

# RED LETTER PROJECT

England & Wales - Charity number 1174618

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-09-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St. Wilfrids Vicarage  
St. Wilfrids Road  
Bradford  
BD7 2LU

**Phone** 07840904036

**Website** <http://www.stjohnsgreathorton.org.uk/>

## Activities

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**Objects:** 1)THE RELIEF OF FINANCIAL HARDSHIP AMONG PEOPLE LIVING OR WORKING IN GREAT HORTON AND NEIGHBOURING DISTRICT OF BRADFORD BY PROVIDING SUCH PERSONS WITH SERVICES WHICH THEY COULD NOT OTHERWISE AFFORD THROUGH LACK OF MEANS.2)TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.3)TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE NEEDS THROUGH COMMUNITY GROUPS.4)TO ADVANCE THE CHRISTIAN FAITH FOR THE BENEFIT OF THE PUBLIC IN ACCORDANCE WITH THE TEACHINGS OF JESUS TO LOVE THY NEIGHBOUR.

**Activities:** The Red Letter Project is a charitable organisation with a Christian ethos which provides for the needs of the local community in and around the parish of St. Johns church in Great Horton, Bradford. It's key activities are the provision of a community hall, a lunch group open to the needy and lonely, a food bank/shared table, evangelical support for local schools and the provision of a nursery.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Religious Activities, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Throughout England

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£317,513	£291,815	-	-
2023-12-31	£201,710	£178,414	-	-
2022-12-31	£144,889	£163,805	-	-
2021-12-31	£118,323	£125,633	-	-
2020-12-31	£123,421	£97,738	-	-

## Trustees

Name	Role	Appointed
<b>JUNE DENNIS</b>	Chair	2025-03-12
Josephine Taylor		2025-01-27
June Hill		2023-09-04
Mark King		2022-07-18
Rev Adam Anwar Dickson		2018-10-16

**RED LETTER PROJECT**

England & Wales - Charity number 1174618

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# Accounts

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**Charity Number: 1174618**

**RED LETTER PROJECT  
ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2024**

**SAINT JOHN'S CHURCH  
SAINT STREET  
GREAT HORTON  
BRADFORD**

# RED LETTER PROJECT

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## RED LETTER PROJECT

### CHARITY INFORMATION

CHARITY NUMBER : 1174618  
Charitable Incorporated Organisation

GOVERNING INSTRUMENT : CIO - FOUNDATION Registered 12 September 2017

TRUSTEES : Revd Canon John Bavington  
Revd Adam Dickson  
Ms June Hill  
Mr Mark King

TREASURERS : Mr Alan Armitage  
Ms Claire Perkins  
Ms Josie Taylor

PRINCIPAL ADDRESS : St Wilfrids Vicarage  
St Wilfrids Road  
Bradford  
West Yorkshire  
BD7 2LU

INDEPENDENT EXAMINER : Mr R Illingworth

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

The Trustees present their Report and Financial Statements for the year ended 31 December 2024.

#### OBJECTIVES, ORGANISATION AND ACTIVITIES

The Red Letter Project was constituted as a Charitable Incorporated Organisation by way of a Foundation document on 12 September 2017 with the registration number 1174618.

The principal address of the Charity is St Wilfrids Vicarage, St Wilfrids Road, Bradford BD7 2LU.

The objectives of the Charity are the relief of financial hardship among people living in the vicinity of Great Horton in Bradford; the provision of assistance with social welfare for recreation or leisure; to enhance the development and education of children under the statutory school age; and to advance the Christian Faith for the benefit of the public in accordance with the teachings of Jesus to love your neighbour.

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### TRUSTEES

The Trustees who served during the year were:-

Name	Position	Dates
Revd Canon John Bavington	Chair	
Revd Adam Dickson		
Ms June Hill		
Mr Mark King		

The following trustees have been appointed since the year end:-

Ms June Dennis	Chair
Ms Josephine Taylor	

#### AGENTS AND ADVISERS

The Independent Examiner is Mr. R. Illingworth MAAT of Ash Croft, Wibsey, Bradford BD6 3QR.

#### BANKERS

The Charity bank accounts are maintained with:

Reliance Bank	Co-operative Bank
Faith House	P.O. Box 101
23-24 Lovatt Lane	1 Balloon Street
London	Manchester
EC3R 8EB	M60 4EP

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

The Red Letter Project conducts its community activities from three locations in Great Horton with one being the village community hub, one being the parish church of Saint John the Evangelist and the third being the Zindigi Project based at Saint Columbas in the Horton Grange area.

##### **Review of the year**

###### Share Table

The share table is a cross between a food bank and a community shop which exists to serve people in the local area who find that putting basic food on the table is a struggle. Food Savers at Saint John's Church and the Food Pantry at Saint Wilfrid's Church provide a weekly service to people in their respective areas. The household goods and clothing stall brings in a good source of income which makes a huge difference to what we can offer and helps to keep the share table viable.

###### Community Hub and Library

At the beginning of the year the community hub was awarded a fully funded one year pilot scheme as an NHS WoW Micro Hub. The project offers advice and support in the community for non medical patients who are referred to us through GP services via social prescribers. The Gillington Advice Centre assist us in this work and the Bridge Project provides support to those involved with substance misuse. Other activities have continued alongside this as Tuesday Friends, the Threads and Needles craft group and the Stay and Play sessions all remain in place. The community hub also provides a warm and welcome space and hosts the Great Horton Library where we are able to open on certain days during the week thanks to our dedicated volunteers. A Nigerian Church, The Youth Association, a Yoga group, a Congolese Church, and European Drom all continue to use the hub on a regular basis.

###### Under Fives Pre School

The pre school seeks to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for their needs through community groups. This year we have appointed a new staff member to work on Fridays and to cover in emergencies and one of our existing staff is undergoing training with a view to taking on the manager role. We are very enthusiastic to build relationships which could help our families in need and we have had individual meetings with parents that have really proven to be beneficial. The garden fence has been repaired and we have been able to offer a healthier choice of food since we purchased the microwave which has made it easier to manage lunch time. We are satisfied with how our numbers have stayed up with 34 children being currently registered with us. The Facebook page and website are now up and running and we get a lot of positive feedback from this. We have made more effort in taking photos to display on the entrance board which also go into the childrens folders and this is much appreciated by parents. We hope that the pre school will continue to increase the great reputation that is currently being built through the hard work and dedication of the team members.

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

##### Review of the year continued

##### Saint Columbas Zindigi Project

We have faced a number of challenges over the last twelve months in securing funding and we are awaiting to hear if we can obtain the necessary sum to do the fire safety work. This will enable us to do more events in the building and mean that we can look to move forward. The funding that we have been able to achieve has enabled us to spend £21,922 on building improvement works including the toilets and £10,572 on carpets for the main community areas. Authorisation has been received for the electrical works to be completed which will give us a safe certificate but there is still a lot of clearing out needed in the building to make more use of its facilities. We are continuing to receive rent from the 'Sushi Hometown Restaurant' that occupies part of the building together with a contribution towards our utility costs and the Loveworld Leeds Church uses our premises for its Bradford Outreach project which provides another source of rental income. Further income is received from two other charitable organisations that use our premises as a base for their operations and others use our building for storage purposes. As a result of increased usage our utility costs have increased since the previous year. We are building relationships with many people in the local community including other churches, the local council, social prescribers, prospective funders and local businesses.

#### FINANCIAL ACTIVITIES AND AFFAIRS

Full details of the financial transactions are contained in the attached accounts where the total income for the year was £317,513 (2023 : £201,710) and after deducting expenditure of £291,815 (2023 : £178,414) the net incoming resources were £25,698 (2023 : £23,296 net incoming resources).

#### RESERVES POLICY

It is the policy of the Trustees to maintain a balance on total funds (if possible) which equates approximately to three months expenditure in order to cover emergency situations that may arise from time to time. The balance of £111,058 at the year end matched this target.

#### SIGNED ON BEHALF OF THE TRUSTEES



June Dennis

Chair

11 May 2025

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the Statement of Recommended Practice (SORP 2015) for charities issued by the Charity Commission and the Charities Act 2011.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the foundation document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**RED LETTER PROJECT**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE RED LETTER PROJECT**

I report on the accounts of the charity for the year ended 31 December 2024 set out on pages 7 to 12.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**R. Illingworth MAAT**

Ash Croft  
Wibsey  
Bradford  
BD6 3QR

4 October 2025

RED LETTER PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2024	Total Funds 2023
	Note	£	£	£	£
<b>INCOMING RESOURCES</b>					
Generated Funds	2	159,558	108,863	268,421	168,671
Charitable Activities	2	44,385	4,707	49,092	33,039
		<u>203,943</u>	<u>113,570</u>	<u>317,513</u>	<u>201,710</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	3	192,219	93,495	285,714	173,973
Governance Costs Administration	4	3,010	3,091	6,101	4,441
<b>TOTAL RESOURCES EXPENDED</b>		<u>195,229</u>	<u>96,586</u>	<u>291,815</u>	<u>178,414</u>
<b>NET INCOMING OR (OUTGOING) RESOURCES</b>		8,714	16,984	25,698	23,296
Net Transfers Between Funds		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>8,714</u>	<u>16,984</u>	<u>25,698</u>	<u>23,296</u>
Total Funds Brought Forward		<u>50,343</u>	<u>35,017</u>	<u>85,360</u>	<u>62,064</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>59,057</u></u>	<u><u>52,001</u></u>	<u><u>111,058</u></u>	<u><u>85,360</u></u>

RED LETTER PROJECT

BALANCE SHEET AS AT 31 DECEMBER 2024

	Note	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2024 £	Total Funds 2023 £
<b>FIXED ASSETS</b>					
Tangible Assets	6	7,790	-	7,790	8,520
<b>CURRENT ASSETS</b>					
Debtors and Prepayments		4,730	163	4,893	4,535
Cash at Banks	7	52,382	54,994	107,376	86,637
Cash in Hand		938	140	1,078	852
		58,050	55,297	113,347	92,024
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals		4,262	-	4,262	11,512
Tax and Social Security		2,521	3,296	5,817	3,672
		6,783	3,296	10,079	15,184
<b>NET ASSETS</b>	<b>8</b>	<b>59,057</b>	<b>52,001</b>	<b>111,058</b>	<b>85,360</b>
<b>RESERVES</b>					
Balances Brought Forward		50,343	35,017	85,360	62,064
Net Movement in Funds		8,714	16,984	25,698	23,296
Balances Carried Forward	8	59,057	52,001	111,058	85,360

The financial statements were approved by the Trustees on 11 May 2025.

