

Batley Community Outreach Centre

Charity number 1160587

Annual Report and Financial Statements **for the year ended 31 January 2024**



**BATLEY COMMUNITY
OUTREACH CENTRE**

WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Batley Community Outreach Centre

Annual Report and Financial Statements for the year ended 31 January 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Batley Community Outreach Centre

Trustees' report for the year ended 31 January 2024

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:

| Name | Position | Dates |
|-----------------|-----------------|--------------|
| Hazel Wrigley | Chair | |
| Denise Fotherby | Treasurer | |
| Andrew Dalton | | |
| Debbie White | | |

Charity number 1160587 Registered in England and Wales

| Registered and principal address | Bankers |
|---|-----------------|
| 88 Wellington Street | Virgin Money |
| Batley | 46 Market Place |
| WF17 5QL | Dewsbury |
| | WF13 1DN |

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 23 February 2015 and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the trustees at a duly convened meeting.

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.

Batley Community Outreach Centre

Trustees' report (continued) for the year ended 31 January 2024

Objectives and activities

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 people each 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

BCOC responded to the effects that the cost-of-living crisis has had on our community to provide the following:

- Warm Space – a place where people can gather for free, warm, safe, welcomed and enjoy a hot drink and some company.
- Hot nutritious meal served twice a week with take away meals provided.
- Emergency food parcels handed out .
- Hygiene / Care packages – containing toiletries and every day essentials – socks, gloves and blankets in poor weather to keep warm.
- One to one emotional support to avoid social isolation providing a listening ear from someone who cares. Through this contact we could also signpost beneficiaries to other agencies, partners and support groups.
- Christmas Lunch & Parties with each person being given gift of a care package which included a thick fleece blanket.
- Summer Day Trips creating memories and fun.
- Over 55's Wellbeing Social Club has continued to grow and thrive with participants saying they experience the feeling of being close and connected to others.

The demand for support continues to grow, as several other agencies providing hot meals have closed. Our community has come to appreciate us as an integral part of their lives. Batley Community Outreach Centre was proud to serve our community in this way enabling us to alleviate loneliness so people could grow in hope and confidence creating social connections to others.

Financial review

The net payments for the year were £6,417, including net receipts of £10,499 on unrestricted funds and net payments of £16,916 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £28,665.

The Trustees understand the need for a reserve policy and aim to maintain the equivalent of 3 months' expenditure costs. They are aware that free reserves are currently substantially in excess of this amount and

Approved by the board of trustees on 16/5/2024

Denise Fotherby (Trustee)

Batley Community Outreach Centre

Independent examiner's report to the trustees of Batley Community Outreach Centre

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 January 2024, which are set out on pages 5 to 8.

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 charity as required by section 130 of the Charities Act;
- 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.

Alan Dodd FCCA

23/5/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Batley Community Outreach Centre
Receipts and payments account
for the year ended 31 January 2024

| | Notes | 2024 Unrestricted funds £ | 2024 Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Receipts | | | | | |
| Grants and donations | (2) | 312 | 33,921 | 34,233 | 44,969 |
| Sales and fees | | 10,187 | - | 10,187 | 7,078 |
| Total receipts | | <u>10,499</u> | <u>33,921</u> | <u>44,420</u> | <u>52,047</u> |
| Payments | | | | | |
| Materials and resources | | - | 4,361 | 4,361 | 1,883 |
| Activity expenses | | - | 3,552 | 3,552 | 3,475 |
| Volunteer expenses | | - | 1,430 | 1,430 | 3,375 |
| Rent | | - | 8,625 | 8,625 | 7,700 |
| Sessional staff | | - | 14,704 | 14,704 | 11,524 |
| Meals | | - | 5,547 | 5,547 | 4,520 |
| Project development and administration | | - | 2,275 | 2,275 | 4,913 |
| Independent examination | | - | 396 | 396 | 396 |
| Insurance | | - | 413 | 413 | 378 |
| IT support and equipment | | - | 1,563 | 1,563 | 1,177 |
| Essentials shop | | - | 4,894 | 4,894 | 2,584 |
| Building expenses and waste collection | | - | 3,077 | 3,077 | 1,405 |
| Total payments | | <u>-</u> | <u>50,837</u> | <u>50,837</u> | <u>43,330</u> |
| Net receipts / (payments) | | <u>10,499</u> | <u>(16,916)</u> | <u>(6,417)</u> | <u>8,717</u> |
| Fund balances brought forward | | <u>18,166</u> | <u>32,562</u> | <u>50,728</u> | <u>42,011</u> |
| Fund balances carried forward | (3) | <u>28,665</u> | <u>15,646</u> | <u>44,311</u> | <u>50,728</u> |

