

The Parents' Forum for Bradford and Airedale Financial Statements Year Ended 31 March 2023

Charity registration number: 1149878



The Parents Forum for Bradford and Airedale

Financial Statements

Year Ended 31 March 2023

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The Parents Forum for Bradford and Airedale

Charity Reference and Administrative Details

Year Ended 31 March 2023

Charity registration number	1149878
Trustees	David Michael Firth Carol Beardmore Anne Irondet Phillipa McCann Fiona Cooper Emmeline Chellam (appointed 4 May 2023) Naomi Dennison (appointed 4 May 2023) Tasneem Kausar (appointed 4 May 2023)
Registered office and principal address	Unit 73 Carlisle Business Centre 60 Carlisle Road Bradford BD8 8BD
Accountants	BHP LLP New Chartford House Centurion Way Cleckheaton Bradford BD19 3QB
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The Parents Forum for Bradford and Airedale

Trustees' Annual Report

Year Ended 31 March 2023

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023.

Trustees of the charity

The trustees who have served during the year and since the year end were as follows:

David Michael Firth - Chair
Carol Beardmore
Anne Irondet
Phillipa McCann
Fiona Cooper
Emmeline Chellam (appointed 4 May 2023)
Naomi Dennison (appointed 4 May 2023)
Tasneem Kausar (appointed 4 May 2023)

Charity Number

The charity was registered with the Charity Commission for England and Wales on 23 November 2012, registered charity number 1149878.

Structure, governance and management

The charity is governed by a constitution adopted on 19 June 2012 and updated in October 2016.

Method of recruitment and appointment of trustees

The management committee normally meets once every 6 weeks. Membership of the management committee is open to all parents/carers of the PFBA membership.

Trustees/committee members are elected at the annual general meeting which is held in October. There must be a minimum of two and a maximum of twelve trustees.

Mission

To empower parents/carers by influencing positive changes in health, education and social care policies and practices for families, children, and young people with disabilities/additional needs.

Charitable objectives

The promotion of social inclusion among disabled children and their parents and carers who are socially excluded from society, or part of it, as a result of their disability in the Bradford District and surrounding areas, in particular but not exclusively:

- Providing forums, workshops, advocacy, and general support
- Raising public awareness of issues affecting disabled children and their parents/carers

Activities

The charity holds events and activities bringing parent/carers together to gain information and to learn about what services and support they can access. Peer support workshops are held throughout the year on education, health, and social care topics and to promote and empower parent/carer participation and confidence. Bigger Voice Events bring local support groups together to focus on joint working and partnership. The charity has representatives on 5 strategic groups across health, social care and education including representatives on The Carers Partnership and Carers in Action

Public benefit statement

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The Parents Forum for Bradford and Airedale

Trustees' Annual Report

Year Ended 31 March 2023

Achievements and performance

We have continued expanding and developing our outreach SEN Peer Support Service, reaching over 29 schools and parent/carers have praised the support and information they have received from our visits. Schools have also commended us on helping to improve relationships between families and school staff.

We have continued sharing the voice of SEND families at strategic decision-making levels to enable better planning, development and delivery of services across the Bradford District.

Our parent/carer membership has increased, and we are continuing to improve the use of social media to reach as many families as we can.

There has been some interest from our membership to become trustees and this we hope will bring experience, motivation and support for the staff team and additional parent representation in meetings and on forums.

Our representation across health, education and social care and our involvement in the Local Area Inspection has created a level of trust and respect that our service colleagues have recognised, and this has led to continued funding for the coming year and an uplift due to the increasing cost of living.

There is a need for expanding our outreach team, but capacity and funding restricts such an expansion. Trustee's, staff and volunteers continue to be committed to the work we do and the support we offer to SEND families across Bradford.

Financial review

The net expenditure for the year was £873 including net expenditure of £873 on unrestricted funds and net expenditure of £nil on restricted funds (after funds transfer).

Reserves Policy

The charity will endeavour to maintain unrestricted and designated reserves to provide cover for:

- i. Known liabilities such as salaries, redundancy and lease agreements.
- ii. Unforeseen liabilities
- iii. To continue, as an interim measure, to aim to fund basic core services in case of the loss of a funding stream. A percentage of the unrestricted reserves available at any particular time could be used to support the charity's commitment to meeting our charitable objectives. This percentage is to be proportionate to the level of unrestricted reserves available at that specific time.
- iv. To manage organisational cash flow in the short term

At 31 March 2023, the charity had free reserves of £336. These reserves will be used to support cash flow or in the case of the need to wind down the charity meet obligations to the best of our ability.

