

# **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
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

<b>Registered and principal address</b>	<b>Bankers</b>
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 £
<b>Income from:</b>					
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	-
<b>Total income</b>		<b>14,890</b>	<b>52,853</b>	<b>67,743</b>	<b>62,235</b>
<b>Expenditure on:</b>					
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
<b>Total expenditure</b>		<b>6,936</b>	<b>55,648</b>	<b>62,584</b>	<b>51,026</b>
<b>Net income / (expenditure)</b>		<b>7,954</b>	<b>(2,795)</b>	<b>5,159</b>	<b>11,209</b>
<b>Fund balances brought forward</b>		<b>42,453</b>	<b>23,391</b>	<b>65,844</b>	<b>54,635</b>
<b>Fund balances carried forward</b>	(4)	<b>50,407</b>	<b>20,596</b>	<b>71,003</b>	<b>65,844</b>

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

<b>2 Grants and donations</b>	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>

<b>3 Staff costs and numbers</b>	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.

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

<b>4 Restricted funds</b>	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>

<b>Fund name</b>	<b>Purpose of restriction</b>
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
<b><u>Cost</u></b>	£	£	£
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
<b><u>Depreciation</u></b>			
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
<b><u>Net book value</u></b>			
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
	£	£	£	£	£	£
<b>Income</b>						
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	-
<b>Total income</b>	<b>14,890</b>	<b>13,308</b>	<b>52,853</b>	<b>48,927</b>	<b>67,743</b>	<b>62,235</b>
<b>Expenditure</b>						
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
<b>Total expenditure</b>	<b>6,936</b>	<b>6,871</b>	<b>55,648</b>	<b>44,155</b>	<b>62,584</b>	<b>51,026</b>
<b>Net income / (expenditure)</b>	<b>7,954</b>	<b>6,437</b>	<b>(2,795)</b>	<b>4,772</b>	<b>5,159</b>	<b>11,209</b>
<b>Fund balances brought forward</b>	<b>42,453</b>	<b>36,016</b>	<b>23,391</b>	<b>18,619</b>	<b>65,844</b>	<b>54,635</b>
<b>Fund balances carried forward</b>	<b>50,407</b>	<b>42,453</b>	<b>20,596</b>	<b>23,391</b>	<b>71,003</b>	<b>65,844</b>