  
.....

June Dennis

Trustee

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

#### 1. STATEMENT OF ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the Charity:

##### a) BASIS OF PREPARATION

These financial statements have been prepared using the historical cost convention and are 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 2015) and with the Charities Act 2011.

There has been no change to the accounting policies since last year and no changes to the accounts for the previous year.

The accounts have been prepared on a going concern basis as the trustees are satisfied that there are no material uncertainties about the ability of the charity to continue.

##### b) INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to those resources.

The value of any voluntary help received is not included in the accounts but is described in the report of the trustees.

##### c) RESOURCES EXPENDED

All expenditure is accounted for on an accruals 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 that obligation can be measured with reasonable certainty.

##### d) FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

##### e) FIXED ASSETS

Depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives at the following rates:-

Fixtures, Fittings and Equipment	20% per annum straight line
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Individual items of fixtures, fittings and equipment with a purchase price of £500 or less are written off when the asset is acquired.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. INCOMING RESOURCES	Unrestricted RPL Activities Fund £	Designated Under Fives Fund £	Total Funds 2024 £	Total Funds 2023 £
<b>Generated Funds</b>				
Voluntary Income:				
Unrestricted Donations	3,640	-	3,640	1,626
Restricted Donations	20,813	-	20,813	8,500
Food Bank and Share Table	8,896	-	8,896	7,595
Gift Aid Tax Recoverable	1,250	-	1,250	1,250
Tuesday Friends Group	1,084	-	1,084	322
Inn Churches	95	-	95	-
Grants Received:				
Early Years Funding	-	108,123	108,123	86,253
Community Food Bank	43,156	-	43,156	30,480
Great Horton Community Hub	48,788	-	48,788	27,230
Saint Columbas Community	31,836	-	31,836	5,000
Investment Income:				
Bank Interest	-	740	740	415
<b>Charitable Activities</b>				
Under Fives Pre School Fees	-	4,707	4,707	5,737
Community Hub Rent Income	16,710	-	16,710	8,005
Saint Columbas Rent Income	27,675	-	27,675	19,297
	<b>203,943</b>	<b>113,570</b>	<b>317,513</b>	<b>201,710</b>
<b>3. RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages and Salaries	67,613	85,944	153,557	115,620
Saint Johns Rent	6,000	-	6,000	6,000
Share Table	6,266	-	6,266	4,767
Tuesday Friends Group	521	-	521	401
Community Wellbeing Hub	33,303	-	33,303	-
Under Fives Pre School	-	3,173	3,173	2,142
Inn Churches	94	-	94	110
Community Hub:				
Under Fives Pre School Rent	( 2,400)	2,400	-	-
Utilities and Insurance	16,659	1,063	17,722	23,879
Repairs and Maintenance	3,996	915	4,911	2,381
Fixed Assets Depreciation	2,150	-	2,150	2,130
Saint Columbas:				
Utilities and Insurance	17,822	-	17,822	15,089
Repairs and Maintenance	40,195	-	40,195	1,454
	<b>192,219</b>	<b>93,495</b>	<b>285,714</b>	<b>173,973</b>

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

4. GOVERNANCE COSTS

	2024 £	2023 £
<b>Administration</b>		
Wages and Salaries	2,893	3,008
Staff Expenses and Training	1,918	-
Postage, Stationery and Software	198	496
Sundry Expenses	1,092	937
	<u>6,101</u>	<u>4,441</u>

5. STAFF COSTS

	2024 £	2023 £
Gross Wages and Salaries	145,303	113,278
Employer's National Insurance	10,499	6,942
Employer's N I Allowance	( 3,368)	( 4,008)
Employer's Pension Contributions	4,016	2,416
	<u>156,450</u>	<u>118,628</u>

The average number of staff members, calculated on a full-time equivalent basis, was as follows:

	2024 No.	2023 No.
Charitable Activities	5	5
Management and Administration	1	1
	<u>6</u>	<u>6</u>

6. TANGIBLE FIXED ASSETS

	2024 £	2023 £
<b>Fixtures, Fittings and Equipment at Cost</b>		
Brought Forward	10,650	10,650
Additions	1,420	-
	<u>12,070</u>	<u>10,650</u>
<b>Depreciation</b>		
Brought Forward	2,130	-
Annual Charge	2,150	2,130
Carried Forward	<u>4,280</u>	<u>2,130</u>
<b>Net Book Values</b>	<u>7,790</u>	<u>8,520</u>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

#### 7. CASH AT BANKS

	2024	2023
	£	£
Co-operative Bank Community Account	255	401
Co-operative Bank Community No 2 Account	286	7,970
Co-operative Bank Business Select Account	40,038	15,000
Skipton Building Society Account	14,415	14,012
Reliance Bank Account	52,382	49,254
	<u>107,376</u>	<u>86,637</u>

#### 8. FUND ANALYSIS

	1 January 2024	Income	Expenditure	Transfers	31 December 2024
	£	£	£	£	£
Restricted RLP Activities Fund	2,720	24,999	( 23,616)	-	4,103
Unrestricted RLP Activities Fund	47,623	178,944	( 171,613)	-	54,954
Designated Under Fives Nursery	35,017	113,570	( 96,586)	-	52,001
	<u>85,360</u>	<u>317,513</u>	<u>( 291,815)</u>	<u>-</u>	<u>111,058</u>

#### Analysis of net assets between funds

	Restricted RLP Activities Fund	Unrestricted RLP Activities Fund	Under Fives Fund	Total
	£	£	£	£
Tangible Fixed Assets	-	7,790	-	7,790
Debtors and Prepayments	2,741	1,989	163	4,893
Cash at Banks	1,362	51,020	54,994	107,376
Cash in Hand	-	938	140	1,078
Creditors and Accruals	-	( 4,262)	-	( 4,262)
Tax and Social Security	-	( 2,521)	( 3,296)	( 5,817)
	<u>4,103</u>	<u>54,954</u>	<u>52,001</u>	<u>111,058</u>

#### 9. TRANSACTIONS WITH TRUSTEES

There was no remuneration or reimbursement of expenses made to the trustees during the period.

#### 10. RELATED PARTY TRANSACTIONS

The Charity commenced its operations on 1 January 2018 when it took responsibility for the charitable activities that were previously undertaken by The Parochial Church Council of the Ecclesiastical Parish of Great Horton, Bradford (Charity No. 1133766). On 31 December 2017 the church trustees allocated funds of £112,352 (being the net assets held at that time in Red Letter Project activities) to the charity in order that it could continue with those charitable activities.

During the year the charity paid £6,000 (2023: £6,000) to The Parochial Church Council of Great Horton, Bradford for rent and utility costs of the church hall where some Red Letter Project activities are based.

**RED LETTER PROJECT**

England & Wales - Charity number 1174618

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# Accounts

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**Charity Number: 1174618**

**RED LETTER PROJECT  
ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2023**

**SAINT JOHN'S CHURCH  
SAINT STREET  
GREAT HORTON  
BRADFORD**

## RED LETTER PROJECT

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Charitable Incorporated Organisation

GOVERNING INSTRUMENT : CIO - FOUNDATION Registered 12 September 2017

TRUSTEES : Revd Canon John Bavington  
Revd Adam Dickson  
Ms June Hill  
Mr Mark King

TREASURERS : Mr Alan Armitage  
Ms Claire Perkins

PRINCIPAL ADDRESS : St Wilfrids Vicarage  
St Wilfrids Road  
Bradford  
West Yorkshire  
BD7 2LU

INDEPENDENT EXAMINER : Mr R Illingworth

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

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The objectives of the Charity are the relief of financial hardship among people living in the vicinity of Great Horton in Bradford; the provision of assistance with social welfare for recreation or leisure; to enhance the development and education of children under the statutory school age; and to advance the Christian Faith for the benefit of the public in accordance with the teachings of Jesus to love your neighbour.

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### TRUSTEES

The Trustees who served during the year were:-

Name	Position	Dates
Revd Canon John Bavington	Chair	
Ms Jo Dennis		Resigned 4 September 2023
Revd Adam Dickson		
Ms June Hill		Appointed 4 September 2023
Mr Mark King		

#### AGENTS AND ADVISERS

The Independent Examiner is Mr. R. Illingworth MAAT of Ash Croft, Wibsey, Bradford BD6 3QR.

#### BANKERS

The Charity bank accounts are maintained with:

Reliance Bank	Co-operative Bank
Faith House	P.O. Box 101
23-24 Lovatt Lane	1 Balloon Street
London	Manchester
EC3R 8EB	M60 4EP

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

The Red Letter Project conducts its community activities from three locations in Great Horton with one being the village community hub, one being the parish church of Saint John the Evangelist and the third being the Zindigi Project based at Saint Columbas in the Horton Grange area.

