

Registered Charity no. 1142398
Registered Company no. 06922981

Action For Community Limited
(Company Limited by Guarantee)

Trustees Annual Report and Accounts

Year Ended 30th September 2020

Action For Community Limited

Year Ended 30th September 2020

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Action For Community Limited

Year Ended 30th September 2020

Legal and Administrative Information

Reference

The Charity is called "Action For Community Limited". The charity which is a limited by guarantee was formed on the 3 June 2009 registered in England and Wales. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Registered Charity Number	1142398
Registered Company Number	06922981
Registered Office	Carlisle Business Centre 60 Carlisle Road Bradford BD8 8BD

The Trustees and Directors

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

Roland Clark	Chair of trustees
Shaukat Ahmed	
Hamayun Arshad	
Ruby Bhatti	

Primary Bankers	Barclays Bank Plc 10 Marlet Street Bradford BD1 1EG
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Independent Examiner:	Nigel Wyatt BSC FCA Wyatt & Co Chartered Accountants 125 Main Street Garforth, Leeds, LS25 1AF
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Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

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.

Achievements and performance

Achievements and performance 2019-20 for the Doula Project

Bradford Doulas are funded by Bradford City Clinical Commissioning Group and Better Start Bradford.

The service offers (non-clinical) practical and emotional support to pregnant women six weeks before, during labour and six weeks after the birth. Support can be delivered within the home, community, or a mutually agreed location through trained and accredited Volunteer Doulas. Acting as a 'professional friend', a Volunteer Doula will support the individual to make positive and informed choices, accompany them to appointments, provide practical support at the birth, build positive relationships with other services, and offer emotional support.

This year saw the funding from BSB for the Doula Project extended for another 3 years. During a lengthy service specification design process with the funder, the Logic Model was updated, and a proposal to increase staff numbers was accepted. Also by working closely with the Innovation Hub during this period, the Doula Project team were able to set up the Process Flow and Data Requirements that would enable the project to utilise System One in year 5 2021. This piece of work began November 2019 and will be completed by February 2021 with bi-weekly meetings with the Facilitator at Better Start Bradford, Doula Project Manager and the wider Doula team.

The Bradford Doulas Stats for 19/20 were as follows:

112 women referred to the service

59 women supported

20 births supported

Labour Support re-started in September 2020, however no home visiting was allowed in line with the Doula Project's Covid risk assessment.

In response to the challenges of the pandemic and working from home, the Doula team developed successful virtual support strategies for the Volunteer Doula service. All staff and volunteer meetings as well as Doula support sessions to mums were virtual for the whole of 2020. The Project was able to invest in new laptops for the team to facilitate this service transformation, and there was a focus upon staff wellbeing and mental health during this difficult time. The Volunteer catch up sessions also focussed upon wellbeing with virtual up-skilling and the latest Covid guidelines and changes to services also covered.

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

	Date	Session	Attendees Includes staff x4/5
1	May 20	In-house Active Birth Positions at home help virtually	19
2	May 20	In-House Support women Postnatally virtually	15
3	June 20	AB - Hypnobirthing Breathing techniques virtually	13
4	June 20	Little Minds Matter - for volunteers	13
5	June 20	BF Refresher with Jane D & Judith	15
6	July 20	AB - Pelvic Floor & Perineal Massage	12
7	July 20	Covid 19 Phase 2	9
8	Aug 20	Building Each Other up	14
9	Sept 20	Lets Get Together	21
10	Sept 20	BIRTH RIGHTS org	18
11	Oct 20	Bradford Council - Safeguarding Virtual	12
12	Nov 20	In-house Baby week - wellbeing session	13

This period of change also saw the project increase its use of interpreting services. As Doulas could not do face to face meetings, it became more important than ever to ensure women and families were aware of their choices particularly when having a baby in lockdown.

The Project did not deliver any new training of volunteers in this period. Better Start Bradford agreed to support the project to push back the dates. Instead of training September 2020 the training was re-scheduled for January 2021.

