

THE UNDERCLIFFE CEMETERY CHARITY

England & Wales · Charity number 519751

Details

Other names	THE BRADFORD (UNDERCLIFFE) CEMETERY COMPANY
Status	Registered
Legal form	Charitable company
Company number	01973400
Registered	1988-03-15
Register	View on the Charity Commission register

Contact

Address The Undercliffe Cemetery Charity
The Lodge
Undercliffe Cemetery
Undercliffe Lane
Bradford
BD3 0DW

Phone 01274 642276

Email office@undercliffecemetery.co.uk

Website www.undercliffecemetery.co.uk

Activities

Objects: FOR THE PUBLIC BENEFIT, TO OPERATE, MAINTAIN AND PRESERVE UNDERCLIFFE CEMETERY FOR ALL OR ANY OF THE FOLLOWING PURPOSES: (1) AN OPEN SPACE (2) THE ADVANCEMENT OF EDUCATION OF THE PUBLIC CONCERNING THE LOCAL, AND NATIONAL, SOCIAL AND INDUSTRIAL HISTORY AND ARCHITECTURE OF THE 19TH CENTURY AND THE NATURAL HISTORY, INCLUDING ORNITHOLOGY AND BOTANY, OF THE CEMETERY AND ITS ENVIRONS (3) THE BURIAL OF THE DEAD (4) THE PRESERVATION, PROTECTION AND DEVELOPMENT OF FEATURES OF HISTORIC OR EDUCATIONAL INTEREST, INCLUDING THE FLORA AND FAUNA OF THE CEMETERY, AND IN PARTICULAR THE MAINTENANCE AND REPAIR OF EXISTING MONUMENTS, TOMBS AND GRAVES THEREIN WHICH ARE OF EDUCATIONAL INTEREST.

Activities: For the public benefit to operate maintain and preserve and promote Undercliffe Cemetery for all or any of the following purposes:-1 The burial of the dead, including provision for ashes, 2. the provision of a community open space 3. The advancement of education 4 Preservation protection & development of features of historic or educational interest including preservation of war graves & memorials.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£76,057	£105,773	-	-
2023-12-31	£66,926	£59,942	-	-
2022-12-31	£66,820	£60,787	-	-
2021-12-31	£60,901	£47,778	-	-
2020-12-31	£59,198	£44,172	-	-

Trustees

Name	Role	Appointed
CHRISTOPHER JOHN BIRD		
Gaynor Haliday		2021-09-08
Geoffrey Horace Simpson		2025-10-21
Irene Lofthouse		2024-11-18
JACQUELINE LUCY AMBLER		
JOHN ALEXANDER SCHOLEFIELD		
JONATHAN MARK ACKROYD		2012-11-13
John Charles Jackson		2014-11-27
Rebecca Louise Oliver		2024-11-18
Susan Crossley		2025-10-21
Timothy Hardy		2021-09-08

THE UNDERCLIFFE CEMETERY CHARITY

England & Wales - Charity number 519751

Accounts

REGISTERED COMPANY NUMBER: 01973400 (England and Wales)
REGISTERED CHARITY NUMBER: 519751

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024
FOR
THE UNDERCLIFFE CEMETERY CHARITY

Walter Dawson & Son
Chartered Accountants
1 Valley Court
Canal Road
Bradford
West Yorkshire
BD1 4SP

THE UNDERCLIFFE CEMETERY CHARITY

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 14
Detailed Statement of Financial Activities	15

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Company's objectives as stipulated in the Memorandum of Association were created in 1987 and were slightly amended in 2023

"For the public benefit to operate, maintain, preserve, and promote Undercliffe Cemetery for all or any of the following purposes:

1. The burial of the dead, including provision for ashes.
2. The provision of a community open space as a focus for local cooperation and pride
3. The advancement of education regarding local and national history

Including

The Industrial Revolution

The ecology of the cemetery, including wildlife and flora.

The architectural heritage and design of the cemetery

4. The preservation, protection, and development of features of historic or educational interest, including the preservation of war graves and memorials to those who have suffered in conflict."

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

OBJECTIVES AND ACTIVITIES

Digitising the records

This extensive project began in 2021 with the aim of replacing the old microfiche system by compiling a comprehensive digital database. Thanks to the kind cooperation of the West Yorkshire (Bradford) Archives Services, we have been able to image the Bradford Cemetery Company order books at an impressive rate of approximately 1,000 pages per week.

A dedicated team of ten researchers undertook the task of transcribing the content of these images into spreadsheets. Each transcription was then carefully cross-checked for accuracy before being uploaded into the database.

The entire Unconsecrated section of the cemetery - comprising around 52,000 entries - has now been fully completed. Work on digitising the 74,000 records in the Consecrated section is well underway. At the end of 2024, a total of 65,000 records had been imaged, with 48,000 successfully transcribed.

During 2024 alone, volunteers contributed an estimated 210 hours to imaging, and a further 3,200 hours to transcription. This monumental effort would not have been possible without the enthusiastic, diligent, and persistent work of the digitisation team. Their untiring dedication deserves the highest praise and sincere thanks.

Membership

Membership of the Undercliffe Cemetery Charity remains at an annual fee of £10. Members receive a monthly update covering matters affecting the Cemetery, its Volunteers, and other relevant topics, along with a quarterly newsletter. These communications are primarily distributed using Mailchimp software.

By the end of 2024, the Charity had 78 Members, including Trustees, Volunteers, Councillors, and Sponsors. The total income from Members' subscriptions during the year was £1854, which included supplementary donations and Gift Aid claimed via the Charities Aid Foundation.

Engagement with the Local Community

The Charity continued to take a creative and proactive approach to engaging with the local community throughout 2024. Among the most popular initiatives were a series of frequent themed general and private speaker events, as well as bespoke guided tours. These were complemented by historical projects involving local schools, with Trustees visiting schools and pupils visiting the Cemetery as part of interactive educational experiences.

Major public events proved highly successful, with the Bradford Literature Festival and the Heritage Open Day tours both quickly selling out. In addition, Bradford and Shipley Colleges, along with the University of Bradford, were involved in collaborative projects at the Cemetery.

The most widely attended event of the year was the annual Remembrance Day Service, which drew significant public interest. Over 200 children from local schools attended the solemn occasion, which was presided over by the Dean of Bradford, the HM Deputy Lieutenant for West Yorkshire, and the Lord Mayor and Lady Mayoress of Bradford.

A range of themed bespoke events also took place, including talks delivered at venues beyond the Cemetery grounds. These events generated valuable income for the Charity and helped extend its reach across the broader community.

A particularly successful initiative was the Flower Festival, held within the Cemetery grounds. This event was designed to encourage greater community involvement and to welcome more children and families into the Cemetery space.

Meanwhile, a small but dedicated team of volunteers has been researching, writing, and producing content for the new Undercliffe Cemetery Trail. This trail comprises 20 interpretive boards that shine a light on the Cemetery's rich heritage. It highlights individuals who played a central role in the Worstedopolis era, as well as Quakers, women and Sikh soldiers in the First World War, the 2023 Young Poet Laureate winner, pauper burials, sporting champions who overcame adversity, and notable musicians, artists, and writers. The trail also draws attention to the Cemetery's natural visitors, including red kites, foxes, and deer.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

OBJECTIVES AND ACTIVITIES

Volunteers

Volunteers continue to play a vital role in the success of the Charity's work. They gave freely of their time to promote and lead tours and generously donated homemade cakes and refreshments for sale at events-adding a welcoming, community-focused atmosphere to every occasion.

Our Research Volunteers have made invaluable contributions, both individually and collectively, by expanding the body of knowledge about Undercliffe Cemetery and delivering insightful, well-researched guided tours.

