

# **The Hive Silsden CIO**

Charity number 1182526

## **Annual Report and Financial Statements for the year ended 30 April 2023**



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **The Hive Silsden CIO**

## **Annual Report and Financial Statements for the year ended 30 April 2023**

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

# **The Hive Silsden CIO**

## **Trustees' report for the year ended 30 April 2023**

### **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	Resigned 29 March 2023
Piers Lane		Resigned 21 October 2022
Jana Young		Resigned 21 October 2022
Andrew Robertson		Resigned 31 October 2023
Mark Wogden		Appointed 17 May 2023
Peter Britton	Treasurer	Appointed 27 June 2023
Stephanie Calvert-Smith		Appointed 16 November 2022
Rachel Miller		Appointed 18 January 2023
Mark Whitrod		Appointed 15 January 2024
<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**

Rhys North ACA

### **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) foundation formed on 19 March 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 2023**

### **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 year most of our Board of five trustees have been working on our campaign to "Save the Field", a stretch of open grass running from one side of our MUGA down to the Leeds Liverpool Canal. This has been a fun campaign, with trustees, volunteers and management working together to gather over 1,500 signatures for a petition to Bradford Council to include the field in our Community Asset Transfer. We had games of rounders, tai chi, and a big gathering of children and adults standing in formation to spell "Save Our Field" and filmed by an overhead drone. This campaign was successful, and we have 80% of the field for community leisure and play activities. We were then asked to rewrite our CAT stage 2 application to include the field, and that work has been ongoing in Spring '23.

Jana Young left the Trustees to enjoy her retirement in October 2022 and Piers Lane also left in October due to work commitments. Stephanie Calvert Smith joined us in November 2022 and Rachel Miller joined January 2023.

Numbers at Preschool have been meeting targets this year, but we are expecting a fall as some children reach school age, and we are working hard to attract families to this small but friendly and caring preschool provision. Groups for preschool children in the activities room, including baby massage classes, soft play for toddlers, baby sensory sessions, and stay and play groups for mixed ages, have all been popular and well attended. The trustees salute the hard work of the management team for their huge contribution to activities for young families in the local community. This year, the Hive also opened its doors as a "warm space" from 4pm – 6pm every weekday in the winter months. There can be no doubt that the Hive is a popular, much needed resource.

These activities, and larger community events such as our fireworks night in November, and Halloween and Christmas parties add useful amounts to the charity's coffers, however, without the help of our Town Council, grants from various sources, and material and financial support from our local supermarkets, the Hive would not survive. These are difficult times for a charity, but the Hive continues to keep its head above water.

# **The Hive Silsden CIO**

## **Trustees' report (continued) for the year ended 30 April 2023**

### **Financial review**

The net income for the year was £3,476, including net income of £1,062 on unrestricted funds and net income of £2,414 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £4,835.

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 19/02/2024

Peter Britton (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 2023, which are set out on pages 6 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.

Rhys North ACA

26/02/2024

### **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 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	36,753	12,144	48,897	69,889
General hire		24,211	-	24,211	17,924
Events income		15,011	-	15,011	13,474
Playgroup fees		34,884	-	34,884	5,998
<b>Total income</b>		<b>110,859</b>	<b>12,144</b>	<b>123,003</b>	<b>107,285</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	82,397	-	82,397	71,299
Staff training		1,263	-	1,263	265
Events and activities		4,916	1,618	6,534	4,193
Volunteer expenses		30	-	30	40
Marketing and publicity		734	2,000	2,734	1,933
Rates		684	-	684	7,932
Utilities		2,568	3,000	5,568	8,882
Insurance		1,982	-	1,982	2,689
Phone and broadband		1,203	-	1,203	1,021
Licences		1,392	-	1,392	1,408
Repairs and maintenance		1,724	2,878	4,602	11,467
Cleaning and waste		2,788	-	2,788	1,119
Health and safety		1,558	234	1,792	641
Equipment		161	-	161	688
Printing, postage and stationery		966	-	966	649
Software and IT		575	-	575	699
Other administrative costs		185	-	185	1,461
Food and refreshments		874	-	874	675
Memberships and subscriptions		1,561	-	1,561	1,108
Independent examination		1,200	-	1,200	720
Banking charges		692	-	692	376
Depreciation		344	-	344	258
<b>Total expenditure</b>		<b>109,797</b>	<b>9,730</b>	<b>119,527</b>	<b>119,523</b>
<b>Net income / (expenditure)</b>		<b>1,062</b>	<b>2,414</b>	<b>3,476</b>	<b>(12,238)</b>
<b>Fund balances brought forward</b>		<b>4,537</b>	<b>5,800</b>	<b>10,337</b>	<b>22,575</b>
<b>Fund balances carried forward</b>	(4)	<b>5,599</b>	<b>8,214</b>	<b>13,813</b>	<b>10,337</b>

All incoming resources and resources expended derive from continuing activities.

