

Dementia Friendly Keighley

Charity number 1171003

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



West Yorkshire Community Accounting Service

Dementia Friendly Keighley

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

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Prepared by West Yorkshire Community Accounting Service

Dementia Friendly Keighley

Trustees' report for the period ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial period and up to and including the date the report was approved were:

Name	Position	Dates
Janet Smithies	Chair	
Patrick Waddington	Treasurer	Appointed 15 July 2020
Christine Highley	Secretary	Appointed 7 October 2020
Patricia Marsden		Resigned 11 May 2021
Diane Thundercliffe		
Andrew Makin		Resigned 15 June 2021
David Halsall		Appointed 28 February 2020
		Resigned 14 May 2021
Andrew Briggs		Appointed 8 March 2021
Janet Crouch		Appointed 8 March 2021
Baldev Chaggar		Appointed 8 March 2021
Alison Barker		Appointed 15 June 2021
Julie Lintern		Resigned 22 July 2020

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1171003, on 5 January 2017.

Principal address

48 Towngate
Airedale Shopping Centre
Keighley
BD21 3QE

Bankers

Yorkshire Bank
73 North Street
Keighley
BD21 3SD

Santander UK plc
Bridle Road
Bootle
L30 4GB

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 5 January 2017 and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Dementia Friendly Keighley

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

Objectives and activities

The charity's objects

The advancement of health (including the relief of sickness) for the public benefit, in particular, but not limited to:

- i) providing support to persons living with dementia, their families and carers, including by providing advice and support;
- ii) making the views and experiences of persons living with dementia known to health and social care providers;
- iii) providing information about dementia and other related problems arising from ageing, illness or disease.

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 health.

Achievements and performance

In early 2020, DFK moved our Information and Support Centre from a small unit within the Airedale Shopping Centre to a bigger unit opposite the bus station to meet expanding demand. We also began work on setting up the policies and operating systems to become an employing organisation. At the time, I thought those would be our two big changes and challenges for the rest of 2020, alongside gradually strengthening and expanding our Trustee Board. However, little did we know that we were entering the most challenging year in relation to our DFK responsibilities and indeed for all of us personally, and for the country and the world as a whole.

We have had to be nimble of thought and flexible and responsive as different scenarios emerged locally, as new and often quickly changing guidance was issued centrally, and new legal requirements came forth from the Government. As Chair, it was clear to me that we had to balance several challenging and potentially conflicting or competing priorities: ensuring the sustainability and financial survival of our organisation; protecting and supporting our staff and volunteers, and, crucially, ensuring we could continue to offer support and services to people living with dementia and their carers and families in whatever ways were feasible, legal and safe.

We have expanded rapidly as an organisation, however much of this is due to short term pandemic linked funding, so going forward we need to cement and stabilise that growth. We appointed our first Manager, Julie Lintern in mid-July. Having such an experienced and skilled Manager to lead the operational sides of DFK alongside my role leading the strategic development needs of the organisation has been invaluable to me as Chair.

We were able to keep hold of our existing staff, Hannah and Helen (both of whom we were finally able to take on as DFK employed staff rather than being seconded to us). Nichola also transferred over to us from the Memory Tree project, to become one of our staff rather than buying in her services from the Memory Tree on a more limited basis. We also recruited and welcomed Emma G, Tim, Bev, Emma R, Nettie, Samantha and most recently Shomana. Three of the team have been with us for a short-term project, which is just ending, but have worked effectively and made a positive contribution in relation to the local vaccinations programme. Many of the staff team have joined us during lockdown and it is to their credit, and to that of our longer-term staff, that they have been able to confidently develop their responsibilities and areas of work whilst frequently having to work at home. They have also had to respond to ever changing scenarios where plans have had to keep changing or to be temporarily shelved. As Chair, I would like to publicly thank Julie and all the team for the dedication and flexibility they have shown during this very disrupted year.