#### Review of the year

##### Share Table

The share table is a cross between a food bank and a community shop which exists to serve people in the local area who find that putting basic food on the table is a struggle. Food Savers at Saint John's Church and the Food Pantry at Saint Wilfrid's Church provide a weekly service to people in their respective areas. The grant which we were awarded last year will cover most costs over the next twelve months to help keep this ministry self-sufficient. The household goods and clothing stall brings in a good source of income which makes a huge difference to what we can offer and helps to keep the share table viable.

##### Community Hub and Library

Last year the community hub was awarded a council grant to cover the costs of our Tuesday Friends lunch group and the Threads and Needles craft group which have both continued throughout 2023. The Stay and Play sessions held on a Thursday continue to be popular with an organised craft activity and the provision of healthy snacks. The community hub also provides a warm and welcome space and hosts the Great Horton Library where we are able to open on certain days during the week thanks to our dedicated volunteers. A Nigerian Church, Bradford Youth Services, a Yoga group, a Congolese Church, The Youth Association, European Drom and NHS Speech and Language all continue to use the hub on a regular basis. Highlights during the year were Party in the Park in June; the Teddy Bear's Picnic; a Media Museum Activity Day; the Community Christmas Fair; a well attended Tuesday Friends Christmas Lunch and early in the new year we hosted a Jobs Fair where 250 people attended when we were only expecting about thirty.

##### Local Schools

This year was another busy one as we continued to go into Brackenhill Primary School and Saint Oswalds Church of England Primary Academy to conduct assemblies. In February we had a very successful Bible Times Exhibition at Saint Johns Church with all three of the primary schools in the parish taking part. In September the team grew in numbers when Koko Koleni and Marmik Rai joined and were a great help to us after Millie left for maternity leave earlier in the year. In October we returned to Hollingwood Primary School to take two Harvest Festivals and in December we took the Christmas story into primary schools in both Great Horton and Lidget Green. We have also had visits from primary schools to our churches at Saint Johns and Saint Wilfrids as part of their RE lessons and syllabus work where the children asked many interesting questions.

##### Under Fives Pre School

The pre school seeks to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for their needs through community groups. This year we have had a number of staff changes and in particular our long time leader Catherine Barrass left in November having felt the call to work in a different setting in Bradford. This has necessitated some reorganisation and Liz Dean who is the Early Education and Childcare Quality Officer has made regular visits to direct us as we strive to update and meet the necessary requirements set by Ofsted. We are very enthusiastic to build relationships which could help our families in need and we have had individual meetings with parents that have really proven to be beneficial. Hours of attendance for children have risen from 2022 when they were averaging 200 to 250 hours per week through to an average of 350 hours per week during 2023 and are currently running in excess of this. The uncertainties of occupancy levels have diminished this year and the pre school has gone from strength to strength with numbers picking up so well that we are now at capacity. We hope that the pre school will continue to increase the great reputation that is currently being built under the new regime through the hard work and dedication of the team members.

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

##### Review of the year continued

###### Saint Columbas Zindigi Project

We have faced a number of challenges over the last twelve months in securing funding and tackling issues with the building including roof damage, inadequate toilet facilities and rodents. Despite this we have been able to make progress in all of these areas so that we can open more of the building for community purposes where we have plans for a pop up cafe and food pantry. We are continuing to receive rent from the 'Sushi Hometown Restaurant' that occupies part of the building together with a contribution towards our utility costs and the Loveworld Leeds Church uses our premises for its Bradford Outreach project which provides another source of rental income. Other income is received from organisations that use our premises for storage purposes. There has been a reduction in utility costs which was helped by the installation of a new heating system in part of the building last year. We are building relationships with many people in the local community including other churches, the local council, social prescribers, prospective funders, food savers and local businesses.

#### FINANCIAL ACTIVITIES AND AFFAIRS

Full details of the financial transactions are contained in the attached accounts where the total income for the year was £201,710 (2022 : £144,889) and after deducting expenditure of £178,414 (2022 : £163,805) the net incoming resources were £23,296 (2022 : £18,916 net outgoing resources).

#### RESERVES POLICY

It is the policy of the Trustees to maintain a balance on total funds (if possible) which equates approximately to three months expenditure in order to cover emergency situations that may arise from time to time. The balance of £85,360 at the year end matched this target.

#### SIGNED ON BEHALF OF THE TRUSTEES



.....  
Revd Canon John Bavington

28 April 2024

## RED LETTER PROJECT

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the Statement of Recommended Practice (SORP 2015) for charities issued by the Charity Commission and the Charities Act 2011.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the foundation document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## RED LETTER PROJECT

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RED LETTER PROJECT

I report on the accounts of the charity for the year ended 31 December 2023 set out on pages 7 to 12.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements  
to keep accounting records in accordance with section 130 of the 2011 Act; and  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act  
have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

  
.....

**R. Illingworth MAAT**

Ash Croft  
Wibsey  
Bradford  
BD6 3QR

30 April 2024

RED LETTER PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOMING RESOURCES</b>					
Generated Funds	2	82,003	86,668	168,671	113,568
Charitable Activities	2	27,302	5,737	33,039	31,321
		<u>109,305</u>	<u>92,405</u>	<u>201,710</u>	<u>144,889</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	3	97,638	76,335	173,973	161,295
Governance Costs Administration	4	937	3,504	4,441	2,510
<b>TOTAL RESOURCES EXPENDED</b>		<u>98,575</u>	<u>79,839</u>	<u>178,414</u>	<u>163,805</u>
<b>NET INCOMING OR (OUTGOING) RESOURCES</b>		10,730	12,566	23,296	( 18,916)
Net Transfers Between Funds		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>10,730</u>	<u>12,566</u>	<u>23,296</u>	<u>( 18,916)</u>
Total Funds Brought Forward		<u>39,613</u>	<u>22,451</u>	<u>62,064</u>	<u>80,980</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>50,343</u></u>	<u><u>35,017</u></u>	<u><u>85,360</u></u>	<u><u>62,064</u></u>

**RED LETTER PROJECT**

**BALANCE SHEET AS AT 31 DECEMBER 2023**

	Note	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2023 £	Total Funds 2022 £
<b>FIXED ASSETS</b>					
Tangible Assets	6	8,520	-	8,520	10,650
<b>CURRENT ASSETS</b>					
Debtors and Prepayments		4,337	198	4,535	2,735
Cash at Banks	7	49,254	37,383	86,637	55,593
Cash in Hand		752	100	852	984
		54,343	37,681	92,024	59,312
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals		10,412	1,100	11,512	6,744
Tax and Social Security		2,108	1,564	3,672	1,154
		12,520	2,664	15,184	7,898
<b>NET ASSETS</b>	<b>8</b>	<b>50,343</b>	<b>35,017</b>	<b>85,360</b>	<b>62,064</b>
<b>RESERVES</b>					
Balances Brought Forward		39,613	22,451	62,064	80,980
Net Movement in Funds		10,730	12,566	23,296	( 18,916)
Balances Carried Forward	8	50,343	35,017	85,360	62,064

The financial statements were approved by the Trustees on 28 April 2024.



**Revd Canon John Bavington**

Trustee

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### 1. STATEMENT OF ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the Charity:

##### a) BASIS OF PREPARATION

These financial statements have been prepared using the historical cost convention and are 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 2015) and with the Charities Act 2011.

There has been no change to the accounting policies since last year and no changes to the accounts for the previous year.

The accounts have been prepared on a going concern basis as the trustees are satisfied that there are no material uncertainties about the ability of the charity to continue.

##### b) INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to those resources.

The value of any voluntary help received is not included in the accounts but is described in the report of the trustees.

##### c) RESOURCES EXPENDED

All expenditure is accounted for on an accruals 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 that obligation can be measured with reasonable certainty.

##### d) FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

##### e) FIXED ASSETS

Depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives at the following rates:-

Fixtures, Fittings and Equipment	20% per annum straight line
----------------------------------	-----------------------------

Individual items of fixtures, fittings and equipment with a purchase price of £500 or less are written off when the asset is acquired.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

2. INCOMING RESOURCES	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2023 £	Total Funds 2022 £
<b>Generated Funds</b>				
Voluntary Income:				
Unrestricted Donations	1,626	-	1,626	3,915
Restricted Donations	8,500	-	8,500	-
Food Bank and Share Table	7,595	-	7,595	1,574
Gift Aid Tax Recoverable	1,250	-	1,250	-
Tuesday Friends Group	322	-	322	842
Inn Churches	-	-	-	-
Grants Received:				
Early Years Funding	-	86,253	86,253	51,692
Community Food Bank	30,480	-	30,480	18,124
Great Horton Community Hub	27,230	-	27,230	24,846
Saint Columbas Community	5,000	-	5,000	12,500
Investment Income:				
Bank Interest	-	415	415	75
<b>Charitable Activities</b>				
Under Fives Pre School Fees	-	5,737	5,737	2,025
Community Hub Rent Income	8,005	-	8,005	12,062
Saint Columbas Rent Income	19,297	-	19,297	17,234
	<b>109,305</b>	<b>92,405</b>	<b>201,710</b>	<b>144,889</b>

3. RESOURCES EXPENDED	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2023 £	Total Funds 2022 £
<b>Charitable Activities</b>				
Wages and Salaries	45,334	70,286	115,620	93,329
Saint Johns Rent	6,000	-	6,000	6,000
Share Table	4,767	-	4,767	2,071
Tuesday Friends Group	401	-	401	824
Community Gardening	-	-	-	20
Under Fives Pre School	-	2,142	2,142	2,120
Inn Churches	110	-	110	-
Community Hub:				
Under Fives Pre School Rent	( 2,200)	2,200	-	-
Utilities and Insurance	22,746	1,133	23,879	22,359
Repairs and Maintenance	1,807	574	2,381	1,889
Fixed Assets Depreciation	2,130	-	2,130	-
Saint Columbas:				
Utilities and Insurance	15,089	-	15,089	18,060
Repairs and Maintenance	1,454	-	1,454	14,623
	<b>97,638</b>	<b>76,335</b>	<b>173,973</b>	<b>161,295</b>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### 4. GOVERNANCE COSTS

