

Burmantofts Senior Action CIO t/a Burmantofts Community Friends
Charity number 1175661

Annual Report and Financial Statements
for the year ended 31 December 2023

Burmantofts Community Friends
Annual Report and Financial Statements
for the year ended 31 December 2023

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Burmantofts Community Friends

Trustees' report for the year ended 31 December 2023

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

Charity name

The legal name of the charity is "Burmantofts Senior Action CIO", but the charity operates under the name "Burmantofts Community Friends"

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	
Jean Stafford		
Tricia Gradys		
Moria Flynn		
Aghar Khan		
Alganesh Habtemariam		Appointed January 2023
Elaine Barrow		Appointed June 2023
Farooq Muzammal		Appointed July 2023

Key personnel	Position
Tom Armstrong	CEO

Charity number 1175661 Registered in England and Wales

Registered and principal address

Lower Ground Floor
75B Stoney Rock Lane
Leeds
LS9 7TB

Bankers

Virgin Bank
94-96 Briggate
Leeds
LS1 6NP

Independent examiner

Paul Cowham FCA DChA

Paul Cowham Accountancy Service

Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Structure, governance and management

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

Burmantofts Community Friends

Trustees' report (continued) for the year ended 31 December 2023

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

Every year Burmantofts Community Friends mission is to improve the lives of older people aged 55+ living in Burmantofts LS9, East Leeds, and the surrounding areas. We work with older people, their families, carers and communities and aim to reduce social isolation, tackle poverty and help them to live independently and with the best life possible.

The charity's main activities

Burmantofts Community Friends (BCF) is a trading name of Burmantofts Senior Action, a Charitable Incorporated Organisation (CIO) focused on the needs of people over 55 living in LS9 East Leeds. BCF has been in operation since 1995 and partners with key stakeholders such as Leeds City Council and the NHS. We offer practical support for mental and physical wellbeing with daily activities, information, advocacy, outreach, and support services. We are managed by a board of trustees with representation from the local area.

The charity has 10 key objectives:

- Reduce social isolation and loneliness.
- Identify gaps in provision 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 digital inclusion and access to support.
- To improve the environment where older people live.
- Reduce the burden on NHS services by improving community care.
- Work with partner organisations who bring additional services to our area.
- Be a force for good, championing the wishes and needs of older 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 2023 we have made significant improvements to our marketing approach by incorporating a new working name, Burmantofts Community Friends, which has increased our appeal to the wider community and has helped us to increase local resident participation. We have significantly increased our trustee board members to 10, with the key positions of Chair, Vice-Chair, Treasurer and Company Secretary all being filled. BCF has improved the management structure by promoting the Project Manager to Chief Executive Officer. This better reflects the duties and forward planning nature of the position. BCF now hosts more regular activities than at any time in its history. The CEO and trustees have developed a 5-year growth strategy that will support the future development of the organisation and encourage stability and growth. BCF's financial position is within our operational guidelines and one which trustees feel sets a solid foundation for future growth. BCF continues to focus its support on the most vulnerable members of our community with home visits, office appointments, regular social opportunities, one-off trips and events, outreach support on finance and benefits, and wellbeing telephone calls. Our partnership approach has enabled positive working relationships with other community-focused organisations. Our volunteer programme has agreed, and we have two new volunteer projects - active travel and befriending.

Burmantofts Community Friends

Trustees' report (continued) for the year ended 31 December 2023

Achievements and performance (continued)

Our principal achievements during 2023 included:

1. Increased membership. We continue to work on increasing the reach and scope of our support services.
2. Developed and increased the staff team - all positions are occupied and this means we can focus our work on expansion and quality improvement.
3. An increase in the number of community events and social activities offered. Examples of new groups include men's social, women's wellbeing, memory support, supported shopping and digital drop-in activities.
4. Volunteer expansion. One of our volunteer-led projects helps to support the most isolated individuals in getting out of their home and into the community. BCF has also increased the number of active volunteers in the organisation.
5. Health and wellbeing initiatives - as part of our work with the NHS on the Enhance contract, BCF has established a weekly health and wellbeing hub and a pain clinic where local people can receive practical health support from trained professionals.
6. Digital inclusion - as part of our main support strategy, digital inclusion is one of our pillars of support. Emphasis has been placed on digital skills training in the community.

