

# **Bracken Bank and District Community Association**

Charity number 1201392

## **Annual Report and Financial Statements for the period from 19 December 2022 to 31 March 2024**



# **Bracken Bank and District Community Association**

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

# **Bracken Bank and Trustees' report for the period ended 31 March 2024**

## **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial period and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
David Weston	Chair	
Jayne McDonnell		Resigned 6 November 2024
Nadine Peck	Treasurer	
Louise Dyson		Resigned 6 November 2024
Eileen McDonnell		Resigned 11 June 2024
Chloe Flaherty		Appointed 7 March 2023
		Resigned 22 August 2024
Christian Allsworth		Appointed 12 December 2024
Lydia Brownjohn		Appointed 12 December 2024
<b>Charity number</b>	1201392	Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Sue Belcher Centre	Yorkshire Bank
Bracken Bank Avenue	73 North Street
Keighley BD22 7AF	Keighley BD21 3SD

### **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 governed by a constitution adopted on 19 December 2022.

## **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the trustees at a duly convened meeting.

# **Bracken Bank and District Community Association**

## **Trustees' report (continued) for the period ended 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

- A) Promote the benefit of the residents of Bracken Bank and District and the neighbourhood together defined by Harewood Road, Staveley Road down to and to incorporate Queens Road as far as St Joseph's School/Parish, Goose Cote Lane, Keighley Road, Ingrow Lane as far as St John's Church without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together all 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 and recreation and leisure with the object of improving the quality of life for the said residents;
- B) To secure the establishment of, or to maintain the established Community Centre and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects; and.
- C) Promote such other charitable purposes as may from time to time be determined.

#### **The charity's main activities**

The Association seeks to address inequalities through the promotion of self help, community pride and mutual support by facilitating the provision and development of services, activities and resources for the benefit of the Bracken Bank & District community. We also seek to directly involve local people with key decision makers and service providers in shaping the future of their own 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 and play provision for young people and providing a central hub for people of all ages to get together.

#### **Achievements and performance**

On 19 December 2022 this CIO, Bracken Bank and District Community Association, was registered by the Charity Commission. Previously to this date the trustees of the unincorporated charity of the same name (charity number 1083458) had resolved to transfer its net assets, following its closure, to this CIO. The transfer of these assets was effective 1 April 2023 and is disclosed as a donation in the Receipts and Payments Account within these accounts.

The Centre now has it's own web page, and continues to be a popular venue for events and parties, as well as groups. It has seen regular bookings for exercise classes and toddler groups, as well as OIAM, who continue to hold regular sessions.

David Wilson has created a Youth Voice group, who we hope will help to shape the future of the area. Also, with the help of grants, he has taken many of the youngsters on trips, including ice skating, pantomime, camping, learning archery and bushcraft.

BIG SWING have supplied a storage container, and with the help of grants, we have had it shelved inside and stocked with play equipment, had matting put down around it, and a canopy built onto it for bad weather. Hopefully this will facilitate more outdoor activities.

We are thrilled that the Sue Belcher Centre has been chosen as a site for a new Play Zone, which will replace the outdated MUGA, and will be an asset to both locals and the wider community.

Although the Health Hub has reduced openings from weekly to monthly, it now has the addition of the Locala Bus, for information and help on sexual health matters, also Julie provides breast screening, and advice on matters relating to breast health. The hub also provides a Warm Space for those who need it.

Thanks to co operation between the Committee, Bradford Council's drainage team, and the Duke of Devonshire's agent, drainage has been put in place which should finally alleviate the flooding problem.

# **Bracken Bank and District Community Association**

## **Trustees' report (continued) for the period ended 31 March 2024**

### **Financial review**

The net receipts for the period were £36,322, including net receipts of £31,210 on unrestricted funds and net receipts of £5,112 on restricted funds, after transfers.

### **Reserves policy**

The charity's free reserves, at the year end were £31,210.

BBDCA is currently dependent on donations, grants and rent from groups hiring the centre to sustain its activities. If these existing sources of income are depleted or lost, it is crucial to ensure that there are sufficient reserves to keep BBDCA running for between 3 and 6 months or to allow the charity to wind up or look for alternative funding, while meeting its obligation to service users. Based on 2023/2024 expenditure this results in a target reserves range between £5,500 and £11,000.

It is the policy of the Trustees to maintain reserves sufficient to cover all the Restricted Funds and six month's operating costs. These reserves should be built up from the unrestricted income.

If the charity has excess reserves then the Board will consider how these funds could be best used and make this clear by designating funds for future expenditure. If this is the case then these designations and timings are included as an appendix to this policy.

If significant resources are held in reserve then the Board may consider investing some of these funds to obtain a financial return for the charity. In making these decisions, the Board will consider the likelihood that some or all of the reserves held may need to be accessed at short notice.

The level of reserves should be calculated and monitored every 12 months by the Treasurer.

