

Burmantofts Senior Action CIO

Charity number 1175661

Annual Report and Financial Statements for the year ended 31 December 2022



West Yorkshire Community Accounting Service

Burmantofts Senior Action CIO

Annual Report and Financial Statements for the year ended 31 December 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Burmantofts Senior Action CIO

Trustees' report for the year ended 31 December 2022

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	
Paul Kelly		
Donald Forrester	Treasurer	Appointed 5 October 2022
Jean Stafford		Appointed 1 September 2022
Tricia Gradys		
Moira Flynn		Appointed 22 March 2022
Asghar Khan		Appointed 13 July 2022
Alganesh Habtemariam		Appointed 13 January 2023
Charity number	1175661	Registered in England and Wales

Registered and principal address	Bankers
Lower Ground Floor	Virgin Money
75A Stoney Rock Lane	329 Harehills Lane
Leeds	Leeds
LS9 7TB	LS8 5BW

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association 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.

Burmantofts Senior Action CIO

Trustees' report (continued) for the year ended 31 December 2022

Objectives and activities (continued)

The charity's main activities

Burmantofts Senior Action CIO (BSA) mission is to improve the lives of older age people (60+) in and around the area of LS9 East Leeds. BSA helps older people to live independently in their own home, find alternative appropriate accommodation, reduce social isolation and loneliness through social groups, events, and trips, promote healthy life choices, and assist with individual support. BSA works in partnership with health, social and charitable organisations in the local area and city wide. We celebrate the individual, what they have achieved in life and what they still want to achieve now; aiming to strengthen participants to be valued members of the local community.

BSA aims to:

- Relieve social isolation and loneliness.
- Identify gaps in provisions for support.
- Support older people to live independently.
- Promote social inclusion for all communities.
- Be an open and friendly place for local people to drop in.
- Improve the provisions of digital engagement in the area.
- Try to improve the environment where older people live.
- Reduce the burden on NHS services by supporting community care.
- Work with partner organisations who bring additional resources to our area.
- Be a force for good, championing the wishes and needs of older age people.

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

During 2022 BSA has significantly strengthen its approach and services. The staff team entered its first full year under the management of Tom Armstrong as Project Manager and the team has grown to 6 members of staff. Thanks to the dedication and support of its Chair the Trustee board has grown to 8 people, including many people from the local area. BSA was not immune to the further challenges in 2022 including challenges on fundraising. However, we are pleased to report that the year saw BSA return a stable financial position and one the trustees feel sets a solid foundation for future growth. BSA continues to support the most vulnerable members of our community with wellbeing telephone calls, home visits, one-off trips and events, outreach support on finance and benefits, and food and essentials help where needed. Our partnership approach, working with other community focused organisations continues to showcase good results, as does our increased focus on volunteering.

Burmantofts Senior Action CIO

Trustees' report (continued) for the year ended 31 December 2022

Financial review

The net income for the year was £28,447, including net income of £17,486 on unrestricted funds and net income of £10,961 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £41,195.

Once a year the Trustees of BSA consider the level of reserves that it is prudent for the organisation to hold. Consideration is given to redundancy liabilities, lease agreements and any other significant factors that should be taken into account if the organisation were to close. This is currently set to 3 months of operating costs, equating to £30k.

Approved by the board of trustees on 08/08/2023

D Forrester (Trustee)

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 2022, which are set out on pages 6 to 14.

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.