Financial review

Overall, there was a surplus for the year of £15,711. This was made up of a surplus under unrestricted funds of £53,638, and a deficit under restricted funds of £37,927. The charity grew by almost 50% over the year, and the trustees are pleased with the result.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £95,290. Once a year the trustees of BCF 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 three months of operating costs, equating to £30k. Expenditure in 2024 is expected to be close to £300,000. The opening reserve of £95,290 is approximately 3.5 months. The difference has been used to cover the cost of unfunded staff hours.

Approved by the board of trustees on 27/08/24

D Ragan (Chair)



Burmantofts Community Friends

Independent Examiner's Report to the trustees of Burmantofts Senior Action CIO t/a Burmantofts Community Friends

I report to the charity trustees on my examination of the accounts of Burmantofts Senior Action CIO for the year ended 31 December 2023

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 for 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 company 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: Paul Cowham

Name:

Paul Cowham

Date:

4 September 2024

Paul Cowham Accountancy

Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Burmantofts Community Friends
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Charitable activities	(3)	84,089	153,931	238,020	163,192
Investment income	(4)	30	-	30	21
Total income		<u>84,119</u>	<u>153,931</u>	<u>238,050</u>	<u>163,213</u>
Expenditure on:					
Charitable activities	(5)	44,728	177,611	222,339	134,766
Total expenditure		<u>44,728</u>	<u>177,611</u>	<u>222,339</u>	<u>134,766</u>
Net income / (expenditure) for the year	(7)	39,391	(23,680)	15,711	28,447
Transfers between funds		14,247	(14,247)	-	-
Net movement in funds for the year		<u>53,638</u>	<u>(37,927)</u>	<u>15,711</u>	<u>28,447</u>
Fund balances brought forward		<u>41,652</u>	<u>69,435</u>	<u>111,087</u>	<u>82,640</u>
Fund balances carried forward		<u>95,290</u>	<u>31,508</u>	<u>126,798</u>	<u>111,087</u>

All incoming resources and resources expended derive from continuing activities.

Burmantofts Community Friends

Balance sheet

as at 31 December 2023

		2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(12)	-	-	-	457
Total fixed assets		-	-	-	457
Current assets					
Debtors	(13)	603	6,730	7,333	2,831
Cash at bank and in hand		95,614	25,348	120,962	109,185
Total current assets		96,217	32,078	128,295	112,016
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(14)	927	570	1,497	1,386
Total current liabilities		927	570	1,497	1,386
Net current assets / (liabilities)		95,290	31,508	126,798	110,630
Net assets		95,290	31,508	126,798	111,087
Funds					
Unrestricted funds	(16)	95,290	-	95,290	41,652
Restricted funds	(15)	-	31,508	31,508	69,435
Total funds		95,290	31,508	126,798	111,087

The financial statements were approved by the board of trustees on

Date: 27 Aug 2024

Signed: D Forrester

(Treasurer)

Name .. D Forrester

Burmantofts Community Friends
Notes to the accounts for the year ended 31 December 2023

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised. 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.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

c Income

All incoming resources are included in the Statement of Financial Activities (SOFA) when the

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.
- Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly

I Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of

j Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	4 years
Office equipment	4 years

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

o Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme.

2 Legal status of the charity

The charity is a Charitable Incorporated Organisation (CIO) and has no share capital.

