

Primetime at the Vine

Charity number 1180235

Annual Report and Financial Statements

for the year ended 31 March 2021

PRIMETIME at The Vine



West Yorkshire Community Accounting Service

Primetime at the Vine

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Primetime at the Vine

Trustees' report for the year ended 31 March 2021

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
Rev. Gary Hodgson	Chair of trustees	
Rev. Philippa Slingsby		
Robert Normington		Resigned April 2020
Adam Roebuck		Resigned April 2020
Vicky Bell		
Louise Coates-Black		

Charity number 1180235 Registered in England and Wales

Registered and principal address	Bankers
The Vine Community Centre	Yorkshire Bank
Parsonage Road	14 Broadway
Laisterdyke	Bradford
Bradford BD4 8PL	BD1 1EZ

Independent examiner

Simon Bostrom FCIE

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) Foundation formed on 8 October 2018.

Method of recruitment and appointment of trustees

Trustees are appointed for a term of 3 years by a resolution at a properly convened meeting of the charity trustees.

The Vicar of Tong and Laisterdyke shall automatically be a charity trustee as long as he or she holds that office.

Primetime at the Vine

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The following objects will be undertaken in accordance with Christian principals:

To promote for the benefit of the inhabitants of Bradford and throughout the UK without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants, in particular for those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage by providing a range of social events, educational and volunteering opportunities, skill development, information and advice services and recreational activities; and

To establish or secure the establishment of a community centre (hereinafter called 'the centre') and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

The charity's main activities

Primetime at The Vine creates positive places where we are all safe, have fun, are genuinely cared for, good behaviour is modelled, and everyone has an opportunity to contribute and grow.

The Vine centre is used 7 days a week for a range of activities - some delivered by us, some in partnership with other providers.

- o Primetime Meeting Point has continued to provide activity sessions for the over 50s, for 5-days each week, from within our centre and other spaces in the local community.
- o Primetime Bradford has provided after-school and school-holiday activity sessions.
- o We have grown new partnerships to develop our Young Leaders Network, an accredited programme which is designed to empower Young Leaders to design, develop and deliver social action.
- o We have established a Primetime NEET Support Centre, providing 1-to-1 and group support, training and social opportunities for young people not in employment, education or training (NEET).

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 and in particular the advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Achievements and performance

Primetime Meeting Point (formerly Vintage Vines) provides activity sessions for the over 50s. Just weeks into the year we had to make the challenging decision to close all face-to-face sessions. However, local older people have received 4x meals each week, delivered to their homes. We have provided weekly wellbeing calls and also helped those shielding by delivering shopping and prescriptions. We have enjoyed sessions online and have delivered regular activity packs to their homes. Our Pen Pal Project has facilitated regular letters and gifts, such as Christmas decorations, between families and local older people. 67 over 50s have benefited from the programme, representing a 43% growth in participation.

Primetime Bradford is our programme for Children and Young People. We creatively adapted its delivery in response to the Covid-19 restrictions, providing after-school and school-holiday activity sessions, connecting with in excess of 400 children and young people, and engaging 284 children and young people into our programme. 13 Young Leaders have been able to support our programme during the pandemic, with others eager to get stuck in when it is safe to do so. We have been able to distribute 8,307 meals through our Cook & Eat provision and we have distributed 387 free school meals.

Primetime at the Vine

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

Primetime Young Leaders Network (YLN) was created to empower Young Leaders to design, develop and deliver local youth and community work. We have developed partnerships with 13 Delivery Partners. We are excited to be in the process of 'onboarding' an additional 4 YLN Delivery Partners and are beginning conversations with 3 potential YLN Delivery Partners.

We have been able to use the time in which the centre has had reduced opening to improve our space in preparation for reopening, and we have started to plan the possibility of a building extension.

Having far exceeded our expected outcomes and outputs from our previous 2017-2020 strategy, and to reflect our growing organisation, and the changing world around us, we have developed a '2021-24 Organisational Plan'.

With a national roadmap out of the Covid-19 restrictions, there's a hope that life will begin to get back to some normality soon. Because we know it is important for our community, we will prioritise re-opening face-to-face delivery. Alongside this, we will continue online and remote support throughout 2021. We call this our 'blended offer'.

Financial review

The net income for the year was £41,838, including net income of £28,849 on unrestricted funds and net income of £12,989 on restricted funds after transfers.

Reserves policy

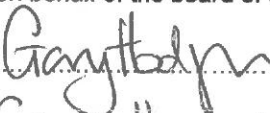
The trustees will aim to hold free reserves of around 3 to 6 months total expenditure in order to enable the smooth running of the charity and also to allow for an orderly winding up if that situation arose. Based on budgeted expenditure of £240k, this would equate to a lower limit of £60k and an upper limit of £120k.

The charity's free reserves, excluding fixed assets, at the year end were £60,584.

Covid-19

Whilst the charity has been impacted by the global Covid-19 virus, the trustees have assessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Signed on behalf of the board of trustees on 2 November 2021

Signed:  (Trustee)

Name: Gary Hodgson

Primetime at the Vine

Independent examiner's report to the trustees of Primetime at the Vine

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 13.