E J Beverley FCCA

10/08/2023

West Yorkshire Community Accountancy Service CIO

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	8,800	146,726	155,526	99,989
Bank interest		21	-	21	3
Contributions and sales		7,666	-	7,666	201
Total income		16,487	146,726	163,213	100,193
Expenditure on:					
<u>Staff and volunteer costs</u>					
Salaries, NI and pension	(3)	-	94,458	94,458	41,033
Seconded staff		-	-	-	5,357
Redundancy		-	-	-	4,580
Payroll charges and recruitment		-	840	840	411
Agency staff		-	-	-	1,126
Staff travel		-	2,833	2,833	652
Staff and volunteer training and expenses		-	1,412	1,412	343
<u>Premises and administrative costs</u>					
Rent		-	4,400	4,400	4,400
Building security		-	442	442	524
Utilities		-	2,066	2,066	532
Repairs, maintenance and minor equipment		176	2,189	2,365	1,344
Insurance		357	771	1,128	1,065
Independent examination		-	1,386	1,386	600
Telephone		-	1,862	1,862	1,409
Memberships and subscriptions		-	216	216	201
Printing, photocopying, postage and stationery		-	1,543	1,543	374
Other administration costs		-	4,725	4,725	2,297
<u>Charitable activities: direct costs</u>					
Events and activities		39	6,583	6,622	2,809
Hospitality		22	2,216	2,238	265
Marketing and publicity		-	2,336	2,336	997
Room hire		79	2,394	2,473	50
Grants refunded		-	-	-	4,699
Depreciation		827	-	827	827
<u>Review costs</u>					
Professional fees		-	594	594	800
Business plan review		-	-	-	3,850
Total expenditure		1,500	133,266	134,766	80,545
Net income / (expenditure)		14,987	13,460	28,447	19,648
Transfers between funds		2,499	(2,499)	-	-
Net movement in funds		17,486	10,961	28,447	19,648
Fund balances brought forward		24,166	58,474	82,640	62,992
Fund balances carried forward	(4)	41,652	69,435	111,087	82,640

All incoming resources and resources expended derive from continuing activities.

Burmantofts Senior Action CIO

Balance sheet

as at 31 December 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	457	-	457	1,284
Total fixed assets		<u>457</u>	<u>-</u>	<u>457</u>	<u>1,284</u>
Current assets					
Debtors and prepayments	(6)	2,831	-	2,831	5,731
Cash at bank and in hand	(7)	39,750	69,435	109,185	76,267
Total current assets		<u>42,581</u>	<u>69,435</u>	<u>112,016</u>	<u>81,998</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	1,386	-	1,386	642
Total current liabilities		<u>1,386</u>	<u>-</u>	<u>1,386</u>	<u>642</u>
Net current assets / (liabilities)		<u>41,195</u>	<u>69,435</u>	<u>110,630</u>	<u>81,356</u>
Net assets		<u>41,652</u>	<u>69,435</u>	<u>111,087</u>	<u>82,640</u>
Funds					
Unrestricted funds		41,652	-	41,652	24,166
Restricted funds		-	69,435	69,435	58,474
Total funds		<u>41,652</u>	<u>69,435</u>	<u>111,087</u>	<u>82,640</u>

The financial statements were approved by the board of trustees on 08/08/2023

D Forrester (Trustee)

Burmantofts Senior Action CIO

Notes to the accounts

for the year ended 31 December 2022

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.

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.

Burmantofts Senior Action CIO
Notes to the accounts continued
for the year ended 31 December 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (LCC) core funding	-	60,406	60,406	80,164
LCC other grants	300	800	1,100	3,000
Leeds Community Foundation (LCF)	-	29,371	29,371	4,881
Mencap Leeds	-	-	-	4,750
Leeds Older People Forum (LOPF)	-	23,999	23,999	4,000
Volition Leeds	-	-	-	2,000
Asda	-	1,000	1,000	1,000
Leeds Convalescent Society	-	500	500	-
Housing Advice	-	-	-	-
George Martin Trust	-	3,000	3,000	-
Leeds Benevolent Society	-	21,000	21,000	-
Leeds Quakers	-	-	-	-
Veolia	-	1,000	1,000	-
Touchstone	-	700	700	-
Wades Charity	-	4,000	4,000	-
Windmill	950	950	1,900	-
West Yorkshire Police Commission	-	-	-	-
University of Leeds	1,900	-	1,900	-
Damasq Ltd	5,000	-	5,000	-
Donations	650	-	650	194
	<u>8,800</u>	<u>146,726</u>	<u>155,526</u>	<u>99,989</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	88,661	39,147
Social security costs	7,024	-
Pensions	4,765	1,886
	<u>94,458</u>	<u>41,033</u>

