

# **Better Action for Families CIO**

Charity number 1154286

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



West Yorkshire Community Accounting Service

# **Better Action for Families CIO**

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

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**Prepared by West Yorkshire Community Accounting Service**

# **Better Action for Families CIO**

## **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:

| <b>Name</b>      | <b>Position</b> | <b>Dates</b>          |
|------------------|-----------------|-----------------------|
| Norman Campbell  | Chair           | Deceased 6 May 2020   |
| Jackie Hartley   | Secretary       |                       |
| Pat McGeever     | Acting Chair    |                       |
| Paul Broadbent   | Treasurer       | Appointed 27 May 2021 |
| Kausar Iqbal     |                 |                       |
| Rebecca Mitchell |                 |                       |
| Yvonne Ugarte    |                 |                       |
| Anthony Dawson   |                 |                       |
| Leanne Benson    |                 |                       |
| Rita Metcalfe    |                 |                       |
| Adam Ogilvie     |                 |                       |
| John Ruddette    |                 |                       |
| Kelly Hartley    |                 |                       |

**Charity number** 1154286

### **Principal address**

Beeston Village Community Centre  
Beeston Park Place  
Leeds  
LS11 8DQ

### **Bankers**

Yorkshire Bank  
86A Queen Street  
Morley  
Leeds  
LS27 9BU

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 21 October 2013.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Better Action for Families CIO**

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

### **Objectives and activities**

#### **The charity's objects**

The advancement of health

The advancement of education

The relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage in particular through targeted and inclusive action for the improvement of the lives of people with learning disabilities and their families and carers.

The provision of facilities for recreation or leisure time occupation in the interests of social welfare to persons who have need of those facilities by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances and to their families and carers.

#### **The charity's main activities**

BAFF began the year running their usual groups in the community that support parent/carers people with learning disabilities, their families and the wider community. The groups consisted of a Monday social evening, two allotment sessions, family fun, chair based exercise, dancercise and an educational walking group. Due to the Covid-19 Pandemic some of these sessions have had to be altered or stopped at certain times following government guidance. BAFF have worked with Cycle UK to deliver cycling sessions, either one to one or with limited attendees, continued with two allotment sessions, Monday evening relaxation for volunteers and have delivered and shared information on social media. Some family fun sessions have been able to be delivered.

BAFF are commissioned to deliver four services for Leeds city Council. Facilitate the Carers Reference Group that feed back to the Learning Disabilities Partnership Board. Support of the good Lives Leaders Project visiting homes and submitting a report for changes to the CQC to put these in place. These have also either been put on hold or have been limited delivering meetings only on zoom. Manage the 'As one' project working with families of adults with learning disabilities to promote inclusion in the community. Asset based Community Development Facilitators to work on people's skills & assets to develop the community.

#### **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**

BAFF have helped people with learning disabilities, their families and the wider community to continue with activities in an uncertain time. Due to the Covid-19 restrictions BAFF have had to change in the way it connects with the community. We have given out activity packs to families, any surplus food from the allotment went to the local food banks, we shared on social media public health information, recipes, crochet patterns, growing fruit and vegetables and exercise sessions. At Halloween pumpkins were handed out to local families along with homemade pumpkin soup. We gave out 52 Christmas gifts to parents and children. The Carers Reference Group coffee and chat continued on zoom so carers were supported.

BAFF have continued to deliver the Asset Based Community Development work in Beeston and funding has been secured to continue this project for a further 12 months. We said goodbye to Alia and welcomed Gayle to the project and are looking forward to her delivery. The salaries are paid by Leeds City Council until March 2022.

We have been based in the new Beeston Village Community Centre now for over a year and are looking forward to starting our group sessions.

Due to the Covid-19 virus most BAFF groups have had to stop or have been changed to fit with government guidance. We have work closely with Cycle UK delivering cycle groups to the members.

The Liz and Terry Bramall and Awards for All grants have been extended until the end of 2021.

## **Better Action for Families CIO**

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

#### **Covid-19**

Better Action for Families CIO have managed to secure funding over the past 12 months and for the next 12 months but have had to adapt all sessions to fit with government guidance. The board of trustees have struggled to meet up and after we lost our chairman Norman Campbell in May 2020 members decided it would be better to reassemble when it was safe to do so. Our board are made up from carers who over the last year have had other commitments and adults with learning disabilities who have had to self-isolate.

Many board members either didn't have the time due to their commitments or were not experienced in using digital technology to attend zoom/skype meetings. The board agreed to wait until they could meet face-to-face. We have also found it hard to fill the posts of either the chairperson or the treasurer who also stepped down due to isolating. Although we advertised & circulated around forums, social media & on the VA-L website it was hard to fill these posts.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due

#### **Financial review**

The net receipts for the year was £23,066, including net receipts of £1,807 on unrestricted funds and net receipts of £21,259 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £6,149.

