

ILKLEY COMMUNITY ENTERPRISE LIMITED

ANNUAL REPORT AND ACCOUNTS

For the year ended 31ST DECEMBER 2020

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1.0 Introduction and report from the Chair

The Trustees are pleased to present their annual report together with the charity's financial statements for year ending 31st December 2020: these are also prepared to meet the Companies Act requirements for a director's report and accounts. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 and Republic of Ireland (FRS 102) (effective 1 January 2015).

Chair's report

We started the year continuing to grow our services and activities. Building on the phenomenal success of Outside the Box we were providing many new opportunities for more people with learning disabilities helping them to fulfill their potential and lead more independent, healthier and fulfilled lives. Alongside this, our care company, Carers and Companions, was delivering outstanding home and community care to more people, simultaneously creating new jobs for local people. That we continued with this delivery during the COVID pandemic, demonstrates the remarkable dedication of our workforce and all involved in supporting the charity.

We are also justifiably proud of how quickly and effectively we adapted to the COVID crisis. Following the forced closure, in March 2020, of our Outside the Box premises we launched a new model of service delivery that ensured ongoing support for our members and their families, many of whom were shielding at home for prolonged periods. Working to excellence in 'COVID security' our Carers and Companions team delivered consistently high quality care to all clients, many of whom were highly vulnerable. Moreover, we celebrated securing significant grant funding and progress on the development of new premises for Outside the Box café.

We are very grateful for the support we have received from our funding partners, donors, commissioning bodies and community during this challenging year. This has helped us to keep vital services running, continue with our social inclusion mission and to emerge in robust shape for recovery and future innovation and growth.

We recently won the region's Social Investment Award, sponsored by Big Society Capital and run by Social Enterprise Yorkshire and Humberside. The judging panel assessed that we are *"... a small but mighty organisation with so much passion and enthusiasm to make a real difference for their local community with clear evidence of using social investment to grow and innovate during a very challenging time."*

Thank you to everyone who has contributed time, energy, skills, expertise and resources to our 'small but mighty' organisation. Finally, I would like to thank our management team led by our CEO, Louise Hale. Over this challenging period the team has had to go that extra mile on numerous occasions. On behalf of everyone involved in the charity you really do deserve our sincere gratitude.

Graham Smith, Chairman

2. Purpose, objectives, operations and achievements

2.1 The charity purposes and aims

Our charity's purposes as set out in the objects contained in the company's Memorandum and Articles of Association are:

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.

The aims of our charity are to increase the levels of social and economic integration, independence and inclusion for young people and adults with a particular focus on people with learning disabilities and the elderly.

2.2 Main Business Operations and Achievements

We deliver our purpose through a number of business operations. This year, these have included:

Outside the Box Community Café

Our inclusive community café is part of the local townscape in Ilkley and a destination of choice for local residents and visitors to the town. Running on a commercial model the café provides 'real work environment' opportunities for adults and young people with learning disabilities (our members). The café has been substantially impacted by the pandemic having to close during national and local lockdowns and with restricted operation e.g. take-out services, community shop and socially distanced dining, outside of these periods.

As the pandemic continued to impact over the year we took the decision that we would fully reopen the café in the planned new premises at The Arcade once they were completed and deploy the 'old' café premises for other OTB service delivery. A major programme of construction works has been implemented at the Arcade to remodel the space into a fully accessible and highly distinctive café and events venue. Scheduled to open in 2021, this will be both a real asset to the town and the platform for Outside the Box to become a leading centre of excellence in inclusive learning and employment for young people and adults with learning disabilities.

Outside the Box Choices

OTB Choices aims to enable young people and adults with learning disabilities to have full and active lives. It provides our members with a dynamic range of opportunities so that they can develop and showcase their creative talents, learn new skills, develop their confidence and social connections and improve their health, wellbeing and independence. This thriving service had to close all premises-based service delivery as a result of the pandemic only reopening under restricted 'COVID-secure' procedures in April 2021. We used our new, 'COVID-adapted' service to deliver Choices activities during the year, as overviewed below.

