

The Queensbury Community Programme Limited

Charity number 1165411

A company limited by guarantee number 06962253

Annual Report and Financial Statements for the period 1 September 2023 to 31 March 2024



Queensbury Community Programme



The Queensbury Community Programme Limited

Annual Report and Financial Statements for the period 1 September 2023 to 31 March 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

The Queensbury Community Programme Limited

Trustees' report for the period 1 September 2023 to 31 March 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial period and up to and including the date the report was approved were:

Name	Position	Dates
Andrew Senior	Chair	
Martin Walker	Treasurer	
Veronica Hall		
John Thompson		
Michael Tomkinson		Appointed 14 February 2024
Judith Acton		Appointed 14 February 2024
Luke Majkowski		Appointed 26 July 2024
Charity number	1165411	Registered in England and Wales
Company number	06962253	Registered in England and Wales

Registered and principal address	Bankers
36 High Street	Yorkshire Bank
Queensbury	7 Waterhouse Street
Bradford	Halifax
BD13 2PA	HX1 1XZ

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The company is a charity limited by guarantee and was formed on the 14 July 2009. It is governed by a memorandum and articles of association as amended by special resolutions dated 17 December 2015 as amended 28 September 2022. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The Queensbury Community Programme Limited

Trustees' report (continued) for the period 1 September 2023 to 31 March 2024

Objectives and activities

The charity's objects

To further or benefit the residents of Queensbury and surrounding areas, without distinction of sex, sexual orientation, age, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objectives of educating and improving the conditions of life for the residents.

The charity's main activities

QCP offers an extensive non-accredited Adult Learning Programme in creative arts, crafts, and languages along with employability focussed courses. QCP also offers support to the elderly by facilitating three Well Being Café's, Coffee mornings, a Mancave and Exercise Classes in the local area, as well as a Community Managed Library and a Job Club. QCP has recently extended its provision of luncheon clubs and is now delivering twice weekly to residents in Queensbury and the surrounding areas. In recent years QCP has also extended its provision to young people offering activities in the school holidays.

All of our work is greatly assisted by an extensive team of volunteers and local partnerships.

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 advancement of education.

Achievements and performance

Reflecting the 6-month period this report covers, this is intentionally a brief summary of our activities in comparison with those previously published.

The period reported, this time, reflects a decision taken at Board level to take QCP from its historic annual alignment with the academic year to bring financial reconciliation in line with the national framework for the financial year.

September 2023 witnessed QCP's learning programmes, community engagement programmes and community action programmes, supporting our local and extended area, continuing unabated.

The increasing demands on finances, the financial constraints being imposed in our local authority and the uncertainties around the long-awaited tenancy on a proposed community asset transfer made for a challenging context in which staff and volunteers performed well and maintained QCP's profile in the local and surrounding areas.

At the end of 2023, a bombshell decision by the LA led to the identified community asset being announced as a closure with immediate effect. Buoyed by the Community's remarkable response to this decision, ultimately tabled at a Full Council Meeting early in 2024, QCP's Board were able to refocus their intentions around the asset and re-enter discussions with LA Officers. A declared intention to enhance the capacity of the Board with reference to skilled individuals and to engage experienced people in our work, at Board level, gathered momentum and though not everything was in place for the end of this period report it was very clear the interest being shown by some would soon have an impact on QCP Board's membership.

At this end point, we are happy to report a healthy balance on our accounts which we trust will help support the short to mid term costs in securing a short to mid term lease on the asset to ensure it's continued use for the local community.

In our next report, for the period April 2024 to March 2025, there will be two distinct aspects which will summarise the periods September 2023 to August 2024, reflecting the historic nature of reporting periods, and April 2024 to March 2025, reflecting reports from our next reporting period on.

The Queensbury Community Programme Limited

Trustees' report (continued) for the period 1 September 2023 to 31 March 2024

Financial review

The net expenditure for the period was £4,195, including net expenditure of £3,675 on unrestricted funds and net expenditure of £520 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £75,189.

