



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From March 2022
Period end date

Period start date To January 2023

Charity name: Black Health Forum

Charity registration number: 1169605

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>THE PROMOTION, PROTECTION AND PRESERVATION OF THE GOOD HEALTH BOTH MENTAL AND PHYSICAL OF THE INHABITANTS OF BRADFORD AND DISTRICT, IN PARTICULAR THAT OF MEMBERS OF BLACK AND ETHNIC MINORITY COMMUNITIES.</p> <p>THE RELIEF OF SICKNESS OF THE AGED, OF YOUNG PEOPLE AND OF OTHER PERSONS IN THE Metropolitan DISTRICT of Bradford City.</p> <p>TO PROMOTE RESEARCH ON RELEVANT AFRICAN / AFRICAN-CARRIBBEAN HEALTH AND WELL BEING NEEDS, WHICH WILL INFLUENCE THE DELIVERY OF SERVICES TO THE COMMUNITIES OF THE BRADFORD DISTRICT.</p>

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<p>Well-being Café – provides a social and wellbeing activities for African-Caribbean Elders once per month for those who are isolated and vulnerable</p> <p>.</p> <p>Winter Warmth Project - We were successful in securing funding from THE WEST YORKSHIRE & HARROGATE NHS, REDUCING IN-EQUALITIES FUND. And as part of this funding we ran a winter warmth project aimed at members of the African, African Caribbean communities. As vice chair I chose to take on the co-ordinating of the winter warmth project.</p> <p>We received the funding in April 2021 and began the project later the year. Initially it was a little slow off the ground but thanks to some local contacts and partnerships with churches for example, we gradually began to see more and more people coming forward for the project.</p> <p>We engaged people from across the district (BD3, BD4, BD5, BD10) and families consisting of people living alone, lone parents, people seeking refuge, fleeing domestic abuse, health issues and those seeking new homes through the supported living project. All the items were brand new and included duvets, blankets, flasks, hot water bottles, hats and gloves and many other items. The project has just ended and over the last 6 months we have supported over 50 families.</p> <p>One thing that became evident very early on and a reason some people were a little reluctant to come forward at first was embarrassment, fear and shame. Through our contacts and partnerships, we promised individuals that we would preserve their right to stay anonymous. To overcome this, the information we collected for the project was their BD postcode and just an initial, for example family M (BD5) or Mr R (BD8).</p> <p>We were lucky to have 2 BHF community volunteers who were willing to use their homes to distribute the items from, once we had packed them. I have to say the buying of all the products was an experience which was fun, satisfying and enjoyable, especially when I roped my mum and sister in to going shopping with</p>
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		<p>me round Dunelm with 3 trolley loads of items. I also have to say that the staff at Dunelm and Poundstretcher were fantastic and gave us some discount which meant we were able to buy more items, duvets, pillows and blankets but it has been well worth it when you know how much the project has meant to people. The main theme coming from individuals was that they felt valued due to all the items being brand new and not second hand, which many were surprised by.</p> <p>We have had lots of feedback from some of the recipients of the winter warmth project including:</p> <ol style="list-style-type: none"> 1. <i>"One lady liked the quality of the items and was happy to receive a large throw, which meant she could sit downstairs wrapped up rather than having to stay in bed all day to keep warm".</i> 2. <i>"Many people fed back that they liked being able to use the flasks to make hot drinks saving them having to boil the kettle numerous times a day, which is very costly".</i> 3. <i>"A number of families spoke of how their children are doing better at school because they are now warm at night and not waking up</i> <i>all the time being cold. And for the first time some of them are able to cuddle up under a warm blanket and watch a film together as a family."</i> 4. <i>"And finally from a family who came to Bradford seeking refuge:</i> <i>Thank you so much for all you have done for our family, your kindness for us is overwhelming, we are so grateful. You have made us feel so welcome with what you have given us, which has made our lives easier to settle into the UK. Our children are overjoyed with the items given to us, it warms our hearts to see how happy they are knowing people care so much and that they want to help us. You have helped us</i>
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have a good start to our new lives and we will be forever grateful and thankful for your warm kindness and support, god blessings”.

Health Needs Assessment Community Consultation

– The survey was a part of a collaboration with Bradford Council and the Black Health Forum exploring the health needs of the Black African and Black Caribbean communities in Bradford District. BHF and Public health undertook assessments of the health needs of our Black communities. Health Needs Assessments will help us to understand the unique needs of different population groups and identify how these needs can better met by the system.

As part of the Public Health Needs Assessment process we are keen to hear from Black communities in Bradford to hear their thoughts and perspectives on factors that impact their health. To mobilise this engagement, we designed two surveys (one for organisations and one for the public) and also be ran a series of focus community groups during Black History Month (October 2022).

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have regard to the guidance issued by the Charity Commission on public benefit.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Volunteers – the BHF is run solely by volunteers, without the volunteers the project would not be around. The volunteers are a key part of the BHF and are invaluable to the work of the organisation and its activities. The volunteers provide their time, energy and skills to help and promote health and wellbeing support to the A/C community especially our elders, who they support to empower them and build meaningful connections, during attendance at activities as well as outside of the meetings.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Not long being out of lockdown the committee had some key decisions to be made re direction and focus, meetings were still being held via Zoom as health and safety of volunteers was seen as a priority. Our Winter Warmth program, Wellbeing Café and our Health needs Assessment Community consultation being our main focus for the year.</p> <p>We were able to hold a face-to-face AGM this year and with key decisions and committee officers being appointed.</p> <p>Our Winter Warmth program has proved to be a great success with a number of families benefitting from the program. Also our Health needs consultation program with Public Health has proved to be successful in helping the Council and the NHS assess and direct their focus on the African Caribbean communities health needs.</p> <p>Our WellBeing Café has continued to serve the Elders in our community with its once a month social gathering, outreach program, outdoor activities and weekly zoom exercise classes.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income = £9,715.31 Expenditure = £5,106.09 Income over expenditure = £4,609.22
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The monies held at the end of the financial year total £18,728.39. This will fluctuate from year to year but we envisage that a large amount of this will be spent on our on-going programs.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution of Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Eligibility Membership is open to anyone who is interested in furthering the purposes of the Black Health forum. Who, by applying for membership, has indicated their agreement to become a member and acceptance of the duty of member.</p> <p>Applications for membership to be made in writing to the committee</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Black Health Forum
Other name the charity uses	None