Outside the Box Connections

This new service was swiftly developed following the forced closure of our premises in March 2020 and was designed to ensure that our members and their families continued to receive advice and support during the pandemic. With support, including 'COVID crisis' grants from the National Lottery Coronavirus Community Support Fund (CCSF), the Clothworkers' Foundation and Charities Aid Foundation, we established and implemented this service using a new model combining online, telephone and one-to-one delivery. We sourced additional equipment to ensure members could get online at home, strengthened the digital capability of our staff team, developed and delivered bespoke information, advice and a diverse range of engaging content and set up an online parent/carer forum. We know that this really made a difference to our members and their families as they tried to cope with the sudden and dramatic change to daily routines, social isolation, anxiety and myriad of other issues brought by the pandemic and service closure and disruption. The initiative was highlighted as effective practice as part of a national evaluation study commissioned for the CCSF and we received consistently positive feedback on the service from members and their parents/carers and families.

"My daughter has missed the personal interactions enormously, although the digital zoom sessions have been extremely enjoyable for her and helped her to keep in touch".

"I enjoy the sessions and seeing my friends and other members"

"We are so grateful for the continued support we receive from OTB. It is such a difficult time for our family as whole"

"It can be very isolating for everyone and is good to hear that other parents are in the same boat. We have had to adapt quickly, and bring back our caring responsibilities back into the home, which is very hard at times"

"The 1-2-1 support has gone really well. I could hear the chatter which was great, and they seem to really clickreally helped during these strange times"

"Its great to be getting creative again"

"OTB have done a wonderful job, keeping all members socially involved. I feel a lot has been achieved in each virtual session, with much pleasure and no infection risks"

Through OTB Connections we discovered that many of our members, with the right support and access to kit, were able to embrace using technology in a way that prior to the pandemic we had assumed would be demanding (in some instances overly so) for them. Some of our tacit assumptions e.g. on technical abilities, digital skills, online/video conferencing confidence, were rightly challenged as COVID drove us to operate alternative delivery models. Consequently we will continue to develop and deliver our digital offer as part of our future plans and investment.

Outside the Box Works

We are particularly proud of our achievements in enabling our members to secure permanent jobs with a wide range of employers. Prior to the pandemic we had a rapidly growing pool of partner employers, members in paid work and many about to enter employment or actively seeking jobs. From March 2020 we focused on supporting members who continuing to work, those who were facing redundancy or placed on 'furlough' and on maintaining the motivation and progress of members who had been on the edge of gaining employment e.g. delivering 'Working Life' sessions through our OTB Connections service. We know that as we emerge from the crisis we will need to work hard and in close partnerships with employers, to counter the opportunities lost over the past year.

Carers and Companions

Through this business, we deliver homecare and support to elderly people and people with health conditions, physical and learning disabilities. This year we have continued to build on our Care Quality Commission (CQC) rated 'outstanding' care quality and market-leading reputation as a good health and social care employer, delivering excellent care to our local community.

The COVID-19 pandemic has posed serious challenges for all health and social care providers with major challenges including: sourcing and working with PPE (personal protective equipment); intensive risk management for clients, their families and our staff; rapidly changing national guidance; high levels of anxiety about infection; changing mental and physical health impacts; and disrupted/delayed access to healthcare due to pressures in the NHS and wider healthcare system.

We are immensely proud of the Carers and Companions team who have worked with the highest levels of commitment, care and dedication to help keep all our clients, and each other, safe and well. The team has gone 'above and beyond' in their vital efforts to maintain the highest standards of care for those in need frequently doing so in the face of pressures on staffing as the pandemic impacted e.g. having to manage and deliver services in the context of isolation requirements and recruitment difficulties as well as rapidly changing infection control procedures.

Our unstinting focus on delivering the best and most responsive care for our clients has been widely recognised, as illustrated by the following feedback.

"I want to say a massive thank you to David and the team at Carers and Companions. They do a fantastic job caring for my father meaning he can stay at home with my motherif there is an award I would like to nominate them for it"

"I am so grateful to all the team, you have really set my mind at rest and the fact that you are taking Mum's shopping for her is such a relief for me"

"Quite a team...very kind, helpful and compassionate in so many ways .. thank you all"

2.3 Our staff team

Over the year, as we have responded to the pandemic, we have managed a mix of HR and workforce issues. These have included: aligning our staffing arrangements to meet the changing needs of our clients and members; supporting, training and rewarding our staff e.g. PPE use, infection control, working through COVID payments; using the Government's Coronavirus Job Retention (furlough) Scheme to retain and re-engage staff; and continuing efforts to recruit new employees to both maintain service delivery and support our restart and recovery. Recruitment continues to be a priority, demanding a focused effort within the context of 'COVID and Brexit' related skills shortages and labour market pressures

We thank all our employees for their commitment and contribution: without their hard work and extra-ordinary effort we would not have been able to accomplish so much as a charity over the past year.