The trustees have adopted a policy to retain a minimum of 3 months annual budgeted expenditure in order to ensure the smooth running of charity in the event of a short term loss of funding and to allow for an orderly winding up if the charity had to close. Based on budgeted 2023/2024 expenditure and estimated redundancy costs the minimum level of reserves would be £60,000.

In reviewing the end of year financial statement trustees continue to support a balance in excess of QCP's reserves policy; given their intention to secure a community asset transfer at which point it will be a consideration to invest in capital expenditure, subject to the successful application for additional grant funding, to develop the asset into the Community Hub envisaged some years previously.

The Queensbury Community Programme Limited

Trustees' report (continued) for the period 1 September 2023 to 31 March 2024

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 23/12/2024

John Thompson (Trustee)

The Queensbury Community Programme Limited

Independent examiner's report to the trustees of The Queensbury Community Programme Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the period 1 September 2023 to 31 March 2024, which are set out on pages 7 to 13.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Rhys North ACA

23/12/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Queensbury Community Programme Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the period 1 September 2024 to 31 March 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	5,068	23,354	28,422	43,577
Course fees		17,832	-	17,832	19,466
Library		1,250	-	1,250	3,750
Luncheon club		7,901	-	7,901	15,134
Victoria Hall rental income		7,617	-	7,617	15,594
Other income and fundraising		5,275	2,788	8,063	7,096
Total income		44,943	26,142	71,085	104,617
Expenditure on:					
Salaries NI and pensions	(3)	15,591	8,912	24,503	41,218
Tutor costs		5,795	7,356	13,151	14,648
Repairs, cleaning and maintenance		3,387	158	3,545	3,908
Subscriptions and licences		263	-	263	536
Advertising and promotion		-	-	-	109
Rents - Victoria Hall		5,195	-	5,195	8,044
Rent and rates		3,576	2,117	5,693	10,292
Utilities		2,455	-	2,455	3,345
Food and luncheon club		2,460	2,825	5,285	7,489
Well Being Café expenses		305	744	1,049	1,629
Activity costs		1,278	1,695	2,973	9,416
Insurance		216	370	586	951
Equipment and equipment rental		3,986	1,363	5,349	2,056
Telephone and broadband		1,172	336	1,508	1,797
Office and administration		1,007	188	1,195	1,040
Travel costs		-	-	-	685
Training		-	-	-	148
Independent examination		1,320	-	1,320	1,320
Volunteer expenses		212	598	810	522
Bad Debts		400	-	400	100
Other expenditure		-	-	-	61
Total expenditure		48,618	26,662	75,280	109,314
Net income / (expenditure)		(3,675)	(520)	(4,195)	(4,697)
Fund balances brought forward		78,864	5,076	83,940	88,637
Fund balances carried forward	(4)	75,189	4,556	79,745	83,940

All incoming resources and resources expended derive from continuing activities.

The Queensbury Community Programme Limited
Balance sheet
as at 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Current assets					
Debtors and prepayments	(6)	8,023	270	8,293	11,588
Cash at bank and in hand	(7)	84,051	8,503	92,554	78,401
Total current assets		<u>92,074</u>	<u>8,773</u>	<u>100,847</u>	<u>89,989</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	16,885	4,217	21,102	6,049
Total current liabilities		<u>16,885</u>	<u>4,217</u>	<u>21,102</u>	<u>6,049</u>
Net current assets / (liabilities)		<u>75,189</u>	<u>4,556</u>	<u>79,745</u>	<u>83,940</u>
Total assets less current liabilities		<u>75,189</u>	<u>4,556</u>	<u>79,745</u>	<u>83,940</u>
Net assets		<u>75,189</u>	<u>4,556</u>	<u>79,745</u>	<u>83,940</u>
Funds					
Unrestricted funds					
General unrestricted funds		73,199	-	73,199	76,276
Designated funds	(9)	1,990	-	1,990	2,588
Unrestricted funds		<u>75,189</u>	<u>-</u>	<u>75,189</u>	<u>78,864</u>
Restricted funds		<u>-</u>	<u>4,556</u>	<u>4,556</u>	<u>5,076</u>
Total funds		<u>75,189</u>	<u>4,556</u>	<u>79,745</u>	<u>83,940</u>