	2023	2022
	£	£
<b>Administration</b>		
Wages and Salaries	3,008	1,845
Postage, Stationery and Software	496	256
Sundry Expenses	937	409
	<u>4,441</u>	<u>2,510</u>

#### 5. STAFF COSTS

	2023	2022
	£	£
Gross Wages and Salaries	113,278	92,096
Employer's National Insurance	6,942	5,213
Employer's N I Allowance	( 4,008)	( 4,353)
Employer's Pension Contributions	2,416	2,218
	<u>118,628</u>	<u>95,174</u>

The average number of staff members, calculated on a full-time equivalent basis, was as follows:

	2023	2022
	No.	No.
Charitable Activities	5	4
Management and Administration	1	1
	<u>6</u>	<u>5</u>

#### 6. TANGIBLE FIXED ASSETS

	2023	2022
	£	£
<b>Cost</b>		
Fixtures, Fittings and Equipment	10,650	10,650
	<u>10,650</u>	<u>10,650</u>
<b>Depreciation</b>		
Brought Forward	-	-
Annual Charge	2,130	-
Carried Forward	<u>2,130</u>	<u>-</u>
	<u>2,130</u>	<u>-</u>
<b>Net Book Values</b>	<u>8,520</u>	<u>10,650</u>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### 7. CASH AT BANKS

	2023	2022
	£	£
Co-operative Bank Community Account	401	996
Co-operative Bank Community No 2 Account	7,970	9,071
Co-operative Bank Business Select Account	15,000	-
Skipton Building Society Account	14,012	13,597
Reliance Bank Account	49,254	31,929
	<u>86,637</u>	<u>55,593</u>

#### 8. FUND ANALYSIS

	1 January 2023	Income	Expenditure	Transfers	31 December 2023
	£	£	£	£	£
Restricted RLP Activities Fund	-	10,605	( 7,885)	-	2,720
Unrestricted RLP Activities Fund	39,613	98,700	( 90,690)	-	47,623
Designated Under Fives Nursery	22,451	92,405	( 79,839)	-	35,017
	<u>62,064</u>	<u>201,710</u>	<u>( 178,414)</u>	<u>-</u>	<u>85,360</u>

#### Analysis of net assets between funds

	Restricted RLP Activities Fund	Unrestricted RLP Activities Fund	Under Fives Fund	Total
	£	£	£	£
Tangible Fixed Assets	-	8,520	-	8,520
Debtors and Prepayments	-	4,337	198	4,535
Cash at Banks	2,720	46,534	37,383	86,637
Cash in Hand	-	752	100	852
Creditors and Accruals	-	( 10,412)	( 1,100)	( 11,512)
Tax and Social Security	-	( 2,108)	( 1,564)	( 3,672)
	<u>2,720</u>	<u>47,623</u>	<u>35,017</u>	<u>85,360</u>

#### 9. TRANSACTIONS WITH TRUSTEES

There was no remuneration or reimbursement of expenses made to the trustees during the period.

#### 10. RELATED PARTY TRANSACTIONS

The Charity commenced its operations on 1 January 2018 when it took responsibility for the charitable activities that were previously undertaken by The Parochial Church Council of the Ecclesiastical Parish of Great Horton, Bradford (Charity No. 1133766). On 31 December 2017 the church trustees allocated funds of £112,352 (being the net assets held at that time in Red Letter Project activities) to the charity in order that it could continue with those charitable activities.

During the year the charity paid £6,000 (2022: £6,000) to The Parochial Church Council of Great Horton, Bradford for rent and utility costs of the church hall where some Red Letter Project activities are based.

**RED LETTER PROJECT**

England & Wales - Charity number 1174618

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# Accounts

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**Charity Number: 1174618**

**RED LETTER PROJECT  
ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2022**

**SAINT JOHN'S CHURCH  
SAINT STREET  
GREAT HORTON  
BRADFORD**

# RED LETTER PROJECT

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## RED LETTER PROJECT

### CHARITY INFORMATION

CHARITY NUMBER : 1174618  
Charitable Incorporated Organisation

GOVERNING INSTRUMENT : CIO - FOUNDATION Registered 12 September 2017

TRUSTEES : Revd Canon John Bavington  
Ms Jo Dennis  
Revd Adam Dickson  
Mr Mark King

TREASURERS : Mr Alan Armitage  
Ms Claire Perkins

PRINCIPAL ADDRESS : St Wilfrids Vicarage  
St Wilfrids Road  
Bradford  
West Yorkshire  
BD7 2LU

INDEPENDENT EXAMINER : Mr R Illingworth

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

The Trustees present their Report and Financial Statements for the year ended 31 December 2022.

#### OBJECTIVES, ORGANISATION AND ACTIVITIES

The Red Letter Project was constituted as a Charitable Incorporated Organisation by way of a Foundation document on 12 September 2017 with the registration number 1174618.

The principal address of the Charity is St Wilfrids Vicarage, St Wilfrids Road, Bradford BD7 2LU.

The objectives of the Charity are the relief of financial hardship among people living in the vicinity of Great Horton in Bradford; the provision of assistance with social welfare for recreation or leisure; to enhance the development and education of children under the statutory school age; and to advance the Christian Faith for the benefit of the public in accordance with the teachings of Jesus to love your neighbour.

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### TRUSTEES

The Trustees who served during the year were:-

Name	Position	Dates
Revd Canon John Bavington	Chair	
Mr Brian Bates		Resigned 19 July 2022
Ms Jo Dennis		
Revd Adam Dickson		
Mr Mark King		Appointed 19 July 2022

#### AGENTS AND ADVISERS

The Independent Examiner is Mr. R. Illingworth MAAT of Ash Croft, Wibsey, Bradford BD6 3QR.

#### BANKERS

The Charity bank accounts are maintained with:

Reliance Bank	Co-operative Bank
Faith House	P.O. Box 101
23-24 Lovatt Lane	1 Balloon Street
London	Manchester
EC3R 8EB	M60 4EP

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

The Red Letter Project conducts its community activities from two locations in Great Horton with one being the village community hub and the other being the parish church of Saint John the Evangelist. The Trustees are also responsible for the upkeep of the property at Saint Columbas.

#### Review of the year

##### Share Table

The share table is a cross between a food bank and a community shop which exists to serve people in the local area who find that putting basic food on the table is a struggle. The change to FoodSavers during the year has been very successful with a decrease in numbers coming from across the city but we are still giving out five free food bags a week. We have been awarded a grant which will cover most costs over the next two years to help keep this ministry self-sufficient. The household goods and clothing stall brings in a good source of income which makes a huge difference to what we can offer and helps to keep the share table viable.

##### English Classes

During the year we employed someone to deliver conversational classes once a week for speakers of English as a second language but we need to find a way to fund these classes as most people who need this help are not yet able to gain employment and cannot afford to pay for these sessions.

##### Community Hub and Library

The community hub has recently been awarded a council grant to cover the costs of our Tuesday Friends lunch group and the Threads and Needles craft group. The Stay and Play sessions are increasingly popular and one of our volunteers has taken on the responsibility of organising a craft activity each week and providing healthy snacks. The community hub also hosts the Great Horton Library where we are able to open on three days in the week thanks to our dedicated volunteers but it has been very challenging to try and increase the opening hours. A Nigerian Church, Bradford Youth Services, Yorkshire Wildlife Trust, The Youth Association and Friends of Brackenhill Park all continue to use the hub on a regular basis and in order to help with running costs we have invested in a new air heating system for the sports hall. Highlights during the year have been the Friendship Lunch in February; the Big Bike Giveaway; Zoolabs; the Teddy Bear's Picnic and the Community Christmas Fair.

##### Local Schools

Our schools work during 2022 was more or less back to pre-Covid levels as we were able to go into Brackenhill Primary School and Saint Oswalds Church of England Primary Academy to conduct assemblies. In February we had a very successful Bible Times Exhibition at Saint Johns Church with all four of the primary schools in the parish taking part. In September the team grew in numbers when Millie Cork and Laxmi Rai joined and we were able to split into two teams which has worked very well. In October we returned to Hollingwood Primary School to take two Harvest Festivals and in December we took the Christmas story into seven primary schools in both Great Horton and Lidget Green.

##### Under Fives Pre School

The pre school seeks to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for their needs through community groups. During the year we had our first Ofsted inspection since we moved into our new building and we were very pleased to achieve a good rating in all areas. Pre school has faced an uncertain period as we struggled with occupancy levels because families have left the area and we were not able to replace them. We have made many efforts to remedy the situation by holding open days, attending community events, leafletting and visiting local families who are entitled to a fully funded pre school place. We are pleased to report that since September our numbers have increased from twenty children on our registers in March 2022 to thirty six children by the end of the year and we are now averaging more children in attendance at each session.

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

##### Review of the year continued

###### Saint Columbas

Improvements were made to the heating system during the year for which we received a strategic development fund grant from the Diocese of Leeds and we also spent funds on upgrading the electrical systems in the building. We are continuing to receive rent from the 'Sushi Hometown Restaurant' that occupies part of the building together with a contribution towards our utility costs and the Loveworld Leeds Church uses our premises for its Bradford Outreach project which provides another source of rental income. Other income is received from organisations that use our premises for storage purposes. There has been a further large rise in utility costs but this has been partially offset through the increase in rental income. The insurance arrears on the building from 2018 through to 2021 which effectively meant the accounts for last year contained four years of insurance premiums have now been paid in full. We are exploring our options to further utilise the building with the aim of providing services to the local community and in connection with this we spent £3,000 on play equipment which we hope to use in one of our future projects.

