

Bradford Under-Fives Association

Charity number 1167014

Annual Report and Financial Statements for the year ended 31 March 2023



West Yorkshire Community Accounting Service

Bradford Under-Fives Association

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Bradford Under-Fives Association

Trustees' report for the year ended 31 March 2023

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
Doreen Williams	Chair
Sally Griffin	Treasurer
Jeni Lynch	Secretary

Charity number 1167014 Registered in England and Wales

Registered and principal address	Bankers
Mayfield Centre Broadway Avenue Bradford BD5 9NP	Unity Trust Bank plc PO Box 7193 Planetary Road Willenhall WV1 9DG

Accountants

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) association formed 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 2023

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.

The charity's main activities

Delivered support, training and projects to Toddler groups as they reopened post COVID and resources to families in voluntary, maintained and school sector toddler groups around home safety, sensory, baby play. Speech and language support and signposting to appropriate agencies to parents for babies and toddlers born in lockdown.

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

The last financial year has been really challenging for the organisation.

The loss of council funding meant that for the first time in our history, we have had to look for external funders so that we could keep doing our valuable work with groups and the families who attend them. We developed a new business plan to help us set out our targets for the year.

I am pleased to report that we have been successful in receiving funding from a number of external agencies this year. While we were thrilled about this, we also recognise that looking for and filling in funding bids is an ongoing piece of work, and Susan has spent a significant amount of time on this during the last year.

We can report that a lot of groups have still not reopened since the pandemic. However we have kept in touch with them and offered support as much as we have been able to. We have also supported some new groups as well. We are not up to the same capacity as we were before the pandemic and can report that membership's numbers are still below the pre pandemic level.

Leanne offered targeted supported to groups as they reopened and delivered some projects as well. Leanne left us in December for pastures new.

In February we welcomed our new toddler worker Sanya. Sanya has made a good start and has been out in the community introducing herself to our groups before the term ended.

Susan continues to work on the organisation's media presence, and we now have a Twitter platform to add to our social media networks. In addition to this we now offer a blog on our website, which Susan keeps updated.

Susan has continued the work to establish and reignite partnerships with external agencies, attending meetings and trainings, which will be of benefit to the groups and families.

I would like to thank our dedicated staff and volunteers for all their hard work over the last year.

Financial review

The net payments for the year were £31,652, including net payments of £31,668 on unrestricted funds and net receipts of £16 on restricted funds.

Bradford Under-Fives Association

Trustees' report (continued) for the year ended 31 March 2023

Reserves policy

The charity's free reserves, at the year end were £50,486.

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. This level of reserves will be reviewed on an annual basis and/or in the light of changes to our commitments.

We are aware that current reserves are significantly higher than the stated reserves policy, however these will be used if we are unable to gain funding from grants we have applied for.

Approved by the board of trustees on 11/07/2023

Mrs Doreen Williams (Trustee)

Bradford Under-Fives Association
Receipts and payments account
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	5	13,250	13,255	1,810
Contract income		-	-	-	22,666
Bulk buy shop income		311	-	311	181
Member subscriptions		235	-	235	265
Bank interest		413	-	413	760
Total receipts		<u>964</u>	<u>13,250</u>	<u>14,214</u>	<u>25,682</u>
Payments					
Salaries NI and pensions		21,556	10,500	32,056	32,494
Payroll charges		288	-	288	414
Training services		-	-	-	650
Travel expenses		421	-	421	394
Office expenses and telephone		2,012	-	2,012	1,650
Rent and rates		2,856	1,500	4,356	4,566
Insurance		675	100	775	775
Bulk buy shop purchases		229	-	229	314
Equipment and resources		805	74	879	774
Independent examination		456	-	456	576
Bookkeeping		750	-	750	283
Bank charges		72	-	72	72
Trustee travel expenses		132	-	132	-
Website design		-	1,060	1,060	750
Consultancy		1,050	-	1,050	1,092
IT equipment		1,330	-	1,330	-
Total payments		<u>32,632</u>	<u>13,234</u>	<u>45,866</u>	<u>44,804</u>
Net receipts / (payments)		<u>(31,668)</u>	<u>16</u>	<u>(31,652)</u>	<u>(19,122)</u>
Fund balances brought forward		<u>82,154</u>	<u>1,787</u>	<u>83,941</u>	<u>103,063</u>
Fund balances carried forward	(3)	<u>50,486</u>	<u>1,803</u>	<u>52,289</u>	<u>83,941</u>

Bradford Under-Fives Association
Statement of assets and liabilities
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	50,467	1,803	52,270	83,919
Cash in hand	19	-	19	22
Total cash funds	<u>50,486</u>	<u>1,803</u>	<u>52,289</u>	<u>83,941</u>

Debtors and prepayments	2023
	£
Prepayments	<u>423</u>
	<u>423</u>

Monetary assets	2023
	£
Shop stock	<u>1,043</u>
	<u>1,043</u>

Assets retained for the charity's own use

Three laptops
Three desktop computers
One photocopier

Liabilities	2023
	£
Accruals	627
Other creditors	<u>3</u>
	<u>627</u>

The financial statements were approved by the board of trustees on 11/07/2023

Mrs Doreen Williams (Trustee)

Bradford Under-Fives Association

Notes to the accounts

for the year ended 31 March 2023

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 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Bradford Metropolitan District Council (BMDC)	-	-	-	1,810
Give Bradford	-	2,250	2,250	-
Sir George Martin Trust	-	2,250	2,250	-
National Lottery - Awards for All (AfA)	-	8,750	8,750	-
Other donations	5	-	5	-
	<u>5</u>	<u>13,250</u>	<u>13,255</u>	<u>1,810</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Bradford Parent & Toddler Assoc.	527	-	74	-	453
BMDC Early Years	200	-	-	-	200
BMDC	1,060	-	1,060	-	-
Give Bradford Microgrant	-	2,250	2,250	-	-
Sir George Martin Trust	-	2,250	2,250	-	-
National Lottery AFA	-	8,750	7,600	-	1,150
	<u>1,787</u>	<u>13,250</u>	<u>13,234</u>	<u>-</u>	<u>1,803</u>

Fund name	Purpose of restriction
Bradford Parent & Toddler Assoc.	To fund toddler projects to benefit member groups
BMDC Early Years	To support Parent and Toddler groups across Bradford
BMDC	To refresh the branding and a new website
Give Bradford Microgrant	For building organisational resilience
Sir George Martin Trust	Towards core costs, in particular salaries
National Lottery AFA	Towards core costs

4 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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