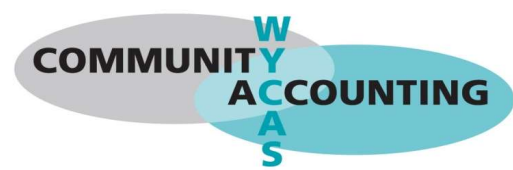


# **Bradford Inclusive Disability Service**

Charity number 503944

## **Annual Report and Financial Statements for the year ended 30 September 2020**



West Yorkshire Community Accounting Service

# **Bradford Inclusive Disability Service**

## **Annual Report and Financial Statements for the year ended 30 September 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# **Bradford Inclusive Disability Service**

## **Trustees' report for the year ended 30 September 2020**

### **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>
Catrina Milne	Chair
Anne McCarthy	Treasurer
Kerry Cawley	Secretary
Rosemary Allan	
Michael Allan	
Carol Bowes	
Gina O'Hara	

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 503944, on 23 January 1975.

### **Principal address**

Child Development Centre  
St Luke's Hospital  
Little Horton Road  
Bradford  
BD5 0NA

### **Bankers**

The Co-operative Bank plc  
Customer Services  
PO Box 459  
Skelmersdale  
WN8 6WT

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is governed by a constitution adopted on 25 November 1974, as amended 26 November 2019.

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

The trustees of the charity are appointed by the members at the AGM.

# **Bradford Inclusive Disability Service**

## **Trustees' report (continued) for the year ended 30 September 2020**

### **Objectives and activities**

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

The relief and education of children with disabilities by the provision of therapeutic educational and stimulating toys and equipment.

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

The Bradford Inclusive Disability Service (formerly Bradford Toy Library) provides a specialist toy and resource service to assist in the development of children with disabilities. Interesting weekly theme days and events for users are organised including an extensive Summer holidays and school breaks scheme. Also 'TEENZONE' a social skills group (11+), Friday Friends and a Carer's Support Group are part of our activities.

#### **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**

We have had our usual busy summer, with our various activities.

Our Christmas pantomime went ahead with the help of Friends of St.Lukes and our mystery donor.

We also were busy making big plans for our 45th birthday and relaunch party in January.

Our party was a great success, attendance included almost all of our families. We also had doctors, nurses, physiotherapist, occupational therapists and other staff members from St.Lukes as well as some of our funders.

We relaunched under our new name Bradford Inclusive Disability Service (BIDS), with great plans for the future.

#### **Covid -19**

In March 2020 lockdown happened and this has been our busiest time ever.

We have supported nearly 1,000 children and young people as well as their families.

Michelle and Emma have worked tirelessly to get Covid funding to help our members, which has been successful.

We have given over the last seven months food packages, toys, boredom buster packages and being a friendly voice over the phone.

We have new families joining our charity as more and more people need the help and support in these unprecedented times.

Our future plans are to continue with these packages until things hopefully return to normal.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Catrina Milne  
Chairperson

#### **Financial review**

The net receipts for the year were £8,809, including net receipts of £7,608 on unrestricted funds and net receipts of £1,201 on restricted funds.

## **Bradford Inclusive Disability Service**

### **Trustees' report (continued) for the year ended 30 September 2020**

#### **Reserves policy**

The charity's free reserves at the year end were £58,541.

The trustees have elected to hold reserves of £25,000 - which includes 3 months salary costs. The trustees are aware that the reserves held are above their policy and this will be considered in the coming year when the Covid situation is resolved.

Signed on behalf of the board of trustees:

Signed: Catherine Milne

Date: 15-7-21

Name: CATHERINE MILNE (Trustee)

## **Bradford Inclusive Disability Service**

### **Independent examiner's report to the trustees of Bradford Inclusive Disability Service**

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 30 September 2020, which are set out on pages 6 to 10.

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

As the charity trustees 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 Trust'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 Act; or
- 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.

Signed: S.Procter                      Name: Stephen Procter

Date: 22 July 2021

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Bradford Inclusive Disability Service**  
**Receipts and payments account**  
**for the year ended 30 September 2020**

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	52,873	117,128	170,001	129,731
Membership fees		1,044	-	1,044	823
Fundraising		-	-	-	2,010
Activity contributions		1,324	-	1,324	645
Other income		1,688	-	1,688	90
Bank interest		116	-	116	6
<b>Total receipts</b>		<b>57,045</b>	<b>117,128</b>	<b>174,173</b>	<b>133,305</b>
<b>Payments</b>					
Salaries, NIC and payroll costs		18,245	63,331	81,576	46,160
Pensions		-	1,647	1,647	859
Fundraiser		-	-	-	1,245
Toys, equipment and resources		3,470	6,640	10,110	13,258
Insurance		266	-	266	228
Training		-	-	-	164
Events and activities		12,252	1,501	13,753	12,763
Travel and transport		2,441	7,115	9,556	3,763
Stationery and office supplies		5,180	1,303	6,483	1,111
Food and refreshments		784	484	1,268	794
Clothing and uniforms		733	-	733	136
Memberships and subscriptions		-	-	-	115
Volunteer expenses		3,245	135	3,380	2,101
Committee expenses		403	-	403	176
Fundraising costs		1,298	-	1,298	1,177
Publicity and promotions		380	-	380	296
Telephones		-	-	-	240
DBS checks		26	-	26	26
IT and website		245	17	262	1,566
Refunds out		95	-	95	-
Covid support expense		-	21,447	21,447	-
Summer delivery expense		224	7,282	7,506	-
Autumn/Winter delivery expense		150	5,025	5,175	-
Other expenses		-	-	-	488
<b>Total payments</b>		<b>49,437</b>	<b>115,927</b>	<b>165,364</b>	<b>86,666</b>
<b>Net receipts</b>		<b>7,608</b>	<b>1,201</b>	<b>8,809</b>	<b>46,639</b>
<b>Fund balances brought forward</b>		<b>50,933</b>	<b>16,273</b>	<b>67,206</b>	<b>20,567</b>
<b>Fund balances carried forward</b>	(2)	<b>58,541</b>	<b>17,474</b>	<b>76,015</b>	<b>67,206</b>