2.4 Our volunteers

At the start of 2020, our flourishing and highly valued Outside the Box volunteer team was providing a major contribution to our work. Our diverse team, of over 60 community volunteers, spanned retired people, professionals, unemployed people, self-employed, parents, students, young people and parents/carers of people with a learning disability. We estimate that over the course of a normal year our volunteers contribute in the region of 6,000 hours to the charity which if expressed as an economic benefit would represent in excess of £50,000 of value to our work and their local community. In addition, volunteering also provides private benefits to our volunteers in terms of personal development and confidence, better networks and reduced social isolation, wellbeing, health and, in some cases, specific skills and employability.

The pandemic forced us to largely 'stand down' our volunteer team for much of 2020 and into the early part of 2021 and we very much missed their direct involvement with us. Re-engaging our 'pre-COVID' volunteers and recruiting new ones is now a key part of our restart and recovery planning for Outside the Box.

2.5 Our approach and values

Central in our approach to delivering our charitable objectives is the design and delivery of the highest standards of services and support for our members, clients, volunteers, customers and our local community. We recognise and value the contribution that can be made by all and are committed to treating everyone regardless of ability, age, gender, experience, status, faith or ethnic group with respect and to providing a positive, supportive and welcoming environment across all our business operations.

Our core values, informing all that we do, are as follows:

- **'Can do'** – having a positive approach, taking responsibility, celebrating success and challenging when needed
- **Respect** – always showing regard for the feelings and rights of others

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- **Inclusion** – friendly and welcoming to the whole community
- **Quality** – delivering the highest standards in all our services and products
- **Progression** – committed to helping others to learn, develop and to realise their potential
- **Enterprising** – being creative, ambitious and bold in working to deliver our vision and purpose.

3.0 Structure, governance and management

3.1 Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 18 October 2012 and registered as a charity on 19 April 2013. The company was established under a Memorandum and Articles of Association identifying the objects and powers of the company and is governed by this document.

3.2 The Board

The Directors of the company are also charity Trustees for the purposes of charity law and comprise the Board for the charitable company. All Directors/Trustees give their time voluntarily and receive no benefits from the charity.

The following changes in Trustees/Directors occurred in period:

Appointments

Phillip Howell	21 st October 2020
Tim Brooke	19 th May 2021

The Board is well represented in terms of the expertise and skills necessary to effectively lead and manage the charity with our Trustee Directors providing a broad knowledge and skills base. This includes:

- Mr Graham Smith (Chairman): successful businessman, Chair of numerous businesses involved in the health and charitable sectors, an Honorary Entrepreneurial Fellow of Durham University Business School, providing substantial expertise in business strategy and growth, charity leadership, finance and investment, elderly care and special education;
- Mrs Amanda Stainton: HR Director at Portakabin Group, member of West Yorkshire Combined Authority Boards and Governor at a local primary school, providing extensive HR and business expertise together with culture and organisational change skills;
- Mr Michael Walker: a retired business services professional, long-serving volunteer at Outside the Box and active community volunteer including with Burley Festival, providing insights on volunteer engagement and support and our internal communications;
- Mr Richard Thompson: entrepreneur, qualified therapist and volunteer with Outside the Box (mentoring/support to members). Richard has been blind from young adulthood and champions the needs and rights of people with disabilities.

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- Mr Phil Howell: a highly qualified adult social care professional with extensive strategic and operational experience in the health, social care and voluntary sectors. Phil has worked at national and local government levels, including as Strategic Commissioning Manager at Bradford Council and offers deep expertise in learning disability, sensory impairment and autism policy and practice; and
- Mr Tim Brooke: Head of Hotel Services and Procurement at BUPA UK with many decades' experience in the hospitality and catering sector including in leadership roles at The Alhambra Theatre, Trust House Forte and St George's Hall; Tim has an MBA in Hospitality, is a Trustee of Burley Community Trust and offers extensive expertise, practical 'know-how' and strategic insights and links to the charity.

The Board is supported by our CEO, Louise Hale. One of the founders of the charity, Louise is highly qualified (MBA, PGCE in Adult Education) with over 35 years' experience in strategic, operational and consultancy roles in post-16 education, training and employment, business development, regeneration, research and competitive tendering and funding.