3 Income from charitable activities

	Unrestricted £	Restricted £	2023 £	2022 £
Leeds City Council	60,906	32,989	93,895	61,506
Leeds Community Foundation (LCF)	-	24,954	24,954	29,371
Leeds Older People's Forum (LOPF)	1,300	55,936	57,236	23,999
Asda	-	-	-	1,000
Leeds Benevolent Society	-	20,000	20,000	21,500
George Martin Trust	-	3,000	3,000	3,000
Veolia	-	-	-	1,000
Touchstone	-	-	-	700
Wades Charity	-	3,000	3,000	4,000
Windmill	-	1,000	1,000	1,900
University of Leeds	-	-	-	1,900
Damasq Ltd.	-	-	-	5,000
Donations	866	2	868	650
Give a Gift	-	4,900	4,900	-
Space 2	-	4,500	4,500	-
Sky	-	3,300	3,300	-
Department of Work and Pensions	1,567	-	1,567	-
Other income	280	-	280	-
Contributions and sales	19,170	350	19,520	7,666
Total	84,089	153,931	238,020	163,192
<i>Total by fund 2022</i>	<i>16,466</i>	<i>146,726</i>	<i>163,192</i>	

	Unrestricted £	Restricted £	Total 2022 £
Leeds City Council (LCC) core funding	-	60,406	60,406
LCC other grants	300	800	1,100
Leeds Community Foundation	-	29,371	29,371
Leeds Older People's Forum (LOPF)	-	23,999	23,999
Asda	-	1,000	1,000
George Martin Trust	-	3,000	3,000
Leeds Benevolent Society	-	21,500	21,500
Veolia	-	1,000	1,000
Touchstone	-	700	700
Wades Charity	-	4,000	4,000
Windmill	950	950	1,900
University of Leeds	1,900	-	1,900
Damasq Ltd.	5,000	-	5,000
Donations	650	-	650
Contributions and sales	7,666	-	7,666
Total	16,466	146,726	163,192

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

4 Investment income

	Unrestricted £	Restricted £	2023 £	2022 £
Income from bank deposits	30	-	30	21
	<u>30</u>	<u>-</u>	<u>30</u>	<u>21</u>

5 Analysis of expenditure on charitable activities

	Total 2023 £	Total 2022 £
Staff costs	121,361	88,089
Accommodation	7,590	2,473
Project costs	42,803	11,196
Governance costs (see note 6)	11,003	1,980
Support costs (see note 6)	39,582	31,028
	<u>222,339</u>	<u>134,766</u>
	2023 £	2022 £
Restricted expenditure	177,611	133,266
Unrestricted expenditure	44,728	1,500
	<u>222,339</u>	<u>134,766</u>

6 Analysis of governance and support costs

	Basis of apportionment	Support £	Governance £	Total 2023 £
Staff costs	Time spent	18,838	-	18,838
Office costs	Staff hours	20,744	-	20,744
Independent examination	Staff hours	-	800	800
Legal and professional	Staff hours	-	10,203	10,203
		<u>39,582</u>	<u>11,003</u>	<u>50,585</u>
	Basis of apportionment	Support £	Governance £	Total 2022 £
Staff costs	Time spent	11,454	-	11,454
Office costs	Staff hours	19,574	-	19,574
Independent examination	Staff hours	-	1,386	1,386
Legal and professional	Staff hours	-	594	594
		<u>31,028</u>	<u>1,980</u>	<u>33,008</u>

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2023 £	2022 £
Depreciation	-	827
Independent examiner's fee	800	1,386
	<u>800</u>	<u>1,386</u>

8 Staff costs

Staff costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	125,342	88,661
Social security costs	5,216	7,024
Pension costs	7,088	4,765
Payroll charges and recruitment	1,255	840
Training and travel	1,298	4,245
	<u>140,199</u>	<u>105,535</u>

Allocated as follows:

Charitable activities	121,361	94,081
Support costs	18,838	11,454
	<u>140,199</u>	<u>105,535</u>

No employees has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 6 (2022: 5).

The average full time equivalent number of staff employed during the period was 4.4 (2022: 3.4).

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £35,901 (2022: £33,912).

9 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2022: Nil).

