

Burmantofts Senior Action CIO

Charity number 1175661

Annual Report and Financial Statements for the year ended 31 December 2020



Burmantofts Senior Action CIO

Annual Report and Financial Statements for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

Burmantofts Senior Action CIO

Trustees' report for the year ended 31 December 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Cllr Denise Ragan	Chair	Appointed as Chair January 2020
Paul Kelly	Vice Chair	
Richard Asumadu	Treasurer	
Julia Almond		
Rev. Amos Kasibante		
Cllr Asghar Khan		
Tricia Gradys		Appointed February 2020
Maureen Lillywhite		Appointed July 2020

Charity number 1175661 Registered in England and Wales

Registered and principal address	Bankers
Lower Ground Floor	Yorkshire Bank Plc
75A Stoney Rock Lane	329 Harehills Lane
Leeds. LS9 7TB	Leeds. LS8 5BW

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 9 November 2017 and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To relieve those who are in need by reason of their old age in the Burmantofts and Richmond Hill ward and the neighbouring areas of the metropolitan district of Leeds in such ways as the trustees shall think fit, in particular, but not exclusively by: the provision of activities, support and services to enable them to live independent lives in their own homes, reduce isolation and poverty and promote safe and healthy living.

The charity's main activities

Burmantofts Senior Action (BSA) CIO offers activities, advice and support through:

- Home visits and assessments
- Information and signposting - including themed events and drop in sessions
- Luncheon clubs (twice a week)
- Garden tidy up service (twice a year)
- A calendar of social activities and events such as trips, celebrations and parties.
- Chair based exercises
- Art classes
- Friendship group
- Outreach sessions in the community

Burmantofts Senior Action CIO

Trustees' report (continued) for the year ended 31 December 2020

Public benefit statement

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

Achievements and performance

BSA CIO has continued to provide a range of services, activities, and support for the elderly in our area. 2020 has been a very difficult and challenging time for all organisations due to Covid-19 but BSA continues to provide services to its members. In this circumstance, we adopted a system of telephone conversations with members and this has been very efficient and effective.

We also contracted an external consultant to restructure BSA to improve our activities and cover more of our neighbourhood.

We have again seen an increase in more complex cases in this season i.e social isolation, frailty, depression and mental health issues and we have been able to invest time in more intense 1-1 phone conversations and support following illness, bereavement, or discharge from hospital. We have also invested additional time to plan for recruitment, increasing capability and retention of volunteers to support our activity programme.

We are delighted to have successfully re-tendered for a Leeds City Council, Adults and Health Directorate, Neighbourhood Network Scheme Grant. This provides core funding towards the management and delivery of our services for an initial period of 5 years with an option to extend for a further 5 years. This will enable BSA CIO to continue to:

- Develop and deliver support, activities, and services
- Help people live independent lives
- Reduce isolation
- Reduce the impact of poverty
- Promote safe and healthy living

Financial review

The net income for the year was £23,228, including net expenditure of £1,006 on unrestricted funds and net income of £24,234 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £20,824.

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least 3 months of the resources expended.

This equates to £16,640 based on budgeted expenditure of £66,560 for 2021.

Signed on behalf of the board of trustees:

Signed: Denise Ragan. (Trustee)

Name: Denise Ragan

Date: 19/10/2021

Burmantofts Senior Action CIO

Independent examiner's report to the trustees of Burmantofts Senior Action CIO

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2020, which are set out on pages 5 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: C.Welling Name: Claire Welling