We are committed to maintaining a broad and appropriate skills mix on the Board and to ensuring a diversity of membership that adequately reflects our overall business, the scope of our services and the needs of our members, volunteers, customers and stakeholders. We openly communicate opportunities for Board involvement and Trustee recruitment and have a clear procedure for recruiting and selecting potential new Trustees.

3.3 Trustee Induction and Training

Trustees are familiar, through their involvement with other charitable organisations and practical involvement with the charity, with both the obligations of Board members and the detailed operations of the charity. New Trustees are provided with appropriate induction and training, including briefing sessions by the Chief Executive and managers, and an annual review is implemented to identify and agree action to address training and support needs of all Board members.

3.4 Management and Structure

The Board is responsible for the strategic direction, leadership, management and policy of the charity. The Board is supported in its work by the Chief Executive and an Accountant and Company Secretary (paid, part-time). The Board meets monthly and uses sub-groups e.g. project development, quality, to support delivery of strategic and operational priorities with the charity's management team. The Chief Executive and business/service managers work to agreed levels of delegated authority reporting to the Board on a monthly basis.

We monitor, and revise as appropriate, our organisational structure and staffing to ensure that we have the right resources, skills and expertise to fully deliver our charitable objects. During the last year we have, as a result of the pandemic, flexed parts of our structure to respond to the demands of the crisis: as we restart, recover and re-grow our services in 2021 and beyond we will continue to review and refine our structure to maintain best fit with our business priorities.

3.5 Related Parties

We work with a wide range of organisations, groups and individuals in the delivery of our objects. These include: the families of our members and clients; Local Authorities; local NHS staff, GP surgeries and health centres; funding and commissioning bodies; local businesses and community organisations; education and training providers; civic bodies; and many other charities and social enterprises. We continue to strengthen and expand our links to support the delivery of our objects and ensure that we meet the changing needs of our members, volunteers, clients, customers and local community.

3.6 Responsibilities of the Board

Company law requires the Board to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for the financial year.

In preparing the financial statements, the Trustees are required to:

- Select suitable accounting policies and then 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information.

3.7 Supporters and donors

The charity was founded with substantial support from a wide range of sources and we have continued to benefit from the generous contributions of many individuals, organisations, businesses and grant-making bodies. This financial support has been particularly appreciated during the last year as we, along with other charities, contended with the sudden and dramatic impact of the pandemic on our normal income streams including the loss of trading income from closure of OTB café and the additional costs we have had to carry such as for PPE.

We thank all those organisations who have provided us with financial support over the year including the following: Igen Trust; The Wolfson Foundation; National Lottery Coronavirus Community Support Fund and Development Fund; Lloyds Bank

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Foundation; DCMS; Baily Thomas Charitable Trust; Charities Aid Foundation; Neighbourly; The Clothworkers' Foundation; The Masonic Fund (Ilkley); The Graham and Diana Smith Charitable Trust; Natwest Bank (Bounce Back Loan); and Charity Bank. We also thank all those who have made private donations to the charity.

4.0 Financial Review

The charity, through the meticulous management of our cashflow, substantial success in securing grant and other funding and continuing service delivery through Outside the Box and Carers and Companions, secured a positive financial outcome for the year ending 31 December 2020. Net income for the year was £32,135 including a net loss of £19.00 on unrestricted funds and net income of £32,154 on restricted funds. Unrestricted reserves at year end were £140,746 at year end.

4.1 Principal Funding Sources

The main income streams for the charity comprised: fee income for OTB member services; grant funding; and contributed trading income from Carers and Companions. Other income was from a number of sources including: donations; rental income from tenants at The Arcade; and trading income from OTB café during the periods it was able to open.

4.2 Main expenditure

The major expenditure of the charity related to: the operation of Outside the Box (Café, Choices and Connections); service delivery by Carers and Companions; and investment into the refurbishment of the Arcade.

4.3 Investment Policy

Aside from retaining a prudent level of reserves each year, the charity's funds will be invested in activities to further the objects as set out in our Memorandum and Articles of Association. The Board is committed to reinvesting any surplus funds and will on an annual basis review the charity's investment priorities and agree relevant investments to meet identified needs and opportunities aligned to our objects.

