
Salaries NI and pensions	(3)	-	54,699	54,699	43,304
Volunteer expenses		-	471	471	271
Trustee expenses		-	-	-	45
Fundraising costs		2,545	-	2,545	1,090
Insurance		1,186	-	1,186	1,190
Telephone, internet and fax		640	27	667	453
Printing, postage and stationery		582	50	632	848
Accounts and Independent examination		630	-	630	600
Café equipment		-	-	-	1,422
Other professional fees		73	401	474	528
Other expenses		867	-	867	951
Depreciation		413	-	413	324
Total expenditure		6,936	55,648	62,584	51,026
Net income / (expenditure)		7,954	(2,795)	5,159	11,209
Fund balances brought forward		42,453	23,391	65,844	54,635
Fund balances carried forward	(4)	50,407	20,596	71,003	65,844

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service
Balance sheet
as at 31 May 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 1,232	-	1,232	974
Investments	(6) 1	-	1	1
Total fixed assets	<u>1,233</u>	<u>-</u>	<u>1,233</u>	<u>975</u>
Current assets				
Debtors and prepayments	(7) 849	-	849	1,417
Cash at bank	49,485	20,639	70,124	64,725
Total current assets	<u>50,334</u>	<u>20,639</u>	<u>70,973</u>	<u>66,142</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 1,160	43	1,203	1,273
Total current liabilities	<u>1,160</u>	<u>43</u>	<u>1,203</u>	<u>1,273</u>
Net current assets / (liabilities)	<u>49,174</u>	<u>20,596</u>	<u>69,770</u>	<u>64,869</u>
Net assets	<u>50,407</u>	<u>20,596</u>	<u>71,003</u>	<u>65,844</u>
Funds				
Unrestricted funds	50,407	-	50,407	42,453
Restricted funds	-	20,596	20,596	23,391
Total funds	<u>50,407</u>	<u>20,596</u>	<u>71,003</u>	<u>65,844</u>

For the year ending 31 May 2023 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 31/10/2023

Manoj Joshi (Trustee)

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 2023

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 £100 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:

Furniture and equipment: 25%

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.

The Bradford Court Chaplaincy Service
Notes to the accounts continued
for the year ended 31 May 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Bradford Diocesan Council for Social Aid	-	3,000	3,000	-
National Lottery Community Fund (NLCF)	-	49,853	49,853	45,000
St Pauls Parish Church	250	-	250	-
The Duke of York Community Initiative	775	-	775	-
The Fred Towler Charity Trust	2,000	-	2,000	2,000
HMRC Coronavirus JRS	-	-	-	1,427
West Yorkshire Freemasonry Lieutenancies	-	-	-	1,500
Other donations	4,367	-	4,367	9,430
	<u>7,392</u>	<u>52,853</u>	<u>60,245</u>	<u>59,357</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	53,106	42,041
Pensions	1,593	1,263
	<u>54,699</u>	<u>43,304</u>

The average number of employees during the year was 3, being an average of 1.8 full time equivalent (2022: 2.6, 1.6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	1,593	1,263

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Fred Towler 1	498	-	77	-	421
NLCF	21,993	49,853	55,040	-	16,806
Fred Towler 2	900	-	531	-	369
Bradford Diocesan Council for Social Aid	-	3,000	-	-	3,000
	<u>23,391</u>	<u>52,853</u>	<u>55,648</u>	<u>-</u>	<u>20,596</u>

Fund name	Purpose of restriction
Fred Towler 1	Towards phone, travel and stationery to enable remote working
NLCF	Towards staff salaries
Fred Towler 2	Towards the cost of volunteer support
Bradford Diocesan Council for Social Aid	Towards staff salaries

The Bradford Court Chaplaincy Service
Notes to the accounts continued
for the year ended 31 May 2023

5 Tangible assets

	Café equipment	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 June 2022	2,381	4,003	6,384
Additions	-	671	671
Disposals	(1,581)	(2,674)	(4,255)
At 31 May 2023	800	2,000	2,800
<u>Depreciation</u>			
At 1 June 2022	1,816	3,594	5,410
Depn reversed re. disposals	(1,581)	(2,674)	(4,255)
Charge for year	188	225	413
At 31 May 2023	423	1,145	1,568
<u>Net book value</u>			
At 31 May 2023	377	855	1,232
At 31 May 2022	565	409	974

6 Fixed assets investments

	2023 Shares in subsidiary	2023 Total	2022 Total
	£	£	£
Balance b/f	1	1	1
Additions	-	-	-
(Disposals)	-	-	-
Gain / (loss) on revaluation	-	-	-
Total	1	1	1

7 Debtors and prepayments

	2023	2022
	£	£
Prepayments	333	300
Accrued income	516	1,117
	849	1,417

8 Creditors and accruals

	2023	2022
	£	£
Accruals	673	663
Monthly draw fees paid in advance	405	610
Fundraising income paid in advance	125	-
	1,203	1,273

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2023

9 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £1,425 (2022: £1,100).

Trustee expenses

During the year no trustees were paid any expenses (previous year: 1 trustees and £31 for travel expenses).

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

All key decisions are made by the Trustees at the Trustee Meetings / AGM or appropriate committee meeting. The Administrator / Team Leader is responsible for day to day decisions. No Trustee receives any remuneration, other than valid travel expenses.

The total employee benefits received by key management personnel were £26,286 (previous year £ 22,925).

Wholly owned subsidiary company

The charity is the sole shareholder of the company BCCS Cafes Ltd. Its shareholding is £1.

The subsidiary company ceased trading at the end May 2021 and was dissolved by Companies House on 12 September 2023. All funds held have been transferred back to the charity and any liabilities were recognised in the charity's 2021 accounts.

