

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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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:-

Name	Position	Dates
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

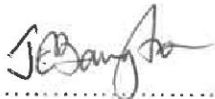
Saint Columbas

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.

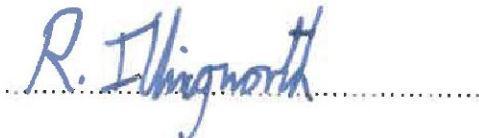
BASIS OF INDEPENDENT EXAMINER'S REPORT

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

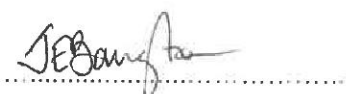
		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
INCOMING RESOURCES					
Generated Funds	2	37,587	68,693	106,280	113,735
Charitable Activities	2	11,408	635	12,043	9,686
		<u>48,995</u>	<u>69,328</u>	<u>118,323</u>	<u>123,421</u>
RESOURCES EXPENDED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

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
CURRENT ASSETS					
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>
CURRENT LIABILITIES					
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>
NET ASSETS	7	<u>46,640</u>	<u>34,340</u>	<u>80,980</u>	<u>88,290</u>
RESERVES					
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 £
Generated Funds				
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
Charitable Activities				
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
	48,995	69,328	118,323	123,421
3. RESOURCES EXPENDED				
	Unrestricted RLP Activities Fund £	Designated Under Fives Fund £	Total Funds 2021 £	Total Funds 2020 £
Charitable Activities				
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
	52,590	70,030	122,620	95,443

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

4. GOVERNANCE COSTS

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

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

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

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
	88,290	118,323	(125,633)	-	80,980

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)
	46,640	34,340	80,980

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.