



## TRUSTEES' ANNUAL REPORT

# 21/22

PERIOD FROM 24 MAY 2021 – 31 MAY 2022





**The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the period ended 31 May 2022.**

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered charity name	CCBF Ltd
Charity registration number	1197648
Company registration number	13416230
Principal office & registered office	22 West Green Road London N15 5NN United Kingdom
<b>The trustees</b>	
Susan Jolly	(Served from 24 May 2021 to 21 June 2021)
Steven Ian Smith	(Appointed 16 August 2021)
Deborah Haynes	(Appointed 24 May 2021)
Tajammil Hussain	(Appointed 24 May 2021)
Independent examiner	Mr Naraidoo Savomy FCA FCCA CTA

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# STRUCTURE, GOVERNANCE AND MANAGEMENT

## Governing document

The charitable company is constituted as a company limited by guarantee (Company Registration No.13416230 (England and Wales) and is a charity registered for charitable purposes with the Charity Commission (Charity Registration No.1197648).

The charitable company is governed by its memorandum and articles of association, dated on the 15th December 2021.

## Recruiting and appointment of new trustees

New trustees are appointed by the current trustees.

## Induction and training of new trustees

New trustees are inducted by the current trustees.

# OBJECTIVES AND ACTIVITIES

## Summary of the objects of the organisation set out in the governing document.

To promote the voluntary sector for the benefit of the public by providing advice, support, information, and training to voluntary sector organisations’.

## The voluntary sector means charities and voluntary organisations.

1. Charities are organisations, which are established for exclusively charitable purposes in accordance with the law of England and Wales.
2. Voluntary organisations are independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities

## Activities include:

- Supporting voluntary sector organisations to incorporate into UK registered charities when applicable.

## Subsidising the following services to make them accessible to small to medium sized charities:

- Fundraising Consultancy
- Digital Platforms
- Leadership Development

# ACHIEVEMENTS AND PERFORMANCE

**CCBF LTD has supported over 20 small to medium sized charities with 50% subsidies giving them access to specialist services in the following areas of development:**

**Fundraising consultancy**  
CCBF LTD has raised over £100,000 for charities through fundraising consultancy subsidies.

**Digital platforms**  
CCBF LTD has subsidised five websites and five branding packages for five small UK registered charities.

**Leadership development**  
CCBF LTD ran a pilot leadership development programme in March 2022. The programme took nine third sector leaders away together, to survive in the wilderness. The course aimed to build efficiency and effectiveness, create networks, and equip leaders in the organisations represented. Delegates described the course as transformational, inspiring, and mind-blowingly awesome. The programme was run in partnership with Tiger Teams.

# CHARITY INCORPORATIONS

**CCBF supported the following with their incorporation applications. All were successful:**



**Phoenix**  
Charity Number: 1195566  
Date of Registration: 19/08/2021



**Amani Tribe**  
Charity Number: 1198871  
Date of Registration: 09/05/2022



**Families 4 Peace**  
Charity Number: 1198873  
Date of Registration: 09/05/2022



**Kitty Kat Rescue**  
Charity Number: 1199095  
Date of Registration: 26/05/2022

**CCBF has supported charities with their funding applications raising OVER**

**£100,000**



## CCBF Jump

On Sunday 15th May, Takunda, CCBF's Charity Manager, jumped 13,000 feet from a plane to raise money in support of the work CCBF does.



# LEADERSHIP

## March Leadership Programme

Our Class of March 2022 voluntary sector leaders returned from the wilderness on the 25th of March, where they had the opportunity for both personal and professional development. The Wilderness programme is a four-day event open to voluntary sector leaders. The course is all about leadership development and gives delegates the opportunity to network with other charity leaders.