Ongoing research and writing efforts consistently enrich our understanding of the Cemetery's history, often revealing fascinating and unexpected stories. This growing archive serves as a valuable resource for family and local historians, academics, neighbourhood schools, and anyone with an interest in Bradford's rich and diverse social heritage.

In addition to research, volunteers serve as knowledgeable and passionate tour guides and support all aspects of the Charity's annual programme of events. These tours and activities are essential sources of income and outreach, requiring significant time, careful planning, and thoughtful execution.

The dedication, generosity, and expertise of our volunteers continue to be the foundation upon which much of our public engagement and fundraising success is built.

Chair's Report for 2024

Revenue generated from new plot sales, burials, ashes interments, and related services contributed significantly to the Charity's income in 2024. These activities resulted in a modest surplus compared to the previous year, reflecting steady and responsible financial management.

Our Groundwork Volunteers continued to do exceptional work in maintaining the Cemetery's appearance and accessibility. Their efforts included some of the most challenging tasks-pruning trees, removing overgrown rhododendron bushes, and spraying invasive species - all of which are essential to the long-term upkeep of the site. Two additional sections of the Cemetery were identified as potential burial areas and are now being prepared for future burials, ensuring the site can continue to serve the community for years to come.

Of course, these are just some examples of the many vital routine activities and improvements undertaken by our dedicated team. With the support of over 50 volunteers and our part-time paid Registrar, a wide range of tasks - both visible and behind-the-scenes-have been carried out collectively and individually throughout the year.

On behalf of myself and the Trustees of the Undercliffe Cemetery Charity, I wish to express our deep gratitude to all who contribute their time, skills, and passion. Together, we continue to preserve, protect, and enhance one of Bradford's most significant heritage sites, ensuring that future generations can experience and appreciate the legacy of our shared efforts.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Company was incorporated in England and Wales on the 20th December 1985 as the Bradford (Undercliffe) Cemetery Company and was renamed The Undercliffe Cemetery Charity on the 10th July 1991 to portray more accurately its charitable status. The Company is limited by guarantee and has no share in issue and dividends are not payable.

The Trustees serve in a voluntary capacity receiving no remuneration for their duties. Except as detailed in the report, no present or former Trustees, or Members had any beneficial interests requiring disclosure.

The Charity has purchased insurance for the Trustees against liabilities in relation to the Charity. There have not been any claims against this insurance nor are any anticipated.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
01973400 (England and Wales)

Registered Charity number
519751

Registered office
The Lodge
Undercliffe Cemetery
127 Undercliffe Lane
Bradford
West Yorkshire
BD3 0QB

Trustees

J M Ackroyd Local Government Officer
Ms J L Ambler Director
C J Bird Retired
S Field Director (resigned 31.7.24)
Ms G M Haliday Director
T Hardy Director
C J Haxby Director (resigned 31.7.24)
J C Jackson Retired
S J Lightfoot Director (resigned 17.2.25)
J A Scholefield Local Government Officer
R Sugden Electrical Engineer (resigned 31.7.24)
Ms A A Sutton Director (resigned 29.7.24)
A G Tyne (appointed 12.5.25)
Ms S Crossley (appointed 12.5.25)
Ms R L Oliver Trustee (appointed 18.11.24)
Mrs I Lofthouse Trustee (appointed 18.11.24)

Company Secretary
C J Bird

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
Walter Dawson & Son
Chartered Accountants
1 Valley Court
Canal Road
Bradford
West Yorkshire
BD1 4SP

Approved by order of the board of trustees on 31 August 2025 and signed on its behalf by:

C J Bird - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE UNDERCLIFFE CEMETERY CHARITY

Independent examiner's report to the trustees of The Undercliffe Cemetery Charity ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; 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 2006 Act 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.

John Richard Hall FCA

Walter Dawson & Son
Chartered Accountants
1 Valley Court
Canal Road
Bradford
West Yorkshire
BD1 4SP

31 August 2025

THE UNDERCLIFFE CEMETERY CHARITY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		37,337	-	-	37,337	32,912
Other trading activities	2	36,028	-	-	36,028	32,339
Investment income	3	2,692	-	-	2,692	1,675
Total		<u>76,057</u>	<u>-</u>	<u>-</u>	<u>76,057</u>	<u>66,926</u>
EXPENDITURE ON						
Raising funds		31,015	-	-	31,015	14,301
Other		<u>74,758</u>	<u>-</u>	<u>-</u>	<u>74,758</u>	<u>45,641</u>
Total		<u>105,773</u>	<u>-</u>	<u>-</u>	<u>105,773</u>	<u>59,942</u>
NET INCOME/(EXPENDITURE)		(29,716)	-	-	(29,716)	6,984
RECONCILIATION OF FUNDS						
Total funds brought forward		79,062	1,000	23,286	103,348	96,364
TOTAL FUNDS CARRIED FORWARD		<u>49,346</u>	<u>1,000</u>	<u>23,286</u>	<u>73,632</u>	<u>103,348</u>

The notes form part of these financial statements

THE UNDERCLIFFE CEMETERY CHARITY

BALANCE SHEET
31 DECEMBER 2024

		Unrestricted fund	Restricted fund	Endowment fund	2024 Total funds	2023 Total funds
	Notes	£	£	£	£	£
CURRENT ASSETS						
Cash at bank and in hand		50,420	1,000	23,286	74,706	104,481
CREDITORS						
Amounts falling due within one year	6	(227)	-	-	(227)	(141)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS		<u>50,193</u>	<u>1,000</u>	<u>23,286</u>	<u>74,479</u>	<u>104,340</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		50,193	1,000	23,286	74,479	104,340
ACCRUALS AND DEFERRED INCOME						
	7	(847)	-	-	(847)	(992)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET ASSETS		<u>49,346</u>	<u>1,000</u>	<u>23,286</u>	<u>73,632</u>	<u>103,348</u>
FUNDS						
	8					
Unrestricted funds					49,346	79,062
Restricted funds					1,000	1,000
Endowment funds					23,286	23,286
					<hr/>	<hr/>
TOTAL FUNDS					<u>73,632</u>	<u>103,348</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

THE UNDERCLIFFE CEMETERY CHARITY

BALANCE SHEET - continued

31 DECEMBER 2024

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

The financial statements were approved by the Board of Trustees and authorised for issue on 31 August 2025 and were signed on its behalf by:

C J Bird - Trustee

T Hardy - Trustee

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	3,119	3,085
Burials and plots	30,417	26,695
Sales of Publications	192	459
Ground maintenance	2,300	2,100
	<hr/>	<hr/>
	36,028	32,339
	<hr/> <hr/>	<hr/> <hr/>

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

3.	INVESTMENT INCOME	2024	2023
		£	£
	Deposit account interest	<u>2,692</u>	<u>1,675</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2024 nor for the year ended 31 December 2023.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	32,912	-	-	32,912
Other trading activities	32,339	-	-	32,339
Investment income	1,675	-	-	1,675
	<u>66,926</u>	<u>-</u>	<u>-</u>	<u>66,926</u>
EXPENDITURE ON				
Raising funds	14,301	-	-	14,301
Other	45,641	-	-	45,641
	<u>59,942</u>	<u>-</u>	<u>-</u>	<u>59,942</u>
NET INCOME	6,984	-	-	6,984
RECONCILIATION OF FUNDS				
Total funds brought forward	72,078	1,000	23,286	96,364
	<u>79,062</u>	<u>1,000</u>	<u>23,286</u>	<u>103,348</u>
TOTAL FUNDS CARRIED FORWARD	<u>79,062</u>	<u>1,000</u>	<u>23,286</u>	<u>103,348</u>

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

6.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2024	2023
		£	£
	Trade creditors	227	141
		<u> </u>	<u> </u>