Date: 20/10/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Burmantofts Senior Action CIO
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	129	98,692	98,821	92,934
Transfer from lunch clubs		-	-	-	2,885
Contributions and sales		2,373	-	2,373	5,489
Total income		<u>2,502</u>	<u>98,692</u>	<u>101,194</u>	<u>101,308</u>
Expenditure on:					
Salaries, NI and pension	(3)	-	52,971	52,971	67,982
Payroll charges and recruitment		-	571	571	616
Staff travel		-	62	62	679
Staff and volunteer training		-	50	50	70
Volunteer expenses		-	5	5	587
Events and activities		2,897	1,147	4,044	13,861
Hospitality		27	19	46	3
Marketing and publicity		-	158	158	119
Printing and photocopying		-	289	289	724
Postage and stationery		-	455	455	1,020
Telephone		-	1,566	1,566	2,757
Rent		-	4,855	4,855	4,133
Room hire		840	170	1,010	2,563
Utilities		-	3,657	3,657	715
Repairs and maintenance		72	295	367	1,921
Memberships and subscriptions		-	51	51	65
Insurance		692	352	1,044	947
Independent examination		-	600	600	600
Other admin costs		-	1,816	1,816	3,936
Fundraising		-	-	-	625
Grants refunded		-	-	-	769
Building alterations and security		-	1,272	1,272	5,395
Depreciation		827	-	827	365
Business plan review		-	2,250	2,250	-
Total expenditure		<u>5,355</u>	<u>72,611</u>	<u>77,966</u>	<u>110,452</u>
Net income / (expenditure)		<u>(2,853)</u>	<u>26,081</u>	<u>23,228</u>	<u>(9,144)</u>
Transfers between funds		<u>1,847</u>	<u>(1,847)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(1,006)</u>	<u>24,234</u>	<u>23,228</u>	<u>(9,144)</u>
Fund balances brought forward		<u>23,941</u>	<u>15,823</u>	<u>39,764</u>	<u>48,908</u>
Fund balances carried forward	(4)	<u>22,935</u>	<u>40,057</u>	<u>62,992</u>	<u>39,764</u>

All incoming resources and resources expended derive from continuing activities.

Burmantofts Senior Action CIO

Balance sheet

as at 31 December 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 2,111	-	2,111	1,091
Total fixed assets	<u>2,111</u>	<u>-</u>	<u>2,111</u>	<u>1,091</u>
Current assets				
Prepayments	-	352	352	340
Cash at bank and in hand	(6) 21,424	56,259	77,683	55,487
Total current assets	<u>21,424</u>	<u>56,611</u>	<u>78,035</u>	<u>55,827</u>
Current liabilities:				
amounts falling due within one year				
Accruals	600	-	600	600
Deferred income	-	16,554	16,554	16,554
Total current liabilities	<u>600</u>	<u>16,554</u>	<u>17,154</u>	<u>17,154</u>
Net current assets / (liabilities)	<u>20,824</u>	<u>40,057</u>	<u>60,881</u>	<u>38,673</u>
Total assets less current liabilities	<u>22,935</u>	<u>40,057</u>	<u>62,992</u>	<u>39,764</u>
Net assets	<u>22,935</u>	<u>40,057</u>	<u>62,992</u>	<u>39,764</u>
Funds				
Unrestricted funds	22,935	-	22,935	23,941
Restricted funds	-	40,057	40,057	15,823
Total funds	<u>22,935</u>	<u>40,057</u>	<u>62,992</u>	<u>39,764</u>

The financial statements were approved by the board of trustees on

Date: 19/10/2021

Signed: Denise Ragan

(Trustee)

Name: Denise Ragan

Burmantofts Senior Action CIO

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared 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 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual 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 the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 4 years

IT equipment: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Burmantofts Senior Action CIO

Notes to the accounts continued

for the year ended 31 December 2020

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (LCC) core funding	-	66,215	66,215	68,246
LCC other grants	-	20,262	20,262	11,932
Leeds Community Foundation (LCF)	-	12,215	12,215	5,236
Jimbos fund	-	-	-	3,804
Wades Charity	-	-	-	1,748
Asda	-	-	-	1,000
Donations	129	-	129	968
	<u>129</u>	<u>98,692</u>	<u>98,821</u>	<u>92,934</u>

3 Staff costs and numbers

	2020	2019
	£	£
Gross salaries	50,024	64,179
Social security costs	797	1,515
Pensions	2,150	2,288
	<u>52,971</u>	<u>67,982</u>

The average number employees during the year was 3, being an average of 2.6 full time equivalent (2019: 3.7, 2.5 FTE).

Defined contribution pension scheme

	2020	2019
	£	£
Costs of the scheme to the charity for the year	2,150	2,288

Burmantofts Senior Action CIO
Notes to the accounts continued
for the year ended 31 December 2020

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Gardening fund	612	-	-	-	612
Trips fund	618	-	-	-	618
WYPC Commissioner	783	-	-	-	783
LCF Winter warmth 2019	6,490	-	120	-	6,370
Leeds Quaker Meeting fund	412	-	-	-	412
LCF Time to shine	5,659	3,491	6,171	-	2,979
Asda Christmas party	360	-	350	-	10
Jimbos fund - kitchen	889	-	889	-	-
LCC Covid-19 harm minimisation	-	20,262	-	-	20,262
LCF Be Warm be Safe	-	8,724	8,191	-	533
LCC ASC	-	66,215	56,890	(1,847)	7,478
	<u>15,823</u>	<u>98,692</u>	<u>72,611</u>	<u>(1,847)</u>	<u>40,057</u>