4.4 Reserves Policy

The charity implements a reserves policy, agreed by the Board, that addresses the main risks to the organisation, ensures that unrestricted funds and operating surpluses are maintained at a sufficient level to enable activities to be continued at a sustainable level in the event of significant changes in our business operation.

The charity, in line with our loan agreement with The Charity Bank, retains a designated £15,000 in a Charity Bank account.

4.5 Risk Management

The Trustees have a risk management strategy that comprises:

- An annual review of the principal risks and uncertainties that the charity faces;
- The establishment of policies, systems and procedures to mitigate those risks

- identified in the annual review; and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The Board, at its monthly meetings, reviews safeguarding risks and issues, the currency of accreditations and training for relevant risks including health and safety, food hygiene and information security. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular training for staff and volunteers working in all relevant operational areas.

Our risk management policies, procedures and protocols were revised to respond to the COVID-19 pandemic and associated national and local government guidance and regulation. This included ensuring that our business premises operated comprehensive COVID-19 secure assessments and plans and all our staff, members, customers, volunteers and others involved in our work had fully adequate stock and supply of all appropriate PPE. As national legislation and guidance changes we will review, revise and implement updated policies, procedures and protocols to ensure that we fulfill our commitment to safeguarding the safety and welfare of our staff, volunteers, members, clients, customers and wider community.

5.0 Plans for Future Periods

We have obviously had to considerably revise our plans for 2021 in light of the pandemic. However, having weathered the storm over the last period, we now have a clear focus on a full recovery, renewed growth and increased service reach and impact across all our business operations. Our plans for the future have been developed to reflect a number of key factors including:

- The pandemic has fundamentally and disproportionately impacted people with a learning disability. Not only has it increased their health risks, vulnerabilities and social isolation, it has stalled their individual journeys of learning, skills development and entry to sustained employment. This has significantly increased the need for proactive and bespoke inclusion support for our existing and new OTB members. In response we will scale-up, further expand our services and activities for OTB members and intensify our efforts to close the employment disability gap;
- The on-going pressures on the health and care system further reinforce the need for high quality, safe and effective home care for elderly people and those with additional needs. Recruiting and retaining the staff needed and continuing with our robust risk management is vitally important;
- The investment into and reopening of OTB community café in prestigious, large premises offers a major opportunity for the charity. Fully leveraging this to achieve a transformational step-change for our members, supporters, customers, wider community and future income, is a key priority;

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- The need to harness and use the learning, new collaborative links and service responsiveness developed during 2020 e.g. digital inclusion, relationships with new funding bodies and service innovation; and
- Our ambition to continue to provide excellent service and opportunities for our members, customers and local community.

Our plans will continue to be refined as we progress through 2021 and to take account of the national COVID-19 'roadmap', needs of our client communities, enterprise opportunities and other key influences.

6. Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 31 December 2020 have been subject to Independent Review and approved by a fully qualified Independent Reviewer.

Reference and Administrative Information

Charity Name:	Ilkley Community Enterprise Ltd
Charity Registration Number:	1151706
Company Registration Number:	08259045

Registered Office:	Outside the Box Cafe 2-4 Bridge Lane Ilkley West Yorkshire LS29 9HN
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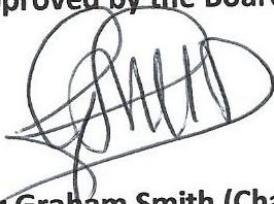
Operational Address (1):	Outside the Box Cafe 2-4 Bridge Lane Ilkley West Yorkshire LS29 9HN
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Operational Address (2):	Carers and Companions 54 Skipton Road Ilkley West Yorkshire LS29 9EP
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Accountant and Company Secretary
Ms Jody Kendall ACA

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

Approved by the Board on 25 August 2021 and signed on its behalf by:



Mr Graham Smith (Chair)
Ilkley Community Enterprise Ltd

Acknowledgments

The work and achievements of the charity would not be possible without the advice, support and generosity of many individuals, groups and organisations. We wish to express our thanks and appreciation for all those who support us.