For the year ending 31 March 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 23/12/2024

John Thompson (Trustee)

The Queensbury Community Programme Limited

Notes to the accounts

for the period 1 September 2023 to 31 March 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

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

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

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

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

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

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.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

IT equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

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.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

The Queensbury Community Programme Limited
Notes to the accounts continued
for the period 1 September 2023 to 31 March 2024

2 Grants and donations	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Affinity Care	-	2,761	2,761	-
Bradford Metropolitan District Council (BMDC)	2,788	18,203	20,991	37,638
Co-op Local Community Fund	1,066	-	1,066	1,405
InCommunities	650	-	650	820
Royds Community Association	-	2,390	2,390	-
Bradford VCS Alliance Limited	-	-	-	1,000
Groundwork UK	-	-	-	167
West Yorkshire Prepared	-	-	-	1,760
Other donations	564	-	564	787
	<u>5,068</u>	<u>23,354</u>	<u>28,422</u>	<u>43,577</u>

3 Staff costs and numbers	2024 £	2023 £
Gross salaries	24,163	40,624
Social security costs	1,148	1,960
Employment allowance	(1,148)	(1,960)
Pensions	340	594
	<u>24,503</u>	<u>41,218</u>

The average number of employees during the period was 4, being an average of 1.9 full time equivalent (2023: 4, 1.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024 £	2023 £
Costs of the scheme to the charity for the period	340	594

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
ABCD Funding	-	2,390	2,390	-	-
BMDC Active Queensbury	852	5,577	6,429	-	-
Affinity Care Allotment	-	1,500	-	-	1,500
Affinity Care Thornton café	-	1,261	127	-	1,134
BDMC Cost of Living	-	7,900	7,900	-	-
FOQHS Gardening	162	-	-	-	162
West Yorkshire Prepared	1,760	-	-	-	1,760
Queensbury Wellbeing café	831	2,788	3,619	-	-
Bradford VCS Alliance	210	-	210	-	-
BMDC Warm Space	393	1,938	2,331	-	-
Wibsey Wellbeing café	868	2,788	3,656	-	-
	<u>5,076</u>	<u>26,142</u>	<u>26,662</u>	<u>-</u>	<u>4,556</u>

The Queensbury Community Programme Limited
Notes to the accounts continued
for the period 1 September 2023 to 31 March 2024

4 Restricted funds continued

Fund name

ABCD Funding	To support a wellness programme.
BMDC Active Queensbury	To support the provision of a Learning Programme.
Affinity Care Allotment	To support the provision of a community allotment.
Affinity Care Thornton café	To support the provision of a wellbeing café at Thornton.
BDMC Cost of Living	To support households facing cost of living pressures.
FOQHS Gardening	To contribute towards a gardening project with young people.
West Yorkshire Prepared	To contribute towards refurbishment kitchen costs.
Queensbury Wellbeing café	For Wellbeing café costs.
Bradford VCS Alliance	For yoga and exercise teachers.
BMDC Warm Space	To support the provision of a warm space for community use.
Wibsey Wellbeing café	For Wellbeing café costs.

