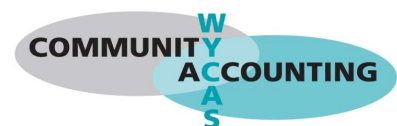


Bradford Bereavement Support

Charity number 1137624

A company limited by guarantee number 07321391

Annual Report and Financial Statements **for the year ended 31 March 2022**



Bradford Bereavement Support

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

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Prepared by West Yorkshire Community Accountancy Service CIO

Bradford Bereavement Support

Trustees' report for the year ended 31 March 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
Nick Anderson	Chair	
David Flynn	Secretary	
Parveen Kauser	Treasurer	Resigned 1 November 2021
Gareth Griffiths		Resigned 25 May 2022
Ruth Owen		
Hasan Siddique		Resigned 25 May 2022
Rehana Ashiq		Appointed 16 May 2022
Charity number	1137624	Registered in England and Wales
Company number	07321391	Registered in England and Wales

Registered and principal address

c/o University of Bradford
Phoenix Southwest Building
Off Shearbridge Road
Bradford
BD7 1NX

Bankers

Co-operative Bank
PO Box 250
Skelmersdale
WN8 6WT

Independent examiner

Stephen Procter

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 21 July 2010. It is governed by a memorandum and articles of association (as amended 1 March 2019). 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 and are appointed by the members at the AGM.

Bradford Bereavement Support

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

Objectives and activities

The charity's objects

The protection and preservation of good health of the people of Bradford who have suffered a bereavement, through the provision of a bereavement counselling service.

To advance education by the provision of training in bereavement counselling in Bradford.

The charity's main activities

Bradford Bereavement Support (BBS) aims to improve the mental health and wellbeing of adults in Bradford Metropolitan District Council by providing a high-quality counselling service for anyone affected by bereavement, or anticipated bereavement in the near future.

BBS provides a free and confidential bereavement and pre-bereavement counselling service for people over the age of 16 across the Bradford Metropolitan District. Our pool of trained volunteer counsellors together with the paid staff and the support of the Trustees make an enthusiastic and dedicated team committed to delivering a high-quality service to the bereaved people of the Bradford Area.

Public benefit statement

In setting our objectives and planning our activities BBS trustees have given serious consideration to the Charity Commission's general guidance on public benefit. In particular the mental health and wellbeing of individuals in Bradford Metropolitan District Council by providing a high-quality counselling service for anyone affected by bereavement. In addition, BBS aims to advance the education in all matters related to bereavement, by the provision of bespoke grief and loss training to Volunteer bereavement Counsellors and the provision of information, advice, and training with the object of relieving suffering of those affected by death.

Achievements and performance

BBS has continued to improve its IT system capabilities. The staff have worked incredibly hard to successfully complete the transition to the online service administration platform for new clients providing improved flexibility and added operational resilience.

Following the Coronavirus pandemic lock down, BBS has successfully resumed provision of in-person counselling. This enables clients who feel comfortable attending face to face meetings in BBS's counselling rooms located at the Cellar Trust Offices in Bradford. BBS also continues to provide the option of remote counselling sessions to clients. BBS staff have been able to resume their administrative activities from the BBS office, the improved IT systems have enabled staff to work remotely as required providing improved flexibility. This flexible approach has ensured that the waiting list for client referral, assessment and placement for Bereavement Counselling sessions has been maintained.

BBS has continued to recruit and train new volunteers to provide free bereavement counselling therapy to clients. BBS recruits' students from local educational services who are completing their professional level counselling diploma qualifications. Following a rigorous selection process, the accepted students are inducted into BBS. Students are provided formal on-line training on Grief and Loss, Safeguarding and additional Telephone / Video conferencing, service administration volunteer requirements and access to Continued Professional Development courses. Volunteers are provided ongoing clinical supervision from qualified BBS and BACP registered Supervisors.

BBS has continued to proactively support the Bradford Counselling Collaborative project that provides counselling to individuals impacted by Covid-19. The initiative has been funded by the NHS to enable an additional counselling service to be delivered by qualified Counsellors. A group of qualified BBS graduate counsellors have been engaged to provide ongoing support to the initiative.

BBS has generated additional funding in the form of grants from the Postcode Lottery to support the delivery of its Bereavement Counselling Service to clients and to support new service improvement initiatives. The additional funding will support the employment of a temporary Community Engagement Officer for 6 months to specifically target BAME, LGBTQ+ and male communities.

Bradford Bereavement Support

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

Financial review

The net income for the year was £11,461, including net income of £3,244 on unrestricted funds and net income of £8,217 on restricted funds .

Reserves policy

The charity's free reserves at the year end were £57,744.

BBS is currently dependent on the Clinical Commissioning Groups in Bradford to fund its activities, as earned income alone would not allow BBS to continue operating. This means that if there were to be a gap in the current funding from the Clinical Commissioning Groups, it is likely that BBS would have to close. Currently funding has been secured until March 2023. To avoid closure if funding difficulties were to happen the BBS board has agreed to keep a level of financial reserves to ensure that main operations can continue for a period of 9 months.

The main concerns of the board are to ensure:

- that staff can continue working, primarily to secure new funding
- that clients and volunteers are supported to move on to other services

Bradford Bereavement Support

Trustees' report (continued) for the year ended 31 March 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 09/12/2022

Nick Anderson (Trustee)

Bradford Bereavement Support

Independent examiner's report to the trustees of Bradford Bereavement Support

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 7 to 12.

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.

