

Participate Projects

Charity number 1147520

A company limited by guarantee number 07990889

Annual Report and Financial Statements for the year ended 31 March 2021



West Yorkshire Community Accounting Service

Participate Projects

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Participate Projects

Trustees' report for the year ended 31 March 2021

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
Susan Mendoza	Chair	
Warren Evans	Vice Chair	
Andrew Hemming		
Michael Forbes		
Judith Roberts		
Sajjad Shah		Appointed 11 October 2021
Charity number	1147520	Registered in England and Wales
Company number	07990889	Registered in England and Wales
Registered and principal address	Bankers	
Oakfield Business Centre	The Co-operative Bank - Business	
Carr Lane	PO Box 250	
Shipley BD18 2NQ	Skelmersdale, WN8 6WT	

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

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 March 2012, as amended by special resolution on 30 May 2012. 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.

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.

Participate Projects

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

(1) To promote any charitable purposes for the benefit of the public in England and Wales (hereinafter called the "area of benefit") and, in particular, to build the capacity of third sector organisations to enable them to access charitable support from Government, local authorities and from private "for profit" organisations to enable them to pursue or contribute to any charitable purpose.

(2) The promotion of the efficiency and effectiveness of charities and the effective use of resources for charitable purposes by charitable and non-charitable bodies for the benefit of the public.

(3) To advance the education of pupils in the area of benefit by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for education purposes at their schools.

(4) The prevention or relief of poverty in the area of benefit by providing services and support to charities, or other organisations working to prevent or relieve poverty.

(5) To promote the conservation, protection and improvement of the physical and natural environment for the public benefit.

(6) To develop the capacity and skills of the members of socially disadvantaged communities in the area of benefit.

(7) To relieve unemployment for the public benefit; and

(8) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society – "social excluded" means "being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community – by undertaking charitable activities which assist those whose ability to access the internet and other digital technologies for social, economic and cultural benefit is limited by reason of their age, ill-health, disability, financial hardship or other disadvantage.

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

COVID 19 Response

When COVID first hit, we furloughed 2 members of our staff; the rest of the team worked on a plan of how we could use our networks and resources to support our local COVID 19 response and recovery.

We initially used our available resources and networks to support other charities that were facing higher than expected demand for service. We supported local food banks by offering the use of our van and brokered volunteers and donations from businesses into community based groups. This ad-hoc work, was the start of Bradford Together.

Bradford Together

Bradford Together was set up during the COVID19 crisis with support from Bradford Council. Its aim was to quickly and efficiently ensure that communities, charities, schools and public health services could access skills, volunteers and essential goods and services during the pandemic.

www.bradfordtogether.org was quickly established to provide a brokerage between businesses and furloughed workers who wanted to help and community organisations who needed help. Broker support varied from client to client, and included PPE, food donations, activities for young people, technology, logistics, HR, Legal and IT volunteers.

During its initial 6 months, Bradford Together brokered 130 matches worth £95,758. The National Lottery COVID recovery fund, supported the project between September 2020 and March 2021

Participate Projects

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

Keighley CLLD

Work continued on our ERDF Funded Keighley CLLD contract this year. The project delivers enterprise awareness activities, pre-start and start-up support, in the most disadvantaged areas. The project supports people to establish social economy businesses and trading organisations (Community Interest Companies, Social Enterprises, Charitable Incorporated Organisations, Community Businesses, Co-operatives) within the CLLD area. Beneficiaries may have direct experience of social issues they wish to address through enterprise, or face specific issues that make enterprise a viable option. Support will target people unlikely to access mainstream enterprise support, promoted through existing relationships with charities in Keighley. Some of the focus of the project pivoted during the pandemic and put resources into supporting existing enterprises to survive during and immediately after the height of the pandemic.

Made in Manningham – Power to Change

In November 2020, Participate took on a transfer of assets of the Made in Manningham team and project from another organisation. Funded by Power to Change, Made in Manningham brings people together to create positive changes and access seed grants to start their own community enterprises. The project took on 3 members of staff; over time, the team hope that Made in Manningham will become independent and run by a local steering group.