Fund name	Purpose of restriction
Gardening fund	Funds from the Housing Advice panel and other contributions
Trips fund	Towards trips
WYPC Commissioner	Towards the Safer Communities project
LCF Winter warmth 2019	Towards Winter warmth activity costs
Leeds Quaker Meeting fund	Towards printer/copier costs and updating financial management package
LCF Time to shine	To set up a men's group and a 'younger' older people group along with taster sessions
Asda Christmas party	For holding a Christmas party
Jimbos fund - kitchen	For kitchen refurbishment costs
LCC Covid-19 harm minimisation	To address the challenges older people face which have been exacerbated by the pandemic
LCF Be Warm be Safe	Towards winter aid
LCC ASC	For staff salaries and project manager remuneration
	£1,847 transferred for the purchase of a laptop which is for general use

5 Tangible assets

	IT equipment	Fixtures and fittings	Total
<u>Cost</u>	£	£	£
At 1 January 2020	-	1,456	1,456
Additions	<u>1,847</u>	<u>-</u>	<u>1,847</u>
At 31 December 2020	<u>1,847</u>	<u>1,456</u>	<u>3,303</u>
 <u>Depreciation</u>			
At 1 January 2020	-	365	365
Charge for year	<u>462</u>	<u>365</u>	<u>827</u>
At 31 December 2020	<u>462</u>	<u>730</u>	<u>1,192</u>
 <u>Net book value</u>			
At 31 December 2020	<u>1,385</u>	<u>726</u>	<u>2,111</u>
At 31 December 2019	<u>-</u>	<u>1,091</u>	<u>1,091</u>

Burmantofts Senior Action CIO
Notes to the accounts continued
for the year ended 31 December 2020

6 Cash at bank and in hand	2020	2019
	£	£
Cash at bank	77,356	55,235
Cash in hand	327	252
	<u>77,683</u>	<u>55,487</u>

7 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees. The total employee benefits received by the Project Manager in 2019 were £3,956 for 3 months.

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Burmantofts Senior Action CIO

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	129	968	98,692	91,966	98,821	92,934
Transfer from lunch clubs	-	2,885	-	-	-	2,885
Contributions and sales	2,373	4,444	-	1,045	2,373	5,489
Total income	2,502	8,297	98,692	93,011	101,194	101,308
Expenditure						
Salaries, NI and pension	-	9,845	52,971	58,137	52,971	67,982
Payroll charges and recruitment	-	601	571	15	571	616
Staff travel	-	-	62	679	62	679
Staff and volunteer training	-	-	50	70	50	70
Volunteer expenses	-	-	5	587	5	587
Events and activities	2,897	2,201	1,147	11,660	4,044	13,861
Hospitality	27	3	19	-	46	3
Marketing and publicity	-	-	158	119	158	119
Printing and photocopying	-	-	289	724	289	724
Postage and stationery	-	-	455	1,020	455	1,020
Telephone	-	-	1,566	2,757	1,566	2,757
Rent	-	-	4,855	4,133	4,855	4,133
Room hire	840	781	170	1,782	1,010	2,563
Utilities	-	-	3,657	715	3,657	715
Repairs and maintenance	72	811	295	1,110	367	1,921
Memberships and subscriptions	-	-	51	65	51	65
Insurance	692	267	352	680	1,044	947
Independent examination	-	-	600	600	600	600
Other admin costs	-	7	1,816	3,929	1,816	3,936
Fundraising	-	-	-	625	-	625
Grants refunded	-	-	-	769	-	769
Building alterations and security	-	-	1,272	5,395	1,272	5,395
Depreciation	827	365	-	-	827	365
Business plan review	-	-	2,250	-	2,250	-
Total expenditure	5,355	14,881	72,611	95,571	77,966	110,452
Net income / (expenditure)	(2,853)	(6,584)	26,081	(2,560)	23,228	(9,144)
Transfers between funds	1,847	1,932	(1,847)	(1,932)	-	-
Net movement in funds	(1,006)	(4,652)	24,234	(4,492)	23,228	(9,144)
Fund balances brought forward	23,941	28,593	15,823	20,315	39,764	48,908
Fund balances carried forward	22,935	23,941	40,057	15,823	62,992	39,764