

WomenZone

Charity number 1170163

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



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

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Prepared by West Yorkshire Community Accounting Service

WomenZone

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
Rizwana Jamil	Chair	
Lorna James	Vice Chair	
Marcia Marczyński	Treasurer	
Tahera Kocholia	Trustee	
Charity number	1170163	Registered in England and Wales
Registered and principal address	Bankers	
19-21 Hubert Street	Yorkshire Bank plc	
Bradford	14 Broadway	
BD3 9TE	Bradford	
	BD1 1EZ	

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 14 November 2016 and is governed by a Constitution as amended on 12 December 2016 and 9 August 2021.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

- 1) To further or benefit the female residents and their families of Bradford, without distinction of sexual orientation, 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 provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the said residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance or management of such a centre for activities promoted by the charity in furtherance of the above objects.
- 2) To promote social inclusion for the public benefit among women residents in Bradford preventing women from becoming socially excluded, relieving the needs of women who are socially excluded and assisting them to integrate into society.

WomenZone

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

Objectives and activities

The charity's main activities

Womenzone provides a range of activities and services to promote education and support health and wellbeing, which includes:

- Gym, exercise classes, steam room, weight management support, healthy eating sessions
- Training programme – Talk English, ESOL, IT, soft skills
- ESF Groundwork Employability Project - employment support and work experience
- Day Opportunity project– A support group for over 50's to participate in relaxation, arts and crafts and healthy life style activities.
- Family services – Cook and Eat, Parents in the Lead, drop in and advice sessions
- Happy women- an opportunity for women to develop new initiatives
- “Giving Back” -A peer support and social action projects for older women
- “Active Families”- A project supporting families from lower socio-economic groups living in Bradford to become more physically active as part of their daily routines.
- Healthy Life Style- A programme to provide Mindfulness, cook & eat and Physical fitness sessions.
- COPD (Chronic Obstructive Pulmonary Disease)- A pilot project funded by CCG and delivered in partnership with Thornbury centre to establishing a Life Style Coach.
- Holiday Hunger Play Scheme to provide healthy breakfast and lunch to disadvantaged children

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 and improvement of health and access to services for women living in areas of highest deprivation and health inequalities.

Achievements and performance

Womenzone launched its 'Womenzone Digital Wellbeing Service' (WDWS) in direct response to the COVID-19 pandemic. It is now widely known that people from BAME backgrounds face greater risks of experiencing challenges and difficulties because of COVID-19. As many of our beneficiaries are South Asian women, beneficiaries and their families are likely to be adversely impacted by the pandemic. With the support of local volunteers, Womenzone identified the needs of local people by consulting with current beneficiaries about their current needs through telephone conversations.

In acknowledgement of this need, Womenzone developed WDWS to offer support and advice around mental and emotional wellbeing; culturally sensitive food parcels and hot meals; clothes donation and wellbeing packs; activity packs for children; digital activities like “Chai and a Chat” and ESOL; online exercise classes on Zoom and loss/grief/trauma support; COVID19 updates in community languages; and signposting to specialist services.

Womenzone had a team of volunteers with remarkable community spirit who were willing to support the most vulnerable families in our community during the pandemic.

We have been helping to tackle social isolation as many of our service users were required to self-isolate for 12 weeks as of 20th March 2020. Our staff have been in contact with them via telephone and online methods i.e. ZOOM sessions.

We have been successfully managing the Womenzone Digital Wellbeing Service to allow members of the public to contact a member of staff or volunteer if they need advice, support or signposting.

We have been very active on social media, i.e. Facebook, Twitter and Instagram with positive messages shared by our volunteers, staff and service users. We have shared a number of short videos within the community on how to stay happy, safe and healthy whilst self-isolating/social distancing during lockdown.

WomenZone

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

Objectives and activities

Achievements and performance continued

Womenzone has developed The Play Gym and Hubert St Kitchen to support our work with local families from the Better Start Bradford (Bowling and Barkerend, Bradford Moor and Little Horton) area. We aim to support expectant families and families with children under the age of 4 to improve their lives and give them the best possible start in life. We will do this by addressing one or more of the following themes: Social and emotional development; Language and communication; Health and nutrition.

Financial review

The net income for the year was £234,822, including net income of £161,174 on unrestricted funds and net income of £73,648 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £274,925.

The trustees have designated £150,000 of these free reserves to a building fund.

Womenzone's reserve policy is to maintain a level of reserves that enables operating activities to be maintained, taking account of potential risks and contingencies that may arise from time to time. The policy will be reviewed annually by the trustees of the Charity.

Womenzone will maintain unrestricted reserves to provide cover for:

- Known liabilities such as salaries, redundancy and office costs.
- Unforeseen liabilities.
- To continue funding core activities, in case of loss of a funding stream.
- To manage organisational cash flow in the short term.
- To invest in growth and development.

In light of the uncertainty existing around the impact of Covid 19 on future income flows and the desire to make improvements to the community centre the trustees have reviewed the reserves policy and have decided that for the 2021/22 financial year reserves equivalent to between six and fourteen month's running costs should be maintained. This is between £121,650 and £283,850, based on budgeted 2021/2022 expenditure. As noted above actual reserves are currently £275,152.

Signed on behalf of the board of trustees on 13/1/2022

Marcia Marczynski (Trustee)

WomenZone

Independent examiner's report to the trustees of WomenZone

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 6 to 15.

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

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACA which is one of the listed bodies.

I have completed my examination. I have identified a matter of concern in relation to the allocation of expenses to restricted funds which indicates accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.