7.	ACCRUALS AND DEFERRED INCOME	2024	2023
		£	£
	Accruals and deferred income	847	992
		<u> </u>	<u> </u>

8.	MOVEMENT IN FUNDS		Net movement	
		At 1.1.24	in funds	At
		£	£	31.12.24
				£
	Unrestricted funds			
	Unrestricted fund	79,062	(29,716)	49,346
	Restricted funds			
	Restricted Fund	1,000	-	1,000
	Endowment funds			
	Endowment Fund	23,286	-	23,286
		<u> </u>	<u> </u>	<u> </u>
	TOTAL FUNDS	103,348	(29,716)	73,632
		<u> </u>	<u> </u>	<u> </u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted fund	76,057	(105,773)	(29,716)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	76,057	(105,773)	(29,716)
	<u> </u>	<u> </u>	<u> </u>

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
Unrestricted fund	72,078	6,984	79,062
Restricted funds			
Restricted Fund	1,000	-	1,000
Endowment funds			
Endowment Fund	23,286	-	23,286
	<u>96,364</u>	<u>6,984</u>	<u>103,348</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted fund	66,926	(59,942)	6,984
	<u>66,926</u>	<u>(59,942)</u>	<u>6,984</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds			
Unrestricted fund	72,078	(22,732)	49,346
Restricted funds			
Restricted Fund	1,000	-	1,000
Endowment funds			
Endowment Fund	23,286	-	23,286
	<u>96,364</u>	<u>(22,732)</u>	<u>73,632</u>

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

8. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted fund	142,983	(165,715)	(22,732)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>142,983</u>	<u>(165,715)</u>	<u>(22,732)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

THE UNDERCLIFFE CEMETERY CHARITY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	4,506	3,404
Grants	32,831	29,508
	37,337	32,912
Other trading activities		
Fundraising events	3,119	3,085
Burials and plots	30,417	26,695
Sales of Publications	192	459
Ground maintainence	2,300	2,100
	36,028	32,339
Investment income		
Deposit account interest	2,692	1,675
	76,057	66,926
EXPENDITURE		
Other trading activities		
Purchases	31,015	14,301
Support costs		
Information technology		
New equipment	26,842	8,984
Other		
Wages	20,749	22,645
Rates and water	5,932	3,974
Insurance	1,895	1,955
Sundries	736	1,891
Administrative expenses	6,313	3,591
Advertising	8,391	435
Accountancy and legal	3,900	2,166
	47,916	36,657
Total resources expended	105,773	59,942
Net (expenditure)/income	(29,716)	6,984

This page does not form part of the statutory financial statements

THE UNDERCLIFFE CEMETERY CHARITY

England & Wales - Charity number 519751

Accounts

REGISTERED COMPANY NUMBER: 01973400 (England and Wales)
REGISTERED CHARITY NUMBER: 519751

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023
FOR
THE UNDERCLIFFE CEMETERY CHARITY

Walter Dawson & Son
Chartered Accountants
1 Valley Court
Canal Road
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West Yorkshire
BD1 4SP

THE UNDERCLIFFE CEMETERY CHARITY

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

	Page
Report of the Trustees	1 to 8
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11 to 12
Notes to the Financial Statements	13 to 18
Detailed Statement of Financial Activities	19 to 20

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Company's objectives as stipulated in the Memorandum of Association were created in 1987 and remain unchanged:

For the public benefit to operate, maintain and preserve Undercliffe Cemetery for all or any of the following purposes

1. An Open space.
2. The advancement of the education of the public concerning the local and national, social and industrial history and architecture of the 19th century and the natural history including ornithology and botany, of the cemetery and its environs.
3. The burial of the dead.
4. The preservation, protection and development of features of historic or educational interest, including the fauna and flora of the cemetery and, in particular, the maintenance and repair of existing monuments, tombs and graves therein which are of educational interest"

During 2023 there have been no changes to the above objectives

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

OBJECTIVES AND ACTIVITIES

Statistics

Social Media

This chart illustrates the increasing interest in Undercliffe Cemetery generated by social media applications.

Followers -	Social Media Accounts			Totals	Increase from previous year
	Facebook	Twitter	Instagram		
End 2020	1150	690	537	2377	
End 2021	1370	886	667	2923	546
End 2022	1579	1285	765	3629	706
End 2023	1806	1492	854	4152	523

Many thanks to Tim Hardy and all volunteers who assisted with the research, and with the information posted online.

Website.

Figures again showed a year-on-year increase with the viewers being predominantly located in the UK, USA, Australia, and Canada.

Referrals to the Website.

The number of hits on the webpage was increased by referrals from other websites such as Visit Bradford; Bradford 2025; Find a Grave; Wikipedia; Cemetery Friends; Bradford Local Studies; West Yorkshire Archives; Bradford Family History Society; etc.

QR Posts.

26 QR posts have been installed over recent years. The subject of each QR post, and the number of page views per subject during 2023 are indicated below.

First batch covering the six listed monuments.

Alfred Illingworth 813
Swithin Anderton 803
William Mawson 325
Jacob Behrens 256
Miles Moulson 149
Joseph Smith 225

Second and Third batches chosen by research volunteers.

Robert Milligan 191
William Gay 125
James Hanson 159
Thomas W Appleton 134
Julia Varley 195
Albert Munz 117
William Jackson 152

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

OBJECTIVES AND ACTIVITIES

Christine Chapple 104
Colin Clark 65
William Cudworth 171
Godwin Family 122
William Byles 157
Henry Mitchell 312
Christopher Dawson 189
Ellen Joyce 116
Anthony Gadie 103
Alfred A Scott 285
James Law 184
Newland Mill 230

Two more historical pages were uploaded to the website in 2023. The total number of historical pages on the site now stands at 78. The total number of page views for the historical pages was 9,666. The numbers are affected not only by the subject and the interest generated by the monument but by their locations in the cemetery. For example, a QR post on a pathway that has fewer visitors will attract fewer scans. The numbers do include some views that were generated by visitors simply looking through the website and not via the QR post. It is not possible to separate the two.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

OBJECTIVES AND ACTIVITIES

Digesting the records

This lengthy project began in 2021. A database is being compiled to replace the old microfiche system. The kind cooperation of the West Yorkshire (Bradford) Archives Services has enabled us to photograph the Bradford Cemetery Company's order books at a rate of about 1000 a week. In 2023, around ten members of the research team were involved in transcribing the contents of the photographs onto computer spreadsheets. This was followed by careful checking for accuracy before entry into the database. At the close of 2023, a total of 68,500 records had been photographed, of which 57,812 were transcribed. The entire Unconsecrated section of the cemetery - some 52,000 entries - is now complete, and the digitisation project is leading to a far better understanding of the history of the cemetery through the ways in which it maintained its records. It is estimated that in 2023, the number of volunteer hours spent in photographing the records was 190, and the number of hours engaged in transcribing them was 2,290. This monumental undertaking would not be happening without the enthusiastic, diligent, and persistent cooperation of the digitisation team who are to be congratulated on their untiring efforts.

Membership.

The cost of Membership of the Undercliffe Cemetery Charity remained at £10 during 2023. A monthly update on matters affecting the Cemetery, its Volunteers, and other items of interest is circulated to Members who also receive a quarterly magazine. The circulation method was predominantly through the email 'Mailchimp' software package.

At the close of In 2023, the Membership stood at 75, which included Trustees, Volunteers, Councillors, and Sponsors. The total income from Members' subscriptions in 2023 was £3,403, which included supplementary donations, and income claimed through Gift Aid via the Charity Aid Foundation.

After an interval of one month, the quarterly Newsletter was posted on the website, and promoted on social media.

