

Dementia Friendly Keighley

Charity number 1171003

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



West Yorkshire Community Accounting Service

Dementia Friendly Keighley

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

Contents	Page
Trustees' report	2 to 4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 11

Prepared by West Yorkshire Community Accountancy Service CIO

Dementia Friendly Keighley

Trustees' report for the year ended 31 March 2022

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

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

Name	Position	Dates
Janet Smithies	Chair	Resigned 13 April 2022
Luke Maunsell	Chair	Appointed 13 April 2022
Patrick Waddington	Treasurer	
Christine Highley	Secretary	
Alison Barker		Appointed 15 June 2021
Patricia Marsden		Resigned 11 May 2021
Diane Thundercliffe		Resigned 27 June 2022
Andrew Makin		Resigned 15 June 2021
Andrew Briggs		Appointed 15 June 2021
Janet Crouch		Resigned 31 March 2022
Baldev Chaggar		Resigned 13 May 2022
Charity number	1171003	Registered in England and Wales
Registered and principal address	Bankers	
6 College Walk	Yorkshire Bank	Santander UK plc
Airedale Shopping Centre	73 North Street	Bridle Road
Keighley	Keighley	Bootle
BD21 3NU	BD21 3SD	L30 4GB

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) 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 year ended 31 March 2022

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

During the 2021/2022 year the charity has carried out the above objects by among other things:

- Providing activities for people with dementia.
- Cooperating with other voluntary organisations and statutory bodies in the provision of services for those suffering from dementia, their families and carers.
- Encouraged local businesses and organisations to be aware of the needs of, and to make their services as friendly as possible for, those with dementia.
- Seeking to ensure that services in the area of dementia are known by and accessible to people in the BAME community.
- Participating in a programme to ensure as high as possible uptake of the Covid vaccine amongst the elderly and infirm.
- Working with local doctors to make the process of contact and diagnosis as smooth as possible.
- Moving its central access point to a more accessible and easier to find location in the Airedale Shopping Centre, which is larger and therefore provides scope for additional activities, for greater confidentiality with clients and increased footfall.
- Obtaining funding so that this building can be made as useful as possible for dementia related services.

Dementia Friendly Keighley

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

Financial review

The net receipts for the year were £5,719, including net receipts of £37,355 on unrestricted funds and net receipts of £-31,636 on restricted funds after transfers.

The charity has had its activities altered by the restrictions caused by Covid-19. Its access to funds has allowed it to carry out its work in different ways. Now that the situation is returning to more normal running the trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £74,063.

In conjunction with DFK's Financial Policy and Procedures documents this reserves policy forms part of our commitment to ensure the management and allocation of funds is carried out responsibly to enable DFK to continue to provide its core services and to secure the viability of the organisation beyond the immediate future.

Rationale

The policy is designed to meet the following objectives:

- To provide continuity of activities in the event of a large variation in income (e.g. a large funder pulling out unexpectedly).
- To deal with emergencies (e.g. a major unexpected repair)
- To deal with short-term fluctuations in cash-flow (e.g. a funder who pays in arrears).
- To be able to develop new projects and grasp new opportunities as they arise.
- To enable the charity to close down in an orderly manner if this should prove necessary.

Reserve Levels

It is our aim to maintain a reserve of sufficient funds to enable DFK to exist for a period not less than three months and no more than 6 months (between £29,500 and £59,000 based on budgeted 2022/2023 expenditure), to enable the development of alternative funding streams.

The Treasurer will report to the Board of Trustees if any time that he considers the level of reserves needs to be adjusted to meet this policy.

Signed on behalf of the board of trustees on 1/12/2022

Christine Highley (Trustee)

Dementia Friendly Keighley

Independent examiner's report to the trustees of Dementia Friendly Keighley

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 6 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

14/12/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Dementia Friendly Keighley

Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	46,081	59,881	105,962	199,152
Contracts and commissions		32,636	12,945	45,581	5,000
Fundraising		1,696	-	1,696	4,109
Fees and charges		-	-	-	853
Other income		1,616	-	1,616	477
Total receipts		82,029	72,826	154,855	209,591
Payments					
Salaries and NI	(3)	25,439	63,142	88,581	51,047
Payroll fees		660	-	660	59
Freelance fees		2,725	16,659	19,384	44,170
Activity costs		121	2,274	2,395	9,329
Marketing		156	266	422	3,368
Admin costs		2,397	1,250	3,647	2,443
Rent		2,879	585	3,464	-
Rates		576	665	1,241	174
Utilities		1,407	1,842	3,249	1,049
Insurance		203	462	665	636
Telephone and broadband		342	693	1,035	2,458
Building costs		3,724	22	3,746	4,035
Cleaning and PPE		197	1,740	1,937	1,990
Office and computer equipment		198	32	230	7,909
Professional fees		-	-	-	2,034
Training		40	-	40	660
Subscriptions		112	110	222	-
Other costs		106	304	410	193
Grants Repaid		-	17,808	17,808	-
Total payments		41,282	107,854	149,136	131,554
Net income / (expenditure)		40,747	(35,028)	5,719	78,037
Transfers between funds		(3,392)	3,392	-	-
Net movement in funds		37,355	(31,636)	5,719	78,037
Fund balances brought forward		36,708	98,219	134,927	56,890
Fund balances carried forward	(4)	74,063	66,583	140,646	134,927