The Venturists

In October 2020, Participate piloted its first youth social venture project – The Venturists.

The Venturists is a project that unleashes the potential of young people to create positive change in their communities. It's a unique project designed for primary school children, in particular 9 to 11 year olds, and gives young people the opportunity to start viable social action programmes. The project puts the young people in charge and empowers them through real learning experiences - creating an inclusive generation of young leaders who are taking an active role in the issues that affect them and their community. The project enables the young people to understand and explore issues in their community and what they might do to help. They plan their project, access the tools and resources needed to bring their idea to life; and then deliver a project that makes a real impact.

The project was successfully piloted at The Academy @ St James primary school in Allerton, Bradford with 10 young people.

The pilot was supported by the iwill fund, administered through Give Bradford. The development of The Venturists was supported through the Inclusive Recovery Fund, administered through Unltd.

School Grounds Programme

Our schools grounds programme was put on hold during the COVID 19 crisis.

Consultancy

We are continuing to provide consultancy services to other charities and third sector organisation. Services include strategic review, fundraising, theory of change, impact and purpose, coaching and business engagement. This has included providing support to Well Bradford to provide support to community initiatives in priority areas of Bradford (Girlington, Holmewood and Keighley), CO-OP's UK to support the delivery of a Community Enterprise Coaching Programme and some national research into Enterprise Coaching in Disadvantaged communities.

Participate Projects

Trustees' report (continued) for the year ended 31 March 2021

Financial review

The net income for the year was £90,841, including net income of £54,236 on unrestricted funds and net income of £36,605 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £95,981.

The charity's policy is to hold at least 3 months of reserves with an upper limit of 12 months, for the purpose of ensuring the smooth running of the charity to cover cashflow problems or temporary loss of income and to enable the orderly winding up if the charity has to close.

The reserves at the year end represents just over 3 months of planned expenditure.

Funds held as an agent on behalf of other groups

The charity has acted as an agent concerning the use of seed grant funding for organisations in Manningham. During the year grant income of £2,000 was received against which payments totalling £1,000 have been administered.

At the year end the charity was holding £1,000 relating to the scheme. This sum has been excluded from the bank balance at the year end and the above mentioned income and expenditure has also been excluded from the accounts in accordance with the Charities SORP FRS102.

Participate Projects

Trustees' report (continued) for the year ended 31 March 2021

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 15/11/2021

Susan Mendoza (Trustee)

Participate Projects

Independent examiner's report to the trustees of Participate Projects

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 8 to 14.

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

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

Rhys North ACA

17/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Participate Projects

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	18,463	223,345	241,808	96,676
Project and consultancy income		63,900	2,357	66,257	38,002
Total income		<u>82,363</u>	<u>225,702</u>	<u>308,065</u>	<u>134,678</u>
Expenditure on:					
Salaries and NI	(3)	50,080	88,594	138,674	86,928
Payroll charges		1,145	-	1,145	618
Consultancy		12,153	21,500	33,653	1,350
Staff expenses		359	151	510	826
Staff training		40	168	208	165
Marketing		2,345	6,569	8,914	175
Insurance		1,303	572	1,875	1,828
Consumables		84	214	298	318
Accommodation		1,800	1,167	2,967	3,878
Phones and internet		156	435	591	176
Van		2,160	-	2,160	4,410
Project expenditure		1,056	1,674	2,730	15,507
Grants payable	(4)	-	19,118	19,118	-
Independent examination		913	-	913	744
Domain and web hosting		45	31	76	247
IT costs		-	3,392	3,392	-
Other costs		-	-	-	80
Total expenditure		<u>73,639</u>	<u>143,585</u>	<u>217,224</u>	<u>117,250</u>
Net income / (expenditure)		<u>8,724</u>	<u>82,117</u>	<u>90,841</u>	<u>17,428</u>
Transfers between funds		<u>45,512</u>	<u>(45,512)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>54,236</u>	<u>36,605</u>	<u>90,841</u>	<u>17,428</u>
Fund balances brought forward		<u>41,745</u>	<u>42,496</u>	<u>84,241</u>	<u>66,813</u>
Fund balances carried forward	(5)	<u>95,981</u>	<u>79,101</u>	<u>175,082</u>	<u>84,241</u>

All incoming resources and resources expended derive from continuing activities.