Stephen Procter

13/12/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford Bereavement Support
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	74,412	25,128	99,540	94,246
Fees and charges		16,710	-	16,710	2,760
Other income		5	-	5	47
Total income		91,127	25,128	116,255	97,053
Expenditure on:					
Salaries, NIC and pension	(3)	52,330	5,543	57,873	42,008
Payroll costs		515	-	515	541
Other staff costs		65	-	65	600
Volunteer expenses		-	-	-	62
Training and supervision		6,572	-	6,572	8,516
Premises costs		8,504	-	8,504	21,490
Phone and postage		240	-	240	799
Printing, stationery and office expenses		36	-	36	1,572
Fundraising expense		518	-	518	527
Independent examination		960	-	960	690
Membership and subscriptions		260	-	260	240
Office, IT and equipment costs		1,058	10,758	11,816	1,520
COVID-19 AWC Pathway		7,545	-	7,545	-
Insurance		1,377	-	1,377	985
DBS checks		329	-	329	198
Professional fees and consultancy		3,242	610	3,852	5,225
Counselling fees		3,874	-	3,874	-
Gifts and donations		-	-	-	951
Course deposit refunds		-	-	-	200
Activities and events		338	-	338	-
Sundry expenses		120	-	120	13
Total expenditure		87,883	16,911	104,794	86,137
Net income		3,244	8,217	11,461	10,916
Fund balances brought forward		54,500	26,049	80,549	69,633
Fund balances carried forward	(4)	57,744	34,266	92,010	80,549

All incoming resources and resources expended derive from continuing activities.

Bradford Bereavement Support

Balance sheet

as at 31 March 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Current assets					
Debtors and prepayments	(5)	21,948	-	21,948	-
Cash at bank and in hand	(6)	57,268	34,266	91,534	85,376
Total current assets		<u>79,216</u>	<u>34,266</u>	<u>113,482</u>	<u>85,376</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(7)	21,472	-	21,472	4,827
Total current liabilities		<u>21,472</u>	<u>-</u>	<u>21,472</u>	<u>4,827</u>
Net current assets / (liabilities)		<u>57,744</u>	<u>34,266</u>	<u>92,010</u>	<u>80,549</u>
Net assets		<u>57,744</u>	<u>34,266</u>	<u>92,010</u>	<u>80,549</u>
Funds					
Unrestricted funds		57,744	-	57,744	54,500
Restricted funds		-	34,266	34,266	26,049
Total funds		<u>57,744</u>	<u>34,266</u>	<u>92,010</u>	<u>80,549</u>

For the year ending 31 March 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 09/12/2022

Nick Anderson (Trustee)

Bradford Bereavement Support

Notes to the accounts

for the year ended 31 March 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.

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.

Bradford Bereavement Support

Notes to the accounts continued

for the year ended 31 March 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Bradford and Airedale CCG	73,072	-	73,072	73,070
People's Postcode Lottery	-	18,585	18,585	-
DWP Kickstart	-	5,543	5,543	-
Tesco/Groundwork	-	1,000	1,000	-
Airedale, Wharfedale and Craven CCG	-	-	-	2,544
Yorkshire Building Society	-	-	-	2,000
National Lottery Community Fund	-	-	-	9,900
Sovereign Health Care	-	-	-	2,000
Donations	1,340	-	1,340	4,732
	<u>74,412</u>	<u>25,128</u>	<u>99,540</u>	<u>94,246</u>

3 Staff costs and numbers	2022 £	2021 £
Gross salaries	57,299	41,604
Social security costs	2,478	1,302
Employment allowance	(2,478)	(1,302)
Pensions	574	404
	<u>57,873</u>	<u>42,008</u>

The average number of employees during the year was 4.5, being an average of 2.4 full time equivalent (2021: 4, 1.6 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	574	404

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Lottery Community Fund (1)	4,558	-	-	-	4,558
Lottery Community Fund (2)	9,900	-	9,167	-	733
Morrison's Foundation	9,591	-	-	-	9,591
DWP Kickstart	-	5,543	5,543	-	-
People's Postcode Lottery	-	18,585	-	-	18,585
Tesco/Groundwork	-	1,000	610	-	390
Yorkshire Building Society	2,000	-	1,591	-	409
	<u>26,049</u>	<u>25,128</u>	<u>16,911</u>	<u>-</u>	<u>34,266</u>

Fund name	Purpose of restriction
Lottery Community Fund (1)	To fund project delivery of an advice and support service to the bereaved of Bradford.
Lottery Community Fund (2)	Towards the costs of an IT upgrade to support remote working.
Morrison's Foundation	To fund project delivery of Group Support to the bereaved of Bradford.
DWP Kickstart	Contributions towards apprentice employment
People's Postcode Lottery	To employ a temporary Community Engagement Officer for 6 months to

Tesco/Groundwork	target BAME, LGBTQ+ and male communities.
Yorkshire Building Society	To support service delivery.
	Covid-19 response fund.

Bradford Bereavement Support
Notes to the accounts continued
for the year ended 31 March 2022

5 Debtors	2022	2021
	£	£
Debtors	21,948	-
	<u>21,948</u>	<u>-</u>

6 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	91,436	85,278
Cash in hand	98	98
	<u>91,534</u>	<u>85,376</u>

7 Creditors and accruals	2022	2021
	£	£
Creditors	144	-
Accruals	960	3,690
Deferred income (NHS CCG April 2022 quarter)	18,268	-
Taxation and social security	2,100	1,137
	<u>21,472</u>	<u>4,827</u>

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

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

The key management personnel of the charity include the trustees and Service Manager. The total employee benefits received were £20,346 (previous year: £19,354).