Dementia Friendly Keighley

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

Achievements and performance continued

At the start of 2020, we had around 50 volunteers, some of whom gave their time and expertise several times a week, some several times a month, and others who helped out a few times a year at larger events such as fundraising fayres. Some of the volunteers have continued to work with us during the Covid-19 pandemic, helping with our helplines, and our online groups and activities. We've tried to keep in touch with everyone and look forward to welcoming them back into work alongside our paid staff as things start to hopefully open up in the months ahead.

Without our volunteers, DFK could not reach anywhere near the numbers of people we do, nor raise the levels of funds and donations needed, so I thank everyone for sticking with us through these strange and challenging times.

Our Trustee Board has had a few changes over the last year, with two Trustees leaving us and several new people joining the Board. I would like to pay tribute to the contributions of those leaving us, especially 'our Maggie' who has been the driving force and often the public face of DFK for so many years. The Trustee Board works collectively with a very strong team ethos, and I am hugely impressed and grateful to have such a skilled group of fellow Trustees to work alongside to strengthen the organisation and take it forward to ensure we offer ever more support and services to our local communities, partner agencies and for those we are established to support, the (sadly) ever growing numbers of people who are living with dementia and their loved ones.

Alongside the Board, we have established Dementia Experience and Volunteer Voice, to ensure that our operational work and strategic priorities are always led by the needs of people living with dementia and their carers, and to ensure our volunteers feel fully part of the organisation, not just 'add on' helpers.

In summary, DFK is in a stronger position than it was a year ago, which is remarkable given the terrible impact the pandemic has had. Alas however, the effects of Covid-19 such as care homes being closed to visitors, the strange ritual of face mask wearing, delays in memory clinic assessments, lockdowns confining people, social distancing and strange new ways we've all had to learn to be (or not be) with each other have had a disproportionate impact on people living with dementia and those who love and care for them.

National research indicates that the loss of normal human interaction and social contact opportunities (including the closure of DFKs face to face groups and services for example), the lack of families, friends and neighbours being able to offer additional support, the limitations on being out and about, and so forth have all had a significant impact on the rates of decline in many people's dementia, and on the mental and physical well-being of those caring for them. The scandalous scale of deaths of people living in care homes from Covid-19, as well as those fading away as a result of being cut off from families and loved ones, present us with stark statistics, behind which sit many tragic personal stories of loss.

So, for DFK there is much to do to try and meet all the suppressed needs for information, support, signposting, social activities and activity groups and to ensure all our work reaches those who need us, from whatever backgrounds they are from and whatever parts of the town they live in. We will do this in whatever ways people feel comfortable and safe, and will continue to tailor our work to be flexible and responsive to changing circumstances. We will yet again need to move to larger premises to accommodate our expanded staff group, and increased demands for our support and services.

Having had a Grandmother, a Mum and now an Aunt living with (and dying of) dementia I know how isolating, frightening and challenging the illnesses that lead to dementia can be, both for that person, and all those around them. In their memory, I'm proud to lead this organisation, and its dedicated staff, volunteers and Trustees, having taken on the mantle and responsibilities from the initial DFK founders who championed the need for our organisation and committed themselves over many years to seeing it grow and thrive.

Dementia Friendly Keighley

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

Financial review

The net receipts for the year were £78,037, including net payments of £194 on unrestricted funds and net receipts of £78,231 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £36,708.

The trustees have agreed a reserves policy that seeks to ensure that the CIO can provide continuity of activities in the event of a large variation in income; deal with emergencies; manage short-term fluctuations in cash flow; and develop new projects and grasp new opportunities as they arise. To meet these scenarios the trustees seek to maintain reserves representing between three and six months expenditure.

Signed on behalf of the board of trustees on 1/10/2021

Jan Smithies (Trustee)

Dementia Friendly Keighley

Independent examiner's report to the trustees of Dementia Friendly Keighley Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2021, which are set out on pages 7 to 12.

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 unqualified statement - matter of concern identified

I have completed my examination. I have identified a matter of concern in my report in relation to material expenditure which appears to not be in accordance with the CIO's constitution.

