

# **The Parents' Forum for Bradford and Airedale Financial Statements Year Ended 31 March 2024**

Charity registration number: 1149878



# **The Parents Forum for Bradford and Airedale**

## **Financial Statements**

**Year Ended 31 March 2024**

### **Contents**

	<b>Page</b>
Charity Reference and Administrative Details	1
Trustees' Annual Report	2 - 3
Independent Examiner's Report	4
Receipts and Payments Account	5
Statement of Assets and Liabilities	6
Notes to the Financial Statements	7 - 8

# **The Parents Forum for Bradford and Airedale**

## **Charity Reference and Administrative Details**

**Year Ended 31 March 2024**

<b>Charity registration number</b>	1149878
<b>Trustees</b>	David Michael Firth (Chair) Carol Beardmore Anne Irondet Phillipa McCann Fiona Cooper Emmeline Chellam (resigned 30 <sup>th</sup> November 2024) Naomi Dennison Tasneem Kausar (resigned 30 <sup>th</sup> September 2024)
<b>Registered office and principal address</b>	Unit 73 Carlisle Business Centre 60 Carlisle Road Bradford BD8 8BD
<b>Accountants</b>	BHP LLP New Chartford House Centurion Way Cleckheaton Bradford BD19 3QB
<b>Bankers</b>	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 2024**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2024.

#### **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 (resigned 30<sup>th</sup> November 2024)  
Naomi Dennison  
Tasneem Kausar (resigned 30<sup>th</sup> September 2024)

#### **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 - 8 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 July. 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 particularly 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. We hold Spotlight events focusing on chosen service areas and we facilitate a parent carer support group network bringing 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.

#### **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 2024

#### Achievements and performance

Our focus this year is continuing our outreach SEN Peer Support Service and providing parent carers with information and support around Education Health and Care planning. We have been commissioned to create an Annual SEND parent carer survey that provides SEND services with vital information about what priorities families want from health, education and social care services across Bradford. The survey was completed by 317 parent carers and their views were considered when the Local Authority developed their strategic plan up to 2025. We have also been informed that we now will have guaranteed funding till March 2026.

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 and co-chair the Local Authority Send Strategic Partnership Board (LASSPB).

Our parent/carers membership has increased, and we are continuing to improve the use of social media to reach as many families as we can. It has become clear that there needs to be development in terms of website and social media reach.

We said farewell to our admin support worker who had been with us over 10 years. We were able to recruit a new admin and will be able to bring IT and social media experience to the team. Our trustees have continued to support our staff team, and we are planning to run an action planning day to consider next steps and how we can develop the organisation further and consider other funding opportunities.

The number of SEND families we support are increasing substantially and alongside pressures such as the cost of living they are finding it difficult to manage and therefore the need for our service and support is more important than ever.

#### Financial review

The net income for the year was £16 including net income of £16 on unrestricted funds and net income of £nil on restricted funds (after funds transfer).

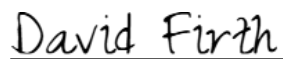
#### Reserves Policy

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 2024, the charity had free reserves of £352. 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:



Signer ID: MZJMFK8DAL:::  
David Michael Firth  
Chair of Trustees

Date: 27/01/2025 GMT

# The Parents Forum for Bradford and Airedale

## Independent Examiner's Report

Year Ended 31 March 2024

### 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 2024 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  
Signer ID: LO0G8ECPQB...  
Neil Baldwin FCCA

Date: 28/01/2025 GMT

**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 2024

		2024			2023
	Note	Unrestricted funds £	Restricted funds £	Total £	Total £
<b>Receipts:</b>					
Grants and donations	2	-	64,375	64,375	57,500
Sales and fees		1,265	-	1,265	989
<b>Total receipts</b>		1,265	64,375	65,640	58,489
<b>Payments:</b>					
Project management		-	25,892	25,892	22,597
Rent & Rates		-	4,893	4,893	5,931
Events and activities		25	-	25	225
Development and resources		1,122	-	1,122	1,390
Admin support and bookkeeping		-	32,397	32,397	28,243
Infrastructure and office costs		-	1,295	1,295	976
<b>Total expenditure</b>		1,147	64,477	65,624	59,362
<b>Net (payments) / receipts</b>		118	(102)	16	(873)
<b>Transfer of funds</b>		(102)	102	-	-
<b>Net movement in funds</b>		16	-	16	(873)
Cash funds brought forward	4	336	-	336	1,209
<b>Cash funds carried forward</b>	4	352	-	352	336

# The Parents Forum for Bradford and Airedale

## Statement of Assets and Liabilities

Year Ended 31 March 2024

	2024			2023
	Unrestricted funds £	Restricted funds £	Total £	Total £
<b>Cash funds</b>				
Cash at bank	352	-	352	336
<b>Total cash funds</b>	352	-	352	336

	2024	2023
<b>Liabilities</b>		
Independent examination and accounts	2,010	3,700
	2,010	3,700

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

David Firth

Signer ID: MZJMFK8DAL...

David Michael Firth

Chair of Trustees

Date: 27/01/2025 GMT

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 2024

#### 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

	2024		2023	
	Unrestricted funds £	Restricted funds £	Total £	Total £
Bradford MDC	-	46,875	46,875	40,000
Parent Participation Grant	-	17,500	17,500	17,500
	-	64,375	64,375	57,500

#### 3 Trustees expenses

During the year there were no Trustee expenses paid (2023 – £nil).

# The Parents Forum for Bradford and Airedale

## Notes to the Financial Statements

### Year Ended 31 March 2024

#### 4 Fund reconciliation

##### Fund reconciliation – current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>	336	1,265	(1,147)	(102)	352
	336	1,265	(1,147)	(102)	352
<b>Restricted funds</b>					
BMDC grant & Parent Participation grant	-	64,375	(64,477)	102	-
	-	64,375	(64,477)	102	-

##### Fund reconciliation – Prior Year

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

##### Fund descriptions

BMDC grant relates to monies received towards project costs.

Parent Participation grant relates to monies received towards cost of admin and participation work.

#### 5 Related party transactions

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