**The Hive Silsden CIO**  
**Balance sheet**  
**as at 30 April 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 764	-	764	624
<b>Total fixed assets</b>	<u>764</u>	<u>-</u>	<u>764</u>	<u>624</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 3,185	-	3,185	5,100
Cash at bank and in hand	(7) 13,846	8,214	22,060	22,083
<b>Total current assets</b>	<u>17,031</u>	<u>8,214</u>	<u>25,245</u>	<u>27,183</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 12,196	-	12,196	17,470
<b>Total current liabilities</b>	<u>12,196</u>	<u>-</u>	<u>12,196</u>	<u>17,470</u>
<b>Net current assets / (liabilities)</b>	<u>4,835</u>	<u>8,214</u>	<u>13,049</u>	<u>9,713</u>
<b>Net assets</b>	<u>5,599</u>	<u>8,214</u>	<u>13,813</u>	<u>10,337</u>
<b>Funds</b>				
Unrestricted funds	5,599	-	5,599	4,537
Restricted funds	-	8,214	8,214	5,800
<b>Total funds</b>	<u>5,599</u>	<u>8,214</u>	<u>13,813</u>	<u>10,337</u>

The financial statements were approved by the board of trustees on 19/02/2024

Peter Britton (Trustee)



# **The Hive Silsden CIO**

## **Notes to the accounts**

### **for the year ended 30 April 2023**

#### **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, if 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

##### **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 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Asda Foundation	-	1,500	1,500	-
Bradford Metropolitan District Council (BMDC)	-	4,250	4,250	8,367
Silsden Town Council	30,000	-	30,000	38,000
Tesco/Groundwork UK	-	1,000	1,000	-
The Craven Trust	-	1,394	1,394	-
VCS Alliance	-	3,000	3,000	-
Arnold Clark	-	-	-	3,000
Charities Trust	-	-	-	1,000
HMRC Job Retention Scheme	-	-	-	4,732
Playspace	-	-	-	5,000
Silsden Aid in Sickness	-	-	-	5,421
Other donations	6,753	1,000	7,753	4,369
	<u>36,753</u>	<u>12,144</u>	<u>48,897</u>	<u>69,889</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	81,132	70,700
Social security costs	4,465	3,038
Employment allowance	(4,465)	(3,038)
Pensions	1,265	599
	<u>82,397</u>	<u>71,299</u>

The average number of employees during the year was 7.7, being an average of 4.4 full time equivalent (2022: 7.1, 3.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	1,265	599
Amount of any contributions outstanding at the year end	218	93

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
ABCD Fund	-	3,000	-	-	3,000
Asda Foundation	-	1,500	1,139	-	361
BMDC CC Sports Equipment	800	-	47	-	753
The Craven Trust	-	1,394	1,394	-	-
Playspace Association	5,000	-	900	-	4,100
BMDC Transformation Fund	-	2,000	2,000	-	-
BMDC Community Buildings	-	1,250	1,250	-	-
Tesco Groundworks	-	1,000	1,000	-	-
BMDC Warm Spaces	-	1,000	1,000	-	-
Warm Spaces donation	-	1,000	1,000	-	-
	<u>5,800</u>	<u>12,144</u>	<u>9,730</u>	<u>-</u>	<u>8,214</u>

# The Hive Silsden CIO

## Notes to the accounts continued

### for the year ended 30 April 2023

#### 4 Restricted funds continued

<b>Fund name</b>	<b>Purpose of restriction</b>
ABCD Fund	Towards improving children's mental health and supporting disadvantaged children.
Asda Foundation	To purchase items to improve the Youth Club.
BMDC CC Sports Equipment	Funding towards sports equipment.
The Craven Trust	To purchase new bollards and to fit as well as remove cycling racks.
Playspace Association	To support work with disadvantaged young people.
BMDC Transformation Fund	For marketing training.
BMDC Community Buildings	To support running costs of the centre.
Tesco Groundworks	To support the running costs of the Community Wellbeing Café.
BMDC Warm Spaces	To provide a warm space for anyone to attend offering refreshments, wifi and warmth.
Warm Spaces donation	To provide a warm space for anyone to attend offering refreshments, wifi and warmth.