Registered charity number	1169605
Charity's principal address	c/o Dominica Association 10 Worthington Street Bradford BD8 8ET

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carol Peltier	Chairperson		
2	Sandra Brown	Secretary		
3	Gary Serrant	Treasurer		
4	Jenny Powell	Trustee		
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gary Serrant	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	30-1-2023	

Organisation's Name	BLACK HEALTH FORUM (BRADFORD)
Last day in financial year	31/3/2023

Funds
Unrestricted
Bradford Council
NHS
REN
City of Bradford
CABAD
City of Bradford 2
Spare fund 7
Spare fund 8
Spare fund 9
Spare fund 10
Spare fund 11

Months (from first in FY)
April
May
June
July
August
September
October
November
December
January
February
March

Categories
Balance brought forward
Transfer
Donations
Grant
Membership Fee
Receipt - spare 4
Receipt - spare 5
Receipt - spare 6
Receipt - spare 7
Receipt - spare 8
Receipt - spare 9
Receipt - spare 10
Volunteer Expences
Mileage
Winter Warmth Shopping
Insurance
Equipment
Internet
Day Opportunities Shopping
Room Hire
Catering
Website Hosting & Domain
Platinum Jubilee Event
Zoom Licence
Refund in
Stationary
Printing and Photocoping
Invoices
Training
Coordinating Day Ops
Community Champion
Performer Fees
Incorrect Paymrnt
BHM Event
Gifts
Donation Out
Wellbeing Café Christmas Meal

Coach Hire

Instructions

- 1 Figures in blue type can be overtyped.
- 2 Before adjusting spreadsheet save a copy as a master t
- 3 Start a new spreadsheet for each financial year
- 4 Set the various funds up in the "Funds" table opposite
- 5 Set the various receipts and payments up in the "Categ
Make sure you use unique names for different categorie
- 6 Transaction details are entered on the various bank and
Firstly enter opening balances for each of the bank/cash
splitting balances across various funds as appropriate
- 7 The receipts & payment reports ("R&P" sheets) are auto
and require no intervention
- 8 To record transfers between accounts, record in both wo
"Unrestricted" and category "Transfer"
- 9 To record transfers between funds enter an in and out o
category "Transfer" and fund as appropriate
- 10 The Transfer row on the Total R&P report worksheet sho

Warnings

- 1 Once a fund or category has been set up do not alter it
used in entering details on the bank and cash workshee
- 2 If on a "R&P" worksheet a warning appears "WARNING:
that the total funds on the "R&P" sheet do not agree to
sheet. This can happen if:
 - a) A fund or category that has previously been use
 - b) When entering a transaction no fund was selecte
 - c) When entering a transaction no category was seCorrect error immediately

template

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once it has been

ets

ERROR IN SHEET" this means

the relevant bank/cash account(s)

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Bank reconciliations

Current account

Ending balance per bank statement

Add unpresented deposits - copy detail from register and check totals in blue cells

Date	Month	Ref	Transaction Details	Fund	Category	Money In
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Total unpresented deposits

Less unpresented payments - copy detail from register and check totals in green cells

Date	Month	Ref	Transaction Details	Fund	Category
Total unpresented payments					
Adjusted balance					
Difference					

Savings account

Ending balance per account register

Ending balance per bank statement

Add unpresented deposits - copy detail from register and check totals in blue cells

Date	Month	Ref	Transaction Details	Fund	Category	Money In
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Total unrepresented deposits

Less unrepresented payments - copy uncleared payments from register	
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Date	Month	Ref	Transaction Details	Fund	Category
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Total unpresented payments

Adjusted balance

Difference

Cash float

Ending balance per account register

Ending balance per bank statement

Add unpresented deposits - copy uncleared deposits from register

Date	Month	Ref	Transaction Details	Fund	Category	Money In
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Total unpresented deposits

Less unpresented payments - copy uncleared payments from register

Date	Month	Ref	Transaction Details	Fund	Category
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Total unpresented payments

Adjusted balance

Difference

Spare

Ending balance per account register

Ending balance per bank statement

Add unpresented deposits - copy uncleared deposits from register

Date	Month	Ref	Transaction Details	Fund	Category	Money In
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Total unpresented deposits

Less unpresented payments - copy uncleared payments from register

Date	Month	Ref	Transaction Details	Fund	Category	
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Total unpresented payments	
Adjusted balance	
Difference	

Date:

18,728.39

Total

0.00

should match total

24,428.81

Money Out

Total	0.00
should match total	5,700.42
	0.00
	18,728.39

Date:

0.00

Total

0.00

should match total

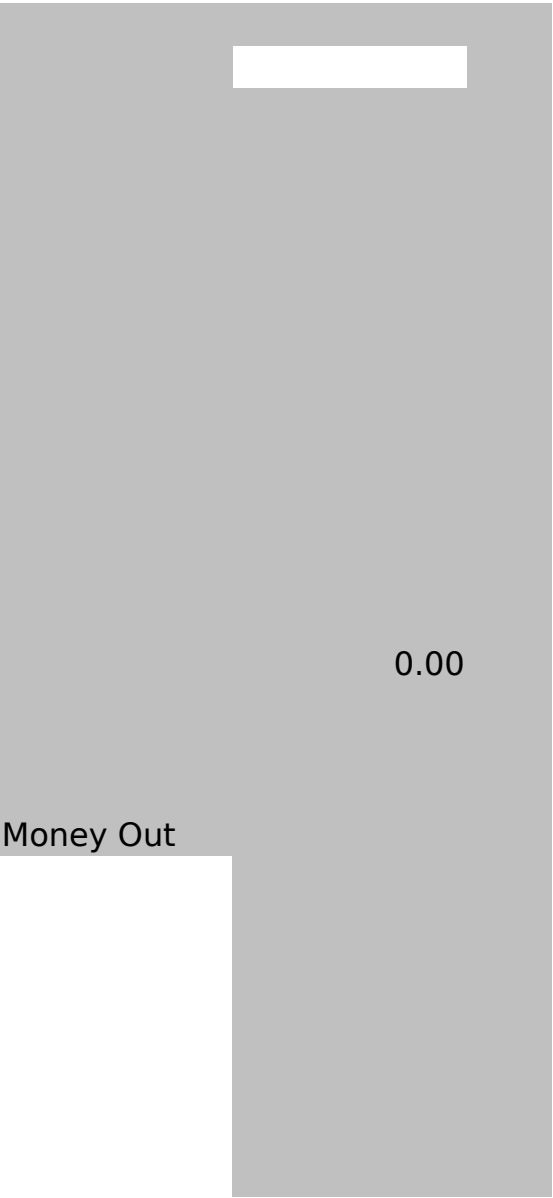
0.00

Money Out

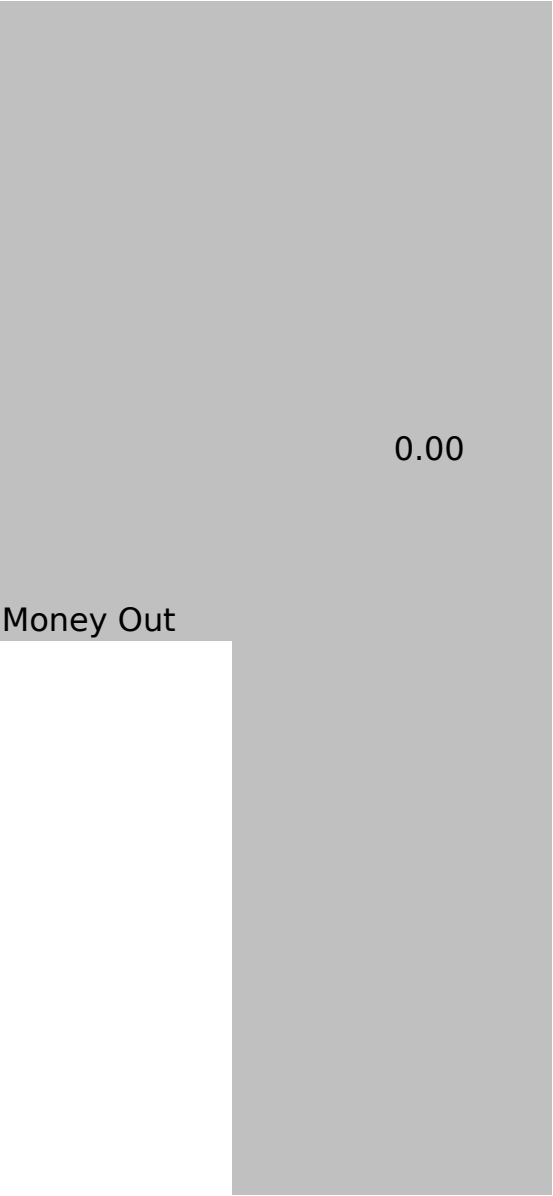
Total	0.00	
should match total	0.00	
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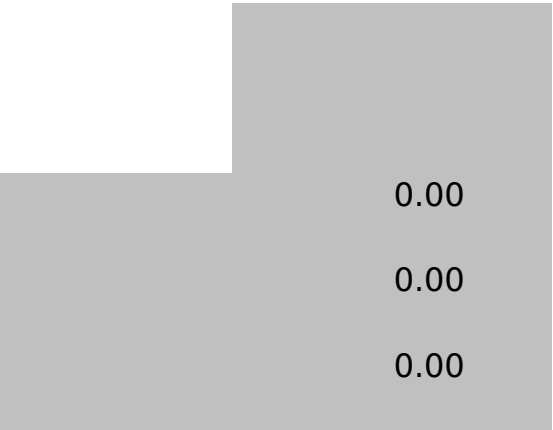
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BLACK HEALTH FORUM (BRADFORD)
Current account
Ending balance
18,728.39
**Type a letter
or number**