It has come to my attention that, due to errors in the allocation of expenses, two restricted funds have been reported as having had additional expenditure, totalling £32,872, in the year ending 31 March 2021. This error has been discussed with the funders and revised balances at 31 March 2021 have been agreed, which are reported in these accounts. I am satisfied that this error was not deliberate and that trustees have now put in place systems to ensure that a similar error would not be repeated.

I confirm that, other than the above, 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are 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

14/1/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

WomenZone

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	50,000	428,588	478,588	214,775
Contracts		64,143	-	64,143	5,806
Room hire and services		-	-	-	15,420
Sales and gym fees		9,190	-	9,190	13,786
Fundraising and trips		459	-	459	6,239
Total income		<u>123,792</u>	<u>428,588</u>	<u>552,380</u>	<u>256,026</u>
Expenditure on:					
Salaries and NIC	(3)	15,953	151,883	167,836	158,449
Payroll charges		102	2,760	2,862	600
Consultancy, freelance and sessional staff		3,167	23,012	26,179	29,191
Travel expenses		-	389	389	2,734
Training		-	2,280	2,280	2,663
Volunteer expenses		-	913	913	2,790
Rent, rates and venue hire		-	-	-	2,557
Utilities		2,962	3,631	6,593	12,034
Telephone, internet and postage		687	1,681	2,368	3,121
Printing and stationery		27	1,506	1,533	1,810
Publicity and marketing		-	250	250	2,670
Computers, maintenance and software		2,138	3,818	5,956	2,302
Insurance		243	1,649	1,892	1,967
Maintenance and cleaning		54	12,488	12,542	5,118
Maintenance contracts		1,422	161	1,583	2,381
Events and activities		6,338	30,410	36,748	4,726
Awards and grants		-	22,421	22,421	20,527
Equipment and materials		977	5,641	6,618	3,589
Food and refreshments		-	-	-	158
Security		58	607	665	132
Independent examination		1,320	-	1,320	960
Sundries		-	-	-	124
Licences and subscriptions		414	300	714	294
Depreciation		15,896	-	15,896	3,528
Total expenditure		<u>51,758</u>	<u>265,800</u>	<u>317,558</u>	<u>264,425</u>
Net income / (expenditure)		<u>72,034</u>	<u>162,788</u>	<u>234,822</u>	<u>(8,399)</u>
Transfers between funds		<u>88,913</u>	<u>(88,913)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>160,947</u>	<u>73,875</u>	<u>234,822</u>	<u>(8,399)</u>
Fund balances brought forward		<u>141,464</u>	<u>8,017</u>	<u>149,481</u>	<u>157,880</u>
Fund balances carried forward	(4a)	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>

All incoming resources and resources expended derive from continuing activities.

WomenZone
Balance sheet
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 27,486	-	27,486	5,904
Total fixed assets	<u>27,486</u>	<u>-</u>	<u>27,486</u>	<u>5,904</u>
Current assets				
Debtors and prepayments	(6) 20,624	14,298	34,922	11,170
Cash at bank and in hand	(7) 259,149	73,145	332,294	148,300
Total current assets	<u>279,773</u>	<u>87,443</u>	<u>367,216</u>	<u>159,470</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 4,848	5,551	10,399	15,893
Total current liabilities	<u>4,848</u>	<u>5,551</u>	<u>10,399</u>	<u>15,893</u>
Net current assets / (liabilities)	<u>274,925</u>	<u>81,892</u>	<u>356,817</u>	<u>143,577</u>
Total assets less current liabilities	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>
Net assets	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>
Funds				
Unrestricted funds:				
General unrestricted funds	152,411	-	152,411	41,464
Designated funds	(4b) 150,000	-	150,000	100,000
Total unrestricted funds	<u>302,411</u>	<u>-</u>	<u>302,411</u>	<u>141,464</u>
Restricted funds	<u>-</u>	<u>81,892</u>	<u>81,892</u>	<u>8,017</u>
Total funds	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>

The financial statements were approved by the board of trustees on 13/1/2022

Marcia Marczynski (Trustee)

WomenZone

Statement of cash flows for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>221,472</u>	<u>25,254</u>
Cash flows from investing activities:		
Dividends and interest	-	-
Proceeds of sale of assets	-	-
(Purchase of tangible fixed assets)	(37,478)	-
Net cash provided by (used in) investing activities	<u>(37,478)</u>	<u>-</u>
Cash flows from financing activities:		
Repayments on borrowing	-	-
Cash inflows from new borrowing	-	-
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	183,994	25,254
Cash and cash equivalents at the beginning of the reporting period	<u>148,300</u>	<u>123,046</u>
Cash and cash equivalents at the end of the reporting period	<u>332,294</u>	<u>148,300</u>

	2021 £	2020 £
Reconciliation of net movement in funds to net cash flow from operating activities		
Net movement in funds for the reporting period (as per the statement of financial activities)	234,822	(8,399)
Adjustments for:		
Depreciation charges	15,896	3,528
(Dividends and interest from investments)	-	-
Loss / (profit) on sale of fixed assets	-	-
(Increase) / decrease in debtors	(23,752)	17,316
Increase / (decrease) in creditors	(5,494)	12,809
Net cash provided by (used in) operating activities	<u>221,472</u>	<u>25,254</u>

	2021 £	2020 £
Analysis of cash and cash equivalents		
Cash at bank	332,150	148,353
Cash in hand	144	(53)
Total cash and cash equivalents	<u>332,294</u>	<u>148,300</u>

WomenZone

Notes to the accounts

for the year ended 31 March 2021

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, 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:

Office equipment: over 5 years

Gym and play equipment: over 3 years

Computer equipment - over 3 years

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

1 Accounting policies continued

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.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	4,250	4,250	-
Better Start Bradford	-	66,406	66,406	-
Bradford District Metropolitan Council (BDMC)	10,000	15,000	25,000	10,000
Charities Aid Foundation (CAF)	-	50,452	50,452	-
Comic Relief	-	-	-	36,226
Garfield Weston	-	-	-	10,000
Go Higher	-	19,935	19,935	-
Groundwork	-	12,000	12,000	8,000
Healthy Holidays	-	12,000	12,000	5,047
HMRC Coronavirus Job Retention Scheme	-	23,773	23,773	-
Independent Age	-	15,000	15,000	-
Power to Change	20,000	-	20,000	-
Shipley College (DCLG)	-	-	-	42,362
Smallwood Trust	-	38,425	38,425	14,956
Sport England	-	65,755	65,755	85,684
Street Games	-	-	-	2,500
The National Lottery Community Fund	-	62,218	62,218	-
Transforming Lives for Good	-	6,000	6,000	-
Youth Endowment Fund	-	37,374	37,374	-
Donation - Northern Power Grid	20,000	-	20,000	-
	<u>50,000</u>	<u>428,588</u>	<u>478,588</u>	<u>214,775</u>

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	157,378	151,887
Social security costs	12,017	7,350
Employment allowance	(4,000)	(3,000)
Pensions	2,441	2,212
	<u>167,836</u>	<u>158,449</u>

The average number employees during the year was 8.1, being an average of 6 full time equivalent (2020: 9, 6.6 FTE). 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	2,441	2,212
Amount of any contributions outstanding at the year end	879	507

4a Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BBC Children in Need	-	4,250	1,567	(2,683)	-
Better Start Bradford	-	66,406	4,419	(34,096)	27,891
CAF Resilience Fund	-	50,452	49,165	(1,287)	-
BDMC Day Opportunities	(5,892)	10,000	-	-	4,108
ShIPLEY College (DCLG)	1,237	-	-	(1,237)	-
Go Higher	-	19,935	16,935	(3,000)	-
Groundwork	4,757	12,000	15,057	(1,700)	-
HAFP	-	11,000	5,120	(5,880)	-
Healthy Holidays 2020	-	5,000	1,597	(3,403)	-
Healthy Holidays 2020-2021	-	7,000	1,283	(5,717)	-
HMRC Job Retention Scheme	-	23,773	23,773	-	-
Independent Age	-	15,000	-	-	15,000
Smallwood Trust	665	-	265	(400)	-
Smallwood Trust Covid	-	38,425	32,425	(6,000)	-
Sport England	7,122	65,755	43,725	(10,522)	18,630
Street Games	128	-	128	-	-
Covid Community Support Fund	-	62,218	50,088	(12,130)	-
Youth Endowment Fund	-	37,374	20,253	(858)	16,263
	<u>8,017</u>	<u>428,588</u>	<u>265,800</u>	<u>(88,913)</u>	<u>81,892</u>

Transfers:

The transfers for the CAF Resilience and Youth Endowment funds are for the purchase of computer equipment that has been capitalised.

The transfer for the Better Start Bradford is for the purchase of play equipment that has been capitalised.

The transfers for Sport England are for the purchase of computer equipment that has been capitalised and for expenditure previously allocated to unrestricted funds.

The transfers for the Shipley College (DCLG), Go Higher, Groundwork, HAFP, HAFP Summer, Healthy Holidays 2020, Healthy Holidays 2020-2021, Smallwood Trust, Smallwood Trust Covid and Covid Community Support funds represent a contribution to core overhead costs including admin, management and premises costs.

The transfers for the BBC Children in Need fund is for the purchase of computer equipment that has been capitalised and a contribution to core overhead costs.

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Notes to the accounts continued for the year ended 31 March 2021

4a Restricted funds continued

Fund name	Purpose of restriction
BBC Children in Need	To equip staff with tools and additional capacity to adapt to COVID-19 and provide young people aged 5-18 with activity packs, food vouchers and support throughout the pandemic.
Better Start Bradford	To work with local families who have children under the age of 4 to improve their lives and give them the best possible start in life by launching The Play Gym and Hubert St Kitchen.
CAF Resilience Fund	To be used for charitable purposes only to continue our organisation's core work or Covid-19 emergency response activities during the current health emergency only.
BDMC Day Opportunities	To support 60 older BAME women participate in health improvement activities to improve their health and wellbeing and reduce social isolation.
Shipley College (DCLG)	To provide Talk English Courses and Activities all over Bradford to help people learn English, access services and get involved in the community.
Go Higher	To work with young people aged 13 – 19 years to improve their confidence, aspirations and self-esteem as well as inspire them to access higher education opportunities.
Groundwork	To support disadvantaged BAME women into training, volunteering and employment opportunities by offering one to one support.
HAFP	To provide holiday activities and food in the form of a meal in a safe environment which is Covid health and safety compliant.
Healthy Holidays 2020	To provide a holiday activity programme for children aged 5 -11 years, delivering healthy lifestyle messages through fun, creative and challenging activities.
Healthy Holidays 2020-2021	To provide a holiday activity programme for children aged 5 -11 years, delivering healthy lifestyle messages through fun, creative and challenging activities.
HMRC Job Retention Scheme	To contribute to the employment costs of furloughed staff.
Independent Age	To fund 'Get Connected' - a digital project to connect isolated BAME
Smallwood Trust	Working with disadvantaged women to build their confidence, encourage them to reach their potential and successful applications to training and volunteering opportunities.
Smallwood Trust Covid	To support the response to the COVID-19 crisis in the short, medium and longer term, in order to enable Womenzone to continue to meet the needs of financially vulnerable women.
Sport England	To support low income families from Bradford East, get active together and also alongside other families. This project helps individuals improve their physical and mental health, reduce isolation and promote wellbeing.
Street Games	To encourage young women aged 13–19 years to engage in physical activity and sports.
Covid Community Support Fund	To offer support and advice around mental and emotional wellbeing; culturally sensitive food parcels; hot meals; digital activities; online exercise classes; COVID19 updates in community languages; and signposting to specialist services
Youth Endowment Fund	COVID-19 grant to support vulnerable young people aged 10 – 14 years old at risk of becoming involved in youth violence and crime

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

4b Designated funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Buildings	100,000			50,000	150,000
	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>150,000</u>

Fund name	Purpose of restriction
Buildings	To be used for planned building works.