Engagement with the Local Community.

The Charity continued to be creative in seeking ways in which to engage with the local community, most notable and popular among these were through frequent themed general tours and bespoke tours; in historical projects with local schools and their pupils which involved Trustees visiting schools, and pupils visiting the Cemetery; an extremely successful display of 20 very high quality information boards about aspects of the Cemetery was held at the Industrial Museum with the enthusiastic assistance of the BMDC Museums Service staff (and was extended for a further period); a Flora, Fauna, and Tree Group was instituted. The Bradford Literature Festival tours were quickly sold out, and Bradford and Shipley Colleges, and the University of Bradford were engaged in projects in the Cemetery. The most publicly-attended event was the annual Remembrance Day Service when a dozen local schools collectively sent upwards of 200 children to observe the solemn occasion presided over by the Dean of Bradford; the HM Deputy Lieutenant for West Yorkshire, and the Lord Mayor and Lady Mayoress of Bradford. Two children from each school placed wooden poppy crosses at the Cross of Sacrifice.

Subjects covered by the various general tours (some of which were held with the pleasant involvement of outside organisations and individuals), was as follows:

April. Sporting Heroes and Musicians.

May. Accidents & Diseases, & those who endeavoured to provide remedies. £

June. Immigration: A Better Life?

July. World War II. The People's War.

August. A Woman's Lot.

September. Uncovering Undercliffe.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

OBJECTIVES AND ACTIVITIES

October. After Dark Ghost Tour.

A number of themed bespoke events also took place, some of which involved giving talks at venues outwith the Cemetery. All these events raised valuable income for the Charity.

Social media, the website, and the Telegraph and Argus, promoted the tours and other activities. Eventbrite was used for the purpose of advance ticket sales. Volunteers gave freely of their time in promoting and leading the tours, and they generously donated homemade cakes and refreshments to sell at the events.

The annual Service of Remembrance was presided over by the Deputy Lieutenant of West Yorkshire; the Dean of Bradford; and the Lord Mayor and Lady Mayoress of Bradford. As in previous years, there was a very large attendance of school children, two pupils from each laying wooden crosses in memory of named service personnel who lost their lives in international conflicts, and who are buried or commemorated in Undercliffe Cemetery.

Volunteers

Our Research Volunteers continue to contribute individually and collectively to the wealth of information placed on the historical pages, and to that delivered on multiple tours. Research and writing are continually adding to our knowledge of the history of Undercliffe Cemetery, and often some surprising revelations are unearthed. This growing resource is of interest to family and local historians, academics, neighbourhood schools, and to increasing awareness about Bradford's rich social history. Volunteers act as cemetery tour guides and assist greatly in all aspects of the annual programme of events. The tours and other activities are essential sources of income for the Charity, and much time, careful thought, and meticulous planning is put into them.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

OBJECTIVES AND ACTIVITIES

Chair's Report for 2023.

This year proved to be more industrious than ever as we built on the success and achievements of volunteers recognised by the prestigious accolade bestowed on the Charity by The Queen's Award for Voluntary Service 2022.

After many years magnificent service as the Cemetery's Registrar and Business Co-ordinator, Andrew Barker retired and handed over the reins to Jaime Armitage. An 'overlap' period in May ensured a smooth transition of duties and responsibilities, and Jaime has proved herself to be a very worthy successor. I am pleased to say that Andrew did not sever his long connection with the Cemetery but continued to support it as an active grounds' volunteer. The salary bill was not unexpectedly higher as a result of the changeover period.

The Cemetery was successful in gaining three grants:

£1,442 awarded by Bradford MD Council for the Trail Boards.

£3,740 awarded by the Yorkshire Combined Authority for the Trail Boards.

£2,500 This was a Transforming Spaces award for exploring the feasibility of building a visitor centre/arts space at the Cemetery.

I am very grateful to Rebecca Oliver and to Jacqui Ambler for their hard work in pursuing these much-needed sources of income for the Charity, and for the benefits they have produced.

The groundwork volunteers continued to do great work in maintaining the appearance of the Cemetery, including the difficult tasks involved in pruning trees, removing rhododendron bushes, and spraying invasive species. Two sections were identified for future burials, and work began in clearing these areas and levelling the ground.

A new Flora and Fauna team was formed, and, with the assistance of the Scouts, new flower beds were created. Over 1000 spring and summer bulbs were planted.

The important revenue generated from new plot sales, burials, and ashes interments, and related activities resulted in a small surplus of income above that generated in the previous year.

The account for energy costs contained in this report illustrates the considerable increase arising from situations beyond the Cemetery's control.

Improved bank interest rates enabled the Charity to invest in accounts which delivered better financial returns, although this will not be reflected until the 2024 accounts are prepared.

Security for the lodge, cabins, and the immediate area surrounding them was enabled by the installation of our own Swann CCTV system. Further security in the lodge was provided by the installation of panic buttons capable of emitting a deafening emergency sound audible within a wide radius, including the adjoining busy thoroughfare. Additional site security was provided by fixing supplementary retractable bollards at the two vehicle entrances/exits, and by the installation of securely fixed posts in the Otley Road access area.

The installation of a new telephone system and broadband application resulted in an immediate improvement to internet access at lower cost. Other pleasing results of this upgrade have been in the ability to collect messages remotely, and to divert calls.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

OBJECTIVES AND ACTIVITIES

A 65" display screen was donated by Next Gen to the Cemetery and was affixed to the wall in the main room of the lodge. This significantly improved the experience of the public, and of meetings both in-situ and remotely.

Of course, there were many more important routine activities and improvements which the 50 volunteers, and the part-time paid registrar, undertook collectively and individually. For these worthy endeavours I - and the Trustees of the Undercliffe Cemetery Charity - continue to be extremely grateful as we preserve, protect, and enhance one of Bradford's most important heritage sites for the benefit of the future generations who will experience and appreciate our labours.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Company was incorporated in England and Wales on the 20th December 1985 as the Bradford (Undercliffe) Cemetery Company and was renamed The Undercliffe Cemetery Charity on the 10th July 1991 to portray more accurately its charitable status. The Company is limited by guarantee and has no share in issue and dividends are not payable.

The Trustees serve in a voluntary capacity receiving no remuneration for their duties. Except as detailed in the report, no present or former Trustees, or Members had any beneficial interests requiring disclosure.

The Charity has purchased insurance for the Trustees against liabilities in relation to the Charity. There have not been any claims against this insurance nor are any anticipated.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
01973400 (England and Wales)

Registered Charity number
519751

Registered office
The Lodge
Undercliffe Cemetery
127 Undercliffe Lane
Bradford
West Yorkshire
BD3 0QB

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees

J M Ackroyd Local Government Officer
Ms J L Ambler Director
C J Bird Solicitor
S Field Director
Ms G M Haliday Director
T Hardy Director
C J Haxby Director
J C Jackson Retired
S J Lightfoot Director
J A Scholefield Local Government Officer
R Sugden Electrical Engineer
Ms A A Sutton Director
A G Tyne Director
Ms S Crossley Director
A I Hillary Retired (resigned 1.1.23)

Company Secretary

C J Bird

Independent Examiner

Walter Dawson & Son
Chartered Accountants
1 Valley Court
Canal Road
Bradford
West Yorkshire
BD1 4SP

Approved by order of the board of trustees on 7 September 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'C J Bird', with a large, stylized initial 'C' and 'B'.

C J Bird - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE UNDERCLIFFE CEMETERY CHARITY**

Independent examiner's report to the trustees of The Undercliffe Cemetery Charity ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; 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 2006 Act 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.

