

Café West

Charity number 1143422

A company limited by guarantee number 04334432

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



West Yorkshire Community Accounting Service

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

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Prepared by West Yorkshire Community Accountancy Service CIO

Café West

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
Heather Weatherhead	Chair	
Sajid Hussain		Appointed 1 November 2021
Maureen Holmes		Resigned 15 November 2021
Susan Moreland	Treasurer	Appointed 1 November 2021
Josiah Sulc		Appointed 1 November 2021
Susan Duffy		
Elizabeth Rhodes		Appointed 1 November 2021; Resigned 15 November 2022

Charity number 1143422 Registered in England and Wales

Company number 04334432 Registered in England and Wales

Registered and principal address

Café West Healthy Living Centre
Wanstead Crescent
Allerton
Bradford
BD15 7PA

Bankers

The Co-operative Bank
P O Box 250
Skelmersdale
WN8 6WT

Independent examiner

Alan Dodd FCCA

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 5 December 2001. It is governed by a memorandum and articles of association, as amended on 15 July 2011, 9 September 2013 and 25 May 2022. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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.

The charity's objects

To promote the good health and improve the health of the residents of Allerton and Lower Grange and surrounding areas of West Bradford (the area of benefit), in particular by the establishment of a healthy living centre in the area.

To further or benefit the residents of the area of benefit, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

Café West

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

Objectives and activities

The charity's main activities

Cafe West is a full spectrum community centre located in the heart of Allerton, within a recognised area of deprivation, delivering end to end services for the people of Allerton, Lower Grange, Sandy Lane and the wider area. We have continued services from 2020/21 and have expanded our offer to the community with the addition of a disability friendly wet room and utility room, increased exercise and cooking classes, feeding support, credit union, increased community consultancy and stronger engagement with local schools and organisations. We have also expanded and diversified the board of trustees.

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 and in particular the advancement of education and the provision of facilities in the interests of social welfare.

Achievements and performance

Over the last fiscal year Cafe West has increased the number of residents accessing the centre and key objectives have been delivered along with a number of notable achievements:-

Continued to provide classes and support to residents which have included, Cook & Eat Sessions, wellbeing, digital inclusion, nutrition, financial advice, local HUBs, triage, advice and exercise classes for young and elderly.

A busy well-resourced holiday programme along with feeding and support for local children, families and others in need of support.

A range of advice and counselling has been on offer covering debt, welfare benefits. The number of residents accessing these services continues to increase year on year.

The library within Cafe West is a great success. It's used by the elderly residents as well as having a large number of younger users, which have expanded thanks to better engagement from local schools. It just keeps growing.

Cafe West will continue to work in collaboration with a wide range of Partners, Local Authority, NHS, Registered Social Landlords, Third Sector Groups and most importantly the Community to assist in the delivery of key objectives to promote the health and well-being of residents in Allerton & Lower Grange.

We have provided over 150,000 meals to local residents in need and delivered over 20,000 hours of organised play and activities.

Financial review

The net income for the year was £18,679, including net income of £20,480 on unrestricted funds and net expenditure of £1,801 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £92,123.

The trustees are in the process of establishing a reserves policy for the charity and intend to adopt and implement a suitable policy shortly.

Café West

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.

Approved by the board of trustees on

Signed: (Trustee)

Name:

Café West

Independent examiner's report to the trustees of Café West

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 6 to 15.

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

Since the charitable company's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACCA 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 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.

Signed:

Name: Alan Dodd FCCA

Date:

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Café West

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)	100,174	116,996	217,170	232,338
Café and related income		10,054	-	10,054	853
Room hire		38,763	7,190	45,953	43,042
Sessional events and activities		2,353	41	2,394	4,946
Other income		201	-	201	75
Bank interest		11	-	11	-
Total income		151,556	124,227	275,783	281,254
Expenditure on:					
Salaries, NI and pensions	(3)	44,224	56,557	100,781	67,180
Recruitment costs		-	-	-	540
Grants payable	(4)	-	-	-	500
Training		108	909	1,017	17
Minibus costs		3,607	-	3,607	3,500
Rates		1,180	619	1,799	324
Insurance		2,931	501	3,432	2,698
Heat and light		5,438	2,160	7,598	7,860
Cleaning		2,604	211	2,815	3,309
Repairs, maintenance and refurbishment		8,620	5,927	14,547	7,529
Printing, postage and stationery		736	2,194	2,930	810
Telephone and internet		3,036	71	3,107	4,676
Computer running costs		513	2,295	2,808	2,499
Activities and events		6,940	30,432	37,372	21,882
Café expenditure		5,995	3,914	9,909	836
Professional fees		-	123	123	6,279
Payroll fees		1,140	-	1,140	1,207
Independent examination		2,180	-	2,180	2,640
Subscriptions		321	-	321	108
Irrecoverable VAT		-	-	-	(1,324)
Depreciation		60,560	-	60,560	60,090
Sundry expenses		-	-	-	149
Travel expenses		492	355	847	-
Advertising		181	30	211	-
Total expenditure		150,806	106,298	257,104	193,309
Net income / (expenditure)		750	17,929	18,679	87,945
Transfers between funds		19,730	(19,730)	-	-
Net movement in funds		20,480	(1,801)	18,679	87,945
Fund balances brought forward		101,894	1,801	103,695	15,750
Fund balances carried forward	(5)	122,374	-	122,374	103,695

All incoming resources and resources expended derive from continuing activities.

Café West

Balance sheet

as at 31 March 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(6)	142,935	-	142,935	183,325
Total fixed assets		<u>142,935</u>	<u>-</u>	<u>142,935</u>	<u>183,325</u>
Current assets					
Debtors and prepayments	(7)	37,624	-	37,624	9,780
Cash at bank and in hand	(8)	115,911	-	115,911	133,447
Total current assets		<u>153,535</u>	<u>-</u>	<u>153,535</u>	<u>143,227</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(9)	61,412	-	61,412	57,260
Total current liabilities		<u>61,412</u>	<u>-</u>	<u>61,412</u>	<u>57,260</u>
Net current assets / (liabilities)		<u>92,123</u>	<u>-</u>	<u>92,123</u>	<u>85,967</u>
Total assets less current liabilities		<u>235,058</u>	<u>-</u>	<u>235,058</u>	<u>269,292</u>
Creditors: amounts falling due after one year	(10)	112,684	-	112,684	165,597
Net assets		<u>122,374</u>	<u>-</u>	<u>122,374</u>	<u>103,695</u>
Funds					
Unrestricted funds		122,374	-	122,374	101,894
Restricted funds		-	-	-	1,801
Total funds		<u>122,374</u>	<u>-</u>	<u>122,374</u>	<u>103,695</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

Signed: (Trustee)

Name:

Café West

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.

Tangible fixed assets

Tangible fixed assets costing more than £500 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 over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 20 years straight line

Fixtures, fittings and equipment: over 3 years straight line

Motor vehicles: 25% on written down value

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.

Café West

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies continued

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.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Café West

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 £
Arnold Clark	1,000	-	1,000	-
Bradford Council Community Chest	-	500	500	500
Bradford MDC - benches	-	1,488	1,488	-
Bradford MDC - Community Building	-	8,070	8,070	-
Bradford MDC - Community sports day	-	200	200	-
Bradford MDC - core support	8,000	-	8,000	8,000
Bradford MDC - Day opportunities	-	16,600	16,600	16,600
Bradford MDC - HAFP funding	-	10,666	10,666	6,000
Bradford MDC - Healthy holidays	-	24,175	24,175	12,000
Bradford MDC - HSF	-	10,500	10,500	-
Bradford Teaching Hospitals (Jump)	-	1,421	1,421	3,000
Deferred capital grant	52,913	-	52,913	52,913
Disability Access	-	19,500	19,500	-
ESFA	1,500	-	1,500	-
Future Boost	-	1,500	1,500	-
HMRC Job retention scheme	-	4,246	4,246	12,004
Incommunities	-	1,080	1,080	-
Manjit Wolstenholme	-	10,000	10,000	-
National Lottery Community Fund	9,999	-	9,999	48,501
Near Neighbours	-	3,000	3,000	-
Omicron	5,650	-	5,650	-
Power to Change (Participate)	-	250	250	1,600
Race equality	-	3,000	3,000	-
Restart	13,750	-	13,750	-
Shipley College	500	-	500	-
Sovereign Healthcare	5,000	-	5,000	-
University of Bradford	1,680	-	1,680	-
Yorkshire Sport	-	300	300	-
Bradford MDC - food	-	-	-	3,000
Bradford MDC - Innovation fund	-	-	-	2,000
Bradford MDC - local restriction support grant	-	-	-	14,476
Bradford MDC - small business grant	-	-	-	25,000
Brathay Trust	-	-	-	2,750
Church Urban Fund	-	-	-	2,000
Give Bradford Resilience fund	-	-	-	9,887
Groundwork (Tesco Bags of Help)	-	-	-	500
Leeds Community Foundation	-	-	-	6,200
Saffron Dean Community Association	-	-	-	1,100
The Bradford Community Play partnership	-	-	-	2,130
Other donations	182	500	682	2,177
	<u>100,174</u>	<u>116,996</u>	<u>217,170</u>	<u>232,338</u>