The Bradford Court Chaplaincy Service
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 May 2023

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	7,392	10,430	52,853	48,927	60,245	59,357
Gift Aid	516	1,187	-	-	516	1,187
Fundraising (including Monthly Draw)	4,802	1,691	-	-	4,802	1,691
Proceeds from sale of café equipment	2,180	-	-	-	2,180	-
Total income	14,890	13,308	52,853	48,927	67,743	62,235
Expenditure						
Salaries NI and pensions	-	-	54,699	43,304	54,699	43,304
Volunteer expenses	-	-	471	271	471	271
Trustee expenses	-	45	-	-	-	45
Fundraising costs	2,545	1,090	-	-	2,545	1,090
Insurance	1,186	1,190	-	-	1,186	1,190
Telephone, internet and fax	640	407	27	46	667	453
Printing, postage and stationery	582	763	50	85	632	848
Accounts and Independent examination	630	600	-	-	630	600
Café equipment	-	1,422	-	-	-	1,422
Other professional fees	73	142	401	386	474	528
Other expenses	867	888	-	63	867	951
Depreciation	413	324	-	-	413	324
Total expenditure	6,936	6,871	55,648	44,155	62,584	51,026
Net income / (expenditure)	7,954	6,437	(2,795)	4,772	5,159	11,209
Fund balances brought forward	42,453	36,016	23,391	18,619	65,844	54,635
Fund balances carried forward	50,407	42,453	20,596	23,391	71,003	65,844

THE BRADFORD COURT CHAPLAINCY SERVICE

England & Wales - Charity number 1125624

Accounts

The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

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



West Yorkshire Community Accounting Service

The Bradford Court Chaplaincy Service

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

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Prepared by West Yorkshire Community Accountancy Service CIO

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 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
Mary Carroll	Chair	
Manoj Joshi	Deputy Chair	
Valerie Heywood	Company Secretary	
Dilshad Khan		
Denise Poole		
Philip Turnpenny		
Beryl Eakin		
Vicky Reynolds		
Susan Milnes		Appointed January 2022
Charity number	1125624	Registered in England and Wales
Company number	06592288	Registered in England and Wales
Registered and principal address	Bankers	
Bradford Magistrates' Court	The Co-operative Bank	
The Tyrls	Delf House, Southway	
Bradford	Skelmersdale	
BD1 1LA	WN8 6WT	

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 a company limited by guarantee and was formed on 14 May 2008. It is governed by a memorandum and articles of association as amended 14 August 2008. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law. New trustees are appointed by an ordinary resolution of the charity. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting, advising them of the retiring trustees and requesting nominations for the Annual General Meeting.

The Bradford Court Chaplaincy Service

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

Objectives and activities

The charity's objects

To promote the mental and spiritual wellbeing of all court users, regardless of their gender, sexual orientation, religious beliefs and/or race by the provision of advice, counselling and support.

To further such other charitable purposes as the trustees at their absolute discretion from time to time determine.

The term "court users" shall mean persons either attending or who are expecting to attend Bradford Magistrates Court or any other court in the United Kingdom, in particular those accused of committing offences, together with their spouses, partners, families and friends, witnesses of crime as referred by Witness Support, Magistrates, Her Majesty's Courts Service staff, Probation Service Staff, Crown Prosecution Service staff, Defence Solicitors, Court Interpreters, those attending the Coroner's Court and any members of the public attending court out of general interest.

The charity's main activities

The team offer hope and encouragement to people who often feel anxious, hopeless and confused, by listening, when support is most needed. Needs are prioritized and appropriate action identified. For some, a short chat is sufficient to reduce anxiety and tension; others need more specialist help. Offending behaviour is challenged and offenders and their families linked to appropriate, local community support. Hopefully, this will lead to reduced crime, rehabilitation of offenders and development of greater community cohesion.

A quiet/prayer room is provided for all.

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

1. The New "Normal": Early June 2021 saw a return to on-site service at the Magistrates' Court with the continually changing adjustments this required. Trustees were acutely aware of the needs to balance the clear benefits of face-to-face service with on-going restrictions, the requirements of funders and, crucially, the individual vulnerabilities and needs of staff and volunteers.

Upon our return to the courts our team initially worked within several restrictions, e.g., defendants were given specific timeslots for court appearance; with attendance carefully managed; social distancing and the wearing of facial coverings were still in place. All these could have had a negative impact when engaging with an individual but despite these restrictions our team supported 2002 people during this financial year. The majority of those we helped and supported this year were defendants (63%) and their supporters (18%), and 73% of all clients were male. Help given included general support, accompanying clients into court (where appropriate, as restrictions were in place as to the number of people allowed in the court rooms), and assisting with paperwork, though again restrictions remained in place for quite some time regarding the use of paperwork in the courts. Our team challenges clients' behaviours and will offer help and support where individuals present with issues. These could be addiction, debt, homelessness, health, mental health and bereavement - though this list is not exhaustive. Where appropriate our team will signpost and facilitate appointments with local support agencies.

2. Staffing: In July, an "induction" meeting was held with the Lottery Community Fund (LCF) regional team to discuss how requirements as to the newly funded posts could best be met. These were advertised in mid-August and our first Volunteer returned to Court. September saw Latif Mir and Helen Derham appointed to their new positions as Development and Training Co-Ordinator (DTC) and Development and Training Worker (DTW), respectively, the new posts were taken up late October.

3. Management: In January 2022 Trustees were delighted to invite Susan Milnes, one of our hard-working volunteers, to join our board. Other than this the Board has remained unchanged. Trustees continue to work hard to meet changing circumstances and new challenges.

The Bradford Court Chaplaincy Service

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

4. Finance: Trustees efforts have been focused on the need to raise the £15,000 - £20,000 needed each year to supplement the substantial award received from the National Lottery Community Fund.

As anticipated, this has not been easy. In common with the whole country, our area has struggled to come to terms with living with the continuing uncertainties of fluctuating covid infections. As with other major employers and service providers, HMCTS has sought to balance the need to return to some kind of normality with due diligence and caution. The first instalment of £22,500 was received in October 2021. It is a credit to our Team and Trustees that we have secured this grant totalling £135,000 over 3 years. During the year a total of £49,927 was received in grants and a further £9,430 in donations. Of these £4,469.50 was Gift Aided. (This figure includes GAD & SGAD'S)

5. Volunteer Retention and Support: Given the difficulties already mentioned in sections 1 and 4, it is pleasing to note that during the year seven volunteers were recruited and trained. This was due to the efforts of our Team Leader along with the newly revitalised team, as funded by the LCF Grant.