5 Tangible assets

	IT Equipment	Building refurbishme	Total
<u>Cost</u>	£	£	£
At 1 September 2023	2,314	25,227	27,541
Additions	-	-	-
At 31 March 2024	<u>2,314</u>	<u>25,227</u>	<u>27,541</u>
<u>Depreciation</u>			
At 1 September 2023	2,314	25,227	27,541
Charge for year	-	-	-
At 31 March 2024	<u>2,314</u>	<u>25,227</u>	<u>27,541</u>
<u>Net book value</u>			
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>
At 31 August 2023	<u>-</u>	<u>-</u>	<u>-</u>

6 Debtors and prepayments

	2024	2023
	£	£
Debtors	7,032	9,032
Prepayments	1,261	2,556
	<u>8,293</u>	<u>11,588</u>

7 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	92,230	78,001
Cash in hand	324	400
	<u>92,554</u>	<u>78,401</u>

The Queensbury Community Programme Limited
Notes to the accounts continued
for the period 1 September 2023 to 31 March 2024

8 Creditors and accruals	2024	2023
	£	£
Creditors	14,803	4,449
Accruals	2,640	1,320
Taxation and social security	299	280
Other creditors	3,360	-
	<u>21,102</u>	<u>6,049</u>

9 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
FOQHS Flowers	210	170	-	-	380
FOQHS Christmas Fund	<u>2,378</u>	<u>3,643</u>	<u>4,411</u>	<u>-</u>	<u>1,610</u>
	<u>2,588</u>	<u>3,813</u>	<u>4,411</u>	<u>-</u>	<u>1,990</u>

Fund name	Reason for designation
FOQHS Flowers	Funds set aside for improvements to Queensbury High Street.
FOQHS Christmas Fund	Funds set aside for the cost of the annual Christmas lights in Queensbury.

10 Related party transactions

Trustee expenses

No trustee received any expenses during this period or the previous year.

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £12,519 (previous year: £21,901).

11 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2024	2023
	£	£
Within one year	7,360	1,750
In the second to fifth years inclusive	29,170	-
Over five years from the balance sheet date	<u>67,083</u>	<u>-</u>
	<u>103,613</u>	<u>1,750</u>

The Queensbury Community Programme Limited
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the period 1 September 2023 to 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	5,068	2,859	23,354	40,718	28,422	43,577
Course fees	17,832	19,466	-	-	17,832	19,466
Library	1,250	3,750	-	-	1,250	3,750
Luncheon club	7,901	15,134	-	-	7,901	15,134
Victoria Hall rental income	7,617	15,594	-	-	7,617	15,594
Other income and fundraising	5,275	7,096	2,788	-	8,063	7,096
Total income	44,943	63,899	26,142	40,718	71,085	104,617
Expenditure						
Salaries NI and pensions	15,591	27,980	8,912	13,238	24,503	41,218
Tutor costs	5,795	8,182	7,356	6,466	13,151	14,648
Repairs, cleaning and maintenance	3,387	3,908	158	-	3,545	3,908
Subscriptions and licences	263	172	-	364	263	536
Advertising and promotion	-	19	-	90	-	109
Rents - Victoria Hall	5,195	8,044	-	-	5,195	8,044
Rent and rates	3,576	38	2,117	10,254	5,693	10,292
Utilities	2,455	2,381	-	964	2,455	3,345
Food and luncheon club	2,460	6,255	2,825	1,234	5,285	7,489
Well Being Café expenses	305	27	744	1,602	1,049	1,629
Activity costs	1,278	1,926	1,695	7,490	2,973	9,416
Insurance	216	847	370	104	586	951
Equipment and equipment rental	3,986	964	1,363	1,092	5,349	2,056
Telephone and broadband	1,172	1,797	336	-	1,508	1,797
Office and administration	1,007	697	188	343	1,195	1,040
Travel costs	-	685	-	-	-	685
Training	-	40	-	108	-	148
Independent examination	1,320	1,320	-	-	1,320	1,320
Volunteer expenses	212	105	598	417	810	522
Bad Debts	400	100	-	-	400	100
Other expenditure	-	61	-	-	-	61
Total expenditure	48,618	65,548	26,662	43,766	75,280	109,314
Net income / (expenditure)	(3,675)	(1,649)	(520)	(3,048)	(4,195)	(4,697)
Fund balances brought forward	78,864	80,513	5,076	8,124	83,940	88,637
Fund balances carried forward	75,189	78,864	4,556	5,076	79,745	83,940