The Trustees

Ilkley Community Enterprise Ltd

Outside the Box

2-4 Bridge Lane
Ilkley, West Yorkshire
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Carers and Companions

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Ilkley Community Enterprise Ltd

Company number 08259045 Registered Charity Number 1151706

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

ACCOUNTANTS' REPORT TO ILKLEY COMMUNITY ENTERPRISE LIMITED
ON THE UNAUDITED ACCOUNTS

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the FCCA.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 
Date 20th September 2021

Michael Daly FCCA
103 The Gills
Otley
West Yorkshire
LS21 2BY

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2020

			2020	2019
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Income				
<i>Donations and legacies</i>				
Fundraising, Donations and Grants	171,769	185,821	357,590	71,995
Donations from subsidiary	19,039	-	19,039	73,869
<i>Income from charitable activities</i>				
Café and Choices	171,795	-	171,795	344,860
<i>Income from other trading activities</i>				
Other income	-	-	-	19,180
Victorian Arcade Rental income	19,139	-	19,139	38,830
Total Income	381,742	185,821	567,563	548,734
Expenditure				
<i>Costs of raising funds</i>				
C & C Goodwill amortisation	2,289		2,289	36,806
C & C Valuation write down	33,752		33,752	0
Victorian Arcade expenses	89,284	7,907	97,191	67,155
Victorian Arcade depreciation	63,531		63,531	
<i>Expenditure on charitable activities</i>				
Operation of Café and Choices	192,905	145,760	338,665	392,683
Total Expenditure	381,761	153,667	535,428	496,644
Net income/(expenditure) and net movement in funds for the year	(19)	32,154	32,135	52,090
Reconciliation of funds				
Total funds brought forward	140,765	60,173	200,938	148,848
Total Funds Carried Forward	140,746	92,327	233,073	200,938

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

BALANCE SHEET
AS AT 31 DECEMBER 2020

	2020		2019	
	£	£	£	£
Intangible assets				
C&C Goodwill	0		2,289	
		0		2,289
Non current assets				
Fixed assets	572,969		491,186	
Investment in Subsidiary (C&C)	-		33,752	
		572,969		524,938
Current assets				
Stock	1,367		3,257	
Bank Current Account	258,251		115,255	
Cash	-		656	
Debtors	<u>103,099</u>		<u>90,508</u>	
		362,717		209,676
Total Assets		935,686		736,903
Current liabilities				
Deferred income (note 13)	(36,205)		(64,031)	
Current Liabilities (note 12)	<u>(185,173)</u>		<u>(26,837)</u>	
		(221,378)		(90,868)
Net current assets		<u>714,308</u>		<u>646,035</u>
Long Term Liabilities		481,235		445,097
Net Assets		<u>233,073</u>		<u>200,938</u>
Funds of the Charity				
Unrestricted Funds	140,746		140,765	
Restricted Funds	<u>92,327</u>		<u>60,173</u>	
		<u>233,073</u>		<u>200,938</u>

The financial statements were approved by the board of trustees on

Date:

Signed: (Chair)

Name CHRISTOPHER PULLIN

Date : 25th July 2021

Ilkley Community Enterprise Ltd

Year Ended 31st December 2020

NOTES TO THE ACCOUNTS AS AT 31 DECEMBER 2020

1 Basis of Preparation

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 and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. No restatement of prior year balances was required to bring the comparative figures in line with the accounting policies required by FRS 102 and the Charities SORP FRS 102.

The company is exempt from the preparation of a cashflow statement under FRS 102

The company is exempt from the preparation of consolidated accounts and an audit as the turnover of the combined entity is below £1million, as per the Charities Commission.

2 Accounting Policies

Going Concern

The Trustees have no material uncertainties that the Charity will not continue as a going concern.

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Liability recognition

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

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

2 Accounting Policies (continued)

Grants with performance conditions

Where the charity receives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the specified service or output has been met.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met.

Grants are released in line with the expenditure that meets the conditions of the grant. Where grants include the acquisition of fixed assets, the fixed assets are written off fully in line with the grant release to the SOFA.

Members Income

Members are invoiced at the end of each month that they work, based on their contracted hours in the month.

Assets

Non current assets

Tangible assets are valued at cost or net realisable value and amortised over 3 years.

Intangible assets are held at cost and amortised over 4 years.

Stocks and work in progress

These are valued at the lower of cost or net realisable value.

Legal status of the Charity

The Charity is a Charitable Company Limited by Guarantee.

Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

3 Income from charitable activities	2020	2019
	£	£
Café - Takings	35,172	130,271
Members income	<u>136,623</u>	<u>214,589</u>
	<u>171,795</u>	<u>344,860</u>

All income for 2020 and 2019 is unrestricted.