No members of the management committee received travel or subsistence expenses during the year (2022: £0).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

10 Government grants

The government grants recognised in the accounts were as follows:

	2023 £	2022 £
Leeds City Council	93,895	61,506
	<u>93,895</u>	<u>61,506</u>

There were no unfulfilled conditions and contingencies attaching to the grants

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

12 Fixed assets: tangible assets

	IT Equipment £	Fixtures & fittings £	Total £
Cost			
At 1 January 2023	1,847	1,456	3,303
Additions	-	-	-
	<u>1,847</u>	<u>1,456</u>	<u>3,303</u>
At 31 December 2023	<u>1,847</u>	<u>1,456</u>	<u>3,303</u>
Depreciation			
At 1 January 2023	1,390	1,456	2,846
Charge for the year	457	-	457
	<u>1,847</u>	<u>1,456</u>	<u>3,303</u>
At 31 December 2023	<u>1,847</u>	<u>1,456</u>	<u>3,303</u>
Net book value			
At 31 December 2023	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2022	457	-	457
	<u>457</u>	<u>-</u>	<u>457</u>

13 Debtors

	2023 £	2022 £
Debtors	6,810	2,480
Prepayments	523	351
	<u>7,333</u>	<u>2,831</u>

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors and accruals	1,497	1,386
	<u>1,497</u>	<u>1,386</u>

15 Analysis of movements in restricted funds

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2023 £
Advancecare	-	500	(500)	-	-
Asda	524	-	(524)	-	-
Covid response	-	5,000	(5,000)	-	-
Digital support projects	9,840	29,728	(20,103)	(5,722)	13,743
Enhance	1,211	43,071	(35,393)	(7,038)	1,851
Gardening Group	-	1,000	(1,000)	-	-
George Martin Trust	1,481	3,000	(4,481)	-	-
Hatchwell	-	4,900	(4,043)	(857)	-
Jimbo's Fund	2,892	-	(2,892)	-	-
LCC ASC	38,735	-	(38,735)	-	-
Leeds Benevolent Society	8,348	20,000	(20,317)	-	8,031
Let's Talk Transport	424	-	(424)	-	-
Lunch Clubs	3,255	4,685	(3,405)	-	4,535
MICE	100	300	(100)	-	300
Resilience	-	15,000	(13,941)	-	1,059
Sky	-	3,300	(3,300)	-	-
Stay Well This Winter	1,229	12,365	(10,975)	(630)	1,989
Taxi East	67	-	(67)	-	-
Trips Fund	-	1,352	(1,352)	-	-
Wades	3,514	3,000	(6,514)	-	-
Wellbeing Fund	(2,185)	6,730	(4,545)	-	-
Total	<u>69,435</u>	<u>153,931</u>	<u>(177,611)</u>	<u>(14,247)</u>	<u>31,508</u>

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

15 Analysis of movements in restricted funds (continued)

	Balance at 1 January 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2022 £
Previous reporting period					
Asda	1,010	1,000	(1,486)	-	524
Mencap Leeds	1,445	-	(1,445)	-	-
Covid response	7,742	-	(7,742)	-	-
100% digital	-	10,500	(660)	-	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
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	950	(1,568)	-	-
Wades	-	4,000	(486)	-	3,514
Wellbeing Fund	-	-	(2,185)	-	(2,185)
Stay Well This Winter	8,870	1,000	(8,641)	-	1,229
WYPC Commissioner	783	-	(783)	-	-
Total	58,474	146,726	(133,266)	(2,499)	69,435

Burmantofts Community Friends

Notes to the accounts for the year ended 31 December 2023 (continued)

18 Analysis of net assets between funds

	General fund £	Restricted funds £	Total £
Tangible fixed assets	-	-	-
Net current assets/(liabilities)	95,290	31,508	126,798
Creditors of more than one year	-	-	-
	<hr/>	<hr/>	<hr/>
Total 2023	95,290	(14,247)	126,798
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

	<i>General fund £</i>	<i>Restricted funds £</i>	<i>Total £</i>
<i>Tangible fixed assets</i>	457	-	457
<i>Net current assets/(liabilities)</i>	41,195	69,435	110,630
<i>Creditors of more than one year</i>	-	-	-
	<hr/>	<hr/>	<hr/>
<i>Total 2022</i>	41,652	69,435	111,087
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

19 Contingent assets

There were no contingent assets.

20 Contingent liability

There were no contingent liabilities.

21 Post balance sheet events

There were no significant post balance sheet events.