

**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:-

<b>Name</b>	<b>Position</b>	<b>Dates</b>
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

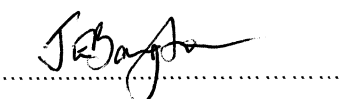
		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2020	Total Funds 2019
	Note	£	£	£	£
<b>INCOMING RESOURCES</b>					
Generated Funds	2	37,253	76,482	113,735	89,943
Charitable Activities	2	7,623	2,063	9,686	15,784
		<hr/>	<hr/>	<hr/>	<hr/>
		44,876	78,545	123,421	105,727
		<hr/>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

# RED LETTER PROJECT

## BALANCE SHEET AS AT 31 DECEMBER 2020

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2020	Total Funds 2019
	Note	£	£	£	£
<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
		<hr/>	<hr/>	<hr/>	<hr/>
		58,210	34,473	92,683	66,602
		<hr/>	<hr/>	<hr/>	<hr/>
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals		2,180	1,600	3,780	3,189
Tax and Social Security		-	613	613	806
		<hr/>	<hr/>	<hr/>	<hr/>
		2,180	2,213	4,393	3,995
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET ASSETS</b>	7	<hr/>	<hr/>	<hr/>	<hr/>
		56,030	32,260	88,290	62,607
		<hr/>	<hr/>	<hr/>	<hr/>
<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)
		<hr/>	<hr/>	<hr/>	<hr/>
Balances Carried Forward	7	56,030	32,260	88,290	62,607
		<hr/>	<hr/>	<hr/>	<hr/>

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

<b>2. INCOMING RESOURCES</b>	<b>Unrestricted RLP Activities Fund £</b>	<b>Designated Under Fives Fund £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<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
	<b>44,876</b>	<b>78,545</b>	<b>123,421</b>	<b>105,727</b>
<b>3. RESOURCES EXPENDED</b>				
	<b>Unrestricted RLP Activities Fund £</b>	<b>Designated Under Fives Fund £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<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
	<b>26,083</b>	<b>69,360</b>	<b>95,443</b>	<b>147,030</b>

## 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>

#### 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>

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

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

## 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.