4 Expenditure on charitable activities	2020	2019
	£	£
Café - Food & Drink	11,140	39,335
OTB Members	567	2,892
OTB Choices	4,741	9,768
OTB Presents	-	1,527
OTB Works	-	912
Green Hut	351	401
Wages (inc PAYE and NI)	88,519	196,283
CEO	12,782	15,468
Rent and rates	26,844	31,550
Promotion and website	2,510	1,183
Insurance	2,750	1,897
Gas and Electric	8,529	11,445
Print postage and stationary	3,532	4,629
Fixtures and fittings	1,356	2,883
Professional fees	8,094	3,781
Training	608	2,505
Green Hut Goodwill amortisation	-	315
Depreciation	6,380	8,501
Irrecoverable VAT	14,202	-
Restricted spend	<u>145,760</u>	<u>57,408</u>
	<u>338,665</u>	<u>392,683</u>

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

5 Fees for examination or audit of the accounts	2020	2019
	£	£
Independent examiner's or auditors' fees for reporting on the accounts	-	-

6 Paid Employees

6.1 Staff Costs	2020	2019
	£	£
Gross wages, salaries and benefits in kind	182,260	223,056
Employer's National Insurance costs	10,519	10,524
Pension costs	2,702	2,616
	<u>195,481</u>	<u>236,196</u>

Auto enrolment date was 1st July 2017, at this time all staff were invited to join the NEST scheme, staff members above the required threshold were automatically enrolled.
 Staff and company contributions are 3% from 1st April 2019, previously 2%.

During this financial year the grants have been received in relation to the Coronavirus Job Support Scheme (CJRS). In this financial year £64,013 has been claimed under this scheme. Grant claims have been recognised in line with the period to which the employees are furloughed. All shown within unrestricted funds

6.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	2020	2019
Manager	1	1
Café	3	3
Members	4	3
Choices	4	3

No employees had employee benefits in excess of £60,000.

Highest paid employee earned £40,332.

There has been no Trustee remuneration or any expense claims in this period or the prior period.

7 Fixed Assets

	Kitchen Equipment	Office Equipment	Café fixtures and fittings	Art Shop	Green Hut equipment	Total
	£	£	£	£	£	£
Assets	3year life					
Brought Forward	11,769	3,329	14,350	20,228	1,260	54,875
Additions	-	-	908	-	-	908
Carried Forward	11,769	3,329	15,258	20,228	1,260	51,844
Depreciation						
Brought Forward	11,648	3,162	14,350	13,856	1,260	44,276
Depreciation	121	167	303	5,789	-	6,380
Carried Forward	11,769	3,329	14,653	19,645	1,260	50,656
Written down value 2020	-	-	605	583	-	1,188
Written down value 2019	121	167	-	6,372	-	6,660

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2019

7 Fixed Assets ctd

Long Leasehold premises was acquired on the 5th October 2018. See note 9

	2020	2019
	£	£
Victorian Arcade acquisition value	466,000	466,000
Acquisition expenses capitalised	5,956	5,956
Renovation expenses capitalised	163,356	12,570
	<u>635,312</u>	<u>484,526</u>
Depreciation	63,531	0

The premises is valued at cost. Depreciated over 10 years.

Depreciation charge £63,531.

Contracted costs as at 31st December 2020 were £104,030, these are included in capitalised costs and Trade Creditors (2019: none).

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

8 Transactions with Related Parties

A loan was entered into on 29th March 2016 with The Graham & Diane Smith Charitable Trust (1115178) for the sum of £40,000, the rate of interest was 5% per annum, paid quarterly.

During 2018 The Graham & Diane Smith Charitable Trust donated the £40,000 loan outstanding at the on condition that it was designated a restrictive fund to be used for purposes agreed with the Trustees of the Trust

	2020	2019
	£	£
G and D Smith Charitable Trust Loan Interest	4,900	10,500

This restricted fund has been shown as deferred income in the Balance Sheet and deferred to future periods.

During 2018 the Charity entered into a new loan with the G and D Smith Charitable Trust see Note 11 for details.

9 Acquisition of Victorian Arcade

On the 5th October 2018 the Charity acquired the Victorian Arcade (South Hawksworth Street, Ilkley).

	£
Purchase price	466,000
Charity Bank Loan	266,000
Loan from the G & D Smith Charitable Trust	<u>200,000</u>
	<u>466,000</u>

The terms of the Charity Bank Loan, a 20 year loan at 3.5% above the B of E base rate, monthly repayments of capital and interest.