Plans for the future

The Doula Project is set in the coming year to receive additional funding from the Reducing Inequalities in Communities #RIC programme led by the Bradford District & Craven Clinical Commissioning Group, 'closing the health gap in central Bradford'. This opportunity will mean an expansion of the Doula team in 2021.

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

Public Benefit

The Trustees, in making decisions about the activities of the organisation, have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Financial review

The net expenditure for the year was £9,361, including net expenditure of £216 on unrestricted funds and net expenditure of £9,145 on restricted funds. The total funds held at the year end was £6,563, of which £2,975 was restricted and £3,588 was unrestricted.

Reserves policy

The charity's free reserves at the yearend were £3,588. At the point of signing and submitting the accounts the trustees were in the process of reviewing, assessing, and updating the organisations reserves policy. It is the target and ambition of the board to hold the appropriate level of funds to support the charity in meeting its aims and also to minimise any uncertain short term financial risk. It is expected to have an updated and approved reserves policy for the year ending 30 September 2021.

Funds In deficit

At 30 September 2020 the Doula BSB restricted fund had a deficit balance of £10,125. This is due to funds having been spent in anticipation of being recouped at a later date as the BSB funding is part of an ongoing stream for the Doula Project. The board are making steps for the negative balance to be eliminated by the future income stream of the project contract and through review of other completed projects which have residual funds that may possibly be released for the organisation to use freely within its objectives.

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

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:

Signed:



Name: Roland Clark

Date: 02/02/2022

Action For Community Limited

Year Ended 30th September 2020

Independent Examiners Report

I report to the trustees on my examination of the financial statements of Action For Community Limited ('the charity') for the year ended 30 September 2020.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 03/02/2022

Action For Community Limited

Year Ended 30th September 2020

Statement of Financial Activities

			12 months 2020		18 months 2019
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total funds £
Income					
Donations and legacies	2	-	120,371	120,371	225,947
Investment Income		-	-	-	-
Total Income		-	120,371	120,371	225,947
Expenditure					
Expenditure on charitable activities	4	216	127,226	127,441	228,233
Total Expenditure		216	127,226	127,441	228,233
Net income / (expenditure)		(216)	(9,145)	(9,361)	(2,286)
Net income and net movement in funds					
Total funds brought forward		3,804	12,120	15,924	229,530
Transfers		-	-	-	-
Total funds carried forward	10	3,588	2,975	6,563	227,244

All income and expenditure derive from continuing activities.

The statement is a combined Statement of Financial Activities and Income and Expenditure Account for the purposes of meeting both companies act and charity SORP reporting requirements.

Action For Community Limited

Year Ended 30th September 2020

Statement of Financial Position

	Note	2020 £	2019 £
Current assets			
Debtors	8	20,917	21,997
Cash at bank and in hand		24,324	8,549
		<u>45,241</u>	<u>30,546</u>
Creditors: amounts falling due within one year	9	36,387	14,622
Net current assets		<u>8,854</u>	<u>15,924</u>
Net assets	11	<u>8,854</u>	<u>15,924</u>
Funds of the charity			
Restricted funds	10	5,266	12,120
Unrestricted funds	10	3,588	3,804
Total charity funds		<u>8,854</u>	<u>15,924</u>

Directors Responsibilities


The Directors are satisfied that for the year ended on 30th September 2020 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner.

The Directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These Financial Statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

Name of Trustee:

R G Clark

Signed on behalf of the Trustees:



Date of approval:

02/02/2022

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

1 Basis of Preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) issued on 16 July 2014 as amended by Bulletin 1, the Financial Reporting Standard applicable in the United Kingdom (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal, often known as a 'special offering' in the church.

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

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

- All voluntary income from members of the church are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.
- Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Income resources from charitable trading activities such as the letting of the building are accounted for when invoices are drawn up (as the point of entitlement).
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Gifts in Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Volunteer time, the value of voluntary support for the work of the church is not included in the accounts but is described in the Trustees annual report.
- Investment Income is included in the accounts when receivable.

Resources expended

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.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Liability Recognition

Abilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation, assets which cost less than £700 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life.

