

Bradford Under-Fives Association

Charity number 1167014

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Bradford Under-Fives Association

Annual Report and Financial Statements for the year ended 31 March 2022

Contents	Page
Trustees' report	2 to 4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 9

Prepared by West Yorkshire Community Accountancy Service CIO

Bradford Under-Fives Association

Trustees' report for the year ended 31 March 2022

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
Charity number	1167014	Registered in England and Wales
Registered and principal address	Bankers	
Mayfield Centre	Unity Trust Bank plc	Virgin Money
Broadway Avenue	Nine Brindleyplace	Jubilee House
Bradford	Birmingham	Gosforth
BD5 9NP	B1 2HB	Newcastle Upon Tyne
		NE3 4PL

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accountancy Service CIO

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 an association 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 2022

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

This financial year has been very challenging for the staff but they have risen to this challenge and worked very hard to work to the targets which had been set for them.

Even though we did not get the tender that the Council had sent out we have not been deterred. We are looking at other avenues of funding to help us keep going over the coming years. To help us with this we have used the services of a bid writer.

We are continuing to work with our toddler groups as we recognise that they need our support now more than ever.

As the year progressed more toddler groups reopened as the buildings they are held in have opened. Leanne has worked really hard with all the toddler groups to help them reopen and be confident to have families in their settings.

We have done a lot of our work online but in April we finally managed to get outside to run some stay and play sessions, then in May we were back inside to run the stay and play sessions.

Susan has worked really hard with admin and social media work to keep our profile up. She has also worked with the bid writer to put bids together for pots of money for our running costs.

In January we were lucky to secure a grant from the Council to refresh our branding and build a more modern website, these measures will help support our funding applications. Susan has worked together with the web designer and we are really pleased with the result.

All members of staff have worked very hard to support each other and the groups we are working with.

We are working well with those groups that are open and keeping in contact with those still to open.

I would like to thank Susan, Leanne and Heather for all their hard work over the last year and the rest of the committee for their work over covid as well. The staff at BUFA have worked so hard over this time and all the committee are very proud of them.

Doreen Williams
Chair

Financial review

The net payments for the year were £19,122, including net payments of £20,151 on unrestricted funds and net receipts of £1,029 on restricted funds.

Bradford Under-Fives Association

Trustees' report (continued) for the year ended 31 March 2022

Reserves policy

The charity's free reserves at the year end were £82,154.

Maintaining and monitoring a prudent level of reserves

The amount held in the reserves will be calculated with reference to changes in operational running costs that may have occurred in the previous year.

It is the charity's policy to hold six months running costs based on the current rates of salary, rent and insurance costs, whilst maintaining current staffing hours and office space and redundancy costs. This level of reserves will be reviewed on an annual basis and/or in the light of changes to our commitments. Our current calculation to cover these costs is £40,000.

We are currently holding reserves in excess of our policy. 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.

Signed on behalf of the board of trustees on 24/05/2022

Doreen Williams (Trustee)

Bradford Under-Fives Association

Independent examiner's report to the trustees of Bradford Under-Fives Association

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 6 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

07/06/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford Under-Fives Association

Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Contract income and grants	(2)	22,666	1,810	24,476	51,666
Bulk buy shop income		181	-	181	102
Member subscriptions		265	-	265	83
Bank interest		760	-	760	7
Total receipts		<u>23,872</u>	<u>1,810</u>	<u>25,682</u>	<u>51,858</u>
Payments					
Salaries NI and pensions		32,494	-	32,494	34,594
Payroll charges		414	-	414	347
Training services		650	-	650	614
Travel expenses		394	-	394	37
Office expenses and telephone		1,650	-	1,650	1,249
Rent and rates		4,566	-	4,566	4,535
Insurance		775	-	775	608
Bulk buy shop purchases		314	-	314	58
Equipment and resources		743	31	774	800
Independent examination		576	-	576	480
Bookkeeping		283	-	283	255
Bank charges		72	-	72	72
Trustee travel expenses		-	-	-	36
Volunteer expenses		-	-	-	26
Website design		-	750	750	-
Consultancy		1,092	-	1,092	-
Total payments		<u>44,023</u>	<u>781</u>	<u>44,804</u>	<u>43,711</u>
Net (expenditure) / income		<u>(20,151)</u>	<u>1,029</u>	<u>(19,122)</u>	<u>8,147</u>
Fund balances brought forward		<u>102,305</u>	<u>758</u>	<u>103,063</u>	<u>94,916</u>
Fund balances carried forward	(3)	<u>82,154</u>	<u>1,787</u>	<u>83,941</u>	<u>103,063</u>

Bradford Under-Fives Association

Statement of assets and liabilities

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	82,132	1,787	83,919	103,033
Cash in hand	22	-	22	30
Total cash funds	<u>82,154</u>	<u>1,787</u>	<u>83,941</u>	<u>103,063</u>
Monetary assets			£	
Shop stock			1,159	
Prepaid insurance and equipment rental			500	
			<u>1,660</u>	
Assets retained for the charity's own use				
Three laptops				
Three desktop computers				
One photocopier				
Liabilities			£	
Independent examination			456	
HMRC			230	
Outstanding invoices at the year end			<u>431</u>	
			<u>1,117</u>	

The financial statements were approved by the board of trustees on 24/05/2022

Doreen Williams (Trustee)

Bradford Under-Fives Association

Notes to the accounts

for the year ended 31 March 2022

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 2022

2 Contract income and grants	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
City of Bradford Metropolitan District Council	<u>22,666</u>	<u>1,810</u>	<u>24,476</u>	<u>51,666</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Bradford Parent & Toddler Association	558	-	31	527
BMDC Early Years	200	-	-	200
BMDC	-	1,810	750	1,060
	<u>758</u>	<u>1,810</u>	<u>781</u>	<u>1,787</u>

Fund name

Purpose of restriction

Bradford Parent & Toddler Association
 BMDC Early Years

To fund toddler projects to benefit member groups
 To support Parent and Toddler groups across Bradford
 South, East and West and deliver specified key Public
 Health messages and early education projects

BMDC

To refresh the branding and a new website

4 Related party transactions

Trustee expenses

During the year no trustees were paid any expenses (previous year: 1 trustee and £36 in respect of travel).

Trustee remuneration and benefits

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