Participate Projects

Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(6) 3,823	3,701	7,524	17,477
Cash at bank	94,001	77,945	171,946	72,985
Total current assets	<u>97,824</u>	<u>81,646</u>	<u>179,470</u>	<u>90,462</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 1,843	2,545	4,388	6,221
Total current liabilities	<u>1,843</u>	<u>2,545</u>	<u>4,388</u>	<u>6,221</u>
Net current assets / (liabilities)	<u>95,981</u>	<u>79,101</u>	<u>175,082</u>	<u>84,241</u>
Net assets	<u>95,981</u>	<u>79,101</u>	<u>175,082</u>	<u>84,241</u>
Funds				
Unrestricted funds	95,981	-	95,981	41,745
Restricted funds	-	79,101	79,101	42,496
Total funds	<u>95,981</u>	<u>79,101</u>	<u>175,082</u>	<u>84,241</u>

For the year ending 31 March 2021 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 15/11/2021

Susan Mendoza (Trustee)

Participate Projects

Notes to the accounts

for the year ended 31 March 2021

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.

Grants payable without performance conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

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.

Participate Projects

Notes to the accounts continued for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford Metropolitan District Council (BDMC)	2,500	59,621	62,121	-
European Social Fund	-	7,943	7,943	-
Groundworks	500	-	500	-
HMRC Coronavirus Job Retention Scheme (JRS)	-	6,522	6,522	116
Leeds Community Fund - #iwill Fund	-	4,790	4,790	-
Power to Change (PTC)	5,000	65,567	70,567	30,000
Social Enterprise Support Fund (SESF)	-	20,280	20,280	-
The National Lottery Community Fund (NLCF)	-	29,172	29,172	10,000
UnLtd	5,000	28,700	33,700	-
Yorkshire Building Society	1,700	-	1,700	-
Provident Financial	-	-	-	30,000
RBS - Skills and Opportunities Fund	-	-	-	11,160
Lloyds	-	-	-	7,000
Postcode Lottery	-	-	-	8,400
Donations	3,763	750	4,513	-
	<u>18,463</u>	<u>223,345</u>	<u>241,808</u>	<u>96,676</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	128,375	86,646
Social security costs	10,798	681
Employment allowance	(4,000)	(3,000)
Pensions	3,501	2,601
	<u>138,674</u>	<u>86,928</u>

The average number employees during the year was 5.8, being an average of 3.8 full time equivalent (2020: 4, 2.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	3,501	2,601
Amount of any contributions outstanding at the year end	943	519

4 Grant making

Total value of grants	Grants to institutions £	Grants to individuals £	Total 2021 £	Total 2020 £
Power to Change Fund	15,000	-	15,000	-
Power to Change - Made in Manningham	1,300	-	1,300	-
Keighley CLLD	2,818	-	2,818	-
Total	<u>19,118</u>	<u>-</u>	<u>19,118</u>	<u>-</u>

Participate Projects

Notes to the accounts continued for the year ended 31 March 2021

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Vodafone	134	-	-	-	134
Morrisons	3,777	-	-	-	3,777
Skills and Opps	375	-	375	-	-
AVIVA	460	2,357	1,120	-	1,697
Awards for All	7,750	-	-	(7,750)	-
Power to Change	30,000	-	15,000	-	15,000
BDMC Transformation Fund	-	40,000	-	(25,200)	14,800
European Social Fund	-	7,943	-	-	7,943
iwill# Fund	-	4,790	2,329	-	2,461
NLCF Covid Fund	-	19,218	17,598	(1,620)	-
SESF Lottery	-	20,280	20,052	(228)	-
PTC - Made in Manningham	-	65,567	38,597	(9,385)	17,585
Youth Grant Fund	-	750	-	-	750
UnLtd Inclusive Recovery	-	23,700	22,900	(800)	-
UnLtd Keighley	-	5,000	-	-	5,000
NLCF - Awards for All	-	9,954	-	-	9,954
HMRC Coronavirus JRS	-	6,522	6,522	-	-
Keighley CLLD	-	19,621	19,092	(529)	-
	<u>42,496</u>	<u>225,702</u>	<u>143,585</u>	<u>(45,512)</u>	<u>79,101</u>