5 Tangible assets	Computer equipment	Gym and play equipment	Office equipment	Total
<u>Cost</u>				
At 1 April 2020	-	7,020	5,940	12,960
Additions	3,382	34,096	-	37,478
At 31 March 2021	<u>3,382</u>	<u>41,116</u>	<u>5,940</u>	<u>50,438</u>
<u>Depreciation</u>				
At 1 April 2020	-	4,680	2,376	7,056
Charge for year	1,116	13,592	1,188	15,896
At 31 March 2021	<u>1,116</u>	<u>18,272</u>	<u>3,564</u>	<u>22,952</u>
<u>Net book value</u>				
At 31 March 2021	<u>2,266</u>	<u>22,844</u>	<u>2,376</u>	<u>27,486</u>
At 31 March 2020	<u>-</u>	<u>2,340</u>	<u>3,564</u>	<u>5,904</u>

6 Debtors and prepayments	2021 £	2020 £
Debtors	33,686	9,973
Prepayments	1,236	1,197
	<u>34,922</u>	<u>11,170</u>

7 Cash at bank and in hand	2021 £	2020 £
Current Account	332,150	148,353
Petty Cash	144	(53)
	<u>332,294</u>	<u>148,300</u>

8 Creditors and accruals	2021 £	2020 £
Creditors	8,454	3,259
Accruals	1,945	12,634
	<u>10,399</u>	<u>15,893</u>

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

9 Related party transactions

Trustee expenses

During the year no trustee expenses were paid (2020: 1 trustee and £50 on travel).

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Co Chief Executives. The total employee benefits received by the Co Chief Executives were £83,335 (2020: £56,629).

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

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021	2020
	£	
Within one year	791	791
In the second to fifth years inclusive	1,667	2458
Over five years from the balance sheet date	-	-
	<u>2,458</u>	<u>3,249</u>

WomenZone

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	50,000	10,000	428,588	204,775	478,588	214,775
Contracts	64,143	5,806	-	-	64,143	5,806
Room hire and services	-	15,420	-	-	-	15,420
Sales and gym fees	9,190	13,786	-	-	9,190	13,786
Fundraising and trips	459	6,239	-	-	459	6,239
Total income	123,792	51,251	428,588	204,775	552,380	256,026
Expenditure						
Salaries and NIC	15,953	20,321	151,883	138,128	167,836	158,449
Payroll charges	102	600	2,760	-	2,862	600
Consultancy, freelance and sessional	3,167	12,962	23,012	16,229	26,179	29,191
Travel expenses	-	9	389	2,725	389	2,734
Training	-	800	2,280	1,863	2,280	2,663
Volunteer expenses	-	-	913	2,790	913	2,790
Rent, rates and venue hire	-	2,557	-	-	-	2,557
Utilities	2,962	12,034	3,631	-	6,593	12,034
Telephone, internet and postage	687	2,679	1,681	442	2,368	3,121
Printing and stationery	27	549	1,506	1,261	1,533	1,810
Publicity and marketing	-	45	250	2,625	250	2,670
Computers, maintenance and software	2,138	751	3,818	1,551	5,956	2,302
Insurance	243	1,967	1,649	-	1,892	1,967
Maintenance and cleaning	54	4,618	12,488	500	12,542	5,118
Maintenance contracts	1,422	2,381	161	-	1,583	2,381
Events and activities	6,338	367	30,410	4,359	36,748	4,726
Awards and grants	-	10,119	22,421	10,408	22,421	20,527
Equipment and materials	977	1,300	5,641	2,289	6,618	3,589
Food and refreshments	-	58	-	100	-	158
Security	58	132	607	-	665	132
Independent examination	1,320	960	-	-	1,320	960
Sundries	-	81	-	43	-	124
Licences and subscriptions	414	294	300	-	714	294
Depreciation	15,896	3,528	-	-	15,896	3,528
Total expenditure	51,758	79,112	265,800	185,313	317,558	264,425
Net income / (expenditure)	72,034	(27,861)	162,788	19,462	234,822	(8,399)
Transfers between funds	88,913	12,756	(88,913)	(12,756)	-	-
Net movement in funds	160,947	(15,105)	73,875	6,706	234,822	(8,399)
Fund balances brought forward	141,464	156,569	8,017	1,311	149,481	157,880
Fund balances carried forward	302,411	141,464	81,892	8,017	384,303	149,481

WomenZone

Charity number 1170163

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



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

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Prepared by West Yorkshire Community Accounting Service

WomenZone

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
Rizwana Jamil	Chair	
Lorna James	Vice Chair	
Marcia Marczyński	Treasurer	
Tahera Kocholia	Trustee	
Charity number	1170163	Registered in England and Wales
Registered and principal address	Bankers	
19-21 Hubert Street	Yorkshire Bank plc	
Bradford	14 Broadway	
BD3 9TE	Bradford	
	BD1 1EZ	

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 14 November 2016 and is governed by a Constitution as amended on 12 December 2016 and 9 August 2021.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

- 1) To further or benefit the female residents and their families of Bradford, without distinction of sexual orientation, 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 provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the said residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance or management of such a centre for activities promoted by the charity in furtherance of the above objects.
- 2) To promote social inclusion for the public benefit among women residents in Bradford preventing women from becoming socially excluded, relieving the needs of women who are socially excluded and assisting them to integrate into society.