Dementia Friendly Keighley
Statement of assets and liabilities
as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	74,031	66,583	140,614	134,875
Cash in hand	32	-	32	52
Total cash funds	<u>74,063</u>	<u>66,583</u>	<u>140,646</u>	<u>134,927</u>
Other monetary assets			£	
Prepaid Insurance			333	
Prepaid rent			585	
Prepaid utility costs			<u>1,000</u>	
			<u>1,918</u>	
Assets retained for the charity's own use shown at cost			£	
Office furniture			4,800	
Laptops			<u>3,109</u>	
			<u>7,909</u>	
Liabilities			£	
Independent examination			840	
HMRC net of credit balance			<u>542</u>	
			<u>1,382</u>	

The financial statements were approved by the board of trustees on 1/12/2022

Christine Highley (Trustee)

Dementia Friendly Keighley

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

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

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

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

Taxation

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

Fund accounting

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

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

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

Dementia Friendly Keighley

Notes to the accounts continued

for the year ended 31 March 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Care NHS Trust (BDCT)	-	8,000	8,000	25,000
Bradford Metropolitan District Council (BMDC)	16,000	13,900	29,900	32,269
Co-op Foundation	-	1,575	1,575	1,138
Keighley Town Council	10,000	-	10,000	24,545
Leeds Hospital Charity	-	24,998	24,998	-
National Lottery Community Fund (NLCF)	-	10,000	10,000	55,148
The W.G. Edwards Charitable Foundation	-	1,408	1,408	-
Association of Mental Health Providers	-	-	-	3,434
Charities Aid Foundation	-	-	-	5,000
Craven Trust	-	-	-	993
Groundwork UK	-	-	-	500
Leeds Community Fund	-	-	-	10,000
Sir George Martin Trust	-	-	-	500
West Yorkshire and Harrogate Health Care Partnership (WY&H HCP)	-	-	-	25,000
Donations	20,081	-	20,081	15,625
	<u>46,081</u>	<u>59,881</u>	<u>105,962</u>	<u>199,152</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	87,558	50,230
Social security costs	7,834	2,170
Employment allowance	(4,000)	(2,170)
Pensions	4,216	817
	<u>95,608</u>	<u>51,047</u>

The average number employees during the year was 6.8 (2021 - 2.6), being an average of 4.2 full time equivalent (2021 - 1.5). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the period	4,216	817
Amount of any contributions outstanding at the year end	-	315

Dementia Friendly Keighley
Notes to the accounts continued
for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BAME Project	2,761	-	904	-	1,857
Building Communities Fund	10,145	-	10,145	-	-
BDCT Winter Relief	16,545	-	15,349	-	1,196
BDMC Covid	308	-	308	-	-
BDMC Covid Relief	23,598	-	16,655	-	6,943
BDMC Community Buildings	498	2,500	2,998	-	-
BDMC Video	100	-	-	-	100
Coop	1,138	1,575	867	-	1,846
Sir George Martin Trust	500	-	150	-	350
WY&H HCP Health Inequalities	18,124	-	18,124	-	-
Keighley Town Council	5,633	-	5,633	-	-
Mental Health Sustainability	967	-	967	-	-
NLCF Covid Relief	17,808	-	17,808	-	-
Transformation Fund 2020	94	-	94	-	-
Kickstart	-	7,147	5,986	(1,161)	-
Health and Inequalities	-	24,998	7,198	6,000	23,800
Kickstart 2	-	5,798	4,351	(1,447)	-
BDMC Community Chest	-	480	-	-	480
BDMC Business Support grant	-	10,920	-	-	10,920
W.G. Edwards Foundation	-	1,408	-	-	1,408
NLCF Changing Space	-	10,000	317	-	9,683
Diagnostic Pathway Support	-	8,000	-	-	8,000
	<u>98,219</u>	<u>72,826</u>	<u>107,854</u>	<u>3,392</u>	<u>66,583</u>

Dementia Friendly Keighley

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds continued

Fund name	Purpose of restriction
BAME Project	Dementia awareness in the BAME community.
Building Communities Fund	National Lottery Community Fund support for the building connections project.
BDCT Winter Relief	Befriending service and ancillary activities.
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 Video	Production of video material.
Coop	Support and maintenance of the charity's activities.
Sir George Martin Trust	For group based activities.
WY&H HCP Health Inequalities	Information, support, activities and resources for dementia sufferers.
Keighley Town Council	Support and maintenance of the charity's activities.
Mental Health Sustainability	To support communication equipment and systems.
NLCF Covid Relief	Maintenance of activities in ways appropriate to the Covid pandemic.
Transformation Fund 2020	Development of an organisational business plan.
Kickstart	To meet employment costs of a young person under the Kickstart scheme. The transfer is for a contribution to overhead support costs.
Health and Inequalities	Reduction of inequalities in health provision across communities. The transfer is for the agreed contribution that the CIO committed to make towards this project.
Kickstart 2	To meet employment costs of a young person under the Kickstart scheme. The transfer is for a contribution to overhead support costs.
BDMC Community Chest	Provision of furniture for the new premises.
BDMC Business Support grant	Support for the charity's development including fundraising, publicity and working with local businesses.
W.G. Edwards Foundation	Towards plumbing and electrical work at new premises
NLCF Changing Space	Accessibility improvements in the new premises.
Diagnostic Pathway Support	Supporting dementia sufferers and their carers around the time of their dementia diagnosis.

5 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Other related party transactions

Other transactions with trustees or related parties			2022	2021
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Nadette Kearton	Daughter of trustee	Employee for Vaccine Rollout project	455	1,120
			<u>455</u>	<u>1,120</u>