

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