Café West

Notes to the accounts continued for the year ended 31 March 2022

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	96,365	65,134
Social security costs	6,551	4,437
Employment allowance	(4,000)	(4,000)
Pensions	1,865	1,609
	<u>100,781</u>	<u>67,180</u>

The average number of employees during the year was 5.7, being an average of 4.8 full time equivalent. There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	1,865	1,609

4 Grant making

Project or activity	2022 Grants to institutions £	2021 Grants to institutions £	2022 Grants to individuals £	2021 Grants to individuals £
Near Neighbours	-	500	-	-
Total	<u>-</u>	<u>500</u>	<u>-</u>	<u>-</u>

5 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Bradford Community Chest	-	500	500	-	-
Bradford Council	-	27,900	27,900	-	-
Day Opportunities	-	16,641	15,141	(1,500)	-
Disability Access	-	19,500	1,650	(17,850)	-
Future Boost	-	1,500	1,500	-	-
Groundworks	143	-	143	-	-
HAF	(1,735)	10,214	8,479	-	-
Healthy Holidays	-	24,175	24,175	-	-
Incommunities	-	1,580	1,200	(380)	-
Innovation	2,000	-	2,000	-	-
City of Bradford Resilience Fund	331	-	331	-	-
Lower Grange Community Ctre.	-	1,421	1,421	-	-
Manjit Wolstenholme	-	10,000	10,000	-	-
Near Neighbours	1,062	3,000	4,062	-	-
Race Equality	-	3,250	3,250	-	-
Yorkshire Sport	-	300	300	-	-
HMRC Job Retention scheme	-	4,246	4,246	-	-
	<u>1,801</u>	<u>124,227</u>	<u>106,298</u>	<u>(19,730)</u>	<u>-</u>

Café West

Notes to the accounts continued for the year ended 31 March 2022

5 Restricted funds (continued)

Fund name	Purpose of restriction
Bradford Community Chest	Sports day project.
Bradford Council	Activities and sessions.
Day Opportunities	History of Allerton and stroke survivors' groups. Transfer relates to the cost of internal room hire.
Disability Access	For building enhancements - transfer relates to the cost of works capitalised in the accounts.
Future Boost	Teaching dance and boxing for 16-25 year olds.
Groundworks	Tesco bags for help scheme.
HAF	Holiday activities and food programme.
Healthy Holidays	Towards children's holiday camps and food.
Incommunities	Costs of job fair, and to alleviate isolation. Transfer relates to the cost of internal room hire.
Innovation	City of Bradford MDC innovation fund.
City of Bradford Resilience Fund	Assistance to organisations supporting isolated and vulnerable people.
Lower Grange Community Ctre.	Boxing sessions.
Manjit Wolstenholme	To provide children's education resources and tutors.
Near Neighbours	Family cooking project.
Race Equality	Towards community champions project.
Yorkshire Sport	Sports day project.
HMRC Job Retention scheme	Towards retention of staff during periods of lockdown during Covid pandemic.