Date	Month	Ref	Transaction Details	Fund	Category	Money In	Money Out	Balance	if cleared
04/01/2022	April		B'fwd balances	Unrestricted	Balance brought forward	4,647.71		4,647.71	
	April		B'fwd balances	Bradford Council	Balance brought forward	2,594.30		7,242.01	
	April		B'fwd balances	NHS	Balance brought forward	2,880.47		10,122.48	
	April		B'fwd balances	City Of Bradford	Balance brought forward	760.00		10,882.48	
	April		B'fwd balances	REN	Balance brought forward	2,611.69		13,494.17	
	April		B'fwd balances	CABAD	Balance brought forward	625.00		14,119.17	
04/01/2022	April	ATM	Nails	REN	Community Champion		80.00	14,039.17	
04/04/2022	April	ASDA	Refund	NHS	Refund in	18.00		14,057.17	
04/04/2022	April	DEB	ASDA Shopping	NHS	Winter Warmth Shopping		27.00	14,030.17	
04/04/2022	April	DEB	ASDA Shopping	NHS	Winter Warmth Shopping		177.00	13,853.17	
04/04/2022	April	DEB	Home Bargains	REN	Community Champion		2.97	13,850.20	
04/04/2022	April	FPO	Massage G. Hussain	REN	Community Champion		85.00	13,765.20	
04/04/2022	April	FPO	Face Painting	REN	Community Champion		65.00	13,700.20	
04/04/2022	April	FPO	Food Prep Marion	REN	Community Champion		200.00	13,500.20	
04/05/2022	April	FPI	Funding Health Bonanza	City of Bradford	Grant	150.00		13,650.20	
04/12/2022	April	DD	3 Network Data	NHS	Winter Warmth Shopping		220.58	13,429.62	
04/14/2022	April	DEB	Flowers Marcia	Unrestricted	Gifts		30.00	13,399.62	
04/19/2022	April	DEB	Fish	Bradford Council	Day Opportunities Shopping		26.95	13,372.67	
04/19/2022	April	DEB	Chicken	Bradford Council	Day Opportunities Shopping		15.00	13,357.67	
04/21/2022	April	FPO	Railway	Bradford Council	Room Hire		100.00	13,257.67	
04/21/2022	April	DEB	Morrison	Bradford Council	Day Opportunities Shopping		6.40	13,251.27	
04/21/2022	April	DEB	Morrison	Bradford Council	Day Opportunities Shopping		7.14	13,244.13	
04/25/2022	April	FPO	Food Prep Marion	Bradford Council	Day Opportunities Shopping		55.00	13,189.13	
04/27/2022	April	DEB	Tesco Cool Boxes	Bradford Council	Day Opportunities Shopping		30.00	13,159.13	
05/04/2022	May	FPI	Funding	Bradford Council	Grant	4,371.65		17,530.78	
05/11/2022	May	DEB	Dadibhais	City of Bradford 2	Platinum Jubilee Event		110.94	17,419.84	
05/13/2022	May	DD	3 Network	NHS	Winter Warmth Shopping		220.58	17,199.26	
05/17/2022	May	DEB	Morrison	Bradford Council	Day Opportunities Shopping		10.13	17,189.13	
05/17/2022	May	DEB	Chicken	Bradford Council	Day Opportunities Shopping		15.50	17,173.63	
05/17/2022	May	DEB	Fish	Bradford Council	Day Opportunities Shopping		26.95	17,146.68	
05/18/2022	May	DEB	Morrison	Bradford Council	Day Opportunities Shopping		1.98	17,144.70	
05/18/2022	May	DEB	Tesco	Bradford Council	Day Opportunities Shopping		5.08	17,139.62	
05/19/2022	May	DEB	Home Bargains	Bradford Council	Day Opportunities Shopping		3.89	17,135.73	
05/19/2022	May	DEB	Lidl	Bradford Council	Day Opportunities Shopping		4.42	17,131.31	
05/25/2022	May	FPI	Funding	City of Bradford 2	Grant	500.00		17,631.31	
05/30/2022	May	ATM	Food prep Rosemarie	Bradford Council	Catering		100.00	17,531.31	
05/30/2022	May	FPO	Travel	Bradford Council	Volunteer Expences		11.20	17,520.11	
05/30/2022	May	FPO	Travel	Bradford Council	Volunteer Expences		4.50	17,515.61	
05/30/2022	May	FPO	Lorna's exp	Bradford Council	Day Opportunities Shopping		30.62	17,484.99	
06/01/2022	June	DEB	Printing	City of Bradford 2	Platinum Jubilee Event		5.60	17,479.39	
06/01/2022	June	DEB	Flowers June	Bradford Council	Gifts		25.00	17,454.39	
06/01/2022	June	DEB	Flowers George	Unrestricted	Gifts		25.00	17,429.39	
06/06/2022	June	DEB		City of Bradford 2	Platinum Jubilee Event		2.75	17,426.64	
06/06/2022	June	DEB	Lidl	City of Bradford 2	Platinum Jubilee Event		2.99	17,423.65	
06/06/2022	June	DEB	Home Bargains	City of Bradford 2	Platinum Jubilee Event		8.92	17,414.73	

BLACK HEALTH FORUM (BRADFORD)
Current account
Ending balance
18,728.39
**Type a letter
or number**

Date	Month	Ref	Transaction Details	Fund	Category	Money In	Money Out	Balance	if cleared
06/06/2022	June	DEB	Tesco	City of Bradford 2	Platinum Jubilee Event		9.00	17,405.73	
06/06/2022	June	DEB	Tesco	City of Bradford 2	Platinum Jubilee Event		2.00	17,403.73	
06/06/2022	June	DEB	Morrison	City of Bradford 2	Platinum Jubilee Event		25.42	17,378.31	
06/06/2022	June	DEB	Morrison	City of Bradford 2	Platinum Jubilee Event		0.92	17,377.39	
06/06/2022	June	DEB	Morrison	City of Bradford 2	Platinum Jubilee Event		52.43	17,324.96	
06/08/2022	June	DEB	Tesco	City of Bradford 2	Refund in	6.00		17,330.96	
06/08/2020	June	DEB	MCKINLEY'S	City of Bradford 2	Platinum Jubilee Event		2.00	17,328.96	
06/08/2022	June	DEB	Lidl	City of Bradford 2	Platinum Jubilee Event		4.11	17,324.85	
06/08/2022	June	DEB	Morrison	City of Bradford 2	Platinum Jubilee Event		8.36	17,316.49	
06/08/2022	June	DEB	Morrison	City of Bradford 2	Platinum Jubilee Event		9.55	17,306.94	
06/08/2022	June	DEB	Tesco	City of Bradford 2	Platinum Jubilee Event		10.10	17,296.84	
06/09/2022	June	DEB	Home Bargains	City of Bradford 2	Platinum Jubilee Event		5.12	17,291.72	
06/09/2022	June	DEB	Morrison	City of Bradford 2	Platinum Jubilee Event		11.77	17,279.95	
06/09/2022	June	DEB	COSTO	City of Bradford 2	Platinum Jubilee Event		34.70	17,245.25	
06/10/2022	June	DEB	ALDI	City of Bradford 2	Platinum Jubilee Event		1.75	17,243.50	
06/10/2022	June	DEB	Lidl	City of Bradford 2	Platinum Jubilee Event		2.07	17,241.43	
06/10/2022	June	DEB	Tesco	City of Bradford 2	Platinum Jubilee Event		3.00	17,238.43	
06/13/2022	June	DEB	Tesco	City of Bradford 2	Platinum Jubilee Event		3.20	17,235.23	
06/13/2022	June	DEB	Home Bargains	City of Bradford 2	Platinum Jubilee Event		7.63	17,227.60	
06/13/2022	June	DATA	3 Network	NHS	Winter Warmth Shopping		220.58	17,007.02	
06/14/2022	June	DEB	Morrison	Bradford Council	Day Opportunities Shopping		3.90	17,003.12	
06/14/2022	June	DEB	Chicken	Bradford Council	Day Opportunities Shopping		16.00	16,987.12	
06/14/2022	June	DEB	Fish	Bradford Council	Day Opportunities Shopping		26.95	16,960.17	
06/15/2022	June	DEB	Tesco	Bradford Council	Day Opportunities Shopping		4.40	16,955.77	
06/15/2022	June	DEB	Morrison	Bradford Council	Day Opportunities Shopping		7.75	16,948.02	
06/15/2022	June	DEB	Tesco	Bradford Council	Day Opportunities Shopping		10.68	16,937.34	
06/16/2022	June	FPO	Magaret craft	Bradford Council	Day Opportunities Shopping		35.00	16,902.34	
06/16/2022	June	DEB	Morrison	Bradford Council	Day Opportunities Shopping		5.95	16,896.39	
06/20/2022	June	ATM	Food prep Rosemary	City of Bradford 2	Platinum Jubilee Event		80.00	16,816.39	
06/23/2022	June	ATM	Food prep Zedie	Bradford Council	Day Opportunities Shopping		50.00	16,766.39	
07/11/2022	July	FPO	Railway	Bradford Council	Room Hire		160.00	16,606.39	
07/11/2022	July	FPO	Railway	City of Bradford 2	Platinum Jubilee Event		150.00	16,456.39	
07/13/2022	July	DEB	Company Shop	Bradford Council	Day Opportunities Shopping		3.00	16,453.39	
07/19/2022	July	DEB	Sing Kee Supermarket	Bradford Council	Day Opportunities Shopping		26.95	16,426.44	
07/20/2022	July	DEB	Morrison	Bradford Council	Day Opportunities Shopping		2.99	16,423.45	
07/20/2022	July	DEB	Toner Ink Online	Bradford Council	Stationary		7.40	16,416.05	
07/20/2022	July	DEB	Lidl	Bradford Council	Day Opportunities Shopping		7.54	16,408.51	
07/20/2022	July	DEB	Morrisons	Bradford Council	Day Opportunities Shopping		1.49	16,407.02	
07/21/2022	July	DEB	Lidl	Bradford Council	Day Opportunities Shopping		1.69	16,405.33	
07/21/2022	July	FPO	N B Ali Nails	REN	Community Champion		15.00	16,390.33	
07/21/2022	July	FPO	Lorna James	Bradford Council	Day Opportunities Shopping		573.12	15,817.21	
07/25/2023	July	FPO	Gary Serrant	City of Bradford 2	Platinum Jubilee Event		50.00	15,767.21	
07/25/2023	July	FPO	Barbara Clayton	Bradford Council	Volunteer Expences		68.54	15,698.67	
07/25/2022	July	FPO	Lieon Pemberton	Bradford Council	Volunteer Expences		1.80	15,696.87	
07/28/2022	July	FPO	Lidl	Bradford Council	Day Opportunities Shopping		1.39	15,695.48	