The accounts disclose information on related party transactions in Note 5. The Note details that a connected person (the daughter of one of the trustees) had been employed by the CIO during the period ended 31 March 2021 at a cost of £1,120 to the CIO. The CIO's constitution states that no charity trustee or connected person may be employed by, or receive any remuneration from, the CIO. I am satisfied that this breach of the CIO's constitution was not deliberate and I draw attention to the fact that the person was employed only for a period of three months and that steps were taken in meetings to avoid any conflicts of interest during the employment.

I confirm that no other matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Rhys North ACA

27/1/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Dementia Friendly Keighley
Receipts and payments account
for the period ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2019 Total funds £
Receipts					
Grants and donations	(2)	15,625	183,527	199,152	53,800
Contracts and commissions		5,000	-	5,000	-
Fundraising		4,109	-	4,109	12,298
Fees and charges		853	-	853	1,908
Other income		477	-	477	-
Total receipts		<u>26,064</u>	<u>183,527</u>	<u>209,591</u>	<u>68,006</u>
Payments					
Salaries and NI	(3)	13,459	37,588	51,047	-
Payroll fees		8	51	59	-
Freelance fees		1,730	42,440	44,170	7,801
Activity costs		1,319	8,010	9,329	29,463
Project support costs		-	-	-	17,351
Monitoring and evaluation		-	-	-	1,740
Marketing		1,000	2,368	3,368	2,496
Admin costs		288	1,797	2,085	3,671
Fundraising costs		-	-	-	395
Rates		-	174	174	772
Utilities		66	983	1,049	-
Insurance		-	636	636	549
Telephone and broadband		1,318	1,140	2,458	174
Building costs		197	3,838	4,035	-
Cleaning and PPE		-	1,990	1,990	-
Office and computer equipment		6,019	1,890	7,909	-
Professional fees		486	1,548	2,034	-
Volunteer expenses		-	-	-	212
Training		-	660	660	70
AGM		358	-	358	740
Other costs		10	183	193	1,592
Total payments		<u>26,258</u>	<u>105,296</u>	<u>131,554</u>	<u>67,026</u>
Net receipts / (payments)		<u>(194)</u>	<u>78,231</u>	<u>78,037</u>	<u>980</u>
Fund balances brought forward		<u>36,902</u>	<u>19,988</u>	<u>56,890</u>	<u>55,910</u>
Fund balances carried forward	(4)	<u>36,708</u>	<u>98,219</u>	<u>134,927</u>	<u>56,890</u>

Dementia Friendly Keighley
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	36,656	98,219	134,875	56,890
Cash in hand	52	-	52	-
Total cash funds	<u>36,708</u>	<u>98,219</u>	<u>134,927</u>	<u>56,890</u>
Other monetary assets			£	
Vaccine rollout debtor			13,091	
			<u>13,091</u>	
Assets retained for the charity's own use, shown at cost			£	
Office furniture			4,800	
Laptops			3,109	
			<u>7,909</u>	
Liabilities			£	
National Lottery Community Fund			17,808	
NEST pensions			315	
			<u>18,123</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 1/10/2021

Jan Smithies (Trustee)

Dementia Friendly Keighley

Notes to the accounts

for the period ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Dementia Friendly Keighley
Notes to the accounts continued
for the period ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2019 Total funds £
Association of Mental Health Providers	-	3,434	3,434	-
Bradford District Care NHS Trust (BDCT)	-	25,000	25,000	-
Bradford Metropolitan District Council (BMDC)	-	32,269	32,269	6,480
BME	-	-	-	10,000
Charities Aid Foundation	-	5,000	5,000	-
Co-op Foundation	-	1,138	1,138	-
Craven Trust	-	993	993	-
Groundwork UK	-	500	500	-
Keighley Town Council	-	24,545	24,545	2,750
Leeds Community Fund	-	10,000	10,000	-
National Lottery Community Fund (HLCF)	-	55,148	55,148	13,382
Sir George Martin Trust	-	500	500	-
West Yorkshire and Harrogate Health Care Partnership (WY&H HCP)	-	25,000	25,000	-
Donations	15,625	-	15,625	21,188
	<u>15,625</u>	<u>183,527</u>	<u>199,152</u>	<u>53,800</u>

