

# **Batley Community Outreach Centre**

Charity number 1160587

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



West Yorkshire Community Accounting Service

# **Batley Community Outreach Centre**

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

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**Prepared by West Yorkshire Community Accounting Service**

# **Batley Community Outreach Centre**

## **Trustees' report for the year ended 31 January 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>
Hazel Wrigley	Chair	
Denise Fotherby		
Neil Fotherby	Secretary	
Andrew Dalton		

**Charity number** 1160587

### **Principal address**

88 Wellington Street  
Batley  
WF17 5QL

### **Bankers**

Yorkshire Bank  
46 Market Place  
Dewsbury  
WF13 1DN

### **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 23 February 2015.

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

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

# **Batley Community Outreach Centre**

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

### **Objectives and activities**

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

The object of the CIO is the relief of those in need by reason of youth, age, ill health, disability, financial hardship or other social or economic disadvantage living in Batley, West Yorkshire, in particular but not exclusively by running a drop-in service providing hot food, signposting to other services and basic counselling.

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

We want to engage with our community, meet local needs and care for those who are lonely and isolated. Through our drop in sessions we welcome up to 60 people a week with a freshly prepared hot meal and opportunities to make friends and learn new skills.

#### **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 and in particular the prevention or relief of poverty.

#### **Achievements and performance**

The needs of our client base have continued to be acute, needing help with the basics of life. The position of the venue we hire – in a deprived area of social housing mean the needs of those directly around us have continued in the current economic climate of Batley.

We offer hot breakfast as well as lunch.

Groups and activities currently operating include:

Wellspring – Tuesday group – social for over 55's.

Men's Support Group – group support through an activity with emphasis on help and support for each other.

Raise & Shine – storytelling session for under 5's.

Raise Your Voice Together Choir

#### **COVID-19**

Throughout the pandemic the charity continued to provide food and provisions to the most vulnerable in the community. Grants were received for this provision so because of this the charity was not affected financially by the crisis.

The Trustees have reviewed the budget for the next year and whilst the free reserves fall short of the target level of reserves we feel confident in the charity's ability to continue. There are no material uncertainties that 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 were £17,470, including net receipts of £3,577 on unrestricted funds and net receipts of £13,893 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £8,893.

The Trustees understand the need for a reserve policy and will try to work towards 3 months' expenditure.

However, in the current funding climate and receipt of mostly restricted funds this hasn't yet been achieved.

Signed on behalf of the board of trustees:

Signed: D. Fotherby

Date: 29/4/21

Name: D.M. FOTHERBY (Trustee)

# **Batley Community Outreach Centre**

## **Independent examiner's report to the trustees of Batley Community Outreach Centre 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 January 2021, which are set out on pages 5 to 9.

### **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.

Signed: S.Procter

Name: Stephen Procter

Date: 4 May 2021

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Batley Community Outreach Centre**  
**Receipts and payments account**  
**for the year ended 31 January 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	2,500	44,867	47,367	30,839
Sales and fees		1,077	-	1,077	1,850
Activity contributions		-	-	-	502
<b>Total receipts</b>		<u>3,577</u>	<u>44,867</u>	<u>48,444</u>	<u>33,191</u>
<b>Payments</b>					
Materials and resources		-	1,475	1,475	1,218
Activity expenses		-	1,029	1,029	1,982
Volunteer expenses		-	878	878	1,273
Rent		-	7,200	7,200	6,405
Sessional staff		-	8,919	8,919	16,944
Meals		-	2,101	2,101	3,105
Project development and administration		-	6,700	6,700	12,533
Independent examination		-	396	396	396
Insurance		-	365	365	360
IT support and equipment		-	748	748	515
Kitchen refurbishment		-	-	-	3,865
Building expenses and waste collection		-	1,163	1,163	396
<b>Total payments</b>		<u>-</u>	<u>30,974</u>	<u>30,974</u>	<u>48,992</u>
<b>Net receipts / (payments)</b>		<u>3,577</u>	<u>13,893</u>	<u>17,470</u>	<u>(15,801)</u>
<b>Fund balances brought forward</b>		<u>5,316</u>	<u>12,188</u>	<u>17,504</u>	<u>33,305</u>
<b>Fund balances carried forward</b>	(3)	<u>8,893</u>	<u>26,081</u>	<u>34,974</u>	<u>17,504</u>