6. Placements: In August 2021, Wahida Shaffi, a student at the Markfield Institute of Higher Education, began a placement with us. This was particularly pleasing as Wahida had served as a member of our initial working group in 2007-8 and was one of the "original subscribers" who signed the original Memorandum and Articles of Association in 2008. Wahida worked alongside Latif and completed a total of 60 hours by the time the placement was completed in September. Hassan Rehman, from Leeds Trinity University began a placement in January 2022, and completed 150hrs.

In February / March Sam Mawer, from St Hild College completed an Ordinand Placement of 40hrs. Sam is hoping to re-join the team as a volunteer. We were delighted with the enthusiasm and commitment of each of them and wish them all well for the future.

7. Social events / Local Fundraising: Two Quiz Nights were organised via the "Zoom" platform in June 2021 and January 2022. These were skilfully delivered by Steve Wood and raised £170 in donations. In October 2021, we were privileged to be the first group to use the newly re-furnished "Parish room" at the Bradford Cathedral for a "Harvest Coffee Morning". This was a most enjoyable event which raised a total of £460, including raffle and donations.

8. AGM: Our AGM was held at the Bradford Club on 30th November 2021. This was attended by 5 Trustees, 3 team members, 2 Volunteers, and 4 members (including 2 Life Members) and our Hon. Treasurer. A full report was presented, and the usual formalities completed. The Chairman outlined Trustees' priorities for the coming year.

9. Notable events: On 28th June, Latif Mir attended a Conference hosted by Salisbury Court Chaplaincy. This was a very positive meeting between established services and others hoping to launch similar in-court provision. In July our Team Leader along with Rev Canon Denise Poole, a Trustee, attended 2 LCF induction meetings, as required in respect of the substantial grant received. August saw our first Volunteer back in the court building, followed by 2 more volunteers in October and on 28th October a productive and enjoyable Volunteer "Get Together" was held. This was followed by the Harvest Coffee Morning. In November we were delighted to welcome Chris Brown and John Tarrant from the Lord Lieutenant's office who had been commissioned to assess BCCS for the Queen's Award for Voluntary Service. Sadly, we later learned that, on this occasion, we had not been one of the successful nominees. In February we were asked to host a visit from Network for Social Change (NSC). The visit, facilitated by Wahida Shaffi, saw 13 members of the NSC attend. Unfortunately, the only time available for this visit was a Friday afternoon. As usual, the team pulled out all the stops in order to accommodate their needs. The members were greatly impressed by our service and, as a result, £2,260 was received.

10. Future Vision: Trustees remain acutely aware that the crisis caused by the Covid 19 virus is far from over and its impact on individuals and organisations is likely to be of substantial duration. Bearing in mind the paramount need to ensure the safety of all and to recognise that individuals have widely differing needs and concerns, our future vision must keep this to the forefront of our minds.

The Bradford Court Chaplaincy Service

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

Our priorities were outlined as:

- a Keeping safe our staff, volunteers, clients and Trustees; This must always be a key priority and relevant policies are kept constantly under review.
- b Supporting existing volunteers in their return to service. The longer-term effects of the pandemic has had a negative impact on long-term health and confidence, causing many to review their priorities. It is anticipated that Trustees will need to constantly grapple with this issue.
- c Recruitment and training for new volunteers. A requirement of the LCF grant but also a continuing need as circumstances are ever more changeable.
- d Re-connecting and re-building relationships with local support agencies. We are aware that many may have closed and virtually all will have suffered as a result of the pandemic.
- e Focus on long-term sustainable funding. A continuing difficulty in this regard is the fine balancing Trustees need between having sufficient funding reserves to offer security to staff and others associated with the charity and being close enough to the "cliff edge" to attract grant funding. If Trustees are successful in obtaining substantial grants and great prudence is exercised to allow reserves to be built-up, funding bids become proportionately less successful.

11. Acknowledgements

a) Volunteers

It has been a great pleasure to see our volunteers returning to face-to-face work and a great credit to their selfless dedication and courage.

b) Our Team

As always, Trustees are tremendously grateful for all they do, much of it "above and beyond."

c) Funders and Donors

The generosity of our supporters has continued in the face of the growing economic crisis and other uncertainties. It is hard to find words to express our gratitude for such amazing support.

d) Our committee members and supporters

For much of the year, our Team were unable to work "normally" and, with one key exception, there were few matters which required urgent consideration. The in-depth process of reviewing our Governance structure and ways of working continues. Face-to face contact with committee members and supporters was slowly re-established but "remote" contact and on-line activities are likely to be a continuing feature.

e) Patrons, Members and Advisers

Our Patron, HM Lord Lieutenant for West Yorkshire, Ed Anderson Esq, continues to be highly supportive. Trustees are indebted to him and to other distinguished Patrons, Members and Advisors to whom we are able to turn for specific guidance or support as necessary.

f) Our President

Our Hon President, Professor the Lord Patel of Bradford OBE, and Lady Patel in spite of their huge commitments, continue to offer encouragement and support. In addition to his varied work in the House of Lords, Trustees are aware of the challenging role he now undertakes as Director and Chairman of Yorkshire County Cricket Club. We are very grateful for their continuing support and encouragement.

Financial review

The net income for the year was £11,209, including net income of £6,437 on unrestricted funds and net income of £4,772 on restricted funds.

Reserves policy

The Trustees aim to maintain adequate reserves to cover any withdrawal of grant income and to ensure adequate working capital to sustain the activities of the charity for the foreseeable future. With this in mind the Trustees seek to maintain reserves at between 6 and 12 months of expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £41,478.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 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 14 October 2022

Mary Carroll (Trustee)

The Bradford Court Chaplaincy Service

Independent examiner's report to the trustees of The Bradford Court Chaplaincy Service

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2022, which are set out on pages 8 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.