Approved by order of the members of the board of Trustees and signed on their behalf by:


Michael Firth (Jan 17, 2024 15:36 GMT)
.....
David Michael Firth
Chair of Trustees

Date: Jan 17, 2024

The Parents Forum for Bradford and Airedale

Independent Examiner's Report

Year Ended 31 March 2023

Independent Examiner's Report to the Trustees of The Parents Forum for Bradford and Airedale

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 5 to 8.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 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 accounts do not accord with those records; or
3. the accounts 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.

Signed: Neil Baldwin
Neil Baldwin (Jan 17, 2024 16:07 GMT)

Date: Jan 17, 2024

Neil Baldwin FCCA

BHP LLP
New Chartford House
Centurion Way
Cleckheaton
Bradford
West Yorkshire
BD19 3QB

The Parents Forum for Bradford and Airedale

Receipts and Payments Account

Year Ended 31 March 2023

		2023			2022
	Note	Unrestricted funds £	Restricted funds £	Total £	Total £
Receipts:					
Grants and donations	2	17,500	40,000	57,500	67,704
Sales and fees		989	-	989	1,338
Total receipts		18,489	40,000	58,489	69,042
Payments:					
Project management		-	22,597	22,597	20,775
Rent & Rates		-	5,931	5,931	5,801
Events and activities		225	-	225	25
Development and resources		1,390	-	1,390	777
Admin support and bookkeeping		14,345	13,898	28,243	37,966
Consultancy		-	-	-	300
Infrastructure and office costs		-	976	976	3,159
Insurance		-	-	-	343
Total expenditure		15,960	43,402	59,362	69,146
Net (payments) / receipts		2,529	(3,402)	(873)	(104)
Transfer of funds		(3,402)	3,402	-	-
Net movement in funds		(873)	-	(873)	(104)
Cash funds brought forward	4	1,209	-	1,209	1,313
Cash funds carried forward	4	336	-	336	1,209

The Parents Forum for Bradford and Airedale

Statement of Assets and Liabilities

Year Ended 31 March 2023

	2023			2022
	Unrestricted funds £	Restricted funds £	Total £	Total £
Cash funds				
Cash at bank	336	-	336	1,209
Total cash funds	<u>336</u>	<u>-</u>	<u>336</u>	<u>1,209</u>
Liabilities				
Independent examination and accounts			3,700	1,800
			<u>3,700</u>	<u>1,800</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Michael Firth
Michael Firth (Jan 17, 2024 15:36 GMT)
.....
David Michael Firth
Chair of Trustees
Date: Jan 17, 2024

The notes on pages 7 to 8 form part of these financial statements.

The Parents Forum for Bradford and Airedale

Notes to the Financial Statements

Year Ended 31 March 2023

1 Summary of significant accounting policies

(a) General information and basis of preparation

The Parents Forum for Bradford and Airedale is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are disclosed in the Trustees Report.

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Taxation

As a registered 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.

(d) Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2 Grants and donations

	2023		2022	
	Unrestricted funds £	Restricted funds £	Total £	Total £
Bradford MDC	-	40,000	40,000	50,000
Other	17,500	-	17,500	17,704
	<u>17,500</u>	<u>40,000</u>	<u>57,500</u>	<u>67,704</u>

3 Trustees expenses

During the year there were no Trustee expenses paid (2022 – £nil).

Trustee expenses in the prior year were allocated to software expenses, as the reimbursements related to software costs.

The Parents Forum for Bradford and Airedale

Notes to the Financial Statements

Year Ended 31 March 2023

4 Fund reconciliation

Fund reconciliation – current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds	1,209	18,489	(15,960)	(3,402)	336
	1,209	18,489	(15,960)	(3,402)	336
Restricted funds					
BMDC grant	-	40,000	(43,402)	3,402	-
	-	40,000	(43,402)	3,402	-

Fund reconciliation – Prior Year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds	1,313	19,402	(17,155)	(1,991)	1,209
	1,313	19,402	(17,155)	(1,991)	1,209
Restricted funds					
BMDC grant	-	50,000	(51,991)	1,991	-
	-	50,000	(51,991)	1,991	-

Fund descriptions

BMDC grant fund relates to monies received towards project costs.

5 Related party transactions

There were no related party transactions during the current year or prior year.