

Bradford Inclusive Disability Service

Charity number 503944

Annual Report and Financial Statements for the year ended 30 September 2021



Bradford Inclusive Disability Service

Annual Report and Financial Statements for the year ended 30 September 2021

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Prepared by West Yorkshire Community Accounting Service

Bradford Inclusive Disability Service

Trustees' report for the year ended 30 September 2021

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:

Name	Position
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 2021

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

The year 2020/21 was a difficult one due to Covid restrictions in place for most of the period.

We continued to deliver food packages, toys, and activity packages. In total we distributed over 1.5 tonnes of food, with 6,720 deliveries and interactions made. Activity packs were distributed to 1,680 children and young people with disabilities.

At Christmas we made 150 Santa Doorstop Deliveries, thanks to the hard work of Emma and Michelle and their husbands. These were received by some excited and animated children.

We were unable to host groups in the office but ran some activities via Zoom and later were able to accommodate them at other venues. Notably Beacon Community Church where we now hold the Teenzone, Kidzone and Friday Friends groups.

In Spring there was a brief lift in Covid restrictions and on 1 April we attended Shaw House for outdoor cooking. It was a huge success and it was nice to be able to have face to face contact with people.

Carers received a lovely pamper package and we had themed activities which included planting, cooking and baking. We also organised a Sports Day and Teddy Bears Picnic.

It was possible to open the office but with some restrictions and limits on the number of people allowed there at any one time.

On behalf of the Trustees I would like to take this opportunity to say a massive Thank You to Michelle, Emma and Cora for keeping the office going.

We would like to thank our many delivery drivers who have helped us and the kind generosity of some amazing funders.

Dough Baby have been brilliant making up and helping to deliver DIY pizza boxes and at Store House Soraya and Julie who worked hard to keep up with all the ideas the team had. We thank them all very much.

Catrina Milne (Chair)

Financial review

The net payments for the year were £12,311, including net receipts of £5,163 on unrestricted funds and net payments of £17,474 on restricted funds.

Bradford Inclusive Disability Service

Trustees' report (continued) for the year ended 30 September 2021

Reserves policy

The charity's free reserves at the year end were £63,704.

The trustees have elected to hold reserves of £51,000 - which includes 6 months salary costs and some running 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 on 16 April 2022

Catrina 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 2021, 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.

Stephen Procter

25 April 2022

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 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	46,427	80,198	126,625	170,001
Membership fees		1,124	-	1,124	1,044
Fundraising		4,433	-	4,433	-
Activity contributions		-	-	-	1,324
Other income		-	-	-	1,688
Bank interest		56	-	56	116
Total receipts		<u>52,040</u>	<u>80,198</u>	<u>132,238</u>	<u>174,173</u>
Payments					
Salaries, NIC, pensions and payroll costs	(3)	32,884	59,488	92,372	83,223
Toys, equipment and resources		1,535	-	1,535	10,110
Insurance		279	-	279	266
Events and activities		64	-	64	13,753
Travel and transport		396	9,769	10,165	9,556
Stationery and office supplies		2,224	8	2,232	6,483
Food and refreshments		338	72	410	1,268
Clothing and uniforms		150	-	150	733
Independent examination		1,380	-	1,380	-
Volunteer expenses		72	4,710	4,782	3,380
Committee expenses		115	-	115	403
Fundraising costs		1,568	-	1,568	1,298
Publicity and promotions		-	-	-	380
Telephones		360	-	360	-
DBS checks		50	-	50	26
IT and website		914	145	1,059	262
Refunds out		-	-	-	95
Covid support expense		4,377	23,480	27,857	21,447
Summer delivery expense		-	-	-	7,506
Autumn/Winter delivery expense		-	-	-	5,175
Other expenses		171	-	171	-
Total payments		<u>46,877</u>	<u>97,672</u>	<u>144,549</u>	<u>165,364</u>
Net receipts / (payments)		<u>5,163</u>	<u>(17,474)</u>	<u>(12,311)</u>	<u>8,809</u>
Fund balances brought forward		<u>58,541</u>	<u>17,474</u>	<u>76,015</u>	<u>67,206</u>
Fund balances carried forward	(4)	<u>63,704</u>	<u>-</u>	<u>63,704</u>	<u>76,015</u>