Simon Bostrom FCIE

20 October 2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Bradford Court Chaplaincy Service
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	10,430	48,927	59,357	45,746
Gift Aid claimed		1,187	-	1,187	419
Local fundraising (Monthly Draw)		1,691	-	1,691	1,425
Total income		<u>13,308</u>	<u>48,927</u>	<u>62,235</u>	<u>47,590</u>
Expenditure on:					
Salaries, NIC and pensions	(3)	-	43,304	43,304	25,025
Training		-	-	-	95
Volunteer expenses		-	271	271	154
Trustee expenses		45	-	45	-
Fundraising costs		1,090	-	1,090	1,330
Insurance		1,190	-	1,190	968
Telephone, internet and fax		407	46	453	586
Printing, postage and stationery		763	85	848	468
Accounts and Independent examination		600	-	600	1,080
Café equipment		1,422	-	1,422	2,133
Café purchases		-	-	-	767
IT software and maintenance		-	-	-	225
Other professional fees		142	386	528	611
Other expenses		888	63	951	101
Depreciation		324	-	324	433
Total expenditure		<u>6,871</u>	<u>44,155</u>	<u>51,026</u>	<u>33,976</u>
Net income / (expenditure)		<u>6,437</u>	<u>4,772</u>	<u>11,209</u>	<u>13,614</u>
Fund balances brought forward		<u>36,016</u>	<u>18,619</u>	<u>54,635</u>	<u>41,021</u>
Fund balances carried forward	(4)	<u>42,453</u>	<u>23,391</u>	<u>65,844</u>	<u>54,635</u>

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service

Balance sheet

as at 31 May 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 974	-	974	1,298
Investments	(6) 1	-	1	1
Total fixed assets	<u>975</u>	<u>-</u>	<u>975</u>	<u>1,299</u>
Current assets				
Debtors and prepayments	(7) 1,417	-	1,417	2,026
Cash at bank and in hand	(8) 41,334	23,391	64,725	52,620
Total current assets	<u>42,751</u>	<u>23,391</u>	<u>66,142</u>	<u>54,646</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 1,273	-	1,273	1,310
Total current liabilities	<u>1,273</u>	<u>-</u>	<u>1,273</u>	<u>1,310</u>
Net current assets / (liabilities)	<u>41,478</u>	<u>23,391</u>	<u>64,869</u>	<u>53,336</u>
Net assets	<u>42,453</u>	<u>23,391</u>	<u>65,844</u>	<u>54,635</u>
Funds				
Unrestricted funds	42,453	-	42,453	36,016
Restricted funds	-	23,391	23,391	18,619
Total funds	<u>42,453</u>	<u>23,391</u>	<u>65,844</u>	<u>54,635</u>

For the year ending 31 May 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 14 October 2022

Mary Carroll (Trustee)

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 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 £100 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 reducing balance basis over their expected useful economic lives as follows:

Furniture and equipment: 25%

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.

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Fred Towler Charity Trust	1,000	1,000	2,000	1,750
HMRC Coronavirus JRS	-	1,427	1,427	16,825
National Lottery Community Fund	-	45,000	45,000	-
West Yorkshire Freemasonry Lieutenancies	-	1,500	1,500	-
Bradford Diocesan Council Social Aid	-	-	-	3,000
Hillards Charitable Trust	-	-	-	1,000
Sir George Martin Trust	-	-	-	2,250
Sovereign Healthcare Charitable Trust	-	-	-	2,000
The Charles & Elsie Sykes Trust	-	-	-	5,720
The Methodist Church District Advance Fund	-	-	-	5,700
The Metis Trust	-	-	-	1,000
Wharfedale Foundation	-	-	-	2,500
Donations	9,430	-	9,430	4,001
	<u>10,430</u>	<u>48,927</u>	<u>59,357</u>	<u>45,746</u>

3 Staff costs and numbers	2022 £	2021 £
Gross salaries	42,041	24,296
Pensions	1,263	729
	<u>43,304</u>	<u>25,025</u>

The average number of employees during the year was 2.6, being an average of 1.6 full time equivalent (2021: 2, 1.2 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	1,263	729

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BFD Diocesan	3,000	-	3,000	-	-
C&E Sykes	5,720	-	5,720	-	-
Hillards	1,000	-	1,000	-	-
George Martin	2,250	-	2,250	-	-
Sovereign	2,000	-	2,000	-	-
Fred Towler	629	-	131	-	498
Metis	1,000	-	1,000	-	-
Wharfedale	2,405	-	2,405	-	-
District Advance Fund	615	-	615	-	-
HMRC	-	1,427	1,427	-	-
NLCF	-	45,000	23,007	-	21,993
West Yorks Freemasons	-	1,500	1,500	-	-
Fred Towler	-	1,000	100	-	900
	<u>18,619</u>	<u>48,927</u>	<u>44,155</u>	<u>-</u>	<u>23,391</u>

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2022

4 Restricted funds continued

Fund name	Purpose of restriction
BFD Diocesan	Towards staff costs
C&E Sykes	Towards staff and volunteer costs
Hillards	Towards staff costs
George Martin	Towards staff costs
Sovereign	Towards staff costs
Fred Towler	Towards phone, travel and stationery to enable remote working
Metis	Towards core costs of the charity
Wharfedale	Towards volunteer mentoring, training and associated costs
District Advance Fund	Funding from the Methodist Church towards staffing costs
HMRC	Towards the salaries of furloughed staff
NLCF	Towards staff salaries
West Yorks Freemasons	Towards staff salaries
Fred Towler	Towards the cost of volunteer support

5 Tangible assets

	Café equipment	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 June 2021	2,381	4,003	6,384
Additions	-	-	-
At 31 May 2022	<u>2,381</u>	<u>4,003</u>	<u>6,384</u>
<u>Depreciation</u>			
At 1 June 2021	1,628	3,458	5,086
Charge for year	188	136	324
At 31 May 2022	<u>1,816</u>	<u>3,594</u>	<u>5,410</u>
<u>Net book value</u>			
At 31 May 2022	<u>565</u>	<u>409</u>	<u>974</u>
At 31 May 2021	<u>753</u>	<u>545</u>	<u>1,298</u>

6 Fixed assets investments

	2022 Shares in subsidiary	2022 Total	2021 Total
	£	£	£
Balance b/f	1	1	1
Additions	-	-	-
(Disposals)	-	-	-
Gain / (loss) on revaluation	-	-	-
Total	<u>1</u>	<u>1</u>	<u>1</u>

The Bradford Court Chaplaincy Service
Notes to the accounts continued
for the year ended 31 May 2022

7 Debtors and prepayments	2022	2021
	£	£
Prepayments	300	291
Accrued income	1,117	1,735
	<u>1,417</u>	<u>2,026</u>
8 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	64,725	52,187
Cash in hand	-	433
	<u>64,725</u>	<u>52,620</u>
9 Creditors and accruals	2022	2021
	£	£
Accruals	663	825
Monthly draw fees paid in advance	610	485
	<u>1,273</u>	<u>1,310</u>

10 Related party transactions

Trustee expenses

During the year 1 trustee was paid a total of £31 in respect of travel (previous year: 1 trustee and £149).