Fund name	Purpose of restriction
Vodafone	To deliver Team Challenges
Morrisons	To deliver the School Grounds project
Skills and Opps	To deliver the Social Venture School
AVIVA	To deliver the School Grounds project
NLCF - Asset Transfers	To deliver support to organisations involved in community asset transfers. The transfer reflects the agreement by NLCF that this funding could be used for any charitable purposes as a response to the Covid pandemic.
Power to Change	To give out grants to Power to Change beneficiaries
BDMC Transformation Fund	To support organisations applying to BDMC's Transformation Fund. The transfer relates to consultancy charges for work undertaken at an agreed daily rate
European Social Fund	To support unemployed people to access work in the 3rd sector
iwill# Fund	To deliver a social action project in a primary school
NLCF Covid Fund	To deliver a Covid support package to the third sector in Bradford. The transfer is for a contribution to overhead costs.
SESF Lottery	Development funds for Participate during Covid. The transfer is for a contribution to overhead costs.
PTC - Made in Manningham	To deliver community business support in Manningham. The transfer is for an agreed monthly admin fee and management support.
Youth Grant Fund	To develop a youth social action project
UnLtd Inclusive Recovery	To develop a youth social action project. The transfer is for a contribution to overhead costs.
UnLtd Keighley	Provide anchor support to social enterprises in Keighley
NLCF - Awards for All	To deliver a community engagement and volunteering offer in Leeds City Region
HMRC Coronavirus JRS	To contribute towards the salary costs of furloughed staff
Keighley CLLD	To delivery social venture support in the Keighley CLLD area. The transfer is for a contribution to overhead costs.

Participate Projects

Notes to the accounts continued

for the year ended 31 March 2021

6 Debtors and prepayments	2021	2020
	£	£
Debtors	6,898	17,324
Prepayments	626	153
	<u>7,524</u>	<u>17,477</u>

7 Creditors and accruals	2021	2020
	£	£
Creditors	3,488	519
Accruals	900	702
Deferred income	-	5,000
	<u>4,388</u>	<u>6,221</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 Chief Officer. The total employee benefits received by the Chief Officer were £38,377 (2020: £38,384).

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

There were no other related party transactions during this year or the previous year.

Participate Projects

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	18,463	30,000	223,345	66,676	241,808	96,676
Project and consultancy income	63,900	37,232	2,357	770	66,257	38,002
Total income	82,363	67,232	225,702	67,446	308,065	134,678
Expenditure						
Salaries and NI	50,080	52,992	88,594	33,936	138,674	86,928
Payroll charges	1,145	618	-	-	1,145	618
Consultancy	12,153	1,350	21,500	-	33,653	1,350
Staff expenses	359	826	151	-	510	826
Staff training	40	165	168	-	208	165
Marketing	2,345	175	6,569	-	8,914	175
Insurance	1,303	1,828	572	-	1,875	1,828
Consumables	84	318	214	-	298	318
Accommodation	1,800	3,878	1,167	-	2,967	3,878
Phones and internet	156	176	435	-	591	176
Van	2,160	4,410	-	-	2,160	4,410
Project expenditure	1,056	756	1,674	14,751	2,730	15,507
Grants payable	-	-	19,118	-	19,118	-
Independent examination	913	744	-	-	913	744
Domain and web hosting	45	247	31	-	76	247
IT costs	-	-	3,392	-	3,392	-
Other costs	-	80	-	-	-	80
Total expenditure	73,639	68,563	143,585	48,687	217,224	117,250
Net income / (expenditure)	8,724	(1,331)	82,117	18,759	90,841	17,428
Transfers between funds	45,512	-	(45,512)	-	-	-
Net movement in funds	54,236	(1,331)	36,605	18,759	90,841	17,428
Fund balances brought forward	41,745	43,076	42,496	23,737	84,241	66,813
Fund balances carried forward	95,981	41,745	79,101	42,496	175,082	84,241