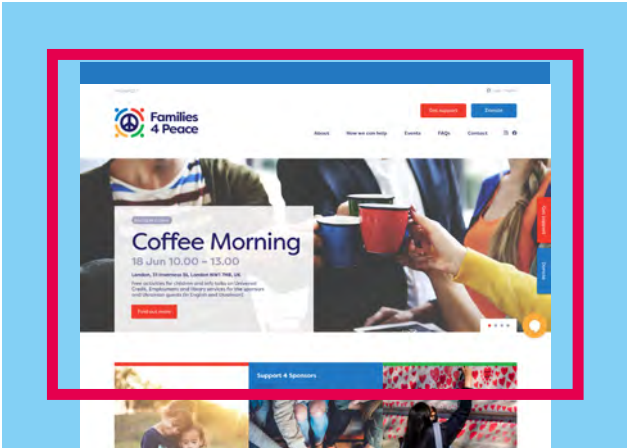


# DIGITAL

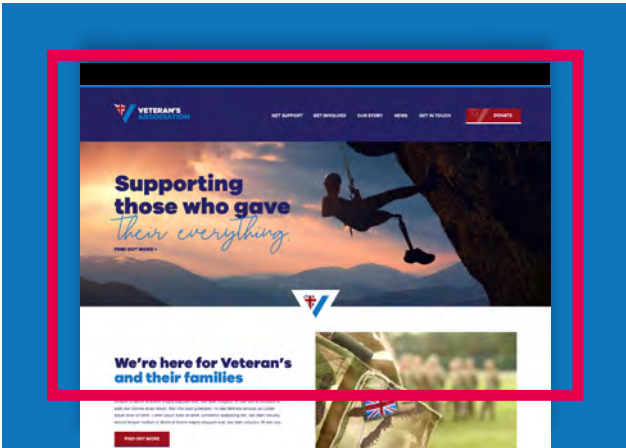
We subsidised the following logo and website designs for the charities below.



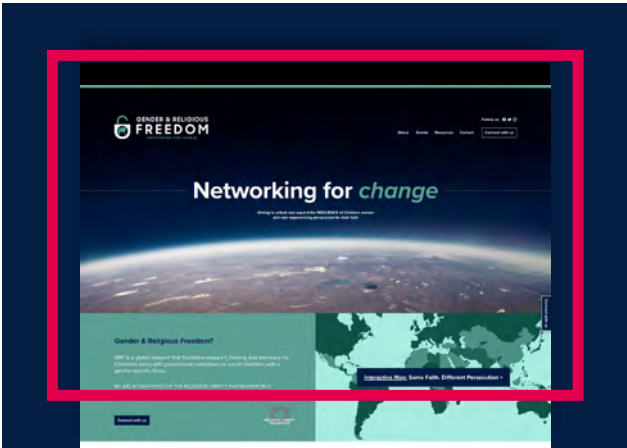
**Phoenix**  
Phoenix offers accessibility to treatment and support around Addiction, for those that fall through the cracks in the NHS and those on low incomes, often functioning Addicts crying out for help but unable to access the solution.



**Families 4 Peace**  
Families4Peace was created by four Northwest London women looking for a meaningful way to support the families arriving from Ukraine and the hosts.



**Veterans Association**  
Charitable Object: To relieve the needs of Armed Forces veterans and their families, primarily, but not exclusively in the UK by protecting their physical and mental health.



**Gender & Religious Freedom**  
GRF is a global network that facilitates research, training and advocacy for Christians living with government restrictions or social hostilities with a gender-specific focus.



# FINANCIAL REVIEW

## Period from 24 May 21 to 31 May 22

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
<b>Income and endowments</b>			
Donations and legacies	62,815	10,000	72,815
<b>Total income</b>	62,815	10,000	72,815
<b>Expenditure</b>			
Expenditure on raising funds:			
Costs of raising donations and legacies	76,228	—	76,228
<b>Total expenditure</b>	76,228	—	76,228
<b>Net expenditure and net movement in funds</b>	(13,413)	10,000	(3,413)
<b>Reconciliation of funds</b>			
Total funds brought forward	—	—	—
<b>Total funds carried forward</b>	(13,413)	10,000	(3,413)

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

### Financial position

The charity’s income for the period amounted to £ 72,815 and the expenses for the same period was £76,228, resulting in a net loss of £ 3,413.

### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees’ annual report was approved on 8<sup>th</sup> August 2022 and signed on behalf of the board of trustees by:



Deborah Haynes Trustee



**TRUSTEES' ANNUAL REPORT**  
PERIOD FROM 24 MAY 2021 – 31 MAY 2022

**Strengthening  
the third sector**



**CCBF Ltd**

**Company Limited by Guarantee**

**Report of the Trustees and Unaudited Financial  
Statements for the Period Ended**

**31 May 2022**

**ANDERSON ROSS LLP**

Chartered Accountants  
22 West Green Road  
London  
United Kingdom  
N15 5NN



# **CCBF Ltd**

**Company Limited by Guarantee**

## **Financial Statements**

**Period from 24 May 2021 to 31 May 2022**

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# **CCBF Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Period from 24 May 2021 to 31 May 2022**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the period ended 31 May 2022.

