

The Hive Silsden CIO

Charity number 1182526

Annual Report and Financial Statements for the year ended 30 April 2021



The Hive Silsden CIO

Annual Report and Financial Statements for the year ended 30 April 2021

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Prepared by West Yorkshire Community Accounting Service

The Hive Silsden CIO

Trustees' report for the year ended 30 April 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
Janet Russell	Chair	
Helen Aked	Treasurer	
Keith Moran		
Piers Lane		Appointed October 2020
Jana Young		
Andrew Robertson		

Charity number 1182526 Registered in England and Wales

Registered and principal address	Bankers
The Hive	Co-operative Bank plc
53-55 Elliott Street	Skelmersdale
Silsden	WN8 6WT
Keighley BD20 0DE	

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) formed on 19 Mar 2019 and is governed by a constitution.

Method of recruitment and appointment of trustees

The charity is a foundation and therefore the members of the charity are its trustees. Trustees may be appointed at any time, however a trustee who has served for three consecutive terms (of three years) may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

The Hive Silsden CIO

Trustees' report (continued) for the year ended 30 April 2021

Objectives and activities

The charity's objects

To further or benefit the residents of Silsden, West Yorkshire and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents 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 leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community resource centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a facility for activities promoted by the charity in furtherance of the above objects.

The charity's main activities

Running of a community centre, ensuring we have a venue for use by the community of Silsden and surrounding areas. We provide a venue to hire and provide additional events and activities for the community.

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

This has been a challenging year for The Hive as it has for many organisations due to the Covid 19 pandemic. The centre has been closed for much of the year due to national lockdowns and has operated under the highest restrictions for non lockdown periods due to its location in a Tier 3 area.

There has been pent up demand for our services though so when restrictions permitted we opened for a number of our regular groups including Weight Watchers, Patchwork Group, Silsden Singers, baby and toddler groups and kids summer holiday activities.

We have relied on grants from Bradford Council, the CAF Resilience Fund and government support via the Coronavirus Job Retention Scheme together with a number of smaller grants to maintain our cash flow during the year although our income statement shows a deficit of over £9k despite that support.

Financial review

The net expenditure for the year was £8,457, including net income of £9,813 on unrestricted funds and net expenditure of £18,270 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £20,625.

We have not yet adopted a formal reserves policy. This is part of our business improvement plan for this year.

Signed on behalf of the board of trustees on 17/11/2021

Janet Russell (Trustee)

The Hive Silsden CIO

Independent examiner's report to the trustees of The Hive Silsden CIO

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2021, which are set out on pages 5 to 12.

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.

Simon Bostrom FCIE

16/12/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Hive Silsden CIO

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 30 April 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	20,906	61,132	82,038	46,743
General hire		10,345	-	10,345	27,189
Events income		1,354	-	1,354	1,447
Other fees and charges		-	-	-	4,846
Total income		32,605	61,132	93,737	80,225
Expenditure on:					
Salaries and NI	(3)	15,251	42,043	57,294	29,644
Staff training		-	268	268	524
Events and activities		-	1,168	1,168	3,400
Volunteer expenses		-	20	20	116
Marketing and publicity		-	770	770	537
Rates		-	1,002	1,002	1,790
Utilities		-	12,303	12,303	6,078
Insurance		-	2,415	2,415	2,318
Phone and broadband		-	958	958	1,001
Licences		-	1,263	1,263	710
Repairs and maintenance		4,750	6,080	10,830	3,654
Cleaning and waste		2,154	-	2,154	2,866
Health and safety		387	417	804	1,320
Equipment		1,000	129	1,129	1,289
Printing, postage and stationery		-	625	625	545
Software and IT		-	940	940	478
Other administrative costs		-	6,411	6,411	1,165
Food and refreshments		-	203	203	429
Memberships and subscriptions		-	667	667	586
Independent examination		-	720	720	720
Depreciation		250	-	250	-
Total expenditure		23,792	78,402	102,194	59,170
Net income / (expenditure)		8,813	(17,270)	(8,457)	21,055
Transfers between funds	(4)	1,000	(1,000)	-	-
Net movement in funds		9,813	(18,270)	(8,457)	21,055
Fund balances brought forward		11,562	19,470	31,032	9,977
Fund balances carried forward	(4)	21,375	1,200	22,575	31,032

All incoming resources and resources expended derive from continuing activities.