We are currently working on a reserves policy but due to the pandemic this has been put on hold. The trustees agreed that we should keep £2,000 for the reserves.

Signed on behalf of the board of trustees on 27/09/21

Paul Broadbent (Trustee)

## **Better Action for Families CIO**

### **Independent examiner's report to the trustees of Better Action for Families CIO Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 10.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

Stephen Procter

30/09/2021

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Better Action for Families CIO

## Receipts and payments account for the year ended 31 March 2021

|  | Notes | 2021<br>Unrestricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Receipts</b>                              |       |                                    |                                  |                             |                             |
| Grants and donations                         | (2)   | 250                                | 60,382                           | 60,632                      | 54,538                      |
| Other income                                 |       | 471                                | -                                | 471                         | -                           |
| <b>Total receipts</b>                        |       | <u>721</u>                         | <u>60,382</u>                    | <u>61,103</u>               | <u>54,538</u>               |
| <b>Payments</b>                              |       |                                    |                                  |                             |                             |
| Staff costs                                  | (3)   | 213                                | 26,329                           | 26,542                      | 29,677                      |
| Staff travel                                 |       | -                                  | -                                | -                           | 80                          |
| Hall and facility hire                       |       | 625                                | 2,562                            | 3,187                       | 3,162                       |
| Insurance                                    |       | -                                  | 270                              | 270                         | 256                         |
| Equipment and resources                      |       | -                                  | 1,512                            | 1,512                       | 4,184                       |
| Travel, transport and activities             |       | -                                  | 148                              | 148                         | 9,102                       |
| Refreshments                                 |       | -                                  | 178                              | 178                         | 939                         |
| Stationery and postage                       |       | -                                  | 192                              | 192                         | 245                         |
| Telephone                                    |       | -                                  | 168                              | 168                         | 176                         |
| Exercise classes                             |       | -                                  | 4,560                            | 4,560                       | 3,600                       |
| Gifts and donations                          |       | 23                                 | 300                              | 323                         | 171                         |
| Ingredients                                  |       | -                                  | -                                | -                           | 55                          |
| Independent examination                      |       | -                                  | 492                              | 492                         | 480                         |
| Volunteer expenses                           |       | -                                  | 299                              | 299                         | 409                         |
| Sundries                                     |       | 53                                 | 113                              | 166                         | 460                         |
| <b>Total payments</b>                        |       | <u>914</u>                         | <u>37,123</u>                    | <u>38,037</u>               | <u>52,996</u>               |
| <b>Net receipts / (payments)</b>             |       | <u>(193)</u>                       | <u>23,259</u>                    | <u>23,066</u>               | <u>1,542</u>                |
| Transfers between funds                      | (4)   | 2,000                              | (2,000)                          | -                           | -                           |
| <b>Net movement in funds after transfers</b> |       | <u>1,807</u>                       | <u>21,259</u>                    | <u>23,066</u>               | <u>1,542</u>                |
| <b>Fund balances brought forward</b>         |       | <u>4,342</u>                       | <u>37,925</u>                    | <u>42,267</u>               | <u>40,725</u>               |
| <b>Fund balances carried forward</b>         | (4)   | <u>6,149</u>                       | <u>59,184</u>                    | <u>65,333</u>               | <u>42,267</u>               |

## Better Action for Families CIO

### Statement of assets and liabilities as at 31 March 2021

|                         | 2021         | 2021          | 2021          | 2020          |
|-------------------------|--------------|---------------|---------------|---------------|
|                         | Unrestricted | Restricted    | Total         | Total         |
|                         | £            | £             | £             | £             |
| <b>Cash funds</b>       |              |               |               |               |
| Cash at bank            | 5,750        | 59,184        | 64,934        | 42,317        |
| Cash in hand            | 399          | -             | 399           | (50)          |
| <b>Total cash funds</b> | <u>6,149</u> | <u>59,184</u> | <u>65,333</u> | <u>42,267</u> |

#### Liabilities

Independent examination

|            |
|------------|
| £          |
| 492        |
| <u>492</u> |

#### Approval of the accounts

The financial statements were approved by the board of trustees on 27/09/21

Paul Broadbent (Trustee)



# **Better Action for Families CIO**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **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.

