

Bradford Under-Fives Association

Charity number 1167014

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



West Yorkshire Community Accounting Service

Bradford Under-Fives Association

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

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Prepared by West Yorkshire Community Accounting Service

Bradford Under-Fives Association

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:

Name	Position	Dates
Doreen Williams	Chair	
Sally Griffin	Treasurer	
Jeni Lynch	Secretary	
David Morrison		Resigned June 2021

Principal address

Mayfield Centre
Broadway Avenue
Bradford
BD5 9NP

Bankers

Unity Trust Bank plc	Virgin Money
Nine Brindleyplace	Jubilee House
Birmingham	Gosforth
B1 2HB	Newcastle Upon Tyne
	NE3 4PL

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity, number 1167014, is a Charitable Incorporated Organisation (CIO) registered on 10 May 2016 and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Bradford Under-Fives Association

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

Objectives and activities

The charity's objects

To advance the development and education of children under statutory school age within the area of the City of Bradford and its neighbourhood for the public benefit, by providing in particular but not exclusively, a support service to the managers, leaders, practitioners or volunteers working in non-domestic group settings for children under five years old.

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

Due to the pandemic, we transferred our service to online platforms and continued to run and provide support and training and online toddler sessions for families, with under-fives across the district.

We supported group leaders in community settings and schools to adapt to the every changing circumstances of the last year, by cascading information and training to help them keep in touch with their families and where possible to reopen in a Covid secure way.

Financial review

The net receipts for the year were £8,147 which were all on unrestricted funds.

Reserves policy

The charity's free reserves at the year end were £102,305.

It is the charity's policy to hold eighteen to twenty four months running costs (£72,315 to £96,475) based on the rates of salary, rent and insurance costs, whilst maintaining current staffing hours and office space. This level of reserves will be reviewed on an annual basis and/or in the light of changes to our commitments.

Maintaining and monitoring a prudent level of reserves

In the event of reserves significantly exceeding 100% of the probable annual costs, the committee will take measures to ensure that this fund is appropriately reduced.

Should the organisation find the available reserves fall below the figure specified in the policy, then the organisation would reconsider its options.

We are currently holding reserves in excess of 24 months running costs. As a result of our funding being cut we will be using these excess reserves to fund some of our work while we seek alternative funding.

Coronavirus impact statement

There are material uncertainties regarding the security of future income, but having reviewed our forecasts and reserves we have concluded that the organisation can continue and be treated as a going concern for the next 12 months, while we look for alternative funding.

Signed on behalf of the board of trustees on 30/9/2021

Doreen Williams (Trustee)

Bradford Under-Fives Association

Independent examiner's report to the trustees of Bradford Under-Fives Association 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 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:  Name: Helen Galvin FCCA

1/10/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford Under-Fives Association

Receipts and payments account

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Contract income and donations	(2)	51,666	-	51,666	40,489
Training fees		-	-	-	316
Bulk buy shop income		102	-	102	616
Member subscriptions		83	-	83	388
Bank interest		7	-	7	300
Total receipts		<u>51,858</u>	<u>-</u>	<u>51,858</u>	<u>42,109</u>
Payments					
Salaries, pensions and NIC	(3)	34,594	-	34,594	32,456
Payroll charges		347	-	347	366
Training services		614	-	614	1,416
Travel expenses		37	-	37	863
Office expenses and telephone		1,249	-	1,249	1,077
Rent and rates		4,535	-	4,535	4,611
Insurance		608	-	608	693
Management costs		-	-	-	545
Bulk buy shop purchases		58	-	58	168
Equipment and resources		800	-	800	565
Independent examination		480	-	480	480
Bookkeeping		255	-	255	165
Project expenditure		-	-	-	326
Grant repayment		-	-	-	200
Bank charges		72	-	72	72
Trustee travel expenses		36	-	36	300
Volunteer expenses		26	-	26	-
Total payments		<u>43,711</u>	<u>-</u>	<u>43,711</u>	<u>44,303</u>
Net receipts / (payments)		<u>8,147</u>	<u>-</u>	<u>8,147</u>	<u>(2,194)</u>
Fund balances brought forward		<u>94,158</u>	<u>758</u>	<u>94,916</u>	<u>97,110</u>
Fund balances carried forward	(4)	<u>102,305</u>	<u>758</u>	<u>103,063</u>	<u>94,916</u>

Bradford Under-Fives Association

Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	102,275	758	103,033	94,879
Cash in hand	30	-	30	37
Total cash funds	<u>102,305</u>	<u>758</u>	<u>103,063</u>	<u>94,916</u>

Other monetary assets	£
Outstanding invoices at the year end	21
Shop stock	1,027
Prepaid insurance and equipment rental	<u>349</u>
	<u>1,397</u>

Assets retained for the charity's own use

Three laptops
Three desktop computers
One photocopier

Liabilities	£
Creditors	22
Accruals	<u>576</u>
	<u>598</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 30/9/2021

Doreen Williams (Trustee)

Bradford Under-Fives Association

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.

Bradford Under-Fives Association

Notes to the accounts continued

for the year ended 31 March 2021

2 Contract income and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
City of Bradford Metropolitan District Council	51,666	-	51,666	40,400
Donations	-	-	-	89
	<u>51,666</u>	<u>-</u>	<u>51,666</u>	<u>40,489</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	34,068	32,008
Social security costs	1,931	1,634
Employment allowance	(1,931)	(1,634)
Pensions	526	448
	<u>34,594</u>	<u>32,456</u>

The average number employees during the year was 3.7 (2020: 2.42). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	526	448
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Bradford Parent & Toddler Association	558	-	-	558
BMDC Early Years	200	-	-	200
	<u>758</u>	<u>-</u>	<u>-</u>	<u>758</u>

Fund name	Purpose of restriction
Bradford Parent & Toddler Association	To fund toddler projects to benefit member groups
BMDC Early Years	To support Parent and Toddler groups across Bradford South, East and West and deliver specified key Public Health messages and early education projects

5 Related party transactions

Trustee expenses

During the year no trustees were paid any expenses (previous year: 3 trustees and £300 in respect of travel).

Trustee remuneration and benefits

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