John Richard Hall FCA

Walter Dawson & Son
Chartered Accountants
1 Valley Court
Canal Road
Bradford
West Yorkshire
BD1 4SP

7 September 2024

THE UNDERCLIFFE CEMETERY CHARITY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		32,912	-	-	32,912	31,584
Other trading activities	2	32,339	-	-	32,339	34,857
Investment income	3	1,675	-	-	1,675	380
Total		<u>66,926</u>	<u>-</u>	<u>-</u>	<u>66,926</u>	<u>66,821</u>
EXPENDITURE ON						
Raising funds	4	48,792	-	-	48,792	55,697
Other		11,150	-	-	11,150	5,090
Total		<u>59,942</u>	<u>-</u>	<u>-</u>	<u>59,942</u>	<u>60,787</u>
NET INCOME		6,984	-	-	6,984	6,034
RECONCILIATION OF FUNDS						
Total funds brought forward		72,078	1,000	23,286	96,364	90,330
TOTAL FUNDS CARRIED FORWARD		<u>79,062</u>	<u>1,000</u>	<u>23,286</u>	<u>103,348</u>	<u>96,364</u>

The notes form part of these financial statements

THE UNDERCLIFFE CEMETERY CHARITY

**BALANCE SHEET
31 DECEMBER 2023**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2023 Total funds £	2022 Total funds £
CURRENT ASSETS						
Debtors	7	-	-	-	-	3,350
Cash at bank and in hand		80,195	1,000	23,286	104,481	94,553
		<u>80,195</u>	<u>1,000</u>	<u>23,286</u>	<u>104,481</u>	<u>97,903</u>
CREDITORS						
Amounts falling due within one year	8	(141)	-	-	(141)	(439)
		<u>80,054</u>	<u>1,000</u>	<u>23,286</u>	<u>104,340</u>	<u>97,464</u>
NET CURRENT ASSETS		<u>80,054</u>	<u>1,000</u>	<u>23,286</u>	<u>104,340</u>	<u>97,464</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		80,054	1,000	23,286	104,340	97,464
ACCRUALS AND DEFERRED INCOME	9	(992)	-	-	(992)	(1,100)
		<u>79,062</u>	<u>1,000</u>	<u>23,286</u>	<u>103,348</u>	<u>96,364</u>
NET ASSETS		<u>79,062</u>	<u>1,000</u>	<u>23,286</u>	<u>103,348</u>	<u>96,364</u>
FUNDS	10					
Unrestricted funds					79,062	72,078
Restricted funds					1,000	1,000
Endowment funds					23,286	23,286
					<u>103,348</u>	<u>96,364</u>
TOTAL FUNDS					<u>103,348</u>	<u>96,364</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

THE UNDERCLIFFE CEMETERY CHARITY

BALANCE SHEET - continued

31 DECEMBER 2023

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

The financial statements were approved by the Board of Trustees and authorised for issue on 7 September 2024 and were signed on its behalf by:

C J Bird - Trustee

A handwritten signature in black ink, appearing to read 'C J Bird', written in a cursive style.

S J Lightfoot - Trustee

A handwritten signature in black ink, appearing to read 'S J Lightfoot', written in a cursive style.

THE UNDERCLIFFE CEMETERY CHARITY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	3,085	4,897
Burials and plots	26,695	28,145
Sales of Publications	459	140
Ground maintainence	2,100	1,675
	<u>32,339</u>	<u>34,857</u>

THE UNDERCLIFFE CEMETERY CHARITY

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

3.	INVESTMENT INCOME	2023	2022
		£	£
	Deposit account interest	1,675	380

4.	RAISING FUNDS		
	RAISING DONATIONS AND LEGACIES	2023	2022
		£	£
	Staff costs	22,645	21,442
	Rates and water	3,974	2,152
	Insurance	1,955	1,768
	Sundries	1,891	2,165
	Support costs	435	-
		<u>30,900</u>	<u>27,527</u>

INVESTMENT MANAGEMENT COSTS	2023	2022
	£	£
Administrative expenses	3,591	2,219
	<u>48,792</u>	<u>55,697</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	31,584	-	-	31,584
Other trading activities	34,857	-	-	34,857
Investment income	380	-	-	380
Total	<u>66,821</u>	<u>-</u>	<u>-</u>	<u>66,821</u>
EXPENDITURE ON				
Raising funds	58,817	(3,120)	-	55,697

THE UNDERCLIFFE CEMETERY CHARITY

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
Other	1,970	3,120	-	5,090
Total	<u>60,787</u>	<u>-</u>	<u>-</u>	<u>60,787</u>
NET INCOME	6,034	-	-	6,034
RECONCILIATION OF FUNDS				
Total funds brought forward	66,044	1,000	23,286	90,330
TOTAL FUNDS CARRIED FORWARD	<u><u>72,078</u></u>	<u><u>1,000</u></u>	<u><u>23,286</u></u>	<u><u>96,364</u></u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	<u>-</u>	<u>3,350</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	<u>141</u>	<u>439</u>

9. ACCRUALS AND DEFERRED INCOME

	2023 £	2022 £
Accruals and deferred income	<u>992</u>	<u>1,100</u>

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

10. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
Unrestricted fund	72,078	6,984	79,062
Restricted funds			
Restricted Fund	1,000	-	1,000
Endowment funds			
Endowment Fund	23,286	-	23,286
TOTAL FUNDS	<u>96,364</u>	<u>6,984</u>	<u>103,348</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted fund	66,926	(59,942)	6,984
TOTAL FUNDS	<u>66,926</u>	<u>(59,942)</u>	<u>6,984</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
Unrestricted fund	66,044	6,034	72,078
Restricted funds			
Restricted Fund	1,000	-	1,000
Endowment funds			
Endowment Fund	23,286	-	23,286
TOTAL FUNDS	<u>90,330</u>	<u>6,034</u>	<u>96,364</u>

THE UNDERCLIFFE CEMETERY CHARITY

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

10. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted fund	66,821	(60,787)	6,034
TOTAL FUNDS	<u>66,821</u>	<u>(60,787)</u>	<u>6,034</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
Unrestricted fund	66,044	13,018	79,062
Restricted funds			
Restricted Fund	1,000	-	1,000
Endowment funds			
Endowment Fund	23,286	-	23,286
TOTAL FUNDS	<u>90,330</u>	<u>13,018</u>	<u>103,348</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted fund	133,747	(120,729)	13,018
TOTAL FUNDS	<u>133,747</u>	<u>(120,729)</u>	<u>13,018</u>

THE UNDERCLIFFE CEMETERY CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

THE UNDERCLIFFE CEMETERY CHARITY

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	2023	2022
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,404	4,258
Grants	29,508	27,326
	<u>32,912</u>	<u>31,584</u>
Other trading activities		
Fundraising events	3,085	4,897
Burials and plots	26,695	28,145
Sales of Publications	459	140
Ground maintenance	2,100	1,675
	<u>32,339</u>	<u>34,857</u>
Investment income		
Deposit account interest	1,675	380
	<u>1,675</u>	<u>380</u>
Total incoming resources	66,926	66,821
EXPENDITURE		
Raising donations and legacies		
Wages	22,645	21,442
Rates and water	3,974	2,152
Insurance	1,955	1,768
Sundries	1,891	2,165
	<u>30,465</u>	<u>27,527</u>
Other trading activities		
Purchases	14,301	25,951
Investment management costs		
Administrative expenses	3,591	2,219
Support costs		
Management		
Advertising	435	-
Information technology		
New equipment	8,984	3,120
Governance costs		
Legal fees	2,166	1,970

This page does not form part of the statutory financial statements

THE UNDERCLIFFE CEMETERY CHARITY
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Total resources expended	<u>59,942</u>	<u>60,787</u>
Net income	<u><u>6,984</u></u>	<u><u>6,034</u></u>

This page does not form part of the statutory financial statements

THE UNDERCLIFFE CEMETERY CHARITY

England & Wales - Charity number 519751

Accounts

THE UNDERCLIFFE CEMETERY CHARITY
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

Charity Commission Reference Number 519751

Company Registered Number 1973400



WALTER DAWSON & SON

CHARTERED ACCOUNTANTS & STATUTORY AUDITOR

**1 Valley Court
Off Canal Road
Bradford
BD1 4SP**

THE UNDERCLIFFE CEMETERY CHARITY
REPORT AND FINANCIAL STATEMENTS

i

<u>Contents</u>	<u>Page</u>
Legal and Administrative Information	1
Statement of Trustees' Responsibilities	2
Report of the Trustees	3 - 10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14 - 18

THE UNDERCLIFFE CEMETERY CHARITY
LEGAL AND ADMINISTRATIVE INFORMATION

1. CONSTITUTION

The Undercliffe Cemetery Charity is a company limited by a guarantee (Company No. 1973400) and a registered charity (Charity No. 519751) governed by its Memorandum and Articles of Association.

