

**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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## 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
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 2023.

#### 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 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



**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 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

30 April 2024

# RED LETTER PROJECT

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
<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
		<hr/>	<hr/>	<hr/>	<hr/>
		109,305	92,405	201,710	144,889
		<hr/>	<hr/>	<hr/>	<hr/>
<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
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL RESOURCES EXPENDED</b>		98,575	79,839	178,414	163,805
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET INCOMING OR (OUTGOING) RESOURCES</b>		10,730	12,566	23,296	( 18,916)
Net Transfers Between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET MOVEMENT IN FUNDS</b>		10,730	12,566	23,296	( 18,916)
Total Funds Brought Forward		39,613	22,451	62,064	80,980
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		50,343	35,017	85,360	62,064
		<hr/>	<hr/>	<hr/>	<hr/>

# RED LETTER PROJECT

## BALANCE SHEET AS AT 31 DECEMBER 2023

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
<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>	8	50,343	35,017	85,360	62,064
<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
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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 2023

<b>2. INCOMING RESOURCES</b>	<b>Unrestricted RLP Activities Fund £</b>	<b>Designated Under Fives Fund £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<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>
<b>3. RESOURCES EXPENDED</b>				
	<b>Unrestricted RLP Activities Fund £</b>	<b>Designated Under Fives Fund £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<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 No.	2022 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></u>	<u></u>
<b>Depreciation</b>		
Brought Forward	-	-
Annual Charge	2,130	-
	<u>2,130</u>	<u>-</u>
Carried Forward		
	<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
	<b>86,637</b>	<b>55,593</b>

#### 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
	<b>62,064</b>	<b>201,710</b>	<b>( 178,414)</b>	<b>-</b>	<b>85,360</b>

#### 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)
	<b>2,720</b>	<b>47,623</b>	<b>35,017</b>	<b>85,360</b>

#### 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.