BLACK HEALTH FORUM (BRADFORD)
Current account
Ending balance
18,728.39
**Type a letter
or number
if cleared**

Date	Month	Ref	Transaction Details	Fund	Category	Money In	Money Out	Balance	
08/02/2022	August	DEB	City of Bradford	Bradford Council	Day Opportunities Shopping		6.00	15,689.48	
08/10/2022	August	DEB	Home Bargains	NHS	Winter Warmth Shopping		12.98	15,676.50	
08/11/2022	August	BGC	3 Network H3G	NHS	Winter Warmth Shopping	570.33		16,246.83	
08/12/2022	August	FPO	Maviline Graham	Bradford Council	Day Opportunities Shopping		29.99	16,216.84	
08/16/2022	August	DEB	Costco	Bradford Council	Day Opportunities Shopping		3.54	16,213.30	
08/17/2022	August	DEB	Morrisons	Bradford Council	Day Opportunities Shopping		1.80	16,211.50	
08/17/2022	August	DEB	Tesco	Bradford Council	Day Opportunities Shopping		8.00	16,203.50	
08/17/2022	August	DEB	Lidl	Bradford Council	Day Opportunities Shopping		8.91	16,194.59	
08/17/2022	August	DEB	Morrisons	Bradford Council	Day Opportunities Shopping		12.70	16,181.89	
08/18/2022	August	DEB	J & B Travel	Bradford Council	Coach Hire		850.00	15,331.89	
08/30/2022	August	DEB	Lidl	Bradford Council	Day Opportunities Shopping		6.30	15,325.59	
09/06/2023	September	DEB	Company Chop	Bradford Council	Day Opportunities Shopping		7.80	15,317.79	
09/12/2022	September	DEB	Pounstrecther	NHS	Winter Warmth Shopping		10.00	15,307.79	
09/12/2022	September	DEB	Dunelm	NHS	Winter Warmth Shopping		269.00	15,038.79	
09/12/2022	September	DEB	ASDA Shopping	Bradford Council	Day Opportunities Shopping		40.00	14,998.79	
09/21/2022	September	DEB	Tesco	Bradford Council	Day Opportunities Shopping		7.25	14,991.54	
09/21/2022	September	DEB	Tesco	Bradford Council	Day Opportunities Shopping		7.30	14,984.24	
09/21/2022	September	DEB	Morrisons	Bradford Council	Day Opportunities Shopping		8.75	14,975.49	
09/21/2022	September	DEB	Morrisons	Bradford Council	Day Opportunities Shopping		9.88	14,965.61	
09/21/2022	September	DEB	Lidl	Bradford Council	Day Opportunities Shopping		17.54	14,948.07	
09/21/2022	September	DEB	Priestley Fish	Bradford Council	Day Opportunities Shopping		28.00	14,920.07	
09/22/2022	September	BGC	Bradford Council	Bradford Council	Grant	2,185.83		17,105.90	
10/03/2022	October	DEB	Priestley Fish	Bradford Council	Day Opportunities Shopping		17.50	17,088.40	
10/10/2022	October	DEB	Sandra Brown	Unrestricted	Website Hosting & Domain		73.86	17,014.54	
10/10/2022	October	DEB	Costco	Bradford Council	Day Opportunities Shopping		3.90	17,010.64	
10/11/2022	October	DEB	West Yorkshire Playhouse	Bradford Council	Day Opportunities Shopping		32.00	16,978.64	
10/11/2022	October	DEB	Margaret West	Bradford Council	Donation Out		35.00	16,943.64	

BLACK HEALTH FORUM (BRADFORD)