2. DIRECTORS AND TRUSTEES

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end were as follows:

<u>Chairman:</u>	Mr. S.J. Lightfoot (Chairman from October 2022)
<u>Vice Chairman</u>	Mr J.C. Jackson
<u>Secretary:</u>	Mr C.J. Bird L.L.B (Hons)
<u>Trustees:</u>	Mr J. Ackroyd (City of Bradford M.D.C.) Ms. J. L. Ambler Ms. S. Crossley Mr. S. F. Field Mr. C.J. Haxby Mr. J. Scholefield (City of Bradford M.D.C.) Mr. R. Sugden Mr. T. Hardy Ms. G. M. Haliday Ms. A. A. Sutton-Butler Mr. A.G. Tyne Mr A. Hillary (Chairman January to September 2022)
<u>Independent Examiner:</u>	Walter Dawson & Son Chartered Accountants 1 Valley Court Bradford BD1 4SP
<u>Bankers:</u>	National Westminster Bank PLC Market Place Huddersfield HD1 2AL
<u>Solicitors:</u>	Bird & Daniels Solicitors Vintry House 18-24 Piccadilly Bradford BD1 3LS
<u>Registered Office:</u>	The Lodge Undercliffe Cemetery Undercliffe Lane Bradford BD3 0DW

THE UNDERCLIFFE CEMETERY CHARITY
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing a Trustee's annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards including financial reporting standard 102: The financial reporting standard applicable in the UK. (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity's Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the Trustees are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the Trustees are aware:

- (a) there is no relevant audit information of which the charitable company's auditors are unaware; and
- (b) the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

The Trustees are pleased to present their annual report together with the financial statements of the Charity for the year ended 31st December 2022 which are also prepared to meet the requirements for a directors report and accounts for Companies Act purposes.

The legal and administrative information set out on page 1 forms part of this report.

The financial statements comply with the Charities Act 2011. Companies Act 2006, Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

1. Structure, Governance and Management

The Company was incorporated in England and Wales on the 20th December 1985 as the Bradford (Undercliffe) Cemetery Company and was renamed The Undercliffe Cemetery Charity on the 10th July 1991 to portray more accurately its charitable status. The Company is limited by guarantee and has no share in issue and dividends are not payable.

The Trustees serve in a voluntary capacity receiving no remuneration for their duties. Except as detailed in the report, no present or former Trustees or Members had any beneficial interests requiring disclosure. The Charity has purchased insurance for the Trustees against liabilities in relation to the Charity. There have not been any claims against this insurance nor are any anticipated.

2. Objectives and Activities

The company's objects as stipulated in the Memorandum of Association were created in 1987 and remain unchanged as:-

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

2. Objectives and Activities (continued)

“For the public benefit to operate, maintain and preserve Undercliffe Cemetery for all or any of the following purposes

1. An Open space
2. The advancement of the education of the public concerning the local and national, social and industrial history and architecture of the 19th century and the natural history including ornithology and botany, of the cemetery and its environs
3. The burial of the dead
4. The preservation, protection and development of features of historic or educational interest, including the fauna and flora of the cemetery and, in particular, the maintenance and repair of existing monuments, tombs and graves therein which are of educational interest”

During 2022 there have been no changes to the above objectives.

3. Statistics for the Year

The burial of the dead continued with 26 interments and 10 plots sold. These are back to the average of recent years. We issued 24 permits to Monumental Masons for new gravestones or added inscriptions. We have treated 8 sections of the cemetery with herbicide 6 of which were to tackle the highly invasive Japanese Knotweed. In addition, the Charity repaired, restored and cleaned 32 monuments.

The Charity maintains 135 graves for the Commonwealth War Graves Commission for which an annual fee is received of £1,826. The Charity also has 24 maintenance contracts for private grave owners.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

Social Media and Website Statistics for 2022

Facebook Followers increased from 1370 to 1579 @undercliffecemeterycharity

Twitter followers increased from 886 to 1285 @undercliffecem

Instagram followers increased from 667 to 765 @undercliffecemetery

This makes a grand total 3,629 followers an increase of 706 followers during 2022.

Tim Hardy should be congratulated for his efforts and also every other volunteer who helped with the research and the stories that we posted.

Website

The total pageviews on the website was 36,737 and the total number of new users for 2022 was 11,394

The pageview figures were slightly less than during 2021, and this may have been due to our regular contact with people via our increasingly successful social media presence, and our quarterly newsletters and monthly bulletins sent to members.

We received interest from all over the world. The percentage number of those visiting the website from each country was as follows:

UK - 70%, USA - 12%, Australia - 2%, Canada - 2%, Spain, France and Germany - 2%, Ireland - 1%, China - 1%, India - 1%, New Zealand - 1%, Other - 8%.

These figures are consistent with those reported in 2021.

The devices that were used to access the website were as follows:

Desktop Computer - 40%, Mobile Phone - 53%, Tablets - 7%

The use of mobile devices continues to increase as the use of desktop devices decreases.

Referrals to the Website

The number of hits to our webpages was increased by referrals from other sites such as Visit Bradford, Find a Grave, Wikipedia, Cemetery Friends, Bradford Local Studies and the Bradford Family History Society.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

QR Posts

26 QR posts have been installed over recent years. The subject of each QR post and the number of page views per subject during 2022 are indicated below.

First Batch covering the six listed monuments

Alfred Illingworth	634
Swithin Anderton	368
William Mawson	337
Jacob Beherns	278
Miles Moulson	176
Joseph Smith	189

Second Batch of QR Codes (Subject chosen by the research volunteers)

Robert Milligan	174
William Gay	141
James Hanson	130
Thomas William	120
Appleton Julia Varley	191
Albert Munz	95
William Jackson	209
Christine Chapple	135
Godwin Family	135
William Cudworth	111

Third Batch of QR Codes installed part way through the year (Subjects chosen by the research volunteers)

William Byles	126
Henry Mitchell	209
Christopher Dawson	158
Ellen Joyce	172
Newlands Mill	315
Society of Friends	62
Anthony Gadie	110
Colin Clark	60
Alfred A Scott	186
James Law	270

Seven other historical pages were uploaded to the website in 2022. The total number of historical pages on the site now stands at 74. The total number of page views for the historical pages amounted to 8,128. The numbers are affected not only by the subject and the interest generated by the monument but by their locations in the cemetery.