# **Batley Community Outreach Centre**

## **Statement of assets and liabilities**

**as at 31 January 2021**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Yorkshire Bank	8,893	26,081	34,974	17,504
<b>Total cash funds</b>	<u>8,893</u>	<u>26,081</u>	<u>34,974</u>	<u>17,504</u>

### **Assets retained for the charity's own use**

2 x laptops and various items of kitchen equipment and utensils.

### **Liabilities**

£

Independent examination

396

396

### **Approval of the accounts**

The financial statements were approved by the board of trustees on

Date: 29/4/21

Signed: D. Fotherby

(Trustee)

Name: D.M. FOTHERBY

# **Batley Community Outreach Centre**

## **Notes to the accounts**

### **for the year ended 31 January 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.



# Batley Community Outreach Centre

## Notes to the accounts continued

for the year ended 31 January 2021

### 2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Peoples Health Trust	-	-	-	4,713
Lottery Community Fund	-	11,047	11,047	11,001
Awards for All	-	-	-	10,000
Garfield Weston	-	15,000	15,000	-
George Moore	-	500	500	-
Liz and Terry Bramhall	-	5,000	5,000	-
Locala Community Fund	-	1,500	1,500	-
More in Common (Jo Cox Foundation)	-	1,000	1,000	-
One Community	-	5,820	5,820	-
Scurrah Wainwright	-	5,000	5,000	-
Souter Charitable Trust	2,000	-	2,000	-
Tesco	500	-	500	-
The 4814 Trust	-	-	-	5,000
Donations	-	-	-	125
	<u>2,500</u>	<u>44,867</u>	<u>47,367</u>	<u>30,839</u>

### 3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Lottery Community Fund	2,188	11,047	4,911	8,324
Awards for All	10,000	-	10,000	-
Garfield Weston	-	15,000	9,515	5,485
George Moore	-	500	500	-
Liz and Terry Bramhall	-	5,000	-	5,000
Locala Community Fund	-	1,500	-	1,500
More in Common	-	1,000	-	1,000
One Community	-	5,820	3,315	2,505
Scurrah Wainwright	-	5,000	2,733	2,267
	<u>12,188</u>	<u>44,867</u>	<u>30,974</u>	<u>26,081</u>

#### Fund name

#### Purpose of restriction

Lottery Community Fund

Building Connections' funding. Towards session costs, children's work and administration costs for all projects.

Awards for All

Towards the costs of sessional cook and Drop-in Outreach worker, project development and refreshments.

Garfield Weston

Towards general running costs.

George Moore

Towards general running costs.

Liz and Terry Bramhall

Towards general running costs.

Locala Community Fund

For the Covid-19 foodbank.

More in Common

For purchase of a fridge/freezer.

One Community

For Covid-19 response, foodbank and hot meal takeaway.

Scurrah Wainwright

Towards general running costs.

# **Batley Community Outreach Centre**

## **Notes to the accounts continued**

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

#### **4 Related party transactions**

##### **Trustee expenses**

During the year 4 trustees were paid a total of £824 in respect of travel and volunteer expenses (previous year: 2 trustees and £368).

##### **Trustee remuneration and benefits**

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

		2021 £	2020 £
<b>Name of trustee</b>	<b>Legal authority</b>		
Hazel Wigley (sessional cook cover)	Governing document	-	555
Denise Fotherby (cook and sessional cover)	Governing document	6,735	5,775
		<u>6,735</u>	<u>6,330</u>