#### FINANCIAL ACTIVITIES AND AFFAIRS

Full details of the financial transactions are contained in the attached accounts where the total income for the year was £144,889 (2021 : £118,323) and after deducting expenditure of £163,805 (2021 : £125,633) the net outgoing resources were £18,916 (2021 : £7,310).

#### RESERVES POLICY

It is the policy of the Trustees to maintain a balance on total funds (if possible) which equates approximately to three months expenditure in order to cover emergency situations that may arise from time to time. The balance of £62,064 at the year end matched this target.

#### SIGNED ON BEHALF OF THE TRUSTEES



.....  
Revd Canon John Bavington

14 May 2023

## RED LETTER PROJECT

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the Statement of Recommended Practice (SORP 2015) for charities issued by the Charity Commission and the Charities Act 2011.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the foundation document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## RED LETTER PROJECT

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RED LETTER PROJECT

I report on the accounts of the charity for the year ended 31 December 2022 set out on pages 7 to 12.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements  
to keep accounting records in accordance with section 130 of the 2011 Act; and  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act  
have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

  
.....

**R. Illingworth MAAT**

Ash Croft  
Wibsey  
Bradford  
BD6 3QR

16 May 2023

RED LETTER PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

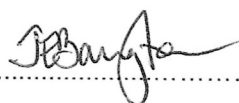
		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2022	Total Funds 2021
	Note	£	£	£	£
<b>INCOMING RESOURCES</b>					
Generated Funds	2	61,801	51,767	113,568	106,280
Charitable Activities	2	29,296	2,025	31,321	12,043
		<u>91,097</u>	<u>53,792</u>	<u>144,889</u>	<u>118,323</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	3	97,715	63,580	161,295	122,422
Governance Costs Administration	4	409	2,101	2,510	3,211
<b>TOTAL RESOURCES EXPENDED</b>		<u>98,124</u>	<u>65,681</u>	<u>163,805</u>	<u>125,633</u>
<b>NET INCOMING OR (OUTGOING) RESOURCES</b>		( 7,027)	( 11,889)	( 18,916)	( 7,310)
Net Transfers Between Funds		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>( 7,027)</u>	<u>( 11,889)</u>	<u>( 18,916)</u>	<u>( 7,310)</u>
Total Funds Brought Forward		<u>46,640</u>	<u>34,340</u>	<u>80,980</u>	<u>88,290</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>39,613</u></u>	<u><u>22,451</u></u>	<u><u>62,064</u></u>	<u><u>80,980</u></u>

**RED LETTER PROJECT**

**BALANCE SHEET AS AT 31 DECEMBER 2022**

	<b>Note</b>	<b>Unrestricted RLP Activities Fund</b>	<b>Designated Under Fives Fund</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>					
Tangible Assets	<b>6</b>	10,650	-	10,650	-
<b>CURRENT ASSETS</b>					
Debtors and Prepayments		2,135	600	2,735	1,380
Cash at Banks	<b>7</b>	31,929	23,664	55,593	89,515
Cash in Hand		902	82	984	897
		<u>34,966</u>	<u>24,346</u>	<u>59,312</u>	<u>91,792</u>
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals		5,644	1,100	6,744	10,159
Tax and Social Security		359	795	1,154	653
		<u>6,003</u>	<u>1,895</u>	<u>7,898</u>	<u>10,812</u>
<b>NET ASSETS</b>	<b>8</b>	<u>39,613</u>	<u>22,451</u>	<u>62,064</u>	<u>80,980</u>
<b>RESERVES</b>					
Balances Brought Forward		46,640	34,340	80,980	88,290
Net Movement in Funds		( 7,027)	( 11,889)	( 18,916)	( 7,310)
Balances Carried Forward	<b>8</b>	<u>39,613</u>	<u>22,451</u>	<u>62,064</u>	<u>80,980</u>

The financial statements were approved by the Trustees on 14 May 2023.



**Revd Canon John Bavington**

Trustee

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 1. STATEMENT OF ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the Charity:

##### a) BASIS OF PREPARATION

These financial statements have been prepared using the historical cost convention and are 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 2015) and with the Charities Act 2011.

There has been no change to the accounting policies since last year and no changes to the accounts for the previous year.

The accounts have been prepared on a going concern basis as the trustees are satisfied that there are no material uncertainties about the ability of the charity to continue.

##### b) INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to those resources.

The value of any voluntary help received is not included in the accounts but is described in the report of the trustees.

##### c) RESOURCES EXPENDED

All expenditure is accounted for on an accruals 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 that obligation can be measured with reasonable certainty.

##### d) FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

##### e) FIXED ASSETS

Depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives at the following rates:-

Fixtures, Fittings and Equipment	10% per annum straight line
----------------------------------	-----------------------------

Individual items of fixtures, fittings and equipment with a purchase price of £500 or less are written off when the asset is acquired.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

2. INCOMING RESOURCES	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2022 £	Total Funds 2021 £
<b>Generated Funds</b>				
Voluntary Income:				
Unrestricted Donations	3,915	-	3,915	6,127
Share Table Donations	1,574	-	1,574	1,995
Tuesday Friends Group	842	-	842	221
Community Gardening	-	-	-	2,000
Inn Churches	-	-	-	-
Grants Received:				
Early Years Funding	-	51,692	51,692	68,611
Great Horton Community Hub	24,846	-	24,846	16,900
Community Food Bank	18,124	-	18,124	10,344
Saint Columbas Community	12,500	-	12,500	-
Investment Income:				
Bank Interest	-	75	75	82
<b>Charitable Activities</b>				
Under Fives Pre School Fees	-	2,025	2,025	635
Community Hub Rent Income	12,062	-	12,062	4,431
Saint Columbas Rent Income	17,234	-	17,234	6,977
	<b>91,097</b>	<b>53,792</b>	<b>144,889</b>	<b>118,323</b>
3. RESOURCES EXPENDED	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2022 £	Total Funds 2021 £
<b>Charitable Activities</b>				
Wages and Salaries	33,038	60,291	93,329	76,129
Saint Johns Rent	6,000	-	6,000	6,000
Share Table	2,071	-	2,071	3,565
Tuesday Friends Group	824	-	824	252
Community Gardening	20	-	20	399
Under Fives Pre School	-	2,120	2,120	1,887
Inn Churches	-	-	-	-
Community Hub:				
Under Fives Pre School Rent	-	-	-	-
Utilities and Insurance	21,190	1,169	22,359	12,787
Repairs and Maintenance	1,889	-	1,889	1,402
Saint Columbas:				
Utilities and Insurance	18,060	-	18,060	16,223
Repairs and Maintenance	14,623	-	14,623	3,778
	<b>97,715</b>	<b>63,580</b>	<b>161,295</b>	<b>122,422</b>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 4. GOVERNANCE COSTS

	2022	2021
	£	£
<b>Administration</b>		
Wages and Salaries	1,845	2,340
Postage, Stationery and Software	256	308
Sundry Expenses	409	563
	<u>2,510</u>	<u>3,211</u>

#### 5. STAFF COSTS

	2022	2021
	£	£
Gross Wages and Salaries	92,096	76,596
Employer's National Insurance	5,213	3,818
Employer's N I Allowance	( 4,353)	( 3,535)
Employer's Pension Contributions	2,218	1,590
	<u>95,174</u>	<u>78,469</u>

The average number of staff members, calculated on a full-time equivalent basis, was as follows:

	2022	2021
	No.	No.
Charitable Activities	4	3
Management and Administration	1	1
	<u>5</u>	<u>4</u>

#### 6. TANGIBLE FIXED ASSETS

	2022	2021
	£	£
<u>Fixtures, Fittings and Equipment</u>		
Additions During Year	10,650	-
Cost at 31 December	<u>10,650</u>	<u>-</u>

No depreciation has been provided on the tangible fixed assets as these had not been brought into use at the year end.

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 7. CASH AT BANKS

	2022	2021
	£	£
Co-operative Bank Community Account	996	4,759
Co-operative Bank Community No 2 Account	9,071	6,126
Skipton Building Society Account	13,597	23,521
Reliance Bank Account	31,929	55,109
	<u>55,593</u>	<u>89,515</u>

#### 8. FUND ANALYSIS

	1 January 2022	Income	Expenditure	Transfers	31 December 2022
	£	£	£	£	£
Unrestricted RLP Activities Fund	46,640	91,097	( 98,124)	-	39,613
Designated Under Fives Nursery	34,340	53,792	( 65,681)	-	22,451
	<u>80,980</u>	<u>144,889</u>	<u>( 163,805)</u>	-	<u>62,064</u>

#### Analysis of net assets between funds

	RLP Activities Fund	Under Fives Fund	Total
	£	£	£
Tangible Fixed Assets	10,650	-	10,650
Debtors and Prepayments	2,135	600	2,735
Cash at Banks	31,929	23,664	55,593
Cash in Hand	902	82	984
Creditors and Accruals	( 5,644)	( 1,100)	( 6,744)
Tax and Social Security	( 359)	( 795)	( 1,154)
	<u>39,613</u>	<u>22,451</u>	<u>62,064</u>

#### 9. TRANSACTIONS WITH TRUSTEES

There was no remuneration or reimbursement of expenses made to the trustees during the period.

#### 10. RELATED PARTY TRANSACTIONS

The Charity commenced its operations on 1 January 2018 when it took responsibility for the charitable activities that were previously undertaken by The Parochial Church Council of the Ecclesiastical Parish of Great Horton, Bradford (Charity No. 1133766). On 31 December 2017 the church trustees allocated funds of £112,352 (being the net assets held at that time in Red Letter Project activities) to the charity in order that it could continue with those charitable activities.

During the year the charity paid £6,000 (2021: £6,000) to The Parochial Church Council of Great Horton, Bradford for rent and utility costs of the church hall where some Red Letter Project activities are based.