For example, a QR post on a pathway that has fewer visitors will attract fewer scans. The numbers do include some views that were generated by visitors simply looking through the website and not via the QR post. It is not possible to separate the two.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2022

The Work of the Research Volunteers

Our research volunteers contributed to the historical pages and the information used on the tours. Each was responsible for their own input. Most of the volunteers also act as tour guides and all contribute to helping with the tour programme, which needs careful planning. The tours are used to raise money for the Charity. It is estimated that each one of the subjects would on average have taken 20 hours of research making a total of 400 hours. The research team is building a huge amount of information on the history of the people buried at Undercliffe, which will provide a resource for individuals and schools for many years to come.

Digitising the Records

A project to digitise the records started in November 2021. A database will replace current micro-fiche system. Photographs of the order books were taken at a rate of 1000 per week. Eight of the research team were involved in transcribing the information from the photographs to a spreadsheet, and then after checking the data, into a database. By the end of 2022, 51,000 records had been photographed and 40,000 transcribed. Once completed, the database will be able to answer customer inquiries much quicker and more efficiently. It is anticipated that all 51,000 records in the unconsecrated half of the Cemetery will be transcribed by mid-2023. The estimated number of Volunteers hours for photographing was 180 and for transcribing was 2,160 hours. The digitisation process is leading to a much greater understanding of the history of the Cemetery and the records system. New discoveries are helping with content for the tours. One of the highlights was the discovery of the grave of Colonel Francis Skelly, a descendant of Edward 1, King of England. The King was Col Skelly's 16 x great grandfather.

Membership

Membership of the charity remains at just £10 per year which entitles members to vote at the Annual General Meeting. A monthly news update is circulated to all members by email and to a small number of members by post. This seems to be well received by all members. In addition to this a Newsletter is produced every quarter.

Most members receive communications from the Charity via the online software package 'Mailchimp'.

Number of Paid Members

At the close of 2022, there were 128 members including Trustees, Volunteers, Councillors and Sponsors. 78 of those members paid their subscription for 2022 and some had made an extra donation to the Charity. The total income from Members' fees for 2022 was £1,410, this includes Gift Aid which we was claimed through the Charity Aid Foundation (CAF).

Monthly updates by post - eleven Members reducing to nine Members during the year.

Monthly updates sent out via Mailchimp - 112 in Jan 2022 increasing to 119 by Dec 2022. Of those Mailchimp updates, the average 'open' status was 65%.

Newsletters - There were four during the year and these were printed and posted to eleven Members (reducing to nine Members) the newsletters are also included in the monthly updates to all Mailchimp contacts during the year. So around 128 Members received newsletters during the year. After an interval of one month each newsletter was posted to the website and promoted via Facebook.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

Engagement with the local community

We continued our efforts to engage with the local community. Students from St. Francis Primary School visited the cemetery; however, the weather was against us and we had to present our information in the lodge, which was not ideal. Despite this, the day went well and our presentation, as well as the question and answer session, was well received.

Lapage Primary expressed an interest and John Jackson and Steve Lightfoot visited the school. The school is a three-form entry primary. During the day on September 20th, we presented four subjects to Year 5 students. The teachers' plan for the students was to engage, investigate and report back at the end of each session. Each group gave a presentation.

ShIPLEY College sent a group of students to the cemetery on a regular basis to litter pick and they also contributed some bug hotels.

A community group of disadvantaged children visited the cemetery and Tim Hardy and Deborah Stirling showed them around. The children showed great interest and asked lots of questions.

In June, we conducted two tours for the Bradford Literature Festival when approximately 50 people attended.

On Friday 11th November, the Deputy Lord-Lieutenant of West Yorkshire, and the Deputy Lord Mayor of Bradford attended our annual Remembrance Service, and many local schools were represented by very large gatherings of pupils and teachers.

Tours of the Cemetery

Tours ran throughout 2022. 8 bespoke tours raised £1,152 and 14 general tours open to the general public raised £3,157. The bespoke tours included The Bradford Literature Festival, Friends of Bradford Museums, Harden Womens' Institute, Bradford College and private tours for a number of families. The general tour program had a tour every three weeks starting in March. The subjects and money raised were as follows:-

Winter Tour	£237
Highlights of the Cemetery	£339
Artists, Entertainers and Photographer	£160
Death, Disease and Squalor	£293
New Discoveries	£236
Women of Note	£248
Open Day and My Family and Me	£342
Industrial Revolution	£190
Death, Disease and Squalor Plus Crime and Punishment	£555
Brothers in Arms	£283
Even More Gruesome	£274

Social media and the website were used to promote the tours and Eventbrite was used to take advanced ticket sales. Volunteers gave freely of their time in promoting and attending the tours, and generously donated cakes and biscuits to sell at these events.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

4. Chairperson's Report

2022 will be remembered as the year the Charity was recognised by the late Queen Elizabeth II. In June, we received news that we were going to be awarded The Queen's Award for Voluntary Service, a very prestigious award which we were delighted to accept. On September 27, 2022 Ed Anderson, His Majesty's Lord-Lieutenant of West Yorkshire, at a gathering at City Hall, in the company of Cllr Martin Love, Lord Mayor of Bradford, presented the award to Allan Hillary who was delighted to accept Her Late Majesty's Award on behalf of the Charity.

At the end of September Allan Hillary stood down as Chair. Over many years he has made an outstanding contribution to the Charity allowing the Cemetery to be transformed and enabling the number of volunteers to be significantly increased. He was instrumental in adopting the PLB analysis of the Charity and instituting the reforms recommended which led to the re-introduction of the annual council grant. Through successful networking, he succeeded in getting a whole range of people involved with the Charity, broadening the range of activities that we are involved with.

On June 27th, we finally saw the campaign to place a permanent memorial on the grave of Nancy De Garrs come to fruition. Nancy was nursemaid to Charlotte Bronte. A booklet had been produced to raise funds for the headstone and we received contributions from elsewhere, including some from the family. It was fitting that the inscribed stone was unveiled by Mike Bennett, a descendant of Henry De Garrs, who was Nancy's younger brother. Ian Galbraith produced the headstone and installed it for us and we thank him for his work and for discounting the cost.

The groundwork volunteers headed by Ann Hillary, and Trustees Stewart Field and Chris Haxby worked especially hard during 2022, clearing areas of the Cemetery that we have been unable to maintain for over 50 years. Headstones were revealed which none of us had seen before.

Everyone contributed massively but special mention must be made to Chris Lawson who has raised the standard in every respect. Our volunteers were helped by the Cemetery's grave digger, Graham Swaine, who generously gave his time to help restore fallen headstones and gave us stone materials to restore graves. Thomas Crompton & Co. were again generous in donating materials to fill in areas that had subsided, and Paul Adcock once again donated strimmer line. We also received generous help, and donations from many more local companies and individuals.

As the number of groundwork volunteers increased, our requirement for tools and equipment increased along with our running costs. We completed the installation of a new storage facility to enable us to store equipment in a secure way and at the same time improve facilities for our volunteers.

New heaters were installed in the lodge, and these were desperately needed as energy costs began to rise. The increased efficiency of the heaters compared with the old storage heaters we were using should bring benefits and help to reduce heating costs.

We have made great progress with social media this year. We now have over 3,600 followers which helps us spread the news, promote the tours, and inform the general public about the work we do. Sue Crossley continues to promote membership, produce and circulate monthly news updates to members, and Gaynor Halliday, Andy Tyne and Tim Hardy produce the extremely high-quality newsletter, which is distributed via email, post and via the website.

Fundraising from tours is more important than ever as we see our costs increase. Our research team has done tremendous work in discovering stories about individuals and families with an Undercliffe connection. John Jackson, Deborah Stirling, Lynn Parker, Sue Crossley, Andy Tyne, Andy Joyce, Gaynor Halliday, Jacqui Ambler and Andrea Lightfoot have been working hard on research and organized and conducted tours of the cemetery.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2022

4. Chairperson's Report Cont/d

A greater connection was established with the Bradford Museum and Galleries service which has resulted in closer mutual ties. As a result, an exhibition will be held at the Bradford Industrial Museum commencing June 2023.