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

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

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:

Name: Simon Bostrom FCIE

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Primetime at the Vine
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	21,838	248,608	270,446	183,419
Fee income		9,905	-	9,905	34,220
Assets donated from The Vine at Laisterdyke		-	-	-	99,764
Total income		31,743	248,608	280,351	317,403
Expenditure on:					
Wages and pensions	(3)	6,901	145,473	152,374	140,417
Finance and admin		-	7,506	7,506	7,356
Staff and volunteer training		84	4,567	4,651	4,154
Sessional work - Primetime		-	1,479	1,479	6,410
Activities and trips - Primetime		-	5,349	5,349	5,446
Sessional work - Vintage Vines		-	184	184	-
Activities and trips - Vintage Vines		-	2,496	2,496	5,972
Food and refreshments		-	16,588	16,588	8,491
Resources		839	10,788	11,627	4,582
Utilities and maintenance		6,599	13,425	20,024	12,635
Licences and insurance		121	1,629	1,750	1,217
Office costs		-	965	965	823
Capability, advice and marketing		-	6,234	6,234	11,651
Monitoring and evaluation		-	288	288	12,207
Independent examination		360	720	1,080	720
Depreciation		5,918	-	5,918	2,155
Total expenditure		20,822	217,691	238,513	224,236
Net income / (expenditure)		10,921	30,917	41,838	93,167
Transfers between funds		17,928	(17,928)	-	-
Net movement in funds		28,849	12,989	41,838	93,167
Fund balances brought forward		49,274	43,893	93,167	-
Fund balances carried forward	(4)	78,123	56,882	135,005	93,167

All incoming resources and resources expended derive from continuing activities.

Primetime at the Vine
Balance sheet
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 17,539	-	17,539	3,967
Total fixed assets	<u>17,539</u>	<u>-</u>	<u>17,539</u>	<u>3,967</u>
Current assets				
Debtors and prepayments	(6) -	1,359	1,359	2,746
Cash at bank	76,664	55,523	132,187	118,614
Total current assets	<u>76,664</u>	<u>56,882</u>	<u>133,546</u>	<u>121,360</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 16,080	-	16,080	32,160
Total current liabilities	<u>16,080</u>	<u>-</u>	<u>16,080</u>	<u>32,160</u>
Net current assets / (liabilities)	<u>60,584</u>	<u>56,882</u>	<u>117,466</u>	<u>89,200</u>
Net assets	<u>78,123</u>	<u>56,882</u>	<u>135,005</u>	<u>93,167</u>
Funds				
Unrestricted funds	78,123	-	78,123	49,274
Restricted funds	-	56,882	56,882	43,893
Total funds	<u>78,123</u>	<u>56,882</u>	<u>135,005</u>	<u>93,167</u>

The financial statements were approved by the board of trustees on 2 November 2021

Signed: Gary Hodgson (Trustee)

Name: Gary Hodgson

Primetime at the Vine

Notes to the accounts

for the year ended 31 March 2021

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 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:

Project and office equipment: over 4 years

Furniture, fixtures and fittings: over 5 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.

Primetime at the Vine
Notes to the accounts continued
for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Primetime				
BBC Children in Need	-	19,713	19,713	25,927
Clarion Futures	-	12,602	12,602	8,477
Reaching Communities	-	50,847	50,847	49,467
Other Primetime grants	-	10,400	10,400	-
All Churches	-	-	-	14,500
Bradford City Challenge	-	-	-	3,500
Leeds Community Fund	-	-	-	6,000
Scurrah Wainwright	-	-	-	2,000
TLG	-	-	-	7,000
Vintage Vines				
City of Bradford Met. District Council (CBMDC)	-	29,995	29,995	29,995
Bradford City Challenge	-	1,500	1,500	3,200
Awards 4 All	-	-	-	10,000
Other grants				
CBMDC C19 Winter Food	-	9,312	9,312	-
CBMDC - Utilities	-	7,125	7,125	7,125
Garfield Weston Foundation	15,000	-	15,000	15,000
Henry Smith	-	85,325	85,325	-
Leeds Community Foundation (LCF)	-	10,000	10,000	-
HMRC Job Retention Scheme (JRS)	-	11,789	11,789	-
Donations	6,838	-	6,838	1,228
	<u>21,838</u>	<u>248,608</u>	<u>270,446</u>	<u>183,419</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	142,349	132,690
Social security costs	4,201	3,286
Pensions	5,824	4,441
	<u>152,374</u>	<u>140,417</u>

The average number employees during the year was 14, being an average of 8 full time equivalent (2020: 15, 6 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	5,824	4,441
Amount of any contributions outstanding at the year end	-	-