The average number of employees during the year was 5, being an average of 3.4 full time equivalent (2021: 1.4, 1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	4,765	1,886

Burmantofts Senior Action CIO
Notes to the accounts continued
for the year ended 31 December 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asda 2022	-	1,000	476	-	524
Asda Christmas party	1,010	-	1,010	-	-
Mencap Leeds	1,445	-	1,445	-	-
Leeds Convalescent Society	-	500	500	-	-
Covid response	4,000	-	4,000	-	-
100% Digital	-	10,000	160	-	9,840
Enhance	-	22,499	19,413	(1,875)	1,211
Gardening Fund	612	-	612	-	-
George Martin Trust	-	3,000	1,519	-	1,481
Jimbo's Fund	-	10,828	7,312	(624)	2,892
Jubilee Party	-	5,927	5,927	-	-
LCC ASC	34,870	60,406	56,541	-	38,735
LCC Covid-19 harm minimisation	3,742	-	3,742	-	-
Leeds Benevolent Society	-	20,000	11,652	-	8,348
Leeds Quaker Meeting fund	228	-	228	-	-
Lunch Clubs	2,296	2,616	1,657	-	3,255
MICE	-	400	300	-	100
RERF	-	1,000	1,000	-	-
Let's Talk Transport	-	1,500	1,076	-	424
Taxi East	-	400	333	-	67
Touchstone	-	700	700	-	-
Trips Fund	618	-	618	-	-
Unrestricted	-	-	-	-	-
Wades	-	4,000	486	-	3,514
Wellbeing Fund	-	-	2,185	-	(2,185)
Windmill	-	950	950	-	-
Stay Well This Winter 2021	2,500	-	1,271	-	1,229
Winter warmth 2019	6,370	-	6,370	-	-
Leeds Benevolent Society	-	1,000	1,000	-	-
WYPC Commissioner	783	-	783	-	-
	<u>58,474</u>	<u>146,726</u>	<u>133,266</u>	<u>(2,499)</u>	<u>69,435</u>

Burmantofts Senior Action CIO

Notes to the accounts continued

for the year ended 31 December 2022

4 Restricted funds continued

Fund name	Purpose of restriction
Asda 2022	To fund a Christmas party and New Year celebration.
Asda Christmas party	For holding a Christmas party but used for an event in March 2022.
Mencap Leeds	To provide support to clinically vulnerable people most impacted by social distancing measures.
Leeds Convalescent Society	To fund IT classes.
Covid response	To support work during the pandemic.
100% Digital	IT equipment and furniture.
Enhance	This is a city wide project to support to support older people once they have been discharged from hospital. The transfer relates to management fees.
Gardening Fund	Funds from the Housing Advice panel and other contributions.
George Martin Trust	To support the production of activities and a newsletter.
Jimbo's Fund	To support a volunteer expansion programme. The transfer relates to management fees.
Jubilee Party	Towards the cost of a Jubilee Party.
LCC ASC	For staff salaries and project manager remuneration.
LCC Covid-19 harm minimisation	To address the challenges older people face which have been exacerbated by the pandemic.
Leeds Benevolent Society	To fund an outreach worker.
Leeds Quaker Meeting fund	Towards printer/copier costs and updating financial management package.
Lunch Clubs	Towards the costs of running Lunch Clubs.
MICE	Towards the cost of office supplies.
RERF	To fund a trip to the recycling centre.
Let's Talk Transport	Part of a city-wide initiative to improve transport for older people.
Taxi East	To fund taxis for members whilst the Access Bus was unavailable.
Touchstone	To fund 2 trial group sessions.
Trips Fund	Towards trips.
Wades	Towards the cost of trips.
Wellbeing Fund	Towards the cost of office improvements. This fund is paid in arrears when the grant is fully spent.
Windmill	Towards the cost of trips.
Stay Well This Winter 2021	Towards the Staying Warm this Winter project.
Winter warmth 2019	Towards Winter warmth activity costs.
Leeds Benevolent Society	Funding from Leeds Benevolent Society for Single Ladies to fund winter warmth packs.
WYPC Commissioner	Towards the Safer Communities project.