WomenZone

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

Objectives and activities

The charity's main activities

Womenzone provides a range of activities and services to promote education and support health and wellbeing, which includes:

- Gym, exercise classes, steam room, weight management support, healthy eating sessions
- Training programme – Talk English, ESOL, IT, soft skills
- ESF Groundwork Employability Project - employment support and work experience
- Day Opportunity project– A support group for over 50's to participate in relaxation, arts and crafts and healthy life style activities.
- Family services – Cook and Eat, Parents in the Lead, drop in and advice sessions
- Happy women- an opportunity for women to develop new initiatives
- “Giving Back” -A peer support and social action projects for older women
- “Active Families”- A project supporting families from lower socio-economic groups living in Bradford to become more physically active as part of their daily routines.
- Healthy Life Style- A programme to provide Mindfulness, cook & eat and Physical fitness sessions.
- COPD (Chronic Obstructive Pulmonary Disease)- A pilot project funded by CCG and delivered in partnership with Thornbury centre to establishing a Life Style Coach.
- Holiday Hunger Play Scheme to provide healthy breakfast and lunch to disadvantaged children

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 and improvement of health and access to services for women living in areas of highest deprivation and health inequalities.

Achievements and performance

Womenzone launched its 'Womenzone Digital Wellbeing Service' (WDWS) in direct response to the COVID-19 pandemic. It is now widely known that people from BAME backgrounds face greater risks of experiencing challenges and difficulties because of COVID-19. As many of our beneficiaries are South Asian women, beneficiaries and their families are likely to be adversely impacted by the pandemic. With the support of local volunteers, Womenzone identified the needs of local people by consulting with current beneficiaries about their current needs through telephone conversations.

In acknowledgement of this need, Womenzone developed WDWS to offer support and advice around mental and emotional wellbeing; culturally sensitive food parcels and hot meals; clothes donation and wellbeing packs; activity packs for children; digital activities like “Chai and a Chat” and ESOL; online exercise classes on Zoom and loss/grief/trauma support; COVID19 updates in community languages; and signposting to specialist services.

Womenzone had a team of volunteers with remarkable community spirit who were willing to support the most vulnerable families in our community during the pandemic.

We have been helping to tackle social isolation as many of our service users were required to self-isolate for 12 weeks as of 20th March 2020. Our staff have been in contact with them via telephone and online methods i.e. ZOOM sessions.

We have been successfully managing the Womenzone Digital Wellbeing Service to allow members of the public to contact a member of staff or volunteer if they need advice, support or signposting.

We have been very active on social media, i.e. Facebook, Twitter and Instagram with positive messages shared by our volunteers, staff and service users. We have shared a number of short videos within the community on how to stay happy, safe and healthy whilst self-isolating/social distancing during lockdown.

WomenZone

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

Objectives and activities

Achievements and performance continued

Womenzone has developed The Play Gym and Hubert St Kitchen to support our work with local families from the Better Start Bradford (Bowling and Barkerend, Bradford Moor and Little Horton) area. We aim to support expectant families and families with children under the age of 4 to improve their lives and give them the best possible start in life. We will do this by addressing one or more of the following themes: Social and emotional development; Language and communication; Health and nutrition.

Financial review

The net income for the year was £234,822, including net income of £161,174 on unrestricted funds and net income of £73,648 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £274,925.

The trustees have designated £150,000 of these free reserves to a building fund.

Womenzone's reserve policy is to maintain a level of reserves that enables operating activities to be maintained, taking account of potential risks and contingencies that may arise from time to time. The policy will be reviewed annually by the trustees of the Charity.

Womenzone will maintain unrestricted reserves to provide cover for:

- Known liabilities such as salaries, redundancy and office costs.
- Unforeseen liabilities.
- To continue funding core activities, in case of loss of a funding stream.
- To manage organisational cash flow in the short term.
- To invest in growth and development.

In light of the uncertainty existing around the impact of Covid 19 on future income flows and the desire to make improvements to the community centre the trustees have reviewed the reserves policy and have decided that for the 2021/22 financial year reserves equivalent to between six and fourteen month's running costs should be maintained. This is between £121,650 and £283,850, based on budgeted 2021/2022 expenditure. As noted above actual reserves are currently £275,152.

Signed on behalf of the board of trustees on 13/1/2022

Marcia Marczynski (Trustee)

WomenZone

Independent examiner's report to the trustees of WomenZone

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 6 to 15.

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

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACA which is one of the listed bodies.

I have completed my examination. I have identified a matter of concern in relation to the allocation of expenses to restricted funds which indicates accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.

It has come to my attention that, due to errors in the allocation of expenses, two restricted funds have been reported as having had additional expenditure, totalling £32,872, in the year ending 31 March 2021. This error has been discussed with the funders and revised balances at 31 March 2021 have been agreed, which are reported in these accounts. I am satisfied that this error was not deliberate and that trustees have now put in place systems to ensure that a similar error would not be repeated.