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

Taxation

The charity is exempt from tax on its charitable activities.

Judgements and key sources of estimation

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 5 for the carrying amount of the property plant and equipment, and note 1.5 for the useful economic lives for each class of assets.

Accounting Period

The accounts year ending 30 September 2019 was a 18 month period of account from the 1 April 2018 to the 30 September 2019.

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations and legacies			
Grants	-	120,371	120,371
	-	120,371	120,371
Total Income	-	120,371	120,371

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations and legacies			
Grants		225,947	225,947
	-	225,947	225,947
Total Income	-	225,947	225,947

3 Grants and Donations

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Bradford & Airedale NHS	-	29,103	29,103
Better Start Bradford	-	91,269	91,269
Come Dine with me	-	-	-
CNET Well Bradford	-	-	-
	-	120,371	120,371

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Bradford & Airedale NHS	-	68,091	68,091
Better Start Bradford	-	151,106	151,106
Come Dine with me	-	1,794	1,794
CNET Well Bradford	-	4,955	4,955
	-	225,946	225,946

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

4 Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Staffing	-	91,624	91,624
Sundry Costs	181	1,204	1,385
Travel Expenses	-	42	42
Rent and Rates	-	10,742	10,742
Light & Heat	-	354	354
Cleaning	-	433	433
Management Fee	-	6,059	6,059
Staff Training & Monitoring	23	10,332	10,355
Legal and Professional	-	614	614
Office stationary & Equipment	40	2,867	2,907
Catering expenses	-	738	738
Telephone & computer costs	-	2,216	2,216
Bank charges	-	-	-
Independent Examinations	(28)	-	(28)
	<u>216</u>	<u>127,226</u>	<u>127,441</u>

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Staffing	-	125,039	125,039
Sundry Costs	-	281	281
Travel Expenses	-	542	542
Rent and Rates	-	16,092	16,092
Light & Heat	-	695	695
Cleaning	-	1,020	1,020
Management Fee	-	7,324	7,324
Staff Training & Monitoring	-	21,524	21,524
Legal and Professional	13	4,357	4,370
Office stationary & Equipment	-	5,913	5,913
Catering expenses	-	6,696	6,696
Telephone & computer costs	-	3,822	3,822
Bank charges	-	30	30
Independent Examinations	729	-	729
MHLI Activities	-	-	-
Doula CCG	-	7,102	7,102
Doula BSB	-	20,508	20,508
C Net	-	4,019	4,019
Come Dine With me	-	1,746	1,746
Misc. re Inter Company	-	781	781
	<u>742</u>	<u>227,491</u>	<u>228,233</u>

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

5 Independent examination fees

Fees payable to the independent examiner for:

	2020	2019
	£	£
Independent examination and preparation of the financial statements	1,080	900

6 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	85,355	123,629
Social security costs	5,247	-
Employer contributions to pension plans	962	1,410
	<u>91,564</u>	<u>125,039</u>

The average head count of employees during the year was as follows:

	2020	2019
Average Head Count	6	6

Number of employees who received benefits of more than £60,000 during the year was as follows:

	2020	2019
More than £60,000	-	-

The staff are employed by Action for Business Limited and includes a salary paid to the CEO for work relating to the work on the charity of £6,059 (2019: £7,238).

Key Management Personnel

The trustees deem that the key management personal of the charity is the CEO.

7 Trustee remuneration, expenses and donations

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

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

8 Debtors

	2020	2019
	£	£
Trade Debtors	1,062	16,895
Prepayments	5,031	3,538
Other Debtors	7,132	1,309
Related Party Debtors	7,691	255
	<u>20,917</u>	<u>21,997</u>

9 Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals	1,304	2,863
Other Creditors	6,720	6,720
Trade Creditors	8,056	5,039
Deferred Income	20,308	-
	<u>36,387</u>	<u>14,622</u>

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

10 Analysis of Charitable Funds

Unrestricted Funds

	1 Oct 2019 £	Income £	Expenditure £	Gains/Loses £	Transfers £	30 Sep 2020 £
Unrestricted						
General	3,804	-	(216)	-	-	3,588
Total Unrestricted	3,804	-	(216)	-	-	3,588

