

# **The Hive Silsden CIO**

Charity number 1182526

## **Annual Report and Financial Statements for the year ended 30 April 2022**



# **The Hive Silsden CIO**

## **Annual Report and Financial Statements for the year ended 30 April 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Hive Silsden CIO**

## **Trustees' report for the year ended 30 April 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Janet Russell	Chair	
Helen Aked	Treasurer	
Keith Moran		Resigned 18 November 2021
Piers Lane		Resigned 21 October 2022
Jana Young		Resigned 21 October 2022
Andrew Robertson		
<b>Charity number</b>	1182526	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
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 Accountancy Service CIO**

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 2022**

### **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 another challenging year for The Hive as we moved out of lockdown into some activities limited by permitted numbers and spacing in light of the continuing Covid 19 pandemic. Our Preschool opening was delayed from spring to autumn, and finally achieved in October '21, rather than the beginning of term in September. This led to low starting numbers, and therefore lower income. Government funding is paid 3 months in arrears, and we had to act quickly to get the funding in place to tide us over this lean period, where government grants were closing down. We received financial support from Silsden Town Council, who remain positive about our contribution to local residents. Regular hirers started to return, holding groups with carefully controlled spacing (reducing the number of possible participants) and leaving doors and windows open for ventilation. These groups included Weight Watchers, Patchwork Group, Silsden Singers, baby and toddler groups and kids summer holiday activities.

#### **Financial review**

The net expenditure for the year was £12,238, including net expenditure of £16,838 on unrestricted funds and net income of £4,600 on restricted funds after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £3,913.

We are still working towards adopting a formal reserves policy. This is part of our business improvement plan and will be completed before our next financial year end.

Approved by the board of trustees on 15/2/2023

Helen Aked (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 2022, 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.

Simon Bostrom FCIE

22/2/23

### **West Yorkshire Community Accountancy Service CIO**

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	8,369	61,520	69,889	82,038
General hire		17,924	-	17,924	10,345
Events income		13,474	-	13,474	1,354
Other fees and charges		5,998	-	5,998	-
<b>Total income</b>		<b>45,765</b>	<b>61,520</b>	<b>107,285</b>	<b>93,737</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	24,750	46,549	71,299	57,294
Staff training		265	-	265	268
Events and activities		2,193	2,000	4,193	1,168
Volunteer expenses		40	-	40	20
Marketing and publicity		1,933	-	1,933	770
Rates		6,682	1,250	7,932	1,002
Utilities		8,882	-	8,882	12,303
Insurance		2,689	-	2,689	2,415
Phone and broadband		2,269	-	2,269	958
Licences		160	-	160	1,263
Repairs and maintenance		5,678	5,789	11,467	10,830
Cleaning and waste		1,119	-	1,119	2,154
Health and safety		641	-	641	804
Equipment		688	-	688	1,129
Printing, postage and stationery		649	-	649	625
Software and IT		699	-	699	940
Other administrative costs		261	1,200	1,461	6,411
Food and refreshments		675	-	675	203
Memberships and subscriptions		1,108	-	1,108	667
Independent examination		720	-	720	720
Banking charges		376	-	376	-
Depreciation		258	-	258	250
<b>Total expenditure</b>		<b>62,735</b>	<b>56,788</b>	<b>119,523</b>	<b>102,194</b>
<b>Net income / (expenditure)</b>		<b>(16,970)</b>	<b>4,732</b>	<b>(12,238)</b>	<b>(8,457)</b>
<b>Transfers between funds</b>		<b>132</b>	<b>(132)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(16,838)</b>	<b>4,600</b>	<b>(12,238)</b>	<b>(8,457)</b>
<b>Fund balances brought forward</b>		<b>21,375</b>	<b>1,200</b>	<b>22,575</b>	<b>31,032</b>
<b>Fund balances carried forward</b>	(4)	<b>4,537</b>	<b>5,800</b>	<b>10,337</b>	<b>22,575</b>

All incoming resources and resources expended derive from continuing activities.