This policy shall be reviewed every 3 years and whenever there are significant changes in staff numbers or new projects.

Going forward, our aim had been the renewal, or refurbishment of the outdated Multi Use Games Area, but with the promise of the Play Zone, our excess free reserves will be used to make the centre a more secure environment. Additionally we will continue to consider any new projects which could be of benefit to the community, although given our level of reserves we will not be applying for outside funding, except for any such specific projects.

Approved by the board of trustees on 23/01/2025

David Weston (Trustee)

# **Bracken Bank and District Community Association**

## **Independent examiner's report to the trustees of Bracken Bank and District Community Association**

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2024, which are set out on pages 6 to 9.

### **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.

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

23/01/2025

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Bracken Bank and District Community Association**  
**Receipts and payments account**  
**for the period ended 31 March 2024**

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £
<b>Receipts</b>				
Grants and donations	(2)	773	12,500	13,273
Room hire and fundraising		11,728	-	11,728
Events and other income		296	-	296
Donation from unincorporated charity		33,010	-	33,010
<b>Total receipts</b>		<b>45,807</b>	<b>12,500</b>	<b>58,307</b>
<b>Payments</b>				
Utilities and waste management		5,368	-	5,368
Phone and internet		604	-	604
Insurance		813	-	813
Rent and rates		164	-	164
Events and activities		538	2,669	3,207
Materials and equipment		884	5,951	6,835
Repairs, maintenance and cleaning		2,845	327	3,172
Independent examination		792	-	792
Printing, postage and stationery		471	18	489
Other costs		541	-	541
<b>Total payments</b>		<b>13,020</b>	<b>8,965</b>	<b>21,985</b>
<b>Net receipts</b>		<b>32,787</b>	<b>3,535</b>	<b>36,322</b>
<b>Transfers between funds</b>		<b>(1,577)</b>	<b>1,577</b>	<b>-</b>
<b>Net movement in funds</b>		<b>31,210</b>	<b>5,112</b>	<b>36,322</b>
<b>Fund balances brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward</b>	(3)	<b>31,210</b>	<b>5,112</b>	<b>36,322</b>

**Bracken Bank and District Community Association**  
**Statement of assets and liabilities**  
**as at 31 March 2024**

	2024	2024	2024
	Unrestricted	Restricted	Total
	£	£	£
<b>Cash funds</b>			
Cash at bank	31,191	5,112	36,303
Cash in hand	19	-	19
<b>Total cash funds</b>	<u>31,210</u>	<u>5,112</u>	<u>36,322</u>

<b>Debtors and prepayments</b>	2024
	£
Prepayments	405
	<u>405</u>

**Assets retained for the charity's own use**

Laptops  
Defibrillator  
Cleaning equipment  
Sports equipment  
Tables

**Liabilities**

	2024
	£
Accruals	1,200
	<u>1,200</u>

The financial statements were approved by the board of trustees on 23/01/2025

David Weston (Trustee)



# **Bracken Bank and District Community Association**

## **Notes to the accounts**

### **for the period ended 31 March 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

##### **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

##### **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.

**Bracken Bank and District Community Association**  
**Notes to the accounts continued**  
**for the period ended 31 March 2024**

**2 Grants and donations**

	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £
Bradford Metropolitan District Council (BMDC)	-	5,000	5,000
Housing Associations' Charitable Trust (HACT)	-	500	500
InCommunities	650	-	650
Leeds Community Foundation (Give Bradford)	-	5,000	5,000
The Wharfedale Foundation	-	2,000	2,000
Other donations	123	-	123
	<u>773</u>	<u>12,500</u>	<u>13,273</u>

**3 Restricted funds**

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC Outdoor play	-	5,000	5,000	-	-
Events Fund	-	-	718	718	-
Health Hub Funding	-	5,000	619	(519)	3,862
BDCE Proceeds of Crime	-	-	1,000	1,000	-
KTC Events Fund	-	-	364	364	-
The Wharfedale Foundation	-	2,000	1,250	-	750
HACT Gardening Fund	-	500	-	-	500
BMDC Events Fund	-	-	14	14	-
	<u>-</u>	<u>12,500</u>	<u>8,965</u>	<u>1,577</u>	<u>5,112</u>

**Fund name**

**Purpose of restriction**

BMDC Outdoor play	To enhance the provision of enrichment activities for young people.
Events Fund	Towards events.
Health Hub Funding	Towards running a health hub. The transfer comprises room hire charges and the donation of £2,217 from the former unincorporated association.
BDCE Proceeds of Crime	Towards running youth sessions.
KTC Events Fund	Towards events.
The Wharfedale Foundation	Towards artistic creations and a mural.
HACT Gardening Fund	Towards a gardening project.
BMDC Events Fund	Towards events.

Unless otherwise specified, transfers relates to the restricted fund balances donated from the unincorporated association to the CIO.

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this period.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this period.