**RED LETTER PROJECT**

England & Wales - Charity number 1174618

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# Accounts

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**Charity Number: 1174618**

**RED LETTER PROJECT  
ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2021**

**COMMUNITY HUB  
BELDON ROAD  
GREAT HORTON  
BRADFORD**

## RED LETTER PROJECT

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Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9 - 12

## RED LETTER PROJECT

### CHARITY INFORMATION

CHARITY NUMBER : 1174618  
Charitable Incorporated Organisation

GOVERNING INSTRUMENT : CIO - FOUNDATION Registered 12 September 2017

TRUSTEES : Revd Canon John Bavington  
Mr Brian Bates  
Ms Jo Dennis  
Revd Adam Dickson

TREASURERS : Mr Alan Armitage  
Ms Claire Perkins

PRINCIPAL ADDRESS : St Wilfrids Vicarage  
St Wilfrids Road  
Bradford  
West Yorkshire  
BD7 2LU

INDEPENDENT EXAMINER : Mr R Illingworth

## **RED LETTER PROJECT**

### **REPORT OF THE TRUSTEES**

The Trustees present their Report and Financial Statements for the year ended 31 December 2021.

#### **OBJECTIVES, ORGANISATION AND ACTIVITIES**

The Red Letter Project was constituted as a Charitable Incorporated Organisation by way of a Foundation document on 12 September 2017 with the registration number 1174618.

The principal address of the Charity is St Wilfrids Vicarage, St Wilfrids Road, Bradford BD7 2LU.

The objectives of the Charity are the relief of financial hardship among people living in the vicinity of Great Horton in Bradford; the provision of assistance with social welfare for recreation or leisure; to enhance the development and education of children under the statutory school age; and to advance the Christian Faith for the benefit of the public in accordance with the teachings of Jesus to love your neighbour.

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **TRUSTEES**

The Trustees who served during the year were:-

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Revd Canon John Bavington	Chair	
Ms Rachel Armitage		Resigned 20 July 2021
Mr Brian Bates		
Ms Jo Dennis		
Revd Adam Dickson		

#### **AGENTS AND ADVISERS**

The Independent Examiner is Mr. R. Illingworth MAAT of Ash Croft, Wibsey, Bradford BD6 3QR.

#### **BANKERS**

The Charity bank accounts are maintained with:

Reliance Bank	Co-operative Bank
Faith House	P.O. Box 101
23-24 Lovatt Lane	1 Balloon Street
London	Manchester
EC3R 8EB	M60 4EP

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

The Red Letter Project conducts its community activities from two locations in Great Horton with one being the village community hub and the other being the parish church of Saint John the Evangelist. The Trustees are also responsible for the upkeep of the property at Saint Columbas.

#### Review of the year

##### Share Table

The share table is a cross between a food bank and a community shop which exists to serve people in the local area who find that putting basic food on the table is a struggle. The challenges that we experienced during 2020 due to the lockdown restrictions eased during the year and we were able to continue this ministry for a total of forty eight weeks thanks to our amazing team of volunteers. We average about forty guests each week and we received a grant to offer special Christmas food bags which were well received by our guests. The household goods and clothing stall brings in a good source of income which means that we can cover our outgoing costs.

##### Tuesday Friends

The numbers at Tuesday friends are still very up and down but our local Social Prescribers are bringing along new people who benefit from some company and a hot lunch.

##### English Classes

During the year we employed someone to deliver conversational classes once a week for speakers of English as a second language as a trial to see if these prove to be popular.

##### Community Hub

The community hub hosts the Great Horton Library where we are busy recruiting and training new volunteers to allow us to extend our opening hours including a Saturday session. There are Monday Craft afternoons, Tuesday Friends and Thursday Stay and Play sessions where we have a committed core of parents and have seen some new faces recently. Storytime in the library is always popular and once a month there is a visit from Early Years Alliance to do an activity with the children. A Nigerian Church, Bradford Youth Services, Yorkshire Wildlife Trust, The Youth Association and Friends of Brackenhill Park all continue to use the hub on a regular basis. New signage has been put up and painting has begun which is brightening up the outside of the building.

##### Local Schools

Our schools work over the first two terms of 2021 was conducted through video recordings and we are very grateful to our former youth worker for all the work he did in putting these videos together. Claire Perkins joined the team from September onwards and we were able to take face to face worship sessions for the first time in almost eighteen months at Brackenhill Primary School and Saint Oswalds Primary Academy. We were also able to do Christmas presentations at all four schools in Great Horton although the one at Hollingwood Primary School had to be conducted via Zoom.

##### Under Fives Pre School

The pre school seeks to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for their needs through community groups. We started the year with lots of children returning from various coronavirus lockdowns and we noticed that many had very little life experience away from their parents including making friends or even playing with new toys and resources. Our staff had to help these children settle and enjoy themselves which was hard work at first but we have seen the children begin to learn and take obvious joy in their achievements. We said goodbye to a large group of four year olds in July and most of them had been with us since they were two which had allowed us the privilege of being quite a big part of their formative years. We welcomed new children into pre school in September and many of these were just two years old with several having special needs and most had English as their second or third language. This is the reason that we chose not to have a nativity play this year but we did use books, videos and props to tell the Christmas story and had many nativity crafts during December.

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

##### Review of the year continued

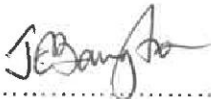
##### Saint Columbas

Some improvements were made to the existing kitchen facilities during April and May 2021 which enabled a Sushi restaurant to open in the premises. We are now receiving rent from them together with a contribution towards our utility costs. In July 2021 the Loveworld Leeds Church started using our premises for its Bradford Outreach project and we are receiving rent from them as well as our continuing source of income from the building being used for storage purposes. As a result of increased use of the building we have seen a large rise in utility costs but this has been partially offset through the increase in rental income. The insurance for Saint Columbas is particularly high as we were required to pay some arrears on the building from 2018 through to 2021 which effectively means that these accounts contain four years of insurance premiums. We are exploring our options to further utilise the building with the aim of providing services to the local community.

#### FINANCIAL ACTIVITIES AND AFFAIRS

Full details of the financial transactions are contained in the attached accounts where the total income for the year was £118,323 (2020 : £123,421) and after deducting expenditure of £125,633 (2020 : £97,738) the net outgoing resources were £7,310 as compared with net incoming resources of £25,683 in 2020.

#### SIGNED ON BEHALF OF THE TRUSTEES



.....  
Revd Canon John Bavington

8 May 2022

## RED LETTER PROJECT

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the Statement of Recommended Practice (SORP 2015) for charities issued by the Charity Commission and the Charities Act 2011.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the foundation document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## RED LETTER PROJECT

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RED LETTER PROJECT

I report on the accounts of the charity for the year ended 31 December 2021 set out on pages 7 to 12.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.


#### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

  
.....

**R. Illingworth MAAT**

Ash Croft  
Wibsey  
Bradford  
BD6 3QR

10 May 2022

**RED LETTER PROJECT**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021**


		<b>Unrestricted RLP Activities Fund</b>	<b>Designated Under Fives Fund</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>					
<b>Generated Funds</b>	<b>2</b>	37,587	68,693	106,280	113,735
<b>Charitable Activities</b>	<b>2</b>	11,408	635	12,043	9,686
		<u>48,995</u>	<u>69,328</u>	<u>118,323</u>	<u>123,421</u>
<b>RESOURCES EXPENDED</b>					
<b>Charitable Activities</b>	<b>3</b>	52,590	70,030	122,620	95,443
<b>Governance Costs Administration</b>	<b>4</b>	195	2,818	3,013	2,295
<b>TOTAL RESOURCES EXPENDED</b>		<u>52,785</u>	<u>72,848</u>	<u>125,633</u>	<u>97,738</u>
<b>NET INCOMING OR (OUTGOING) RESOURCES</b>		( 3,790)	( 3,520)	( 7,310)	25,683
Net Transfers Between Funds		( 5,600)	5,600	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>( 9,390)</u>	<u>2,080</u>	<u>( 7,310)</u>	<u>25,683</u>
Total Funds Brought Forward		56,030	32,260	88,290	62,607
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>46,640</u></u>	<u><u>34,340</u></u>	<u><u>80,980</u></u>	<u><u>88,290</u></u>

RED LETTER PROJECT

BALANCE SHEET AS AT 31 DECEMBER 2021

	Note	Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2021	Total Funds 2020
		£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors and Prepayments		1,190	190	1,380	1,797
Cash at Banks	6	55,109	34,406	89,515	90,132
Cash in Hand		731	166	897	754
		<u>57,030</u>	<u>34,762</u>	<u>91,792</u>	<u>92,683</u>
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals		10,159	-	10,159	3,780
Tax and Social Security		231	422	653	613
		<u>10,390</u>	<u>422</u>	<u>10,812</u>	<u>4,393</u>
<b>NET ASSETS</b>	7	<u>46,640</u>	<u>34,340</u>	<u>80,980</u>	<u>88,290</u>
<b>RESERVES</b>					
Balances Brought Forward		56,030	32,260	88,290	62,607
Net Movement in Funds		( 9,390)	2,080	( 7,310)	25,683
Balances Carried Forward	7	<u>46,640</u>	<u>34,340</u>	<u>80,980</u>	<u>88,290</u>

The financial statements were approved by the Trustees on 8 May 2022.



Revd Canon John Bavington

Trustee

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1. STATEMENT OF ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the Charity:

##### a) BASIS OF PREPARATION

These financial statements have been prepared using the historical cost convention and are 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 2015) and with the Charities Act 2011.

There has been no change to the accounting policies since last year and no changes to the accounts for the previous year.

The accounts have been prepared on a going concern basis as the trustees are satisfied that there are no material uncertainties about the ability of the charity to continue.