#### 5 Tangible assets

	Office equipment	Total
<b><u>Cost</u></b>	£	£
At 1 May 2022	1,132	1,132
Additions	484	484
At 30 April 2023	1,616	1,616
<b><u>Depreciation</u></b>		
At 1 May 2022	508	508
Charge for year	344	344
At 30 April 2023	852	852
<b><u>Net book value</u></b>		
At 30 April 2023	764	764
At 30 April 2022	624	624

#### 6 Debtors and prepayments

	2023	2022
	£	£
Debtors	2,653	4,219
Prepayments	532	881
	3,185	5,100

#### 7 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	21,369	22,003
Cash in hand	691	80
	22,060	22,083

# The Hive Silsden CIO

## Notes to the accounts continued

### for the year ended 30 April 2023

#### 8 Creditors and accruals

	2023	2022
	£	£
Creditors	8,235	9,118
Accruals	1,328	2,868
Deferred income (see note below for analysis)	941	1,815
Taxation and social security	1,474	3,576
Other creditors	218	93
	<u>12,196</u>	<u>17,470</u>

#### Deferred income

	Deferred to next year	Released from last year
	£	£
Room hire	163	1,815
First aid training course	778	-
	<u>941</u>	<u>1,815</u>

Item name	Reason for deferral
Room hire	Income received in advance.
First aid training course	Income received in advance.

#### 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 by key management personnel were £19,032 (previous year: £19,202).

##### Other related party transactions

Helen Aked (who was a Trustee, but resigned during the year) 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 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Grants and donations	36,753	8,369	12,144	61,520	48,897	69,889
General hire	24,211	17,924	-	-	24,211	17,924
Events income	15,011	13,474	-	-	15,011	13,474
Playgroup fees	34,884	5,998	-	-	34,884	5,998
<b>Total income</b>	<b>110,859</b>	<b>45,765</b>	<b>12,144</b>	<b>61,520</b>	<b>123,003</b>	<b>107,285</b>
<b>Expenditure</b>						
Salaries and NI	82,397	24,750	-	46,549	82,397	71,299
Staff training	1,263	265	-	-	1,263	265
Events and activities	4,916	2,193	1,618	2,000	6,534	4,193
Volunteer expenses	30	40	-	-	30	40
Marketing and publicity	734	1,933	2,000	-	2,734	1,933
Rates	684	6,682	-	1,250	684	7,932
Utilities	2,568	8,882	3,000	-	5,568	8,882
Insurance	1,982	2,689	-	-	1,982	2,689
Phone and broadband	1,203	1,021	-	-	1,203	1,021
Licences	1,392	1,408	-	-	1,392	1,408
Repairs and maintenance	1,724	5,678	2,878	5,789	4,602	11,467
Cleaning and waste	2,788	1,119	-	-	2,788	1,119
Health and safety	1,558	641	234	-	1,792	641
Equipment	161	688	-	-	161	688
Printing, postage and stationery	966	649	-	-	966	649
Software and IT	575	699	-	-	575	699
Other administrative costs	185	261	-	1,200	185	1,461
Food and refreshments	874	675	-	-	874	675
Memberships and subscriptions	1,561	1,108	-	-	1,561	1,108
Independent examination	1,200	720	-	-	1,200	720
Banking charges	692	376	-	-	692	376
Depreciation	344	258	-	-	344	258
<b>Total expenditure</b>	<b>109,797</b>	<b>62,735</b>	<b>9,730</b>	<b>56,788</b>	<b>119,527</b>	<b>119,523</b>
<b>Net income / (expenditure)</b>	<b>1,062</b>	<b>(16,970)</b>	<b>2,414</b>	<b>4,732</b>	<b>3,476</b>	<b>(12,238)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>132</b>	<b>-</b>	<b>(132)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>1,062</b>	<b>(16,838)</b>	<b>2,414</b>	<b>4,600</b>	<b>3,476</b>	<b>(12,238)</b>
<b>Fund balances brought 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>
<b>Fund balances carried forward</b>	<b>5,599</b>	<b>4,537</b>	<b>8,214</b>	<b>5,800</b>	<b>13,813</b>	<b>10,337</b>