Bradford Inclusive Disability Service

Statement of assets and liabilities

as at 30 September 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Co-op Bank current account	28,425	-	28,425	37,758
Co-op Bank deposit account	35,279	-	35,279	38,257
Total cash funds	<u>63,704</u>	<u>-</u>	<u>63,704</u>	<u>76,015</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 16 April 2022

Catrina Milne (Trustee)

Bradford Inclusive Disability Service

Notes to the accounts

for the year ended 30 September 2021

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 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Albert Gubay (Covid support)	-	-	-	4,700
Alchemy (Covid support)	-	600	600	-
Angela Gallagher Memorial Fund	-	-	-	1,000
Awards for All (Covid support)	-	-	-	10,000
Bradford Council	9,070	-	9,070	-
Bradford Council (Covid support)	-	12,740	12,740	-
Brelms	5,000	-	5,000	5,000
Charities Aid Foundation (Covid support)	-	-	-	7,700
Cotton Industry (Covid support)	-	3,000	3,000	3,000
Fitton Trust	-	-	-	250
Groundwork (Tesco)	1,000	-	1,000	-
Hadley Trust	7,500	-	7,500	-
HMRC Job Retention Scheme	-	4,743	4,743	1,915
Joan Wilkinson Charitable Trust	-	-	-	1,000
Leeds Building Society	-	-	-	1,000
LCF Healthy Holidays (Covid support)	-	-	-	5,000
Lottery Community Fund	-	54,745	54,745	63,063
Lottery Community Fund (Covid support)	-	-	-	10,000
Masonic Charitable Trust	2,800	-	2,800	2,800
Mondiano Charitable Trust	1,000	-	1,000	1,000
Myerscough Charitable Trust	-	-	-	250
Pat Newman Memorial Trust	-	-	-	700
Rank Foundation	-	-	-	350
Sir George Martin (Covid support)	-	500	500	500
Sir Trevor Chinn	-	-	-	1,000
Sobell Foundation	4,000	-	4,000	-
Sovereign Health (Covid support)	-	-	-	2,000
Sweetpea Charitable Trust	-	-	-	700
Webb Family Trust	-	-	-	1,500
W W Spooner	-	-	-	1,000
Transforming Lives (Covid support)	-	-	-	6,500
29th May 1961 Trust	-	-	-	3,000
Other grants and donations (Covid support)	-	3,870	3,870	5,750
Other grants and donations	16,057	-	16,057	29,323
	<u>46,427</u>	<u>80,198</u>	<u>126,625</u>	<u>170,001</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	84,725	78,835
Social security costs	8,217	6,956
Employment allowance	(4,000)	(4,903)
Payroll costs	1,489	688
Pensions	1,941	1,647
	<u>92,372</u>	<u>83,223</u>

The average number employees during the year was 3, being an average of 2.4 full time equivalent (2020: 2.8, 2.4 FTE). There were no employees with emoluments above £60,000.

Bradford Inclusive Disability Service
Notes to the accounts continued
for the year ended 30 September 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Covid support	17,474	20,710	38,184	-
HMRC Job Retention Scheme	-	4,743	4,743	-
Lottery Community Fund	-	54,745	54,745	-
	<u>17,474</u>	<u>80,198</u>	<u>97,672</u>	<u>-</u>

Fund name	Purpose of restriction
Covid support	Grants and donations towards providing additional equipment and resources to support families during the Covid pandemic.
HMRC Job Retention Scheme	Furlough scheme to support staff salaries.
Lottery Community Fund	Towards staff salary costs.

5 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.