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

All key decisions are made by the Trustees at the Trustee Meetings / AGM or appropriate committee meeting. The Administrator / Team Leader is responsible for day to day decisions. No Trustee receives any remuneration, other than valid travel expenses.

The total employee benefits received were £22,925 (previous year: £15,135).

Wholly owned subsidiary company

The charity is the sole shareholder of the company BCCS Cafes Ltd. Its shareholding is £1.

The subsidiary company ceased trading at the end of the previous year and all funds held were transferred back to the charity. The amounts owing were accrued for in last year's accounts.

The Bradford Court Chaplaincy Service

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 May 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	10,430	5,001	48,927	40,745	59,357	45,746
Gift Aid claimed	1,187	419	-	-	1,187	419
Local fundraising (Monthly Draw)	1,691	1,425	-	-	1,691	1,425
Total income	13,308	6,845	48,927	40,745	62,235	47,590
Expenditure						
Salaries, NIC and pensions	-	3,115	43,304	21,910	43,304	25,025
Training	-	-	-	95	-	95
Volunteer expenses	-	154	271	-	271	154
Trustee expenses	45	-	-	-	45	-
Fundraising costs	1,090	1,330	-	-	1,090	1,330
Insurance	1,190	968	-	-	1,190	968
Telephone, internet and fax	407	515	46	71	453	586
Printing, postage and stationery	763	418	85	50	848	468
Independent examination	600	1,080	-	-	600	1,080
Café equipment	1,422	2,133	-	-	1,422	2,133
Café purchases	-	767	-	-	-	767
IT software and maintenance	-	225	-	-	-	225
Other professional fees	142	611	386	-	528	611
Other expenses	888	101	63	-	951	101
Depreciation	324	433	-	-	324	433
Total expenditure	6,871	11,850	44,155	22,126	51,026	33,976
Net income / (expenditure)	6,437	(5,005)	4,772	18,619	11,209	13,614
Fund balances brought forward	36,016	41,021	18,619	-	54,635	41,021
Fund balances carried forward	42,453	36,016	23,391	18,619	65,844	54,635

THE BRADFORD COURT CHAPLAINCY SERVICE

England & Wales - Charity number 1125624

Accounts

The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

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



The Bradford Court Chaplaincy Service

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

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Prepared by West Yorkshire Community Accounting Service

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 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
Mary Carroll	Chair	
Manoj Joshi	Deputy Chair	
Valerie Heywood	Company Secretary	
Dilshad Khan		
Marion Le Pla		Resigned January 2021
Denise Poole		
Hugh Simpson		Resigned January 2021
Philip Turnpenny		
Beryl Eakin		
Vicky Reynolds		
Charity number	1125624	Registered in England and Wales
Company number	06592288	Registered in England and Wales
Registered and principal address	Bankers	
Bradford Magistrates' Court	The Co-operative Bank	
The Tyrls	Delf House, Southway	
Bradford	Skelmersdale	
BD1 1LA	WN8 6WT	

Independent examiner

Simon Bostrom FCIE

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 14 May 2008. It is governed by a memorandum and articles of association as amended 14 August 2008. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law. New trustees are appointed by an ordinary resolution of the charity. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting, advising them of the retiring trustees and requesting nominations for the Annual General Meeting.

The Bradford Court Chaplaincy Service

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

Objectives and activities

The charity's objects

To promote the mental and spiritual wellbeing of all court users, regardless of their gender, sexual orientation, religious beliefs and/or race by the provision of advice, counselling and support.

To further such other charitable purposes as the trustees at their absolute discretion from time to time determine.

The term "court users" shall mean persons either attending or who are expecting to attend Bradford Magistrates Court or any other court in the United Kingdom, in particular those accused of committing offences, together with their spouses, partners, families and friends, witnesses of crime as referred by Witness Support, Magistrates, Her Majesty's Courts Service staff, Probation Service Staff, Crown Prosecution Service staff, Defence Solicitors, Court Interpreters, those attending the Coroner's Court and any members of the public attending court out of general interest.

The charity's main activities

The team offer hope and encouragement to people who often feel anxious, hopeless and confused, by listening, when support is most needed. Needs are prioritized and appropriate action identified. For some, a short chat is sufficient to reduce anxiety and tension; others need more specialist help. Offending behaviour is challenged and offenders and their families linked to appropriate, local community support. Hopefully, this will lead to reduced crime, rehabilitation of offenders and development of greater community cohesion.

A quiet/prayer room is provided for all.

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

The Year in Brief

1. Challenges

Government restrictions: In common with many charities and companies, the year 2020-21 has been extremely hard for all concerned. Few people can have imagined how complex "normal" life could be during a "global pandemic" and equally challenging for employer and employee. Trustees and staff vigilantly endeavoured to keep up to date with and cope with the speed of change and the varied protective measures imposed by Government regulation and by Her Majesty's Courts and Tribunal Service (HMCTS).

The previous year had ended with our local Courts closed down and staff working from home. The Coronavirus Job Retention Scheme (CJRS) also known as the "furlough" system was in use by BCCS from its inception. However, the changing levels of benefits provided required constant monitoring and planning. CJRS remained in place throughout the financial year.

HMCTS: As with any Government Department, the Courts service is obliged to follow Government guidelines, but also carry out its own risk assessments dependant on local circumstances. Initially, both Court sites were closed entirely but during the year a limited number of cases were dealt with. The Combined Courts Centre was the first to open and the Magistrate's Court followed shortly afterwards, however, this was on a very restricted basis. The "re-purposing" of various spaces within both court buildings prevented BCCS staff from being permitted to work on either site.