#### **Reference and administrative details**

<b>Registered charity name</b>	CCBF Ltd
<b>Charity registration number</b>	1197648
<b>Company registration number</b>	13416230
<b>Principal office and registered office</b>	22 West Green Road London N15 5NN United Kingdom

#### **The trustees**

Susan Jolly	(Served from 24 May 2021 to 21 June 2021)
Steven Ian Smith	(Appointed 16 August 2021)
Deborah Haynes	(Appointed 24 May 2021)
Tajammil Hussain	(Appointed 24 May 2021)

<b>Independent examiner</b>	Mr Naraidoo Savomy FCA FCCA CTA
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#### **Structure, governance and management**

##### **Governing document**

The charitable company is constituted as a company limited by guarantee (Company Registration No.13416230 (England and Wales) and is a charity registered for charitable purposes with the Charity Commission (Charity Registration No.1197648).

The charitable company is governed by its memorandum and articles of association, dated on the 15th December 2021.

##### **Recruiting and appointment of new trustees**

New Trustees are appointed by the current trustees.

##### **Induction and training of new trustees**

New Trustees are inducted by the current trustees.

# **CCBF Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 May 2021 to 31 May 2022**

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##### **Objectives and activities**

The objective of the charity is to promote the voluntary sector for the benefit of the public by providing advice, support, information and training to voluntary sector organisations.

The voluntary sector means charities and voluntary organisations. Charities are organisations, which are established for exclusively charitable purposes in accordance with the law of England and Wales.

Voluntary organisations are independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities

The activities include supporting voluntary sector organisations to incorporate into UK registered charities when applicable.

It also involves subsidising the following services to make them accessible to small to medium sized charities:

- Fundraising Consultancy
- Digital Platforms
- Leadership Development

##### **Achievements and performance**

CCBF LTD has supported over 20 small to medium sized charities with 50% subsidies giving them access to specialist services in the following areas of development:

###### **i) Fundraising consultancy**

CCBF LTD has raised over £100,000 for charities through fundraising consultancy subsidies.

###### **ii) Digital platforms**

CCBF LTD has subsidised five websites and five branding packages for five small UK registered charities.

###### **iii) Leadership development**

CCBF LTD ran a pilot leadership development programme in March 2022. The programme took nine third sector leaders away together, to survive in the wilderness. The course aimed to build efficiency and effectiveness, create networks, and equip leaders in the organisations represented. Delegates described the course as transformational, inspiring, and mind-blowingly awesome. The programme was run in partnership with Tiger Teams

##### **Leadership**

###### **March Leadership Programme**

The class of March 2022 voluntary sector leaders returned from the wilderness on the 25th of March, where they had the opportunity for both personal and professional development. The Wilderness programme is a four-day event open to voluntary sector leaders. The course is all about leadership development and gives delegates the opportunity to network with other charity leaders.



# **CCBF Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 May 2021 to 31 May 2022**

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##### **Financial review**

##### **Financial Position**

The charity's income for the period amounted to £ 72,815 and the expenses for the same period was £76,228, resulting in a net loss of £ 3,413.

##### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 8 August 2022 and signed on behalf of the board of trustees by:

Deborah Haynes  
Trustee

# **CCBF Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of CCBF Ltd**

#### **Period from 24 May 2021 to 31 May 2022**

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I report to the trustees on my examination of the financial statements of CCBF Ltd ('the charity') for the period ended 31 May 2022.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

1. accounting records were not kept in accordance with section 386 of the Companies Act 2006 ; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Mr Naraidoo Savomy FCA FCCA CTA  
Independent Examiner

Anderson Ross LLP  
22 West Green Road  
London  
N15 5NN

8 Aug 22

# CCBF Ltd

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Period from 24 May 2021 to 31 May 2022

	Note	Period from 24 May 21 to 31 May 22		
		Unrestricted funds £	Restricted funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies		62,815	10,000	72,815
<b>Total income</b>		<u>62,815</u>	<u>10,000</u>	<u>72,815</u>
<b>Expenditure</b>				
Expenditure on raising funds:				
Costs of raising donations and legacies		76,228	—	76,228
<b>Total expenditure</b>		<u>76,228</u>	<u>—</u>	<u>76,228</u>
<b>Net expenditure and net movement in funds</b>		<u>(13,413)</u>	<u>10,000</u>	<u>(3,413)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		—	—	—
<b>Total funds carried forward</b>		<u>(13,413)</u>	<u>10,000</u>	<u>(3,413)</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 7 to 11 form part of these financial statements.