Savings account

Ending balance

0.00

Type a letter
or number

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BLACK HEALTH FORUM (BRADFORD)

Cash float

Ending balance

0.00

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or number

[illegible]

BLACK HEALTH FORUM (BRADFORD)

Cash float

Ending balance

0.00

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or number

[illegible]

BLACK HEALTH FORUM (BRADFORD)

Cash float

Ending balance

0.00

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or number

[illegible]

BLACK HEALTH FORUM (BRADFORD)

Cash float

Ending balance

0.00

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or number

[illegible]

BLACK HEALTH FORUM (BRADFORD)

Spare

Ending balance

0.00

Type a letter
or number

[illegible]

BLACK HEALTH FORUM (BRADF)

(instructions for forecasting at the foot of this sheet)

Total Cashflow

	Total	April	May	June	July	August	September	October	November	December	January	February	March
Receipts													
Donations	322.00	-	-	-	-	-	-	22.00	-	300.00	-	-	-
Grant	9,393.31	150.00	4,871.65	-	-	-	2,185.83	2,185.83	-	-	-	-	-
Membership Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 6	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 7	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 9	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 10	-	-	-	-	-	-	-	-	-	-	-	-	-
	9,715.31	150.00	4,871.65	-	-	-	2,185.83	2,207.83	-	300.00	-	-	-
Payments													
Volunteer Expenses	86.04	-	15.70	-	70.34	-	-	-	-	-	-	-	-
Mileage	-	-	-	-	-	-	-	-	-	-	-	-	-
Winter Warmth Shopping	848.64	424.58	220.58	220.58	-	(557.35)	279.00	-	-	261.25	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
Internet	-	-	-	-	-	-	-	-	-	-	-	-	-
Day Opportunities Shopping	1,327.38	140.49	98.57	160.63	618.17	77.24	126.52	66.40	-	39.36	-	-	-
Room Hire	260.00	100.00	-	-	160.00	-	-	-	-	-	-	-	-
Catering	100.00	-	100.00	-	-	-	-	-	-	-	-	-	-
Website Hosting & Domain	73.86	-	-	-	-	-	-	73.86	-	-	-	-	-
Platinum Jubilee Event	604.33	-	110.94	293.39	200.00	-	-	-	-	-	-	-	-
Zoom Licence	95.92	-	-	-	-	-	-	-	-	95.92	-	-	-
Refund in	(24.00)	(18.00)	-	(6.00)	-	-	-	-	-	-	-	-	-
Stationary	16.96	-	-	-	7.40	-	-	3.07	-	6.49	-	-	-
Printing and Photocopying	-	-	-	-	-	-	-	-	-	-	-	-	-
Invoices	-	-	-	-	-	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-	-	-	-	-	-
Coordinating Day Ops	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Champion	447.97	432.97	-	-	15.00	-	-	-	-	-	-	-	-
Performer Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Incorrect Paymnt	3.99	-	-	-	-	-	-	-	3.99	-	-	-	-
BHM Event	-	-	-	-	-	-	-	-	-	-	-	-	-
Gifts	80.00	30.00	-	50.00	-	-	-	-	-	-	-	-	-
Donation Out	35.00	-	-	-	-	-	-	35.00	-	-	-	-	-
Coach Hire	1,150.00	-	-	-	-	850.00	-	-	-	300.00	-	-	-
	5,106.09	1,110.04	545.79	718.60	1,070.91	369.89	405.52	178.33	3.99	703.02	-	-	-
Net receipts / (payments)	4,609.22	(960.04)	4,325.86	(718.60)	(1,070.91)	(369.89)	1,780.31	2,029.50	(3.99)	(403.02)	-	-	-
Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
Balance brought forward	14,119.17	14,119.17	-	-	-	-	-	-	-	-	-	-	-
Balance carried forward	18,728.39	13,159.13	17,484.99	16,766.39	15,695.48	15,325.59	17,105.90	19,135.40	19,131.41	18,728.39	18,728.39	18,728.39	18,728.39

Made up of:

Current account	18,728.39
Savings account	-
Cash float	-
Spare	-
	18,728.39

Errors

- 1 If a message "WARNING: ERROR IN SHEET" appears at the top of the page please check the coding on each transaction (Month, Fund and Category)
- 2 Balance brought forward category should only be used in the recording sheets on the first day of the financial period.

How to forecast forward from here

- 1 Right click on the "Total Cashflow" tab at the foot of this sheet.
- 2 Select Move or Copy...
- 3 In the dialogue box at the top "To book" select "(new book)"
- 4 Make sure you tick the create a copy box
You now have the actual cashbook figures on a new spreadsheet.
Where months' actual figures are nil and they are future months, overwrite these with your forecast for each row of receipts and payments. Remember to be prudent and realistic
eg. Furloughed staff will still cost 80% and grant income won't come in until May at the earliest.
Save your work!
Extend for future months by entering month names at the top of each column eg June 2020, July 2020 etc
Remember to copy totalling formulae on Rows 17,44 and 50.
- 5 Enter your forecasts for each row and each month, either by typing in a figure or using a formula.