##### **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.

# Better Action for Families CIO

## Notes to the accounts continued

### for the year ended 31 March 2021

#### 2 Grants and donations

|   | 2021<br>Unrestricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|---|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Leeds City Council (Adult Social Care)  | -                                  | 10,000                           | 10,000                      | 10,000                      |
| Leeds City Council (ABCD Project)       | -                                  | 25,000                           | 25,000                      | 20,000                      |
| Leeds City Council (ABCD Small Sparks)  | -                                  | 2,000                            | 2,000                       | -                           |
| Leeds City Council (Carers Group)       | -                                  | 6,000                            | 6,000                       | 6,000                       |
| Leeds City Council (GLL)                | -                                  | -                                | -                           | 2,000                       |
| Leeds City Council (MICE)               | -                                  | -                                | -                           | -                           |
| Arise                                   | -                                  | -                                | -                           | 1,000                       |
| Aspire                                  | -                                  | -                                | -                           | 2,500                       |
| Awards for All                          | -                                  | 9,996                            | 9,996                       | -                           |
| Cycling UK                              | -                                  | 1,336                            | 1,336                       | -                           |
| Greggs                                  | -                                  | -                                | -                           | 1,960                       |
| Leeds Community Foundation (Resilience) | -                                  | 6,050                            | 6,050                       | -                           |
| Liz and Terry Bramhall                  | -                                  | -                                | -                           | 4,976                       |
| Trinity Fund                            | -                                  | -                                | -                           | -                           |
| Wades Charity                           | -                                  | -                                | -                           | 4,000                       |
| Wesleyan                                | -                                  | -                                | -                           | 1,980                       |
| Donations                               | 250                                | -                                | 250                         | 122                         |
|   | <u>250</u>                         | <u>60,382</u>                    | <u>60,632</u>               | <u>54,538</u>               |

#### 3 Staff costs

|                       | 2021<br>£     | 2020<br>£     |
|-----------------------|---------------|---------------|
| Gross salaries        | 26,226        | 29,335        |
| Social security costs | 1,235         | 1,577         |
| Employment allowance  | (1,235)       | (1,577)       |
| Payroll costs         | 316           | 342           |
|                       | <u>26,542</u> | <u>29,677</u> |

#### 4 Restricted funds

|                         | Balance b/f<br>£ | Incoming<br>£ | Outgoing<br>£ | Transfers<br>£ | Balance c/f<br>£ |
|-------------------------|------------------|---------------|---------------|----------------|------------------|
| LCC (ASC)               | 2,883            | 10,000        | 9,924         | -              | 2,959            |
| LCC (ABCD)              | 21,418           | 25,000        | 16,028        | (3,000)        | 27,390           |
| LCC (ABCD Small Sparks) | -                | 2,000         | 400           | 1,000          | 2,600            |
| LCC (Carers)            | 6,122            | 6,000         | 1,440         | -              | 10,682           |
| LCC (GLL)               | 943              | -             | 81            | -              | 862              |
| LCC (MICE)              | 150              | -             | 150           | -              | -                |
| Arise                   | 700              | -             | 700           | -              | -                |
| Aspire                  | 234              | -             | -             | -              | 234              |
| Awards for All          | -                | 9,996         | 609           | -              | 9,387            |
| Cycling UK              | -                | 1,336         | 193           | -              | 1,143            |
| LCF Resilience          | -                | 6,050         | 6,050         | -              | -                |
| Liz and Terry Bramhall  | 4,976            | -             | 1,087         | -              | 3,889            |
| Wades Charity           | 499              | -             | 461           | -              | 38               |
|                         | <u>37,925</u>    | <u>60,382</u> | <u>37,123</u> | <u>(2,000)</u> | <u>59,184</u>    |

# Better Action for Families CIO

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

### 4 Restricted funds (continued)

| Fund name               | Purpose of restriction   |
|-------------------------|--|
| LCC (ASC)               | For Manager salary, rent, insurance and other running costs.   |
| LCC (ABCD)              | For the Asset Based Community Development project. (Includes wages and other costs as well as some Small Sparks grants. Transfers in respect of project management fee and grant contributions to Small Sparks.) |
| LCC (ABCD Small Sparks) | To make small awards to residents to allow them to organise local activities.  |
| LCC (Carers)            | To facilitate the Carers Reference Group for Leeds.  |
| LCC (GLL)               | To support the Good Lives Leaders project.   |
| LCC (MICE)              | Towards the costs of equipment.  |
| Arise                   | For the delivery of dance/exercise sessions and allotment equipment.   |
| Aspire                  | To purchase equipment for an accessible changing room.   |
| Awards for All          | To provide activity sessions for group members during and after Covid-19.  |
| Cycling UK              | To purchase cycles and other equipment to deliver group cycling sessions.  |
| LCF Resilience          | To support the functions of the organisation during and after Covid-19, including home office equipment, insurance and volunteer expenses.   |
| Liz and Terry Bramhall  | To re-establish groups and staff costs for social and health activities.   |
| Wades Charity           | Towards the costs of equipment, activities and staff costs.  |

### 5 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.