

The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

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



The Bradford Court Chaplaincy Service

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

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Prepared by West Yorkshire Community Accountancy Service CIO

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

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

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

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

Method of recruitment and appointment of trustees

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

The Bradford Court Chaplaincy Service

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

Objectives and activities

The charity's objects

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

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

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

The charity's main activities

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

A quiet/prayer room is provided for all.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

1. Introduction

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

2. Service User Support

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

The Bradford Court Chaplaincy Service

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

Achievements and performance continued

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

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

Example of what we do:-

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

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

Feedback from service users includes: -

Service User A –

Humanised the whole process, thank you.

Service User B –

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

Service User C –

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

3. Volunteers

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

The Bradford Court Chaplaincy Service

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

Achievements and performance continued

4. Placements

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

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

5. Staffing

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

6. Finance

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

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

Local Fundraising

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

7. AGM

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

8. Notable Events

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

The Bradford Court Chaplaincy Service

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

Achievements and performance continued

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

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

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

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

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

9. Plans for the future

Key priorities are: –

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

10. Acknowledgements

Volunteers

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

The Bradford Court Chaplaincy Service

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

Achievements and performance continued

Our Team

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

Funders and Donors

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

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

Our Committee Members and Supporters

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

Patrons, Members and Advisers

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

Our President

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

Financial review

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

Reserves policy

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

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

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

The Bradford Court Chaplaincy Service

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

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 3/10/20224

Philip Turnpenny (Trustee)

The Bradford Court Chaplaincy Service

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

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

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Bostrom FCIE

4/10/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

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

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

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service

Balance sheet

as at 31 May 2024

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

For the year ending 31 May 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 3/10/20224

Philip Turnpenny (Trustee)

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £100 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Furniture and equipment: 25%

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

2 Grants and donations

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

3 Staff costs and numbers

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

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

Defined contribution pension scheme

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

4 Restricted funds

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

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

4 Restricted funds continued

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

5 Tangible assets

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

6 Fixed assets investments

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

7 Debtors and prepayments

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

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2024

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

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

10 Related party transactions

Donations from trustees and related parties

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

Trustee expenses

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

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

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

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

11 Post balance sheet events

Error on pension calculations

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

The Bradford Court Chaplaincy Service

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

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