Contact for support: claire.welling@wycas.org.uk

Checks - this should equal zero 0.00

BLACK HEALTH FORUM (BRADF

Option to hide columns not used

Total Receipts & Payments Account for the year ended 31/3/2023

	Unrestricted	Restricted	Total	Previous year	Budget	Variance
Receipts						
Donations	-	322.00	322.00			322.00
Grant	-	9,393.31	9,393.31			9,393.31
Membership Fee	-	-	-			-
Receipt - spare 4	-	-	-			-
Receipt - spare 5	0	-	-			-
Receipt - spare 6	-	-	-			-
Receipt - spare 7	-	-	-			-
Receipt - spare 8	-	-	-			-
Receipt - spare 9	-	-	-			-
Receipt - spare 10	-	-	-			-
Total receipts	-	9,715.31	9,715.31	-	-	9,715.31
Payments						
Volunteer Expenses	-	86.04	86.04			(86.04)
Mileage	-	-	-			-
Winter Warmth Shopping	-	848.64	848.64			(848.64)
Insurance	-	-	-			-
Equipment	-	-	-			-
Internet	-	-	-			-
Day Opportunities Shopping	-	1,327.38	1,327.38			(1,327.38)
Room Hire	-	260.00	260.00			(260.00)
Catering	-	100.00	100.00			(100.00)
Website Hosting & Domain	73.86	-	73.86			(73.86)
Platinum Jubilee Event	-	604.33	604.33			(604.33)
Zoom Licence	47.96	47.96	95.92			(95.92)
Refund in	-	(24.00)	(24.00)			24.00
Stationary	-	16.96	16.96			(16.96)
Printing and Photocoping	-	-	-			-
Invoices	-	-	-			-
Training	-	-	-			-
Coordinating Day Ops	-	-	-			-
Community Champion	-	447.97	447.97			(447.97)
Performer Fees	-	-	-			-
Incorrect Paymnt	-	3.99	3.99			(3.99)
BHM Event	-	-	-			-
Gifts	55.00	25.00	80.00			(80.00)
Donation Out	-	35.00	35.00			(35.00)
Coach Hire	-	1,150.00	1,150.00			(1,150.00)
Total payments	176.82	4,929.27	5,106.09	-	-	(5,106.09)
Net receipts / (payments)	(176.82)	4,786.04	4,609.22	-	-	14,821.40
Transfer	-	-	-	-		-
Balance brought forward	4,647.71	9,471.46	14,119.17			14,119.17
Balance carried forward	4,470.89	14,257.50	18,728.39	-	-	28,940.57
Made up of:						
Current account	18,728.39					
Savings account	-					
Cash float	-					
Spare	-					
	<u>18,728.39</u>					

Checks - this should equal zero

0.00

Approval of the accounts

The financial statements were approved at a meeting of the management committee and signed on its behalf by:

Signed:

Name (Management Committee member)

Date:

BLACK HEALTH FORUM (BRADF

Total Receipts & Payments Account

	Total	Unrestricted	Bradford Council	NHS	REN	City of Bradford	CABAD	City of Bradford 2	Spare fund 7	Spare fund 8	Spare fund 9	Spare fund 10	Spare fund 11
Receipts													
Donations	322.00	-	22.00	-	300.00	-	-	-	-	-	-	-	-
Grant	9,393.31	-	8,743.31	-	-	150.00	-	500.00	-	-	-	-	-
Membership Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 6	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 7	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 9	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt - spare 10	-	-	-	-	-	-	-	-	-	-	-	-	-
	9,715.31	-	8,765.31	-	300.00	150.00	-	500.00	-	-	-	-	-
Payments													
Volunteer Expences	86.04	-	86.04	-	-	-	-	-	-	-	-	-	-
Mileage	-	-	-	-	-	-	-	-	-	-	-	-	-
Winter Warmth Shopping	848.64	-	-	848.64	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
Internet	-	-	-	-	-	-	-	-	-	-	-	-	-
Day Opportunities Shopping	1,327.38	-	1,327.38	-	-	-	-	-	-	-	-	-	-
Room Hire	260.00	-	260.00	-	-	-	-	-	-	-	-	-	-
Catering	100.00	-	100.00	-	-	-	-	-	-	-	-	-	-
Website Hosting & Domain	73.86	73.86	-	-	-	-	-	-	-	-	-	-	-
Platinum Jubilee Event	604.33	-	-	-	-	-	-	604.33	-	-	-	-	-
Zoom Licence	95.92	47.96	47.96	-	-	-	-	-	-	-	-	-	-
Refund in	(24.00)	-	-	(18.00)	-	-	-	(6.00)	-	-	-	-	-
Stationary	16.96	-	16.96	-	-	-	-	-	-	-	-	-	-
Printing and Photocopying	-	-	-	-	-	-	-	-	-	-	-	-	-
Invoices	-	-	-	-	-	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-	-	-	-	-	-
Coordinating Day Ops	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Champion	447.97	-	-	-	447.97	-	-	-	-	-	-	-	-
Performer Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Incorrect Paymnt	3.99	-	3.99	-	-	-	-	-	-	-	-	-	-
BHM Event	-	-	-	-	-	-	-	-	-	-	-	-	-
Gifts	80.00	55.00	25.00	-	-	-	-	-	-	-	-	-	-
Donation Out	35.00	-	35.00	-	-	-	-	-	-	-	-	-	-
Coach Hire	1,150.00	-	850.00	-	300.00	-	-	-	-	-	-	-	-
	5,106.09	176.82	2,752.33	830.64	747.97	-	-	598.33	-	-	-	-	-
Net receipts / (payments)	4,609.22	(176.82)	6,012.98	(830.64)	(447.97)	150.00	-	(98.33)	-	-	-	-	-
Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
Balance brought forward	14,119.17	4,647.71	2,594.30	2,880.47	2,611.69	760.00	625.00	-	-	-	-	-	-
Balance carried forward	18,728.39	4,470.89	8,607.28	2,049.83	2,163.72	910.00	625.00	(98.33)	-	-	-	-	-
Made up of:													
Current account	18,728.39												
Savings account	-												
Cash float	-												
Spare	-												
	18,728.39												

Checks - this should equal zero

0.00

BLACK HEALTH FORUM (BRADF

Receipts & Payments Account

Current account

	Total	Unrestricted
Receipts		
Donations	322.00	-
Grant	9,393.31	-
Membership Fee	-	-
Receipt - spare 4	-	-
Receipt - spare 5	-	-
Receipt - spare 6	-	-
Receipt - spare 7	-	-
Receipt - spare 8	-	-
Receipt - spare 9	-	-
Receipt - spare 10	-	-
	9,715.31	-
Payments		
Volunteer Expences	86.04	-
Mileage	-	-
Winter Warmth Shopping	848.64	-
Insurance	-	-
Equipment	-	-
Internet	-	-
Day Opportunities Shopping	1,327.38	-
Room Hire	260.00	-
Catering	100.00	-
Website Hosting & Domain	73.86	73.86
Platinum Jubilee Event	604.33	-
Zoom Licence	95.92	47.96
Refund in	(24.00)	-
Stationary	16.96	-
Printing and Photocoping	-	-
Invoices	-	-
Training	-	-
Coordinating Day Ops	-	-
Community Champion	447.97	-
Performer Fees	-	-
Incorrect Paymrnt	3.99	-
BHM Event	-	-
Gifts	80.00	55.00
Donation Out	35.00	-