# Bradford Inclusive Disability Service

## Statement of assets and liabilities

as at 30 September 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Co-op Bank current account	20,284	17,474	37,758	52,206
Co-op Bank deposit account	<u>38,257</u>	<u>-</u>	<u>38,257</u>	<u>15,000</u>
<b>Total cash funds</b>	<u>58,541</u>	<u>17,474</u>	<u>76,015</u>	<u>67,206</u>

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

The charity retains various items of office equipment as well as audio visual equipment and toys for use by the children. Other specialist items of equipment are also held. A full inventory of these items is held by the group.

### Liabilities

	£
Independent examination	<u>750</u>
	<u>750</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 15-7-21

Signed: Catherine Milne

(Trustee)

Name: CATHERINE MILNE



# **Bradford Inclusive Disability Service**

## **Notes to the accounts**

### **for the year ended 30 September 2020**

#### **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.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **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.

##### **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.

**Bradford Inclusive Disability Service**  
**Notes to the accounts continued**  
**for the year ended 30 September 2020**

<b>2 Grants and donations</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bradford Council (Playday/Kidzone)	-	-	-	6,870
Albert Gubay (Covid support)	-	4,700	4,700	-
Angela Gallagher Memorial Fund	1,000	-	1,000	-
Awards for All	-	-	-	9,880
Awards for All (Covid support)	-	10,000	10,000	-
Barbara Shuttleworth	-	-	-	700
Bradford Autism Services	-	-	-	9,287
Brelms	5,000	-	5,000	5,000
Charities Aid Foundation (Covid support)	-	7,700	7,700	-
Cleeves Whitehead Trust	-	-	-	2,000
Cotton Industry	3,000	-	3,000	3,000
Fitton Trust	250	-	250	-
Friends of St Luke's	-	-	-	1,000
Hedley Foundation	-	-	-	2,000
HMRC Job Retention Scheme	-	1,915	1,915	-
Joan Wilkinson Charitable Trust	1,000	-	1,000	-
Keepmoat	-	-	-	2,000
Leeds Building Society	1,000	-	1,000	1,000
Leeds Community Foundation	-	-	-	5,005
LCF Healthy Holidays (Covid support)	-	5,000	5,000	-
Liz and Terry Bramhall	-	-	-	5,000
Lloyds Bank	-	-	-	1,000
Lord Barnaby	-	-	-	3,000
Lottery Community Fund	-	63,063	63,063	-
Lottery Community Fund (Covid support)	-	10,000	10,000	-
Magic Little Grants	-	-	-	500
Masonic Charitable Trust	2,800	-	2,800	-
Mondiano Charitable Trust	1,000	-	1,000	-
Myerscough Charitable Trust	250	-	250	-
Pat Newman Memorial Trust	700	-	700	-
Percy Bilton	-	-	-	496
Rangoowala	-	-	-	1,500
Rank Foundation	350	-	350	-
Sir George Martin (Covid support)	-	500	500	2,000
Sir Trevor Chinn	1,000	-	1,000	-
Sovereign Health (Covid support)	-	2,000	2,000	-
St James Place	-	-	-	10,000
Sweetpea Charitable Trust	700	-	700	-
Webb Family Trust	1,500	-	1,500	-
W W Spooner	1,000	-	1,000	500
Transforming Lives (Covid support)	-	6,500	6,500	5,000
Truemark Trust	-	-	-	5,000
Zedra Trust	-	-	-	2,400
29th May 1961 Trust	3,000	-	3,000	3,000
4814 Trust	-	-	-	5,000
Other grants and donations (Covid support)	-	5,750	5,750	-
Other grants and donations	29,323	-	29,323	37,593
	<b>52,873</b>	<b>117,128</b>	<b>170,001</b>	<b>129,731</b>

**Bradford Inclusive Disability Service**  
**Notes to the accounts continued**  
**for the year ended 30 September 2020**

<b>3 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Awards for All	5,200	-	-	(5,200)	-
Bradford Council	73	-	73	-	-
Leeds Building Society	1,000	-	1,000	-	-
St James Place	10,000	-	2,085	(7,915)	-
HMRC Job Retention Scheme	-	1,915	1,915	-	-
Lottery Community Fund	-	63,063	63,063	-	-
Covid Support	-	52,150	47,791	13,115	17,474
	<u>16,273</u>	<u>117,128</u>	<u>115,927</u>	<u>-</u>	<u>17,474</u>

**Fund name**

**Purpose of restriction**

Awards for All	To support the SHINE Spina Bifida group. (Balance permitted to be moved to Covid support to assist families during the pandemic.)
Bradford Council	Towards activity costs.
Leeds Building Society	Towards the costs of toys and equipment.
St James Place	Towards the costs of Teenzone activities. (Balance permitted to be moved to Covid support to assist families during the pandemic.)
HMRC Job Retention Scheme	Towards furlough payments to staff.
Lottery Community Fund	Towards salary costs.
Covid Support	Grants towards providing additional equipment and resources to supporting families during the Covid pandemic.

**4 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.