Restricted Funds

Doula BSB	(3,837)	91,269	(97,557)	-	-	(10,125)
Doula CCG	3,472	29,103	(29,669)	-	-	2,906
MHLI	11,849	-	-	-	-	11,849
C Net	588	-	-	-	-	588
Come Dine With Me	48	-	-	-	-	48
Total	12,120	120,371	(127,226)	-	-	5,266

Total Funds

Total	15,924	120,371	(127,441)	-	-	8,854
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Fund Descriptions

Restricted Funds

Doula BSB	Peer support for vulnerable pregnant mums through pregnancy and child birth.
Doula CCG	Peer support for vulnerable pregnant mums through pregnancy and child birth.
MHLI	A healthy living initiative for Manningham and Girdlington.
C Net	Part of Well Bradford Small Grants Scheme for Doula Programme.
Come Dine With Me	Part of Home Office funded Building a Stronger Britain Together programme.

Negative Fund Balances

Doula BSB	At 30 September 2020 the Doula BSB restricted fund had a deficit balance of £10,125. This is due to funds having been spent in anticipation of being recouped at a later date as the BSB funding is part of an ongoing stream for the Doula Project. For more details regarding this please refer to the trustees report on page 4.
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Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

11 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current Assets	39,976	5,266	45,241
Creditors less than 1 year	(36,387)	-	(36,387)
	<u>3,589</u>	<u>5,266</u>	<u>8,854</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current Assets	18,426	12,120	30,546
Creditors less than 1 year	(14,622)	-	(14,622)
	<u>3,805</u>	<u>12,120</u>	<u>15,925</u>

12 Company Status

The company is a company limited by guarantee and not having a share capital. Every member of the company undertakes to contribute in a winding up a sum not exceeding £10 whilst they are a member, or within one year after ceasing to be a member, towards debts and liabilities contracted before ceasing to be a member.

13 Related party transactions

The trustees - Shaukat Ahmed, Hamayun Arshad and Ruby Bhatti - are directors of Action For Business (Bradford) Limited (ABL) - company number 02728593. Following transactions have taken place between the charity and Action for Business (Bradford) Limited.

	2020 £	2019 £
Management fee	6,059	7,324
Rent, room hire & service charges	13,820	13,405
Salaries	91,564	125,039
Activities paid by ABL and recharge	-	19,842
	<u>111,442</u>	<u>165,610</u>

14 Prior Period Adjustment

The 2019 signed accounts included an inconsistency between the restricted fund balance outlined in the financial statements and the restricted funds notes. This difference total was £781. In order to amend for this difference the total restricted funds balance from the 2019 restricted funds note has been carried forward into the accounts year ending 30th September 2020. The £781 difference has been applied to the opening unrestricted fund balance resulting in a change from £4,585 to £3,804.

Action For Community Limited

Year Ended 30th September 2020

Notes to the Financial Statements

15 Detailed analysis of income and expenditure

	2020 £	2019 £
Donations and legacies		
Grants	120,371	225,947
	<u>120,371</u>	<u>225,947</u>
Expenditure on charitable activities by fund type		
Staffing	91,624	125,039
Sundry Costs	1,385	281
Travel Expenses	42	542
Rent and Rates	10,742	16,092
Light & Heat	354	695
Cleaning	433	1,020
Management Fee	6,059	7,324
Staff Training & Monitoring	10,355	21,524
Legal and Professional	614	4,370
Office stationary & Equipment	2,907	5,913
Catering Expenses	738	6,696
Telephone & Computer Costs	2,216	3,822
Bank Charges	-	30
Independent Examinations	(28)	729
MHLI Activities	-	-
Doula CCG	-	7,102
Doula BSB	-	20,508
C Net	-	4,019
Come Dine With me	-	1,746
Misc. re Inter Company	-	781
	<u>127,441</u>	<u>228,233</u>
Net income / (expenditure)	<u>(7,070)</u>	<u>(2,286)</u>