##### b) INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to those resources.

The value of any voluntary help received is not included in the accounts but is described in the report of the trustees.

##### c) RESOURCES EXPENDED

All expenditure is accounted for on an accruals 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 that obligation can be measured with reasonable certainty.

##### d) FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. INCOMING RESOURCES	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2021 £	Total Funds 2020 £
<b>Generated Funds</b>				
Voluntary Income:				
Unrestricted Donations	6,127	-	6,127	829
Share Table Donations	12,339	-	12,339	3,775
Tuesday Friends Group	221	-	221	259
Community Gardening	2,000	-	2,000	-
Inn Churches	-	-	-	-
Grants Received:				
Early Years Funding	-	68,611	68,611	76,258
Small Business Fund	-	-	-	10,000
Great Horton Village Hall	16,900	-	16,900	19,900
Job Retention Scheme	-	-	-	2,490
Investment Income:				
Bank Interest	-	82	82	224
<b>Charitable Activities</b>				
Village Hall Rental Income	4,431	-	4,431	6,073
Under Fives Pre School Fees	-	635	635	2,063
Saint Columbas Rent	6,977	-	6,977	1,550
	<b>48,995</b>	<b>69,328</b>	<b>118,323</b>	<b>123,421</b>
<b>3. RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages and Salaries	18,827	57,302	76,129	67,363
Saint Johns Rent	6,000	-	6,000	500
Share Table	3,565	-	3,565	1,320
Welcome to Great Horton	-	-	-	9,819
Tuesday Friends Group	252	-	252	42
Community Gardening	399	-	399	-
Under Fives Pre School	-	1,887	1,887	1,301
Inn Churches	-	-	-	-
Village Hall:				
Under Fives Pre School Rent	( 9,600)	9,600	-	-
Utilities and Insurance	11,744	1,043	12,787	13,461
Repairs and Maintenance	1,402	-	1,402	683
Sundry Expenses	-	198	198	144
Saint Columbas:				
Utilities and Insurance	16,223	-	16,223	605
Repairs and Maintenance	3,778	-	3,778	205
	<b>52,590</b>	<b>70,030</b>	<b>122,620</b>	<b>95,443</b>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 4. GOVERNANCE COSTS

	2021	2020
	£	£
<b>Administration</b>		
Red Letter Project Activities	195	-
Under Fives Pre School	2,818	2,295
	<u>3,013</u>	<u>2,295</u>
	<u><u>3,013</u></u>	<u><u>2,295</u></u>

#### 5. STAFF COSTS

	2021	2020
	£	£
Gross Wages and Salaries	76,596	67,452
Employer's National Insurance	3,818	4,748
Employer's NI Allowance	(3,818)	(4,000)
Employer's Pension Contributions	1,590	1,298
	<u>78,186</u>	<u>69,498</u>
	<u><u>78,186</u></u>	<u><u>69,498</u></u>

The average number of staff members, calculated on a full-time equivalent basis, was as follows:

	2021	2020
	No.	No.
Charitable Activities	3	3
Management and Administration	1	1
	<u>4</u>	<u>4</u>
	<u><u>4</u></u>	<u><u>4</u></u>

#### 6. CASH AT BANKS

	2021	2020
	£	£
Co-operative Bank Community Account	4,759	2,773
Co-operative Bank Community No 2 Account	6,126	7,988
Skipton Building Society Account	23,521	23,439
Reliance Bank Business Current Account	55,109	55,932
	<u>89,515</u>	<u>90,132</u>
	<u><u>89,515</u></u>	<u><u>90,132</u></u>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 7. FUND ANALYSIS

	1 January 2021	Income	Expenditure	Transfers	31 December 2021
	£	£	£	£	£
Unrestricted RLP Activities Fund	56,030	48,995	( 52,785)	( 5,600)	46,640
Designated Under Fives Nursery	32,260	69,328	( 72,848)	5,600	34,340
	<b>88,290</b>	<b>118,323</b>	<b>( 125,633)</b>	<b>-</b>	<b>80,980</b>

#### Analysis of net assets between funds

	RLP Activities Fund	Under Fives Fund	Total
	£	£	£
Debtors	1,190	190	1,380
Co-operative Bank Accounts	-	10,885	10,885
Skipton Building Society Account	-	23,521	23,521
Reliance Bank Current Account	55,109	-	55,109
Cash in Hand	731	166	897
Creditors and Accruals	( 10,159)	-	( 10,159)
Tax and Social Security	( 231)	( 422)	( 653)
	<b>46,640</b>	<b>34,340</b>	<b>80,980</b>

#### 8. TRANSACTIONS WITH TRUSTEES

There was no remuneration or reimbursement of expenses made to the trustees during the period.

#### 9. RELATED PARTY TRANSACTIONS

The Charity commenced its operations on 1 January 2018 when it took responsibility for the charitable activities that were previously undertaken by The Parochial Church Council of the Ecclesiastical Parish of Great Horton, Bradford (Charity No. 1133766). On 31 December 2017 the church trustees allocated funds of £112,352 (being the net assets held at that time in Red Letter Project activities) to the charity in order that it could continue with those charitable activities.

During the year the charity paid £6,000 (2020: £500) to The Parochial Church Council of Great Horton, Bradford for rent and utility costs of the church hall where some Red Letter Project activities are based.

**RED LETTER PROJECT**

England & Wales - Charity number 1174618

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# Accounts

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**Charity Number: 1174618**

**RED LETTER PROJECT  
ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2020**

**VILLAGE HALL  
GREAT HORTON  
BRADFORD**

## RED LETTER PROJECT

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## RED LETTER PROJECT

### CHARITY INFORMATION

CHARITY NUMBER : 1174618  
Charitable Incorporated Organisation

GOVERNING INSTRUMENT : CIO - FOUNDATION Registered 12 September 2017

TRUSTEES :  
Revd Canon John Bavington  
Ms Rachel Armitage  
Mr Brian Bates  
Ms Jo Dennis  
Revd Adam Dickson

TREASURER : Mr Alan Armitage

PRINCIPAL ADDRESS :  
St Wilfrids Vicarage  
St Wilfrids Road  
Bradford  
West Yorkshire  
BD7 2LU

INDEPENDENT EXAMINER : Mr R Illingworth

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

The Trustees present their Report and Financial Statements for the year ended 31 December 2020.

#### OBJECTIVES, ORGANISATION AND ACTIVITIES

The Red Letter Project was constituted as a Charitable Incorporated Organisation by way of a Foundation document on 12 September 2017 with the registration number 1174618.

The principal address of the Charity is St Wilfrids Vicarage, St Wilfrids Road, Bradford BD7 2LU.

The objectives of the Charity are the relief of financial hardship among people living in the vicinity of Great Horton in Bradford; the provision of assistance with social welfare for recreation or leisure; to enhance the development and education of children under the statutory school age; and to advance the Christian Faith for the benefit of the public in accordance with the teachings of Jesus to love your neighbour.

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### TRUSTEES

The Trustees who served during the year were:-

Name	Position	Dates
Revd Canon John Bavington	Chair	
Ms Rachel Armitage		
Mr Brian Bates		
Ms Jo Dennis		
Revd Adam Dickson		

#### AGENTS AND ADVISERS

The Independent Examiner is Mr. R. Illingworth MAAT of Ash Croft, Wibsey, Bradford BD6 3QR.

#### BANKERS

The Charity bank accounts are maintained with:

Reliance Bank	Co-operative Bank
Faith House	P.O. Box 101
23-24 Lovatt Lane	1 Balloon Street
London	Manchester
EC3R 8EB	M60 4EP

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

The Red Letter Project conducts its community activities from two locations in Great Horton with one being the village hall and the other being the parish church of Saint John the Evangelist. The Trustees are also responsible for the upkeep of the property at Saint Columbas.

#### Review of the year

##### Share Table

The share table is a cross between a food bank and a community shop which exists to serve people in the local area who find that putting basic food on the table is a struggle. There have been challenges this year due to the lockdown restrictions but we have been helped by our amazing team of volunteers. During the first lockdown we moved to a simplified system of emergency food bags at the door of the church and at the peak we had 140 guests receiving food bags covering three days. Currently we average around forty five to fifty guests per week and have restarted the household goods and clothing shop which bring in a good source of income.

##### Tuesday Friends

Tuesday friends was a place for everyone to meet and have a nutritious meal together but all meetings were suspended from mid March 2020 due to the lockdown restrictions arising from the pandemic.

##### Inn Churches

Inn Churches was due to be held for one week in February but this winter project had to be cancelled.

##### Welcome to Great Horton

The Welcome to Great Horton project which focused on welcoming and integrating new communities had to cease its operations as the funding had run its course by the end of 2019 with the remaining expenditure being incurred in the first quarter of 2020. We are exploring other ways in which we can continue to serve migrant peoples through the use of the village hall.

##### Village Hall

The village hall hosted Great Horton Library, Bradford Youth Services, Yoga Group, an Eastern European Church and a Community Garden Project until the lockdown restrictions were imposed and the village hall effectively closed apart from the Under Fives Pre School (see below). As from September 2020 there was some limited reopening with the library operating on a 'click and collect' basis. There were also a limited number of community bookings such as the Saint Vincent's EU resettlement scheme, council surgeries and the community garden project. We clearly face significant challenges as we investigate how to safely reopen our other community activities.

##### Local Schools

The work of visiting local schools to provide Christian worship sessions and full school assemblies had to cease in mid March 2020 when the coronavirus lockdown restrictions were put in place. However since September 2020 we have been privileged to send weekly worship videos to both Saint Oswalds Primary Academy and Brackenhill Primary School. At Christmas the storytelling team at Saint Johns and Saint Wilfrids did a film of the Nativity which was sent to seven schools in both Lidget Green and Great Horton.