2. Staff and Volunteers Contact and Support

The potential impact on mental health during isolation in successive "lock-downs," plus ever-present anxieties about future employment and finances is well documented. Trustees made every effort to maintain contact with staff and volunteers, offering what little certainty was possible but reassuring all of our firm intention to retain and support staff, if humanly possible, in order to be in a position to re-establish the service, as soon as practicable.

The Bradford Court Chaplaincy Service

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

Achievements and performance - continued

3. Responses to Challenges

Off-site Working – Our Development and Training Co-Ordinator (DTC), Latif Mir and Team Leader (TL), Ruth Smith, worked together to investigate the practicalities and costing of setting up a “Remote” Service, with freephone telephone number. This involved a good deal of research into “packages” and contracts, permission from HMCTS to display posters, designing posters for display in court settings and at Police Stations, with a view to distributing more further afield. It was felt, that this service could well run alongside the “normal” on-site service and involve different volunteers, who were perhaps no longer able or willing to travel or do face-to-face work. Funding was obtained and posters distributed but the success of this scheme has been very limited to-date but remains a work-in-progress.

Management: Trustees and Committee members continued to meet virtually. Initially using a free on-line programme. Subsequently a “platform” which provided greater flexibility was purchased. This also facilitated on line Quiz events. 5 Trustee meetings were held with Trustees attaining 76% attendance, as some were not comfortable with the technology for virtual meetings. The Finance Committee met 3 times with members attaining over 93% attendance. 1 Human Resources Committee meeting was held with 6 of the 7 members attending. The Café Committee met once with 4 of the 5 members attending. The Fundraising Sub Committee did not meet during the year, but contact was maintained via email.

Finance: The charity has always depended on grants and donations involving great efforts in bid writing, appeals for donations and local fundraising events. In line with the aims expressed in last year's report i.e., to make the charity tangibly more sustainable and less grant dependent, Trustees were greatly saddened that circumstances beyond our control forced the closure of the two Court Cafés. However, Trustees continued to focus on obtaining larger grants, over longer periods to provide stability and enable the charity to grow. Consequently, much effort was put into a bid to the Lottery Community Fund (LCF) Grant. The process was well underway when all active bids were suddenly suspended, by the LCF, in order to focus on new bids, directly related to the Coronavirus situation. This was particularly disappointing, as we had been informed that we were weeks, if not days away from a decision. However, the bid-writing group, led by Canon Denise Poole, persisted, the bid was revised, virtual meetings held and, at the end of April 2021 we were delighted to learn that BCCS had been awarded £153,000 (over 3 years).

This would facilitate the revitalization of the project, preparation for a full return to court, when possible, with an enlarged team, additional volunteers and a bigger, better and stronger service.

However, local contributions would still be needed to “match” the LCF grant.

Over the next 3 years £15,000 - £20,000 will need to be raised annually. Whilst some of this can be raised through local fund-raising events, Trustees are under no illusions that this will be easy or straightforward, in a post-Covid climate. So, further contributions from our generous local supporters (and the inevitable bid-writing) will be vital. This process was begun during the last month of our financial year.

Our funders, regular supporters and donors were as generous as ever and so a total of £28,921 was raised in grants and donations. Additionally, £16,825 was provided by the CJRS to support staff retention.

4. Volunteer Retention and Support

Volunteer retention has always been a challenge. Retirees may develop health issues or find they must undertake greater caring responsibilities whilst younger Volunteers may graduate and obtain jobs which severely curtail the amount of time they have available. During the pandemic, one of the main factors to contend with was loss of momentum. Volunteers who had received great satisfaction from helping others and being given very positive feedback naturally wanted to continue to feel useful and so would search for other viable volunteering opportunities. There were many new volunteering opportunities created during lock-down.

The Bradford Court Chaplaincy Service

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

Achievements and performance - continued

Efforts were made to keep in contact with our Volunteers both from a welfare perspective and in order to maintain interest and to prepare for re-starting the service. One way this was done was by offering access to on-line training. Four Volunteers and our DTC engaged in an on-line Bereavement Course. This required approximately 80 hours commitment, to cover 11 course modules. Tutor support and end of course examinations were involved. Our DTC and three Volunteers successfully completed the course gaining a Level 3 CPD Award. Trustees were delighted to learn that each one passed with a Higher Distinction grade.

5. Social events / Local Fundraising

Regrettably, 3 pre-planned events had to be cancelled: our Annual Dinner, the Afternoon Tea at the Bradford Cathedral and a Quiz Night at St Matthew's Church. However, 2 On-line Quiz Nights were organised. Thanks to Stephen Wood, one of our Volunteers who prepared the questions and acted as Quizmaster, these were a great social success. Also, contributing to our fundraising, the first raised £90 in donations and the second £100.

6. AGM

For the first time Members, staff and volunteers were unable to meet in person. However, although later than in previous years, an on-line AGM was held on 5th January 2021. This was in order to have as clear a picture as possible about future plans. This was attended by 8 Trustees, 2 of whom were retiring. Trustees were sad to accept the retirement of Hugh Simpson JP after serving for 6 years. Hugh had served as a member of the HR, Finance and Café Committees. Marion LePla JP, a Founder Member, had been involved in the initial investigatory meetings in 2007, subsequent planning and the establishment of the Charity. Marion became a Trustee in October 2010 and served as a member of the HR Committee and had greatly assisted the Fundraising Committee in organising our major annual event, the Charity Dinner, since the first such event at the Dubrovnik Hotel in October 2013. Trustees recorded their gratitude for the tremendous contributions of these two stalwart Trustees. Although, they will both be greatly missed at meetings, Trustees have been assured of their on-going support for future fundraising and social activities.

7. Future Vision

The Safety of Staff, Volunteers and Clients continues as a key priority. Policies and Risk Assessments (involving sites and ways of working) will be kept under constant review. HMCTS and Trustees are working to overcome problems such as lack of natural ventilation and cramped accommodation. With no quick and easy remedies, it is inevitable that numbers permitted in certain spaces will need to be restricted. A balance needs to be found between encouraging the use of face masks and sanitising products and insisting on their use in some circumstances.