Primetime at the Vine
Notes to the accounts continued
for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Primetime					
Reaching Communities	12,237	50,847	39,386	(650)	23,048
BBC Children in Need	5,048	19,713	24,761	-	-
Clarion Futures	1,977	12,602	7,745	-	6,834
All Churches Trust	10,688	-	8,231	(2,457)	-
Other Primetime funds	-	10,400	8,831	-	1,569
Vintage Vines					
CBMDC	1,274	29,995	31,157	-	112
Awards for All	9,872	-	9,872	-	-
Bradford City Challenge	-	1,500	1,500	-	-
Other funding					
CBMDC	2,797	7,125	9,922	-	-
Henry Smith	-	51,775	23,856	(2,600)	25,319
LCF Resilience Fund	-	10,000	10,000	-	-
Community March Challenge	-	33,550	21,329	(12,221)	-
HMRC JRS	-	11,789	11,789	-	-
BMDC C19 Winter Food	-	9,312	9,312	-	-
	43,893	248,608	217,691	(17,928)	56,882

Fund name	Purpose of restriction
Primetime	
Reaching Communities	For Primetime sessions
BBC Children in Need	To cover salary costs for a full time youth worker and apprentice
Clarion Futures	Towards Sutton Seniors expenditure and Primetime Sutton HOP
All Churches Trust	For capital items for the young peoples network. The transfer relates to the purchase of fixed assets which will be depreciated in the general fund.
Other Primetime funds	Towards materials, resources and equipment
Vintage Vines	
CBMDC	Provision of elderly persons day centre
Awards for All	To contribute to Vintage Vines core costs
Bradford City Challenge	To contribute to Vintage Vines core costs
Other funding	
CBMDC	Towards community centre utilities
Henry Smith	Towards running costs
LCF Resilience Fund	Towards capacity building required for C19 response
Community March Challenge	Funding from Henry Smith to provide a range of support for disadvantaged persons impacted by C19
HMRC JRS	HMRC Job retention scheme grants to cover employment costs
BMDC C19 Winter Food	To provide food for vulnerable persons and families on free school meals

The transfers relate to fixed asset purchases where the assets are for the general purposes of the charity.

Primetime at the Vine
Notes to the accounts continued
for the year ended 31 March 2021

5 Tangible assets

	Furniture, fixtures and fittings	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2020	3,108	9,280	12,388
Additions	13,422	6,068	19,490
At 31 March 2021	16,530	15,348	31,878
 <u>Depreciation</u>			
At 1 April 2020	622	7,799	8,421
Charge for year	3,306	2,612	5,918
At 31 March 2021	3,928	10,411	14,339
 <u>Net book value</u>			
At 31 March 2021	12,602	4,937	17,539
 At 31 March 2020	2,486	1,481	3,967

6 Debtors and prepayments

	2021	2020
	£	£
Debtors	-	1,420
Prepayments	1,359	1,326
	1,359	2,746

7 Creditors and accruals

	2021	2020
	£	£
Creditors	-	1,440
Accruals	1,080	720
Deferred grant income	15,000	30,000
	16,080	32,160

8 Deferred grant income

	2021	2020
	£	£
Income released to the SOFA	30,000	-
Income received in the year	-	45,000
Income deferred to future periods	15,000	30,000
Income recognised on SOFA	15,000	15,000

In the previous year the charity received a grant from Garfield Weston being unrestricted funding for three years where the funder stated that the grant was to be utilised in yearly amounts in accordance with a budget proposal.

Primetime at the Vine
Notes to the accounts continued
for the year ended 31 March 2021

9 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 and Chief Officer. The total employee benefits received by the Chief Officer were £11,328 (2020: £11,126).

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

Primetime at the Vine

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	21,838	16,228	248,608	167,191	270,446	183,419
Fee income	9,905	34,220	-	-	9,905	34,220
Assets donated from The Vine	-	24,606	-	75,158	-	99,764
Total income	31,743	75,054	248,608	242,349	280,351	317,403
Expenditure						
Wages and pensions	6,901	12,042	145,473	128,375	152,374	140,417
Finance and admin	-	1,226	7,506	6,130	7,506	7,356
Staff and volunteer training	84	799	4,567	3,355	4,651	4,154
Sessional work - Primetime	-	-	1,479	6,410	1,479	6,410
Activities and trips - Primetime	-	63	5,349	5,383	5,349	5,446
Sessional work - Vintage Vines	-	-	184	-	184	-
Activities and trips - Vintage Vines	-	1,917	2,496	4,055	2,496	5,972
Food and refreshments	-	2,633	16,588	5,858	16,588	8,491
Resources	839	256	10,788	4,326	11,627	4,582
Utilities and maintenance	6,599	-	13,425	12,635	20,024	12,635
Licences and insurance	121	1,097	1,629	120	1,750	1,217
Office costs	-	52	965	771	965	823
Capability, advice and marketing	-	1,440	6,234	10,211	6,234	11,651
Monitoring and evaluation	-	4,488	288	7,719	288	12,207
Independent examination	360	720	720	-	1,080	720
Depreciation	5,918	2,155	-	-	5,918	2,155
Total expenditure	20,822	28,888	217,691	195,348	238,513	224,236
Net income / (expenditure)	10,921	46,166	30,917	47,001	41,838	93,167
Transfers between funds	17,928	3,108	(17,928)	(3,108)	-	-
Net movement in funds	28,849	49,274	12,989	43,893	41,838	93,167
Fund balances brought forward	49,274	-	43,893	-	93,167	-
Fund balances carried forward	78,123	49,274	56,882	43,893	135,005	93,167