Batley Community Outreach Centre

Statement of assets and liabilities

as at 31 January 2024

| | 2024 | 2024 | 2024 | 2023 |
|-------------------------|---------------|---------------|---------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Cash funds | | | | |
| Cash at bank | 28,665 | 15,646 | 44,311 | 50,728 |
| Total cash funds | <u>28,665</u> | <u>15,646</u> | <u>44,311</u> | <u>50,728</u> |

Assets retained for the charity's own use

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

Upright double door display fridge

Lincat light duty hot cupboard

Liabilities

| | |
|----------|------------|
| | 2024 |
| | £ |
| Accruals | 416 |
| | <u>416</u> |

The financial statements were approved by the board of trustees on 16/5/2024

Denise Fotherby (Trustee)

Batley Community Outreach Centre

Notes to the accounts

for the year ended 31 January 2024

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 2024

| 2 Grants and donations | 2024 Unrestricted funds £ | 2024 Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|-----------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Charles & Elsie Sykes Trust | - | 3,000 | 3,000 | 3,000 |
| Henry Smith Charity | - | 20,000 | 20,000 | 20,000 |
| Peoples Health Trust | - | 10,921 | 10,921 | 7,801 |
| George A Moore Trust | - | - | - | 1,500 |
| Scurrah Wainwright | - | - | - | 4,000 |
| Sir George Martin | - | - | - | 3,000 |
| Sovereign Health Charity | - | - | - | 5,000 |
| Other donations | 312 | - | 312 | 668 |
| | <u>312</u> | <u>33,921</u> | <u>34,233</u> | <u>44,969</u> |

| 3 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|-----------------------------|------------------|---------------|---------------|----------------|------------------|
| Peoples Health Trust | 2,234 | 10,921 | 13,155 | - | - |
| The Henry Smith Charity | 14,358 | 20,000 | 24,373 | - | 9,985 |
| Sir George Martin Trust | 2,470 | - | 2,470 | - | - |
| Sovereign Health Charity | 5,000 | - | 5,000 | - | - |
| George A Moore Trust | 1,500 | - | 1,500 | - | - |
| Charles & Elsie Sykes Trust | 3,000 | 3,000 | 339 | - | 5,661 |
| Scurrah Wainwright Charity | 4,000 | - | 4,000 | - | - |
| | <u>32,562</u> | <u>33,921</u> | <u>50,837</u> | <u>-</u> | <u>15,646</u> |

| Fund name | Purpose of restriction |
|-----------------------------|---|
| Peoples Health Trust | All costs for Wellspring Over 55's Community Social Club. |
| The Henry Smith Charity | Towards general running costs. |
| Sir George Martin Trust | Towards general running costs. |
| Sovereign Health Charity | Towards general running costs. |
| George A Moore Trust | Towards general running costs. |
| Charles & Elsie Sykes Trust | Towards general running costs. |
| Scurrah Wainwright Charity | Towards general running costs. |

4 Related party transactions

Trustee expenses

During the year 1 trustee was paid a total of £40 in respect of travel (previous year: 1 trustee and £76).

Trustee remuneration and benefits

| Details of remuneration and benefits | 2024 £ | 2023 £ |
|--------------------------------------|--------------|--------------|
| Denise Fotherby | Gross pay | |
| | <u>3,264</u> | <u>2,812</u> |
| | <u>3,264</u> | <u>2,812</u> |

Reason for remuneration

The trustee was employed in the role of sessional cook.

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.