I confirm that, other than the above, 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are 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

14/1/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

WomenZone

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	50,000	428,588	478,588	214,775
Contracts		64,143	-	64,143	5,806
Room hire and services		-	-	-	15,420
Sales and gym fees		9,190	-	9,190	13,786
Fundraising and trips		459	-	459	6,239
Total income		<u>123,792</u>	<u>428,588</u>	<u>552,380</u>	<u>256,026</u>
Expenditure on:					
Salaries and NIC	(3)	15,953	151,883	167,836	158,449
Payroll charges		102	2,760	2,862	600
Consultancy, freelance and sessional staff		3,167	23,012	26,179	29,191
Travel expenses		-	389	389	2,734
Training		-	2,280	2,280	2,663
Volunteer expenses		-	913	913	2,790
Rent, rates and venue hire		-	-	-	2,557
Utilities		2,962	3,631	6,593	12,034
Telephone, internet and postage		687	1,681	2,368	3,121
Printing and stationery		27	1,506	1,533	1,810
Publicity and marketing		-	250	250	2,670
Computers, maintenance and software		2,138	3,818	5,956	2,302
Insurance		243	1,649	1,892	1,967
Maintenance and cleaning		54	12,488	12,542	5,118
Maintenance contracts		1,422	161	1,583	2,381
Events and activities		6,338	30,410	36,748	4,726
Awards and grants		-	22,421	22,421	20,527
Equipment and materials		977	5,641	6,618	3,589
Food and refreshments		-	-	-	158
Security		58	607	665	132
Independent examination		1,320	-	1,320	960
Sundries		-	-	-	124
Licences and subscriptions		414	300	714	294
Depreciation		15,896	-	15,896	3,528
Total expenditure		<u>51,758</u>	<u>265,800</u>	<u>317,558</u>	<u>264,425</u>
Net income / (expenditure)		<u>72,034</u>	<u>162,788</u>	<u>234,822</u>	<u>(8,399)</u>
Transfers between funds		<u>88,913</u>	<u>(88,913)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>160,947</u>	<u>73,875</u>	<u>234,822</u>	<u>(8,399)</u>
Fund balances brought forward		<u>141,464</u>	<u>8,017</u>	<u>149,481</u>	<u>157,880</u>
Fund balances carried forward	(4a)	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>

All incoming resources and resources expended derive from continuing activities.

WomenZone
Balance sheet
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 27,486	-	27,486	5,904
Total fixed assets	<u>27,486</u>	<u>-</u>	<u>27,486</u>	<u>5,904</u>
Current assets				
Debtors and prepayments	(6) 20,624	14,298	34,922	11,170
Cash at bank and in hand	(7) 259,149	73,145	332,294	148,300
Total current assets	<u>279,773</u>	<u>87,443</u>	<u>367,216</u>	<u>159,470</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 4,848	5,551	10,399	15,893
Total current liabilities	<u>4,848</u>	<u>5,551</u>	<u>10,399</u>	<u>15,893</u>
Net current assets / (liabilities)	<u>274,925</u>	<u>81,892</u>	<u>356,817</u>	<u>143,577</u>
Total assets less current liabilities	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>
Net assets	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>
Funds				
Unrestricted funds:				
General unrestricted funds	152,411	-	152,411	41,464
Designated funds	(4b) 150,000	-	150,000	100,000
Total unrestricted funds	<u>302,411</u>	<u>-</u>	<u>302,411</u>	<u>141,464</u>
Restricted funds	<u>-</u>	<u>81,892</u>	<u>81,892</u>	<u>8,017</u>
Total funds	<u>302,411</u>	<u>81,892</u>	<u>384,303</u>	<u>149,481</u>

The financial statements were approved by the board of trustees on 13/1/2022

Marcia Marczynski (Trustee)

WomenZone

Statement of cash flows for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>221,472</u>	<u>25,254</u>
Cash flows from investing activities:		
Dividends and interest	-	-
Proceeds of sale of assets	-	-
(Purchase of tangible fixed assets)	(37,478)	-
Net cash provided by (used in) investing activities	<u>(37,478)</u>	<u>-</u>
Cash flows from financing activities:		
Repayments on borrowing	-	-
Cash inflows from new borrowing	-	-
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	183,994	25,254
Cash and cash equivalents at the beginning of the reporting period	<u>148,300</u>	<u>123,046</u>
Cash and cash equivalents at the end of the reporting period	<u>332,294</u>	<u>148,300</u>

	2021 £	2020 £
Reconciliation of net movement in funds to net cash flow from operating activities		
Net movement in funds for the reporting period (as per the statement of financial activities)	234,822	(8,399)
Adjustments for:		
Depreciation charges	15,896	3,528
(Dividends and interest from investments)	-	-
Loss / (profit) on sale of fixed assets	-	-
(Increase) / decrease in debtors	(23,752)	17,316
Increase / (decrease) in creditors	(5,494)	12,809
Net cash provided by (used in) operating activities	<u>221,472</u>	<u>25,254</u>

	2021 £	2020 £
Analysis of cash and cash equivalents		
Cash at bank	332,150	148,353
Cash in hand	144	(53)
Total cash and cash equivalents	<u>332,294</u>	<u>148,300</u>

WomenZone

Notes to the accounts

for the year ended 31 March 2021

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, 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:

Office equipment: over 5 years

Gym and play equipment: over 3 years

Computer equipment - over 3 years

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

1 Accounting policies continued

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.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	4,250	4,250	-
Better Start Bradford	-	66,406	66,406	-
Bradford District Metropolitan Council (BDMC)	10,000	15,000	25,000	10,000
Charities Aid Foundation (CAF)	-	50,452	50,452	-
Comic Relief	-	-	-	36,226
Garfield Weston	-	-	-	10,000
Go Higher	-	19,935	19,935	-
Groundwork	-	12,000	12,000	8,000
Healthy Holidays	-	12,000	12,000	5,047
HMRC Coronavirus Job Retention Scheme	-	23,773	23,773	-
Independent Age	-	15,000	15,000	-
Power to Change	20,000	-	20,000	-
Shipley College (DCLG)	-	-	-	42,362
Smallwood Trust	-	38,425	38,425	14,956
Sport England	-	65,755	65,755	85,684
Street Games	-	-	-	2,500
The National Lottery Community Fund	-	62,218	62,218	-
Transforming Lives for Good	-	6,000	6,000	-
Youth Endowment Fund	-	37,374	37,374	-
Donation - Northern Power Grid	20,000	-	20,000	-
	<u>50,000</u>	<u>428,588</u>	<u>478,588</u>	<u>214,775</u>

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	157,378	151,887
Social security costs	12,017	7,350
Employment allowance	(4,000)	(3,000)
Pensions	2,441	2,212
	<u>167,836</u>	<u>158,449</u>

The average number employees during the year was 8.1, being an average of 6 full time equivalent (2020: 9, 6.6 FTE). 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	2,441	2,212
Amount of any contributions outstanding at the year end	879	507

4a Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BBC Children in Need	-	4,250	1,567	(2,683)	-
Better Start Bradford	-	66,406	4,419	(34,096)	27,891
CAF Resilience Fund	-	50,452	49,165	(1,287)	-
BDMC Day Opportunities	(5,892)	10,000	-	-	4,108
ShIPLEY College (DCLG)	1,237	-	-	(1,237)	-
Go Higher	-	19,935	16,935	(3,000)	-
Groundwork	4,757	12,000	15,057	(1,700)	-
HAFP	-	11,000	5,120	(5,880)	-
Healthy Holidays 2020	-	5,000	1,597	(3,403)	-
Healthy Holidays 2020-2021	-	7,000	1,283	(5,717)	-
HMRC Job Retention Scheme	-	23,773	23,773	-	-
Independent Age	-	15,000	-	-	15,000
Smallwood Trust	665	-	265	(400)	-
Smallwood Trust Covid	-	38,425	32,425	(6,000)	-
Sport England	7,122	65,755	43,725	(10,522)	18,630
Street Games	128	-	128	-	-
Covid Community Support Fund	-	62,218	50,088	(12,130)	-
Youth Endowment Fund	-	37,374	20,253	(858)	16,263
	<u>8,017</u>	<u>428,588</u>	<u>265,800</u>	<u>(88,913)</u>	<u>81,892</u>

Transfers:

The transfers for the CAF Resilience and Youth Endowment funds are for the purchase of computer equipment that has been capitalised.

The transfer for the Better Start Bradford is for the purchase of play equipment that has been capitalised.

The transfers for Sport England are for the purchase of computer equipment that has been capitalised and for expenditure previously allocated to unrestricted funds.

The transfers for the Shipley College (DCLG), Go Higher, Groundwork, HAFP, HAFP Summer, Healthy Holidays 2020, Healthy Holidays 2020-2021, Smallwood Trust, Smallwood Trust Covid and Covid Community Support funds represent a contribution to core overhead costs including admin, management and premises costs.

The transfers for the BBC Children in Need fund is for the purchase of computer equipment that has been capitalised and a contribution to core overhead costs.

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

4a Restricted funds continued

Fund name	Purpose of restriction
BBC Children in Need	To equip staff with tools and additional capacity to adapt to COVID-19 and provide young people aged 5-18 with activity packs, food vouchers and support throughout the pandemic.
Better Start Bradford	To work with local families who have children under the age of 4 to improve their lives and give them the best possible start in life by launching The Play Gym and Hubert St Kitchen.
CAF Resilience Fund	To be used for charitable purposes only to continue our organisation's core work or Covid-19 emergency response activities during the current health emergency only.
BDMC Day Opportunities	To support 60 older BAME women participate in health improvement activities to improve their health and wellbeing and reduce social isolation.
Shipley College (DCLG)	To provide Talk English Courses and Activities all over Bradford to help people learn English, access services and get involved in the community.
Go Higher	To work with young people aged 13 – 19 years to improve their confidence, aspirations and self-esteem as well as inspire them to access higher education opportunities.
Groundwork	To support disadvantaged BAME women into training, volunteering and employment opportunities by offering one to one support.
HAFP	To provide holiday activities and food in the form of a meal in a safe environment which is Covid health and safety compliant.
Healthy Holidays 2020	To provide a holiday activity programme for children aged 5 -11 years, delivering healthy lifestyle messages through fun, creative and challenging activities.
Healthy Holidays 2020-2021	To provide a holiday activity programme for children aged 5 -11 years, delivering healthy lifestyle messages through fun, creative and challenging activities.
HMRC Job Retention Scheme	To contribute to the employment costs of furloughed staff.
Independent Age	To fund 'Get Connected' - a digital project to connect isolated BAME
Smallwood Trust	Working with disadvantaged women to build their confidence, encourage them to reach their potential and successful applications to training and volunteering opportunities.
Smallwood Trust Covid	To support the response to the COVID-19 crisis in the short, medium and longer term, in order to enable Womenzone to continue to meet the needs of financially vulnerable women.
Sport England	To support low income families from Bradford East, get active together and also alongside other families. This project helps individuals improve their physical and mental health, reduce isolation and promote wellbeing.
Street Games	To encourage young women aged 13–19 years to engage in physical activity and sports.
Covid Community Support Fund	To offer support and advice around mental and emotional wellbeing; culturally sensitive food parcels; hot meals; digital activities; online exercise classes; COVID19 updates in community languages; and signposting to specialist services
Youth Endowment Fund	COVID-19 grant to support vulnerable young people aged 10 – 14 years old at risk of becoming involved in youth violence and crime

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

4b Designated funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Buildings	100,000			50,000	150,000
	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>150,000</u>

Fund name	Purpose of restriction
Buildings	To be used for planned building works.