Long-term sustainability, although no longer as pressing as in previous years, will continue to be a key focus.

Return to Service. Both the Magistrates and the Combined Courts, although now open continue to function with restrictions and far fewer personnel in each building. As the Courts are public buildings, family members are entitled to attend in support of defendants and witnesses but this is subject to constraints within the buildings, i.e. numbers permitted in each space.

The recruitment and training of new volunteers and re-training of existing volunteers in new ways of working remains a top priority.

Research and Networking: As many local support agencies may have closed or re-located during the past year, it will be necessary to research what is available, where and when. This may be a task allocated to the new Development and Training Worker or possibly to a University Student on placement.

Work placement openings will be re-visited once staff are re-established on site and meaningful opportunities are available.

The extension of the concept. Although a lower priority at this time, we shall continue to provide information and guidance to any other organisation requesting it.

The Bradford Court Chaplaincy Service

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

Achievements and performance - continued

8. Acknowledgements

Volunteers

Along with many others, several of our volunteers have had to struggle with all the pressures of isolation along with health concerns (their own or those of family members). Although unable to be actively involved directly in the Courts, our loyal volunteers have maintained their interest in our project, undertaken on-line-training, and engaged with our on-line Quizzes. We look forward to seeing them in person in the near future and are confident that those who are more experienced will be keen to assist in welcoming and supporting new volunteers.

Our Team

As detailed above, for a great part of the year our Team were on "furlough" or working from home. Both retained contact with volunteers, Trustees and each other and remained positive and hopeful about the re-establishment of our service. More importantly they contributed actively in discussions with court Management and Staff about the practicalities of working on-site. Trustees are very grateful for their dedication and commitment.

Funders and Donors

In spite of all of the new pressures on individuals' finances, Trustees, Volunteers and local supporters (some anonymous) have continued to be very generous and we are most grateful for their continued support.

Our committee members and supporters

As our Team were unable to work "normally" throughout the year, the need for meetings was significantly reduced. Trustees took the decision to start the process of actively reviewing our Governance structure and ways of working. Contact was maintained with committee members and supporters via email, phone and invitations to on-line activities.

Patrons, Members and Advisers

Our "virtual" AGM was attended by our Patron, HM Lord Lieutenant for West Yorkshire, Ed Anderson Esq, who continues to be highly supportive. Trustees are thankful that we have a number of distinguished Patrons, Members and "External Advisors" to whom we feel we can turn for specific guidance or support as and when required. Trustees are indebted to them all for their continuing interest and involvement.

Our President

Last, but certainly no least, Professor the Lord Patel of Bradford OBE, our President and Lady Patel have continued to provide support and encouragement. Trustees remain most grateful to them for the many ways in which they have provided support and for their continued interest.

Financial review

The net income for the year was £13,614, including net expenditure of £5,005 on unrestricted funds and net income of £18,619 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £34,717.

The Trustees aim to maintain adequate reserves to cover any withdrawal of grant income and to ensure adequate working capital to sustain the activities of the charity for the foreseeable future. With this in mind the Trustees seek to maintain reserves at between 6 and 12 months' of expenditure.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 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 28/10/2021

Mary Carroll (Trustee)

The Bradford Court Chaplaincy Service

Independent examiner's report to the trustees of The Bradford Court Chaplaincy Service

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2021, which are set out on pages 9 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.

Simon Bostrom FCIE

3/11/2021

West Yorkshire Community Accounting Service

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The Bradford Court Chaplaincy Service
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	5,001	40,745	45,746	11,150
Gift Aid claimed		419	-	419	421
Local fundraising (Charity Dinner and other events)		-	-	-	5,640
Local fundraising (Monthly Draw)		1,425	-	1,425	1,640
Management charges to subsidiary company		-	-	-	4,060
Total income		6,845	40,745	47,590	22,911
Expenditure on:					
Salaries, NIC and pensions	(3)	3,115	21,910	25,025	28,432
Training		-	95	95	-
Volunteer expenses		154	-	154	633
Trustee expenses		-	-	-	149
Fundraising costs		1,330	-	1,330	2,671
Insurance		968	-	968	989
Telephone, internet and fax		515	71	586	533
Printing, postage and stationery		418	50	468	891
Accounts and Independent examination		1,080	-	1,080	960
Café equipment		2,133	-	2,133	-
Café purchases		767	-	767	-
IT software and maintenance		225	-	225	-
Other professional fees		611	-	611	413
Other expenses		101	-	101	594
Trading subsidiary debt written off		-	-	-	9,482
Depreciation		433	-	433	577
Total expenditure		11,850	22,126	33,976	46,324
Net income / (expenditure)		(5,005)	18,619	13,614	(23,413)
Fund balances brought forward		41,021	-	41,021	64,434
Fund balances carried forward	(4)	36,016	18,619	54,635	41,021

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service

Balance sheet

as at 31 May 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	1,298	-	1,298	1,731
Investments		1	-	1	1
Total fixed assets		<u>1,299</u>	<u>-</u>	<u>1,299</u>	<u>1,732</u>
Current assets					
Debtors and prepayments	(6)	664	1,362	2,026	21,769
Cash at bank		<u>35,363</u>	<u>17,257</u>	<u>52,620</u>	<u>19,493</u>
Total current assets		<u>36,027</u>	<u>18,619</u>	<u>54,646</u>	<u>41,262</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(7)	1,310	-	1,310	1,973
Total current liabilities		<u>1,310</u>	<u>-</u>	<u>1,310</u>	<u>1,973</u>
Net current assets / (liabilities)		<u>34,717</u>	<u>18,619</u>	<u>53,336</u>	<u>39,289</u>
Net assets		<u>36,016</u>	<u>18,619</u>	<u>54,635</u>	<u>41,021</u>
Funds					
Unrestricted funds		36,016	-	36,016	41,021
Restricted funds		<u>-</u>	<u>18,619</u>	<u>18,619</u>	<u>-</u>
Total funds		<u>36,016</u>	<u>18,619</u>	<u>54,635</u>	<u>41,021</u>

For the year ending 31 May 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 28/10/2021

Mary Carroll (Trustee)

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 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 £100 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 reducing balance basis over their expected useful economic lives as follows:

Furniture and equipment: 25%

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.