Burmantofts Senior Action CIO
Notes to the accounts continued
for the year ended 31 December 2022

5 Tangible assets

Cost

At 1 January 2022

Additions

At 31 December 2022

IT equipment	Fixtures and fittings	Total
£	£	£
1,847	1,456	3,303
-	-	-
1,847	1,456	3,303

Depreciation

At 1 January 2022

Charge for year

At 31 December 2022

924	1,095	2,019
466	361	827
1,390	1,456	2,846

Net book value

At 31 December 2022

At 31 December 2021

457	-	457
923	361	1,284

6 Debtors and prepayments

Debtors

Prepayments

2022	2021
£	£
2,480	5,375
351	356
2,831	5,731

7 Cash at bank and in hand

Cash at bank

Cash in hand

2022	2021
£	£
109,004	76,012
181	255
109,185	76,267

8 Creditors and accruals

Creditors

Accruals

2022	2021
£	£
-	42
1,386	600
1,386	642

Burmantofts Senior Action CIO
Notes to the accounts continued
for the year ended 31 December 2022

9 Related party transactions

Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £150 (2021: £nil).

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 total employee benefits received by key management personnel were £37,196 (previous year: £15,636).

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

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2022	2021
	£	£
Within one year	1,467	4,400
In the second to fifth years inclusive	-	1,445
	<u>1,467</u>	<u>5,845</u>

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 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	8,800	3,194	146,726	96,795	155,526	99,989
Bank interest	21	3	-	-	21	3
Contributions and sales	7,666	201	-	-	7,666	201
Total income	16,487	3,398	146,726	96,795	163,213	100,193
Expenditure						
<u>Staff and volunteer costs</u>						
Salaries, NI and pension	-	-	94,458	41,033	94,458	41,033
Seconded staff	-	-	-	5,357	-	5,357
Redundancy	-	-	-	4,580	-	4,580
Payroll charges and recruitment	-	-	840	411	840	411
Agency staff	-	-	-	1,126	-	1,126
Staff travel	-	24	2,833	628	2,833	652
Staff and volunteer training and exps	-	-	1,412	343	1,412	343
<u>Premises and administrative costs</u>						
Rent	-	-	4,400	4,400	4,400	4,400
Building security	-	-	442	524	442	524
Utilities	-	-	2,066	532	2,066	532
Repairs, maintenance and minor equip.	176	372	2,189	972	2,365	1,344
Insurance	357	-	771	1,065	1,128	1,065
Independent examination	-	-	1,386	600	1,386	600
Telephone	-	-	1,862	1,409	1,862	1,409
Memberships and subscriptions	-	-	216	201	216	201
Printing, photocopying, post and stat.	-	-	1,543	374	1,543	374
Other administration costs	-	150	4,725	2,147	4,725	2,297
<u>Charitable activities: direct costs</u>						
Events and activities	39	794	6,583	2,015	6,622	2,809
Hospitality	22	-	2,216	265	2,238	265
Marketing and publicity	-	-	2,336	997	2,336	997
Room hire	79	-	2,394	50	2,473	50
Grants refunded	-	-	-	4,699	-	4,699
Depreciation	827	827	-	-	827	827
<u>Review costs</u>						
Professional fees	-	-	594	800	594	800
Business plan review	-	-	-	3,850	-	3,850
Total expenditure	1,500	2,167	133,266	78,378	134,766	80,545
Net income / (expenditure)	14,987	1,231	13,460	18,417	28,447	19,648
Transfers between funds	2,499	-	(2,499)		-	-
Net movement in funds	17,486	1,231	10,961	18,417	28,447	19,648
Fund balances brought forward	24,166	22,935	58,474	40,057	82,640	62,992
Fund balances carried forward	41,652	24,166	69,435	58,474	111,087	82,640