# The Hive Silsden CIO

## Balance sheet

as at 30 April 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 624	-	624	750
<b>Total fixed assets</b>	<u>624</u>	<u>-</u>	<u>624</u>	<u>750</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 5,100	-	5,100	8,464
Cash at bank and in hand	(7) 16,283	5,800	22,083	21,750
<b>Total current assets</b>	<u>21,383</u>	<u>5,800</u>	<u>27,183</u>	<u>30,214</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 17,470	-	17,470	8,389
<b>Total current liabilities</b>	<u>17,470</u>	<u>-</u>	<u>17,470</u>	<u>8,389</u>
<b>Net current assets / (liabilities)</b>	<u>3,913</u>	<u>5,800</u>	<u>9,713</u>	<u>21,825</u>
<b>Net assets</b>	<u>4,537</u>	<u>5,800</u>	<u>10,337</u>	<u>22,575</u>
<b>Funds</b>				
Unrestricted funds	4,537	-	4,537	21,375
Restricted funds	-	5,800	5,800	1,200
<b>Total funds</b>	<u>4,537</u>	<u>5,800</u>	<u>10,337</u>	<u>22,575</u>

The financial statements were approved by the board of trustees on 15/2/2023

Helen Aked (Trustee)

# **The Hive Silsden CIO**

## **Notes to the accounts**

### **for the year ended 30 April 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 £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 as follows:

Computer 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.



# The Hive Silsden CIO

## Notes to the accounts continued

### for the year ended 30 April 2022

#### 2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arnold Clark	3,000	-	3,000	-
Charities Trust	1,000	-	1,000	-
Bradford Met. Dist. Council (BMDC)	-	8,367	8,367	20,430
HMRC Job Retention Scheme grant (JRS)	-	4,732	4,732	18,676
Playspace	-	5,000	5,000	-
Silsden Aid in Sickness	-	5,421	5,421	5,000
Silsden Town Council	-	38,000	38,000	-
Warburtons	-	-	-	400
Woodward Trust	-	-	-	1,000
Charities Aid Foundation (CAF)	-	-	-	11,000
Co-op Community fund	-	-	-	2,337
Leeds Community Foundation	-	-	-	10,000
National Lottery Community Fund (NLCF)	-	-	-	9,900
Other grants and donations	4,369	-	4,369	3,295
	<u>8,369</u>	<u>61,520</u>	<u>69,889</u>	<u>82,038</u>

#### 3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	70,700	56,944
Pensions	599	350
	<u>71,299</u>	<u>57,294</u>

The average number of employees during the year was 7.1, being an average of 3.4 full time equivalent (2021: 5.9, 2.3 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	599	350
Amount of any contributions outstanding at the year end	93	143

#### 4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Groundwork UK	1,200	-	1,200	-	-
BMDC Community Fund	-	1,250	1,250	-	-
BMDC Omicron Sport & Leisure	-	3,817	3,817	-	-
BMDC Community Chest (CC)	-	500	368	(132)	-
BMDC CC Sports Eqpmnt	-	800	-	-	800
BMDC Keighley Coordinators	-	2,000	2,000	-	-
Silsden Town Council Core	-	30,000	30,000	-	-
HMRC JRS	-	4,732	4,732	-	-
Youth Club	-	8,000	8,000	-	-
Silsden Aid in Sickness	-	5,421	5,421	-	-
Playspace	-	5,000	-	-	5,000
	<u>1,200</u>	<u>61,520</u>	<u>56,788</u>	<u>(132)</u>	<u>5,800</u>

# The Hive Silsden CIO

## Notes to the accounts continued

### for the year ended 30 April 2022

#### 4 Restricted funds continued

Fund name	Purpose of restriction
Groundwork UK	Towards the pre-school start-up and business development
BMDC Community Fund	Funding from Bradford Metropolitan District Council (BMDC) towards the costs of operating the property
BMDC Omicron Sport & Leisure	funding to support to hospitality, leisure and accommodation businesses
BMDC Community Chest (CC)	Funding towards community based leisure/cultural activities in the Bradford West area
BMDC CC Sports Eqpmt	Funding towards sports equipment
BMDC Keighley Coordinators	Funding to promote engagement with communities after Covid 19
Silsden Town Council Core	To support the charity's running costs
HMRC JRS	To cover salaries of furloughed staff
Youth Club	Funding to support the Youth Club activities
Silsden Aid in Sickness	Funding from Harry Tilotson Trust for essential electrical works
Playspace	To support work with disadvantaged young people