The Hive Silsden CIO

Balance sheet

as at 30 April 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 750	-	750	-
Total fixed assets	<u>750</u>	<u>-</u>	<u>750</u>	<u>-</u>
Current assets				
Debtors and prepayments	(6) 7,382	1,082	8,464	7,868
Cash at bank and in hand	(7) 21,632	118	21,750	24,671
Total current assets	<u>29,014</u>	<u>1,200</u>	<u>30,214</u>	<u>32,539</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 8,389	-	8,389	1,507
Total current liabilities	<u>8,389</u>	<u>-</u>	<u>8,389</u>	<u>1,507</u>
Net current assets / (liabilities)	<u>20,625</u>	<u>1,200</u>	<u>21,825</u>	<u>31,032</u>
Net assets	<u>21,375</u>	<u>1,200</u>	<u>22,575</u>	<u>31,032</u>
Funds				
Unrestricted funds	21,375	-	21,375	11,562
Restricted funds	-	1,200	1,200	19,470
Total funds	<u>21,375</u>	<u>1,200</u>	<u>22,575</u>	<u>31,032</u>

The financial statements were approved by the board of trustees on 17/11/2021

Janet Russell (Trustee)

The Hive Silsden CIO

Notes to the accounts

for the year ended 30 April 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 costing more than £500 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.

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.

The Hive Silsden CIO

Notes to the accounts continued for the year ended 30 April 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Charities Aid Foundation (CAF)	-	11,000	11,000	-
City of Bradford Met. Dist. Council (CBMDC)	17,431	2,999	20,430	12,500
Co-op Community fund	-	2,337	2,337	1,196
HMRC Job Retention Scheme grant (JRS)	-	18,676	18,676	823
Leeds Community Foundation	-	10,000	10,000	-
National Lottery Community Fund (NLCF)	-	9,900	9,900	-
Silsden Aid in Sickness	-	5,000	5,000	-
Warburtons	400	-	400	250
Woodward Trust	-	1,000	1,000	-
ABCD funding	-	-	-	480
Asda	-	-	-	350
Groundwork UK	-	-	-	10,185
Keighley Community Chest	-	-	-	500
Neighbourly	-	-	-	400
Silsden Town Council	-	-	-	15,500
Yorkshire Building Society	-	-	-	1,884
Other grants and donations	3,075	220	3,295	2,675
	<u>20,906</u>	<u>61,132</u>	<u>82,038</u>	<u>46,743</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	56,944	29,529
Social security costs	-	-
Pensions	350	115
	<u>57,294</u>	<u>29,644</u>

The average number employees during the year was 5.9, being an average of 2.3 full time equivalent (2020: 4, 1.3 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	350	115
Amount of any contributions outstanding at the year end	143	19

The Hive Silsden CIO

Notes to the accounts continued for the year ended 30 April 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
ABCD soft play	64	-	64	-	-
Groundwork UK	9,960	-	8,760	-	1,200
Co-op Community Fund	1,196	2,337	3,533	-	-
CBMDC Community Fund	1,260	2,500	3,760	-	-
Yorkshire Building Society	1,558	-	1,558	-	-
Silsden Town Council core	5,432	-	5,432	-	-
HMRC JRS	-	18,676	18,676	-	-
CAF Resilience	-	11,000	11,000	-	-
NLCF	-	9,900	9,400	(500)	-
Silsden Aid in Sickness	-	5,000	5,000	-	-
Leeds Community Foundation	-	10,000	9,500	(500)	-
Woodward Trust	-	1,000	1,000	-	-
CBMDC small grants	-	499	499	-	-
Silsden Christmas donations	-	220	220	-	-
	<u>19,470</u>	<u>61,132</u>	<u>78,402</u>	<u>(1,000)</u>	<u>1,200</u>

