

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

RED LETTER PROJECT

BALANCE SHEET AS AT 31 DECEMBER 2024

		Unrestricted RLP Activities Fund	Designated Under Fives Fund	Total Funds 2024	Total Funds 2023
	Note	£	£	£	£
FIXED ASSETS					
Tangible Assets	6	7,790	-	7,790	8,520
CURRENT ASSETS					
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
CURRENT LIABILITIES					
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
NET ASSETS	8	59,057	52,001	111,058	85,360
RESERVES					
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.


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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 £
Generated Funds				
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
Charitable Activities				
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
	203,943	113,570	317,513	201,710
3. RESOURCES EXPENDED	Unrestricted RPL Activities Fund £	Designated Under Fives Fund £	Total Funds 2024 £	Total Funds 2023 £
Charitable Activities				
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
	192,219	93,495	285,714	173,973

RED LETTER PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

4. GOVERNANCE COSTS

	2024 £	2023 £
Administration		
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 £
Fixtures, Fittings and Equipment at Cost		
Brought Forward	10,650	10,650
Additions	1,420	-
	<u>12,070</u>	<u>10,650</u>
Depreciation		
Brought Forward	2,130	-
Annual Charge	2,150	2,130
Carried Forward	<u>4,280</u>	<u>2,130</u>
Net Book Values	<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
	107,376	86,637

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
	85,360	317,513	(291,815)	-	111,058

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)
	4,103	54,954	52,001	111,058

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.