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford Diocesan Council Social Aid	-	3,000	3,000	-
Fred Towler Charity Trust	1,000	750	1,750	1,400
Hillards Charitable Trust	-	1,000	1,000	-
HMRC Coronavirus JRS	-	16,825	16,825	2,719
The Methodist Church District Advance Fund	-	5,700	5,700	-
Sir George Martin Trust	-	2,250	2,250	-
Sovereign Healthcare Charitable Trust	-	2,000	2,000	-
The Charles & Elsie Sykes Trust	-	5,720	5,720	-
The Metis Trust	-	1,000	1,000	-
Wharfedale Foundation	-	2,500	2,500	-
Donations	4,001	-	4,001	7,031
	<u>5,001</u>	<u>40,745</u>	<u>45,746</u>	<u>11,150</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	24,296	26,907
Social security costs	-	685
Pensions	729	840
	<u>25,025</u>	<u>28,432</u>

The average number employees during the year was 2, being an average of 1.2 full time equivalent (2020: 2, 1.2 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	729	840
Amount of any contributions outstanding at the year end	-	134

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BFD Diocesan	-	3,000	-	-	3,000
C&E Sykes	-	5,720	-	-	5,720
Hillards	-	1,000	-	-	1,000
George Martin	-	2,250	-	-	2,250
Sovereign	-	2,000	-	-	2,000
Fred Towler	-	750	121	-	629
Metis	-	1,000	-	-	1,000
Wharfedale	-	2,500	95	-	2,405
District Advance Fund	-	5,700	5,085	-	615
HMRC	-	16,825	16,825	-	-
	<u>-</u>	<u>40,745</u>	<u>22,126</u>	<u>-</u>	<u>18,619</u>

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2021

4 Restricted funds - continued

Fund name	Purpose of restriction
BFD Diocesan	Towards staff costs
C&E Sykes	Towards staff and volunteer costs
Hillards	Towards staff costs
George Martin	Towards staff costs
Sovereign	Towards staff costs
Fred Towler	Towards phone, travel and stationery to enable remote working
Metis	Towards core costs of the charity
Wharfedale	Towards volunteer mentoring, training and associated costs
District Advance Fund	Funding from the Methodist Church towards staffing costs
HMRC	Towards the salaries of furloughed staff

5 Tangible assets

	Café equipment	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 June 2020	2,381	4,003	6,384
Additions	-	-	-
At 31 May 2021	<u>2,381</u>	<u>4,003</u>	<u>6,384</u>
 <u>Depreciation</u>			
At 1 June 2020	1,377	3,276	4,653
Charge for year	251	182	433
At 31 May 2021	<u>1,628</u>	<u>3,458</u>	<u>5,086</u>
 <u>Net book value</u>			
At 31 May 2021	<u>753</u>	<u>545</u>	<u>1,298</u>
 At 31 May 2020	<u>1,004</u>	<u>727</u>	<u>1,731</u>

6 Debtors and prepayments

	2021	2020
	£	£
Debtors	1,735	1,599
Prepayments	291	182
Working capital financing for wholly owned subsidiary	-	19,988
	<u>2,026</u>	<u>21,769</u>

7 Creditors and accruals

	2021	2020
	£	£
Creditors	-	134
Accruals	825	1,289
Deferred income	485	550
	<u>1,310</u>	<u>1,973</u>

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2021

8 Related party transactions

Trustee expenses

During the year 1 trustee was paid a total of £149 in respect of travel (previous year: 1 trustee and £149).

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

All key decisions are made by the Trustees, either at a Trustee Meeting or the appropriate Committee Meeting, i.e. HR Committee, Finance Committee, Fundraising Committee, Café Project Committee. The Administrator / Team Leader is responsible for day to day decisions; the total employee benefits of the key management personnel of the charity were £15,134 (2020: £17,274).

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

9 Wholly owned subsidiary company

The charity is the sole shareholder of the company BCCS Cafes Ltd. Its shareholding is £1.

The subsidiary company ceased trading at the end of the previous year and all funds held were transferred back to the charity. The amounts owing were accrued for in last year's accounts.

10 Fixed assets investments

£

Carrying (market) value at beginning of year	1
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add / (deduct): net gain / (loss) on revaluation	-
Carrying (market) value at end of year	<u>1</u>

The Bradford Court Chaplaincy Service

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 May 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	5,001	8,431	40,745	2,719	45,746	11,150
Gift Aid claimed	419	421	-	-	419	421
Local fundraising	-	5,640	-	-	-	5,640
Local fundraising (Monthly Draw)	1,425	1,640	-	-	1,425	1,640
Management charges to subsidiary c	-	4,060	-	-	-	4,060
Total income	6,845	20,192	40,745	2,719	47,590	22,911
Expenditure						
Salaries, NIC and pensions	3,115	16,110	21,910	12,322	25,025	28,432
Training	-	-	95	-	95	-
Volunteer expenses	154	633	-	-	154	633
Trustee expenses	-	149	-	-	-	149
Fundraising costs	1,330	2,671	-	-	1,330	2,671
Insurance	968	989	-	-	968	989
Telephone, internet and fax	515	533	71	-	586	533
Printing, postage and stationery	418	891	50	-	468	891
Independent examination	1,080	960	-	-	1,080	960
Café equipment	2,133	-	-	-	2,133	-
Café purchases	767	-	-	-	767	-
IT software and maintenance	225	-	-	-	225	-
Other professional fees	611	413	-	-	611	413
Other expenses	101	594	-	-	101	594
Trading subsidiary debt written off	-	9,482	-	-	-	9,482
Depreciation	433	577	-	-	433	577
Total expenditure	11,850	34,002	22,126	12,322	33,976	46,324
Net income / (expenditure)	(5,005)	(13,810)	18,619	(9,603)	13,614	(23,413)
Transfers between funds	-	6,084	-	(6,084)	-	-
Net movement in funds	(5,005)	(7,726)	18,619	(15,687)	13,614	(23,413)
Fund balances brought forward	41,021	48,747	-	15,687	41,021	64,434
Fund balances carried forward	36,016	41,021	18,619	-	54,635	41,021