Fund name	Purpose of restriction
ABCD soft play	Towards the purchase of soft play equipment
Groundwork UK	Towards the Pre-school start-up and business development
Co-op Community Fund	Originally towards the resurfacing of the MUGA, however, due to COVID it was suggested we could use it for core costs
CBMDC Community Fund	Community Buildings funding towards the costs of operating the property
Yorkshire Building Society	Towards running costs
Silsden Town Council core	Towards the charity's running costs
HMRC JRS	Job Retention Scheme funding to cover furloughed staff salaries
CAF Resilience	Towards salaries for 1 employee not on furlough along with additional costs for working at home and running costs.
NLCF	To support the role of a Resilience Co-ordinator to enable us to adapt to an alternative way of offering services (the transfer relates to the purchase of equipment for the general purpose of the charity).
Silsden Aid in Sickness	Towards replacement of the shutters
Leeds Community Foundation	To support the role of a Resilience Co-ordinator to enable us to adapt to an alternative way of offering services (the transfer relates to the purchase of equipment for the general purpose of the charity).
Woodward Trust	Towards playscheme activities
CBMDC small grants	Towards equipment costs
Silsden Christmas donations	Donations towards Christmas activities

The Hive Silsden CIO
Notes to the accounts continued
for the year ended 30 April 2021

5 Tangible assets

Cost

At 1 May 2020

Additions

At 30 April 2021

Office
equipment
£

Total
£

-

-

1,000

1,000

1,000

1,000

Depreciation

At 1 May 2020

Charge for year

At 30 April 2021

-

-

250

250

250

250

Net book value

At 30 April 2021

750

750

At 30 April 2020

-

-

6 Debtors and prepayments

Debtors

Prepayments

2021
£

2020
£

7,393

7,576

1,071

292

8,464

7,868

7 Cash at bank and in hand

Cash at bank

Cash in hand

2021
£

2020
£

21,375

24,621

375

50

21,750

24,671

8 Creditors and accruals

Creditors

Accruals

2021
£

2020
£

6,725

787

1,664

720

8,389

1,507

The Hive Silsden CIO

Notes to the accounts continued for the year ended 30 April 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 Centre Manager. The total employee benefits received by the Centre Manager were £15,253 (2020: £10,400).

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

The Hive Silsden CIO

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 April 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	20,906	13,075	61,132	33,668	82,038	46,743
General hire	10,345	27,189	-	-	10,345	27,189
Events income	1,354	1,447	-	-	1,354	1,447
Other fees and charges	-	4,846	-	-	-	4,846
Total income	32,605	46,557	61,132	33,668	93,737	80,225
Expenditure						
Salaries and NI	15,251	28,821	42,043	823	57,294	29,644
Staff training	-	274	268	250	268	524
Events and activities	-	2,550	1,168	850	1,168	3,400
Volunteer expenses	-	116	20	-	20	116
Marketing and publicity	-	312	770	225	770	537
Rates	-	-	1,002	1,790	1,002	1,790
Utilities	-	-	12,303	6,078	12,303	6,078
Insurance	-	-	2,415	2,318	2,415	2,318
Phone and broadband	-	-	958	1,001	958	1,001
Licences	-	573	1,263	137	1,263	710
Repairs and maintenance	4,750	-	6,080	3,654	10,830	3,654
Cleaning and waste	2,154	-	-	2,866	2,154	2,866
Health and safety	387	331	417	989	804	1,320
Equipment	1,000	84	129	1,205	1,129	1,289
Printing, postage and stationery	-	533	625	12	625	545
Software and IT	-	478	940	-	940	478
Other administrative costs	-	1,165	6,411	-	6,411	1,165
Food and refreshments	-	429	203	-	203	429
Memberships and subscriptions	-	586	667	-	667	586
Independent examination	-	720	720	-	720	720
Depreciation	250	-	-	-	250	-
Total expenditure	23,792	36,972	78,402	22,198	102,194	59,170
Net income / (expenditure)	8,813	9,585	(17,270)	11,470	(8,457)	21,055
Transfers between funds	1,000	-	(1,000)	-	-	-
<u>Other recognised gains/(losses):</u>						
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-	-
Net movement in funds	9,813	9,585	(18,270)	11,470	(8,457)	21,055
Fund balances brought forward	11,562	1,977	19,470	8,000	31,032	9,977
Fund balances carried forward	21,375	11,562	1,200	19,470	22,575	31,032