# CCBF Ltd

## Company Limited by Guarantee

### Statement of Financial Position

31 May 2022

	Note	31 May 22 £
<b>Current assets</b>		
Debtors	7	386
Cash at bank and in hand		<u>1,940</u>
		2,326
<b>Creditors: amounts falling due within one year</b>	8	<u>5,739</u>
<b>Net current liabilities</b>		<u>3,413</u>
<b>Total assets less current liabilities</b>		<u>(3,413)</u>
<b>Net liabilities</b>		<u>(3,413)</u>
<b>Funds of the charity</b>		
Restricted funds		10,000
Unrestricted funds		<u>(13,413)</u>
<b>Total charity funds</b>	10	<u>(3,413)</u>

For the period ending 31 May 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 8 Aug 22, and are signed on behalf of the board by:

Deborah Haynes  
Trustee

The notes on pages 7 to 11 form part of these financial statements.

# **CCBF Ltd**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Period from 24 May 2021 to 31 May 2022**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 22 West Green Road, London, N15 5NN, United Kingdom.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**Financial instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.



**3. Accounting policies** *(continued)*

**Financial instruments** *(continued)*

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# CCBF Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 May 2021 to 31 May 2022

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#### 4. Limited by guarantee

The liability of each member is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while the person is a member or within one year after the person ceases to be a member, for payment of the charity's debts and liabilities incurred before the person ceases to be a member, payment of the costs, charges and expenses of winding up, and adjustment of the rights of the contributories among themselves.

#### 5. Independent examination fees

	Period from 24 May 21 to 31 May 22 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,000</u>

#### 6. Trustee remuneration and expenses

There were no trustees' remuneration or expenses paid for the period ended 31 March 2022.

#### 7. Debtors

	31 May 22 £
Trade debtors	<u>386</u>

#### 8. Creditors: amounts falling due within one year

	31 May 22 £
Trade creditors	3,864
Accruals and deferred income	1,000
Social security and other taxes	672
Other creditors	203
	<u>5,739</u>

#### 9. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £87.

# CCBF Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 May 2021 to 31 May 2022

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#### 10. Analysis of charitable funds

##### Unrestricted funds

	At 24 May 2021	Income	Expenditure	At 31 May 2022
	£	£	£	£
General funds	—	62,815	(76,228)	(13,413)

##### Restricted funds

	At 24 May 2021	Income	Expenditure	At 31 May 2022
	£	£	£	£
Restricted Fund 1	—	10,000	—	10,000

#### 11. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2022
	£	£
Current assets	2,326	2,326
Creditors less than 1 year	(5,739)	(5,739)
<b>Net liabilities</b>	<b>(3,413)</b>	<b>(3,413)</b>

#### 12. Related parties

There were no related party transactions for the year ended 31 March 2022.

**CCBF Ltd**

**Company Limited by Guarantee**

**Management Information**

**Period from 24 May 2021 to 31 May 2022**

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**The following pages do not form part of the financial statements.**

# CCBF Ltd

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Period from 24 May 2021 to 31 May 2022

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	Period from 24 May 21 to 31 May 22 £
<b>Income and endowments</b>	
<b>Donations and legacies</b>	
Income	72,815
	<hr/>
<b>Total income</b>	<b>72,815</b>
	<hr/>
<b>Expenditure</b>	
<b>Costs of raising donations and legacies</b>	
Purchases	28,901
Wages and salaries	14,928
Employer's NIC	552
Pension costs	87
Repairs and maintenance	1,388
Motor vehicle expenses	9,339
Legal and professional fees	4,805
Telephone	1,773
Other office costs	1,258
Cleaning	1,110
Auditors remuneration	1,000
Other expenses	1,117
Advertising	8,795
IT costs	749
Subscriptions	46
Paypal fees	59
Staff training	321
	<hr/>
	76,228
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<b>Total expenditure</b>	<b>76,228</b>
	<hr/>
<b>Net expenditure</b>	<b>(3,413)</b>
	<hr/>