3 Staff costs and numbers	2021 £	2019 £
Gross salaries	50,230	-
Social security costs	2,170	-
Employment allowance	(2,170)	-
Pensions	817	-
	<u>51,047</u>	<u>-</u>

The average number employees during the year was 2.1, being an average of 1.1 full time equivalent. There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2019 £
Costs of the scheme to the charity for the period	817	-
Amount of any contributions outstanding at the year end	315	-

Dementia Friendly Keighley

Notes to the accounts continued

for the period ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BAME Project	6,752	-	3,991	-	2,761
KTC - Recognition Awards	453	-	453	-	-
Building Communities Fund	8,641	15,262	13,758	-	10,145
BDCT Winter Relief	-	25,000	8,455	-	16,545
BDMC Community Chest	500	-	500	-	-
BDMC Covid	-	2,969	2,661	-	308
BDMC Covid Relief	-	25,000	1,402	-	23,598
BDMC Community Buildings	2,192	2,500	4,194	-	498
BDMC Resilience Fund	-	10,000	10,000	-	-
BDMC Video	-	1,000	900	-	100
Charities Aid Foundation	-	5,000	5,000	-	-
Coop	-	1,138	-	-	1,138
Craven Trust	-	993	993	-	-
Sir George Martin Trust	-	500	-	-	500
Groundwork UK	-	500	500	-	-
WY&H HCP Health Inequalities	-	25,000	6,876	-	18,124
Keighley Town Council	-	24,545	18,912	-	5,633
Laptop Grant	250	-	250	-	-
Mental Health Sustainability	-	3,434	2,467	-	967
NLCF Covid Relief	-	39,886	22,078	-	17,808
Transformation Fund 2019	1,200	-	1,200	-	-
Transformation Fund 2020	-	800	706	-	94
	<u>19,988</u>	<u>183,527</u>	<u>105,296</u>	<u>-</u>	<u>98,219</u>

Fund name	Purpose of restriction
BAME Project	Dementia awareness in the BAME community.
KTC - Recognition Awards	Support for Recognition Award programme.
Building Communities Fund	National Lottery Community Fund support for the building connections project.
BDCT Winter Relief	Befriending service and ancillary activities.
BDMC Community Chest	Support for The Singing Teapot.
BDMC Covid	Covid pandemic infection prevention and control.
BDMC Covid Relief	Grant to support the charity during the Covid pandemic.
BDMC Community Buildings	Towards running costs of office.
BDMC Resilience Fund	Continuation and development of activities during the Covid pandemic.
BDMC Video	Production of video material
Charities Aid Foundation	Short term emergency funding during the Covid pandemic.
Coop	Support and maintenance of the charity's activities.
Craven Trust	For property costs.
Sir George Martin Trust	For group based activities.
Groundwork UK	For the purchase of telephones.
WY&H HCP Health Inequalities	Information, support, activities and resources for dementia sufferers.
Keighley Town Council	Support and maintenance of the charity's activities.
Laptop Grant	Purchase of laptops.
Mental Health Sustainability	To support communication equipment and systems.
NLCF Covid Relief	Maintenance of activities in ways appropriate to the Covid pandemic.
Transformation Fund 2019	Business planning and enabling move to larger premises.
Transformation Fund 2020	Development of an organisational business plan.

Dementia Friendly Keighley

Notes to the accounts continued

for the period ended 31 March 2021

5 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Other related party transactions

Other transactions with trustees or related parties			2021	2019
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Nadette Kearton	Daughter of trustee	Employee for Vaccine Rollout project	1,120	-
			<u>1,120</u>	<u>-</u>