5 Tangible assets	Computer equipment	Gym and play equipment	Office equipment	Total
<u>Cost</u>				
At 1 April 2020	-	7,020	5,940	12,960
Additions	3,382	34,096	-	37,478
At 31 March 2021	<u>3,382</u>	<u>41,116</u>	<u>5,940</u>	<u>50,438</u>
<u>Depreciation</u>				
At 1 April 2020	-	4,680	2,376	7,056
Charge for year	1,116	13,592	1,188	15,896
At 31 March 2021	<u>1,116</u>	<u>18,272</u>	<u>3,564</u>	<u>22,952</u>
<u>Net book value</u>				
At 31 March 2021	<u>2,266</u>	<u>22,844</u>	<u>2,376</u>	<u>27,486</u>
At 31 March 2020	<u>-</u>	<u>2,340</u>	<u>3,564</u>	<u>5,904</u>

6 Debtors and prepayments	2021 £	2020 £
Debtors	33,686	9,973
Prepayments	1,236	1,197
	<u>34,922</u>	<u>11,170</u>

7 Cash at bank and in hand	2021 £	2020 £
Current Account	332,150	148,353
Petty Cash	144	(53)
	<u>332,294</u>	<u>148,300</u>

8 Creditors and accruals	2021 £	2020 £
Creditors	8,454	3,259
Accruals	1,945	12,634
	<u>10,399</u>	<u>15,893</u>

WomenZone

Notes to the accounts continued for the year ended 31 March 2021

9 Related party transactions

Trustee expenses

During the year no trustee expenses were paid (2020: 1 trustee and £50 on travel).

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Co Chief Executives. The total employee benefits received by the Co Chief Executives were £83,335 (2020: £56,629).

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

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021	2020
	£	
Within one year	791	791
In the second to fifth years inclusive	1,667	2458
Over five years from the balance sheet date	-	-
	<u>2,458</u>	<u>3,249</u>

WomenZone

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	50,000	10,000	428,588	204,775	478,588	214,775
Contracts	64,143	5,806	-	-	64,143	5,806
Room hire and services	-	15,420	-	-	-	15,420
Sales and gym fees	9,190	13,786	-	-	9,190	13,786
Fundraising and trips	459	6,239	-	-	459	6,239
Total income	123,792	51,251	428,588	204,775	552,380	256,026
Expenditure						
Salaries and NIC	15,953	20,321	151,883	138,128	167,836	158,449
Payroll charges	102	600	2,760	-	2,862	600
Consultancy, freelance and sessional	3,167	12,962	23,012	16,229	26,179	29,191
Travel expenses	-	9	389	2,725	389	2,734
Training	-	800	2,280	1,863	2,280	2,663
Volunteer expenses	-	-	913	2,790	913	2,790
Rent, rates and venue hire	-	2,557	-	-	-	2,557
Utilities	2,962	12,034	3,631	-	6,593	12,034
Telephone, internet and postage	687	2,679	1,681	442	2,368	3,121
Printing and stationery	27	549	1,506	1,261	1,533	1,810
Publicity and marketing	-	45	250	2,625	250	2,670
Computers, maintenance and software	2,138	751	3,818	1,551	5,956	2,302
Insurance	243	1,967	1,649	-	1,892	1,967
Maintenance and cleaning	54	4,618	12,488	500	12,542	5,118
Maintenance contracts	1,422	2,381	161	-	1,583	2,381
Events and activities	6,338	367	30,410	4,359	36,748	4,726
Awards and grants	-	10,119	22,421	10,408	22,421	20,527
Equipment and materials	977	1,300	5,641	2,289	6,618	3,589
Food and refreshments	-	58	-	100	-	158
Security	58	132	607	-	665	132
Independent examination	1,320	960	-	-	1,320	960
Sundries	-	81	-	43	-	124
Licences and subscriptions	414	294	300	-	714	294
Depreciation	15,896	3,528	-	-	15,896	3,528
Total expenditure	51,758	79,112	265,800	185,313	317,558	264,425
Net income / (expenditure)	72,034	(27,861)	162,788	19,462	234,822	(8,399)
Transfers between funds	88,913	12,756	(88,913)	(12,756)	-	-
Net movement in funds	160,947	(15,105)	73,875	6,706	234,822	(8,399)
Fund balances brought forward	141,464	156,569	8,017	1,311	149,481	157,880
Fund balances carried forward	302,411	141,464	81,892	8,017	384,303	149,481

WomenZone

Independent examiner's report to the trustees of WomenZone

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 6 to 15.

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

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACA which is one of the listed bodies.

I have completed my examination. I have identified a matter of concern in relation to the allocation of expenses to restricted funds which indicates accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.

It has come to my attention that, due to errors in the allocation of expenses, two restricted funds have been reported as having had additional expenditure, totalling £32,872, in the year ending 31 March 2021. This error has been discussed with the funders and revised balances at 31 March 2021 have been agreed, which are reported in these accounts. I am satisfied that this error was not deliberate and that trustees have now put in place systems to ensure that a similar error would not be repeated.

I confirm that, other than the above, 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are 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: Rhys North ACA

14/1/2022

West Yorkshire Community Accounting Service

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