Café West

Notes to the accounts continued for the year ended 31 March 2022

6 Tangible assets	Land and buildings	Motor vehicles	Fixtures, fittings and	Total
Cost	£	£	£	£
At 1 April 2021	1,147,036	34,000	64,689	1,245,725
Additions	19,540	-	630	20,170
At 31 March 2022	1,166,576	34,000	65,319	1,265,895
Depreciation				
At 1 April 2021	971,779	25,932	64,689	1,062,400
Charge for year	58,333	2,017	210	60,560
At 31 March 2022	1,030,112	27,949	64,899	1,122,960
Net book value				
At 31 March 2022	136,464	6,051	420	142,935
At 31 March 2021	175,257	8,068	-	183,325
7 Debtors and prepayments			2022	2021
			£	£
Debtors			-	6,468
Prepayments			3,380	3,312
Other debtors			34,244	-
			37,624	9,780
8 Cash at bank and in hand			2022	2021
			£	£
Cash at bank			115,565	133,445
Cash in hand			346	2
			115,911	133,447
9 Creditors and accruals			2022	2021
			£	£
Creditors			2,981	-
Accruals			5,518	4,347
Deferred income (see note below for analysis)			52,913	52,913
			61,412	57,260

Café West

Notes to the accounts continued for the year ended 31 March 2022

10 Creditors: amounts falling due after one year

	2022	2021
	£	£
Deferred capital grant	112,684	165,597
	<u>112,684</u>	<u>165,597</u>

11 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 total employee benefits received by key management personnel were £36,268.

12 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2022
	£
Within one year	2,088
In the second to fifth years inclusive	8,352
Over five years from the balance sheet date	<u>174</u>
	<u>10,614</u>

Café West

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	100,174	117,570	116,996	114,768	217,170	232,338
Café and related income	10,054	853	-	-	10,054	853
Room hire	38,763	43,042	7,190	-	45,953	43,042
Sessional events and activities	2,353	4,946	41	-	2,394	4,946
Other income	201	75	-	-	201	75
Bank interest	11	-	-	-	11	-
Total income	151,556	166,486	124,227	114,768	275,783	281,254
Expenditure						
Salaries, NI and pensions	44,224	67,180	56,557	-	100,781	67,180
Recruitment costs	-	540	-	-	-	540
Grants payable	-	500	-	-	-	500
Training	108	17	909	-	1,017	17
Minibus costs	3,607	3,500	-	-	3,607	3,500
Rates	1,180	324	619	-	1,799	324
Insurance	2,931	2,698	501	-	3,432	2,698
Heat and light	5,438	7,860	2,160	-	7,598	7,860
Cleaning	2,604	3,309	211	-	2,815	3,309
Repairs, maintenance and refurbishr	8,620	7,529	5,927	-	14,547	7,529
Printing, postage and stationery	736	810	2,194	-	2,930	810
Telephone and internet	3,036	4,676	71	-	3,107	4,676
Computer running costs	513	2,499	2,295	-	2,808	2,499
Activities and events	6,940	21,882	30,432	-	37,372	21,882
Café expenditure	5,995	836	3,914	-	9,909	836
Professional fees	-	6,279	123	-	123	6,279
Payroll fees	1,140	1,207	-	-	1,140	1,207
Independent examination	2,180	2,640	-	-	2,180	2,640
Subscriptions	321	108	-	-	321	108
Irrecoverable VAT	-	(1,324)	-	-	-	(1,324)
Depreciation	60,560	60,090	-	-	60,560	60,090
Sundry expenses	-	149	-	-	-	149
Travel expenses	492	-	355	-	847	-
Advertising	181	-	30	-	211	-
Total restricted expenditure	-	(111,367)	-	111,367	-	-
Total expenditure	150,806	81,942	106,298	111,367	257,104	193,309
Net income / (expenditure)	750	84,544	17,929	3,401	18,679	87,945
Transfers between funds	19,730	3,000	(19,730)	(3,000)	-	-
Net movement in funds	20,480	87,544	(1,801)	401	18,679	87,945
Fund balances brought forward	101,894	14,350	1,801	1,400	103,695	15,750
Fund balances carried forward	122,374	101,894	-	1,801	122,374	103,695