Coach Hire	1,150.00	-
	5,106.09	176.82
Net receipts / (payments)	4,609.22	(176.82)
Transfer	-	-
Balance brought forward	14,119.17	4,647.71
Balance carried forward	18,728.39	4,470.89
<i>Checks - this should equal zero</i>	0.00	

Bradford Council	NHS	REN	City of Bradford
22.00	-	300.00	-
8,743.31	-	-	150.00
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
8,765.31	-	300.00	150.00

86.04	-	-	-
-	-	-	-
-	848.64	-	-
-	-	-	-
-	-	-	-
-	-	-	-
1,327.38	-	-	-
260.00	-	-	-
100.00	-	-	-
-	-	-	-
-	-	-	-
47.96	-	-	-
-	(18.00)	-	-
16.96	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	447.97	-
-	-	-	-
3.99	-	-	-
-	-	-	-
25.00	-	-	-
35.00	-	-	-

850.00	-	300.00	-
2,752.33	830.64	747.97	-
6,012.98	(830.64)	(447.97)	150.00
-	-	-	-
2,594.30	2,880.47	2,611.69	760.00
8,607.28	2,049.83	2,163.72	910.00

-	-	-	-
-	598.33	-	-
-	(98.33)	-	-
-	-	-	-
625.00	-	-	-
625.00	(98.33)	-	-

[illegible]

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BLACK HEALTH FORUM (BRADF

Receipts & Payments Account

Savings account

Receipts

	Total	Unrestricted
Donations	-	-
Grant	-	-
Membership Fee	-	-
Receipt - spare 4	-	-
Receipt - spare 5	-	-
Receipt - spare 6	-	-
Receipt - spare 7	-	-
Receipt - spare 8	-	-
Receipt - spare 9	-	-
Receipt - spare 10	-	-
	-	-

Payments

Volunteer Expences	-	-
Mileage	-	-
Winter Warmth Shopping	-	-
Insurance	-	-
Equipment	-	-
Internet	-	-
Day Opportunities Shopping	-	-
Room Hire	-	-
Catering	-	-
Website Hosting & Domain	-	-
Platinum Jubilee Event	-	-
Zoom Licence	-	-
Refund in	-	-
Stationary	-	-
Printing and Photocoping	-	-
Invoices	-	-
Training	-	-
Coordinating Day Ops	-	-
Community Champion	-	-
Performer Fees	-	-
Incorrect Paymrnt	-	-
BHM Event	-	-
Gifts	-	-
Donation Out	-	-

Coach Hire	-	-
	-	-
Net receipts / (payments)	-	-
Transfer	-	-
Balance brought forward	-	-
Balance carried forward	-	-
<i>Checks - this should equal zero</i>	0.00	

[illegible]

[illegible]

[illegible]

[illegible]

[illegible][illegible]

[illegible]

BLACK HEALTH FORUM (BRADF

Receipts & Payments Account

Cash float

Receipts

	Total	Unrestricted
Donations	-	-
Grant	-	-
Membership Fee	-	-
Receipt - spare 4	-	-
Receipt - spare 5	-	-
Receipt - spare 6	-	-
Receipt - spare 7	-	-
Receipt - spare 8	-	-
Receipt - spare 9	-	-
Receipt - spare 10	-	-
	-	-

Payments

Volunteer Expences	-	-
Mileage	-	-
Winter Warmth Shopping	-	-
Insurance	-	-
Equipment	-	-
Internet	-	-
Day Opportunities Shopping	-	-
Room Hire	-	-
Catering	-	-
Website Hosting & Domain	-	-
Platinum Jubilee Event	-	-
Zoom Licence	-	-
Refund in	-	-
Stationary	-	-
Printing and Photocoping	-	-
Invoices	-	-
Training	-	-
Coordinating Day Ops	-	-
Community Champion	-	-
Performer Fees	-	-
Incorrect Paymrnt	-	-
BHM Event	-	-
Gifts	-	-
Donation Out	-	-

Coach Hire	-	-
	-	-
Net receipts / (payments)	-	-
Transfer	-	-
Balance brought forward	-	-
Balance carried forward	-	-
<i>Checks - this should equal zero</i>	0.00	

[illegible]

[illegible]

[illegible]

Spare fund 9 Spare fund 10 Spare fund 11

	1980	1985	1990
1.	-	-	-
2.	-	-	-
3.	-	-	-
4.	-	-	-
5.	-	-	-
6.	-	-	-
7.	-	-	-
8.	-	-	-
9.	-	-	-
10.	-	-	-
11.	-	-	-
12.	-	-	-

[illegible]

[illegible]

BLACK HEALTH FORUM (BRADF

Receipts & Payments Account

Spare

	Total	Unrestricted
Receipts		
Donations	-	-
Grant	-	-
Membership Fee	-	-
Receipt - spare 4	-	-
Receipt - spare 5	-	-
Receipt - spare 6	-	-
Receipt - spare 7	-	-
Receipt - spare 8	-	-
Receipt - spare 9	-	-
Receipt - spare 10	-	-
	-	-
Payments		
Volunteer Expences	-	-
Mileage	-	-
Winter Warmth Shopping	-	-
Insurance	-	-
Equipment	-	-
Internet	-	-
Day Opportunities Shopping	-	-
Room Hire	-	-
Catering	-	-
Website Hosting & Domain	-	-
Platinum Jubilee Event	-	-
Zoom Licence	-	-
Refund in	-	-
Stationary	-	-
Printing and Photocoping	-	-
Invoices	-	-
Training	-	-
Coordinating Day Ops	-	-
Community Champion	-	-
Performer Fees	-	-
Incorrect Paymrnt	-	-
BHM Event	-	-
Gifts	-	-
Donation Out	-	-

Coach Hire	-	-
	-	-
Net receipts / (payments)	-	-
Transfer	-	-
Balance brought forward	-	-
Balance carried forward	-	-
<i>Checks - this should equal zero</i>	0.00	

[illegible]

[illegible]

[illegible]

[illegible]