##### Under Fives Pre School

The pre school seeks to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for their needs through community groups. The past year has been difficult, frustrating and confusing for the staff in pre school as we were told to close our doors in March 2020 to all children unless they had parents who were key workers. This meant that during the first lockdown we only had a couple of children attending per day and because almost all of our income is from the early years education grant we were unable to furlough any staff. We were allowed to reopen in June 2020 but the consensus in most families with young children was that this was too early and we did not get as many children back as we had hoped. Our support worker at Bradford Council has indicated that many settings are in a much worse situation and feels that we are in a good starting position to build our numbers up significantly as demand begins to increase again.

## RED LETTER PROJECT

### REPORT OF THE TRUSTEES

#### ACHIEVEMENTS AND PERFORMANCE

##### Review of the year continued

##### Saint Columbas

Some rental income was received during the year from the building being used for storage purposes with expenditure being incurred on utilities. We are aiming to provide services to the local community once the lockdown restrictions are eased.

#### FINANCIAL ACTIVITIES AND AFFAIRS

Full details of the financial transactions are contained in the attached accounts where the total receipts for the year were £123,421 (2019 : £105,727) and after deducting payments of £97,738 (2019 : £150,411) the net incoming resources were £25,683 as compared with net outgoing resources of £44,684 in 2019.

#### SIGNED ON BEHALF OF THE TRUSTEES



.....  
Revd Canon John Bavington

25 May 2021

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the Statement of Recommended Practice (SORP 2015) for charities issued by the Charity Commission and the Charities Act 2011.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the foundation document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**RED LETTER PROJECT**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE RED LETTER PROJECT**

I report on the accounts of the charity for the year ended 31 December 2020 set out on pages 7 to 12.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.


**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

  
.....

**R. Illingworth MAAT**  
Ash Croft  
Wibsey  
Bradford  
BD6 3QR

26 May 2021

RED LETTER PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

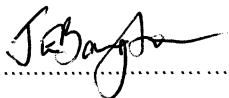
		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2020	Total Funds 2019
	Note	£	£	£	£
<b>INCOMING RESOURCES</b>					
Generated Funds	2	37,253	76,482	113,735	89,943
Charitable Activities	2	7,623	2,063	9,686	15,784
		<u>44,876</u>	<u>78,545</u>	<u>123,421</u>	<u>105,727</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	3	26,083	69,360	95,443	147,030
Governance Costs Administration	4	-	2,295	2,295	3,381
<b>TOTAL RESOURCES EXPENDED</b>		<u>26,083</u>	<u>71,655</u>	<u>97,738</u>	<u>150,411</u>
<b>NET INCOMING OR (OUTGOING) RESOURCES</b>		18,793	6,890	25,683	( 44,684)
Net Transfers Between Funds		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>18,793</u>	<u>6,890</u>	<u>25,683</u>	<u>( 44,684)</u>
Total Funds Brought Forward		<u>37,237</u>	<u>25,370</u>	<u>62,607</u>	<u>107,291</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>56,030</u></u>	<u><u>32,260</u></u>	<u><u>88,290</u></u>	<u><u>62,607</u></u>

RED LETTER PROJECT

BALANCE SHEET AS AT 31 DECEMBER 2020

	Note	Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2020	Total Funds 2019
		£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors		1,649	148	1,797	2,960
Cash at Banks	6	55,932	34,200	90,132	63,381
Cash in Hand		629	125	754	261
		<u>58,210</u>	<u>34,473</u>	<u>92,683</u>	<u>66,602</u>
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals		2,180	1,600	3,780	3,189
Tax and Social Security		-	613	613	806
		<u>2,180</u>	<u>2,213</u>	<u>4,393</u>	<u>3,995</u>
<b>NET ASSETS</b>	7	<u>56,030</u>	<u>32,260</u>	<u>88,290</u>	<u>62,607</u>
<b>RESERVES</b>					
Balances Brought Forward		37,237	25,370	62,607	107,291
Net Movement in Funds		18,793	6,890	25,683	( 44,684)
Balances Carried Forward	7	<u>56,030</u>	<u>32,260</u>	<u>88,290</u>	<u>62,607</u>

The financial statements were approved by the Trustees on 25 May 2021.



Revd Canon John Bavington

Trustee

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1. STATEMENT OF ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the Charity:

##### a) BASIS OF PREPARATION

These financial statements have been prepared using the historical cost convention and are 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 2015) and with the Charities Act 2011.

There has been no change to the accounting policies since last year and no changes to the accounts for the previous year.

The accounts have been prepared on a going concern basis as the trustees are satisfied that there are no material uncertainties about the ability of the charity to continue.

##### b) INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to those resources.

The value of any voluntary help received is not included in the accounts but is described in the report of the trustees.

##### c) RESOURCES EXPENDED

All expenditure is accounted for on an accruals 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 that obligation can be measured with reasonable certainty.

##### d) FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. INCOMING RESOURCES	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2020 £	Total Funds 2019 £
<b>Generated Funds</b>				
Voluntary Income:				
Unrestricted Donations	829	-	829	1,212
Share Table Donations	3,775	-	3,775	3,485
Tuesday Friends Group	259	-	259	568
Inn Churches	-	-	-	1,000
Grants Received:				
Early Years Funding	-	76,258	76,258	50,781
Welcome to Great Horton	-	-	-	13,805
Small Business Fund	10,000	-	10,000	-
Village Hall	19,900	-	19,900	18,900
Job Retention Scheme	2,490	-	2,490	-
Investment Income:				
Bank Interest	-	224	224	192
<b>Charitable Activities</b>				
Village Hall Rental Income	6,073	-	6,073	8,283
Under Fives Pre School Fees	-	2,063	2,063	7,151
Saint Columbas Rent	1,550	-	1,550	350
	<u>44,876</u>	<u>78,545</u>	<u>123,421</u>	<u>105,727</u>
3. RESOURCES EXPENDED	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2020 £	Total Funds 2019 £
<b>Charitable Activities</b>				
Wages and Salaries	9,490	57,873	67,363	96,043
Saint Johns Rent	500	-	500	12,500
Share Table	1,320	-	1,320	2,765
Welcome to Great Horton	9,819	-	9,819	9,927
Inn Churches	-	-	-	665
Tuesday Friends	42	-	42	319
Village Hall:				
Under Fives Pre School Rent	( 9,600)	9,600	-	-
Utilities and Insurance	12,669	792	13,461	20,102
Repairs and Maintenance	683	-	683	1,267
Licences	-	144	144	1,054
Sundry Expenses	350	951	1,301	1,027
Saint Columbas:				
Utilities	605	-	605	1,170
Sundry Expenses	205	-	205	191
	<u>26,083</u>	<u>69,360</u>	<u>95,443</u>	<u>147,030</u>

## RED LETTER PROJECT

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 4. GOVERNANCE COSTS

	2020	2019
	£	£
<b>Administration</b>		
Red Letter Project Activities	-	1,000
Under Fives Pre School	2,295	2,381
	<u>2,295</u>	<u>3,381</u>
	<u><u>2,295</u></u>	<u><u>3,381</u></u>

#### 5. STAFF COSTS

	2020	2019
	£	£
Gross Wages and Salaries	67,452	95,818
Employer's National Insurance	4,748	4,095
Employer's NI Allowance	( 4,000)	( 3,000)
Employer's Pension Contributions	1,298	1,240
	<u>69,498</u>	<u>98,153</u>
	<u><u>69,498</u></u>	<u><u>98,153</u></u>

The average number of staff members, calculated on a full-time equivalent basis, was as follows:

	2020	2019
	No.	No.
Charitable Activities	3	4
Management and Administration	1	1
	<u>4</u>	<u>5</u>
	<u><u>4</u></u>	<u><u>5</u></u>

#### 6. CASH AT BANKS

	2020	2019
	£	£
Co-operative Bank Community Account	2,773	1,606
Co-operative Bank Community No 2 Account	7,988	607
Skipton Building Society Account	23,439	26,215
Reliance Bank Business Current Account	55,932	34,953
	<u>90,132</u>	<u>63,381</u>
	<u><u>90,132</u></u>	<u><u>63,381</u></u>

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

7. FUND ANALYSIS

	1 January 2020	Income	Expenditure	Transfers	31 December 2020
	£	£	£	£	£
Unrestricted RLP Activities Fund	37,237	44,876	( 26,083)	-	56,030
Designated Under Fives Nursery	25,370	78,545	( 71,655)	-	32,260
	<b>62,607</b>	<b>123,421</b>	<b>( 97,738)</b>	<b>-</b>	<b>88,290</b>

Analysis of net assets between funds

	RLP Activities Fund	Under Fives Fund	Total
	£	£	£
Debtors	1,649	148	1,797
Co-operative Bank Accounts	-	10,761	10,761
Skipton Building Society Account	-	23,439	23,439
Reliance Bank Current Account	55,932	-	55,932
Cash in Hand	629	125	754
Creditors and Accruals	( 2,180)	( 1,600)	( 3,780)
Tax and Social Security	-	( 613)	( 613)
	<b>56,030</b>	<b>32,260</b>	<b>88,290</b>

8. TRANSACTIONS WITH TRUSTEES

There was no remuneration or reimbursement of expenses made to the trustees during the period.

9. RELATED PARTY TRANSACTIONS

The Charity commenced its operations on 1 January 2018 when it took responsibility for the charitable activities that were previously undertaken by The Parochial Church Council of the Ecclesiastical Parish of Great Horton, Bradford (Charity No. 1133766). On 31 December 2017 the church trustees allocated funds of £112,352 (being the net assets held at that time in Red Letter Project activities) to the charity in order that it could continue with those charitable activities.

During the year the charity paid £500 (2019: £12,500) to The Parochial Church Council of Great Horton, Bradford for rent and utility costs of the church hall where some Red Letter Project activities are based.