

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

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 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