A condition of the loan is to hold £15,000 in a bank account at Charity bank, this is shown within current account.

Loan arrangement fee of £1,160 has been expensed in 2018.

The terms of the G & D Smith Charitable Trust Loan, at 4.5% above the B of E base rate. Interest accruing on the loan in the year is included in creditors at the year end.

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

10 Net income/(expenditure) for the year

	2020	2019
	£	£
This is stated after charging		
Depreciation	6,380	8,500
Bank Interest Payable	9,930	11,017
	<u>16,310</u>	<u>19,517</u>

11 Debtors

	2020	2019
	£	£
Members debtor	11,151	17,284
Accrued income	76,567	0
C&C donation	15,381	62,339
Prepayments	0	4,765
Deferred expense	0	6,120
	<u>103,099</u>	<u>90,508</u>

12 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade Creditors	148,552	8,753
Tax and social security	8,079	6,410
G&D Smith accrued interest	7,525	2,625
Charity Bank Loan	10,369	9,049
Nat West Loan	10,648	
	<u>185,173</u>	<u>22,103</u>

13 Deferred income

	2020	2019
	£	£
IGEN	0	24,328
BMDC	0	1,590
Bailey Thomas	0	0
Skipton Building Society	0	1,000
G&D Smith restricted fund (note 10)	36,205	37,113
	<u>36,205</u>	<u>64,031</u>

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

14 Creditors: amounts falling due after more than one year

	2020	2019
	£	£
Secured Charity Bank loan (falling due in less than 5 years)	45,298	40,397
Nat West Loan (falling due in less than 5 years)	39,352	0
Secured Charity Bank loan (falling due in more than 5 years)	196,585	204,700
G&D Smith Trust unsecured loan	<u>200,000</u>	<u>200,000</u>
	<u>481,235</u>	<u>454,492</u>

The secured bank loan is secured on the Victorian Arcade property which has a carrying value of £466,000, the terms of the security provide for the lender to claim title to the property in the event of a default on principal and interest payments of more than 6 months in duration.

Nat West Loan is a Bounce back loan for £50,000, the loan is Government backed.

The Nat West bounce back loan repayments commence in July 2021.

The loan from the G&D Smith Trust is an unsecured loan. Default occurs if interest payments are not made or the loan is not repaid on the repayment date.

15 Analysis of Charitable funds

	2020	2019
	£	£
<i>Analysis of movement in unrestricted funds</i>		
Opening unrestricted funds	140,765	91,568
Movement in the year	(19)	49,198
Closing unrestricted funds	<u>140,746</u>	<u>140,766</u>

Ilkley Community Enterprise Ltd
Year Ended 31st December 2020

NOTES TO THE ACCOUNTS
AS AT 31 DECEMBER 2020

16 Analysis of Charitable funds

Analysis of movement in restricted funds 2020

	Opening Balance	Income	Expenses	Closing Balance
IGEN Trust	24,327	0	(24,327)	0
BMDC	1,590	18,000	(18,943)	647
Skipton Building Society	1,000	0	(1,000)	0
G&D Smith restricted fund	37,113	0	(908)	36,205
European Social Fund	(3,857)	3,857	0	0
CAF COVID 19		4,150	(4,150)	0
Neighbourly		400	(400)	0
Clothworkers		4,400	(4,400)	0
National Lottery Development Fund		20,000	(20,000)	0
National Lottery C19 Fund		46,947	(46,947)	0
Bailey Thomas CT		10,000	(10,000)	0
Masonic Fund		1,500	(1,500)	0
Lloyds DCMS Community Match Challenge		76,567	(21,092)	55,475
	<u>60,173</u>	<u>185,821</u>	<u>(153,667)</u>	<u>92,327</u>

Analysis of movement in restricted funds 2019

	Opening Balance	Income	Expenses	Closing Balance
Bailey Thomas	3,339	0	(3,339)	0
IGEN Trust	13,942	19,300	(8,915)	24,327
BMDC	0	18,000	(16,410)	1,590
European Social Fund		16,000	(19,857)	(3,857)
School for Social Entrepreneurs		6,000	(6,000)	0
Skipton Building Society		1,000	0	1,000
G&D Smith restricted fund	40,000	0	(2,887)	37,113
	<u>57,281</u>	<u>60,300</u>	<u>(57,408)</u>	<u>60,173</u>