#### 5 Tangible assets

	Office equipment	Total
<u>Cost</u>	£	£
At 1 May 2021	1,000	1,000
Additions	132	132
At 30 April 2022	<u>1,132</u>	<u>1,132</u>
<u>Depreciation</u>		
At 1 May 2021	250	250
Charge for year	258	258
At 30 April 2022	<u>508</u>	<u>508</u>
<u>Net book value</u>		
At 30 April 2022	<u>624</u>	<u>624</u>
At 30 April 2021	<u>750</u>	<u>750</u>

#### 6 Debtors and prepayments

	2022	2021
	£	£
Debtors	4,219	7,393
Prepayments	881	1,071
	<u>5,100</u>	<u>8,464</u>

#### 7 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	22,003	21,375
Cash in hand	80	375
	<u>22,083</u>	<u>21,750</u>

**The Hive Silsden CIO**  
**Notes to the accounts continued**  
**for the year ended 30 April 2022**

<b>8 Creditors and accruals</b>	2022	2021
	£	£
Creditors	9,118	6,725
Accruals	2,868	1,664
Taxation and social security	3,576	-
Other creditors	1,908	-
	<u>17,470</u>	<u>8,389</u>

**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 total employee benefits received were £19,202 (previous year: £15,253).

**Other related party transactions**

Helen Aked (Trustee) is a principal in a firm which has provided the use of Quickbooks software at cost to the charity.

# 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 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income</b>						
Grants and donations	8,369	20,906	61,520	61,132	69,889	82,038
General hire	17,924	10,345	-	-	17,924	10,345
Events income	13,474	1,354	-	-	13,474	1,354
Other fees and charges	5,998	-	-	-	5,998	-
<b>Total income</b>	<b>45,765</b>	<b>32,605</b>	<b>61,520</b>	<b>61,132</b>	<b>107,285</b>	<b>93,737</b>
<b>Expenditure</b>						
Salaries and NI	24,750	15,251	46,549	42,043	71,299	57,294
Staff training	265	-	-	268	265	268
Events and activities	2,193	-	2,000	1,168	4,193	1,168
Volunteer expenses	40	-	-	20	40	20
Marketing and publicity	1,933	-	-	770	1,933	770
Rates	6,682	-	1,250	1,002	7,932	1,002
Utilities	8,882	-	-	12,303	8,882	12,303
Insurance	2,689	-	-	2,415	2,689	2,415
Phone and broadband	2,269	-	-	958	2,269	958
Licences	160	-	-	1,263	160	1,263
Repairs and maintenance	5,678	4,750	5,789	6,080	11,467	10,830
Cleaning and waste	1,119	2,154	-	-	1,119	2,154
Health and safety	641	387	-	417	641	804
Equipment	688	1,000	-	129	688	1,129
Printing, postage and stationery	649	-	-	625	649	625
Software and IT	699	-	-	940	699	940
Other administrative costs	261	-	1,200	6,411	1,461	6,411
Food and refreshments	675	-	-	203	675	203
Memberships and subscriptions	1,108	-	-	667	1,108	667
Independent examination	720	-	-	720	720	720
Banking charges	376	-	-	-	376	-
Depreciation	258	250	-	-	258	250
<b>Total expenditure</b>	<b>62,735</b>	<b>23,792</b>	<b>56,788</b>	<b>78,402</b>	<b>119,523</b>	<b>102,194</b>
<b>Net income / (expenditure)</b>	<b>(16,970)</b>	<b>8,813</b>	<b>4,732</b>	<b>(17,270)</b>	<b>(12,238)</b>	<b>(8,457)</b>
<b>Transfers between funds</b>	<b>132</b>	<b>1,000</b>	<b>(132)</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(16,838)</b>	<b>9,813</b>	<b>4,600</b>	<b>(18,270)</b>	<b>(12,238)</b>	<b>(8,457)</b>
<b>Fund balances brought forward</b>	<b>21,375</b>	<b>11,562</b>	<b>1,200</b>	<b>19,470</b>	<b>22,575</b>	<b>31,032</b>
<b>Fund balances carried forward</b>	<b>4,537</b>	<b>21,375</b>	<b>5,800</b>	<b>1,200</b>	<b>10,337</b>	<b>22,575</b>