On Flora and Fauna, replacement bird boxes were installed along with new bat boxes, hedgehog hides and bug hotels.

During the lockdown, we introduced Zoom. We continued to use this facility throughout 2022 to communicate with Trustees and other committee members. It has proved useful in allowing meetings to take place outside normal working hours, allowing volunteers who have full-time jobs to continue their involvement with the Charity. Sue Crossley and Deborah Stirling's contribution to our regular meeting schedule was essential, circulating agendas, sorting membership issues, and taking minutes.

2023 will see the retirement of Registrar Andrew Barker. He has been instrumental in streamlining our office procedures, while maintaining a strategic overview of groundworks and activities on site. We are delighted that we will be continuing as a volunteer.

5. Financial Review

The charity neither supplemented or discontinued any of its operations during 2022. The net profit for the year was £6,033 (2021:£13,123) leaving a closing balance of £72,077 (2021:£66,044). As at December 2022 the reserves stood at £96,363 (2021:£90,330) which includes an endowment fund in the sum of £23,286 received for the purpose of providing an income for the upkeep of the Cemetery. Only the interest on this sum can be used for this purpose.

The Trustee members consider the level of reserves to be adequate to sustain the Charity only in the short term. The income of the Cemetery has been stabilised decreasing the pressure on its reserves. The support of Bradford Metropolitan Council who own the asset, is absolutely essential. The increased activities of the Charity has greatly benefited the income during 2022 together with continuing efforts to obtain grants and assistance from our members and sponsors.

This report has been prepared in accordance with the Accounting and Reporting by Charities : Statement of Recommended Practice. In preparing this report advantage has been taken of the small companies exemption.

This report was approved and authorised for issue by the Trustees on the 13th June 2023 and signed on their behalf by:-

Mr S J Lightfoot
Chair

INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF THE UNDERCLIFFE CEMETERY CHARITY

I report on the financial statements of the charitable company for the year ended 31st December 2022 which are set out on pages 14 to 20.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The Charity's Trustees consider that an audit is not required for this year under Section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- (a) Examine the financial statements under Section 145 of the 2011 Act.
- (b) to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145 (5)(b) of the 2011 Act and
- (c) to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (i) to keep accounting records in accordance with Section 386 of the Companies Act 2006 and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006; have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

John Richard Hall FCA
WALTER DAWSON & SON
13th June 2023
Chartered Accountants
1 Valley Court
Canal Road
Bradford
BD1 4SP

THE UNDERCLIFFE CEMETERY CHARITY
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2022

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
		£	£	£	£
<u>INCOME AND ENDOWMENTS</u>					
<u>FROM:</u>					
Donations and Legacies	5	36,481	-	36,481	35,439
Investments	6	379	-	379	40
Charitable Activities	7	29,960	-	29,960	25,422
<u>TOTAL INCOME AND ENDOWMENTS</u>		<u>66,820</u>	<u>-</u>	<u>66,820</u>	<u>60,901</u>
<u>EXPENDITURE ON:</u>					
Charitable Activities	8	50,549	-	50,549	37,732
Other	9	10,238	-	10,238	10,046
<u>TOTAL EXPENDITURE</u>		<u>60,787</u>	<u>-</u>	<u>60,787</u>	<u>47,778</u>
<u>NET MOVEMENTS IN FUNDS</u>		<u>6,033</u>	<u>-</u>	<u>6,033</u>	<u>13,123</u>
<u>RECONCILIATION OF FUNDS</u>					
Total Funds at 1st January 2021		66,044	24,286	90,330	77,207
Total Funds at 31st December 2022		<u>72,077</u>	<u>24,286</u>	<u>96,363</u>	<u>90,330</u>

All incoming resources and resources expended derive from continuing activities.

THE UNDERCLIFFE CEMETERY CHARITY
BALANCE SHEET AS AT 31ST DECEMBER 2022

		<u>2022</u>		<u>2021</u>	
<u>Notes</u>	£	£	£	£	£
<u>CURRENT ASSETS</u>					
Cash at Bank and in Hand		97,902		91,722	
		97,902		91,722	
<u>CREDITORS: Amounts Falling Due Within One Year</u>	12	1,539		1,392	
<u>NET CURRENT ASSETS</u>			96,363		90,330
			96,363		90,330
The Funds of the Charity:					
<u>RESTRICTED INCOME FUNDS</u>	15	24,286		24,286	
<u>UNRESTRICTED FUNDS</u>					
General Funds	15	72,077		66,044	
			96,363		90,330
			96,363		90,330

The directors consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006. Members have not required the company under Section 476 of the Act to have an audit for the year ended 31st December 2022. The directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with Section 386 of the Act, and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company, as at 31st December 2022, and of its deficit for the year then ended in accordance with the requirements of Section 396 of the Act, and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the charitable company.

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

The financial statements were approved and authorised for issue by the Trustees on 13th June 2023 and signed on their behalf by:

Mr S.J. Lightfoot		
Mr. C.J. Bird		TRUSTEES

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

1. STATUTORY INFORMATION

The Undercliffe Cemetery Charity is a private limited by guarantee domiciled in England and Wales, registered number 1973400. The principal place of business is The Lodge, Undercliffe Cemetery, Undercliffe Lane, Bradford, BD3 0DW.

2. COMPLIANCE WITH ACCOUNTING STANDARDS

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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

The financial statements have been prepared under the historical cost convention.

The presentation currency is sterling.

The particular accounting policies adopted are as follows:

- (a) Donations, Legacies and Similar Incoming Resources
Donations, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.
- (b) Grants Receivable and Local Authority Fees
Grants receivable and local authority fees are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Deferred income represents amounts received for future periods and is released to income resources in the period for which it has been received.
- (c) Investment Income and Rental Income
Income from investments and from rental income is included in the SOFA in the year in which it is receivable.
- (d) Expenditure
All expenditure is included on an annual basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

3. ACCOUNTING POLICIES (continued)

(e) Pension Costs

The charity operates a defined contribution pension scheme for the benefit of its employees. Contributions payable are recognised in the SOFA when due.

(f) Fund Accounting

Funds held by the charity are either:

- . *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- . *Designated funds* - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- . *Restricted funds* - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

(g) Cash Flow Statements

The charity qualifies as a small company under the Companies Act 2006. The trustees have elected to take advantage of the exemptions under FRS 102 not to prepare a cash flow statement.

4. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

5. DONATIONS AND LEGACIES

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Subscriptions and Donations	4,258	-	4,258	2,271
Grants - Bradford MDC	25,500	-	25,500	25,366
War Graves Commission	1,826	-	1,826	1,826
Miscellaneous Income	4,897	-	4,897	4,266
Other Grants	-	-	-	1,710
	<u>36,481</u>	<u>-</u>	<u>36,481</u>	<u>35,439</u>

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

6. INVESTMENTS

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Interest Receivable	379	-	379	40
	<u>379</u>	<u>-</u>	<u>379</u>	<u>40</u>

7. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Income from Burials and Plots	28,145	-	28,145	23,432
Ground Maintenance Income	1,675	-	1,675	1,965
Sales of Publications	140	-	140	25
	<u>29,960</u>	<u>-</u>	<u>29,960</u>	<u>25,422</u>

8. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Staff Wages and NI	21,442	-	21,442	20,897
Ground Maintenance	9,147	-	9,147	8,830
Grave Digging	5,000	-	5,000	4,908
New Memorials	671	-	671	-
Repairs and Renewals	2,513	-	2,513	3,004
Building & Machinery Repairs	11,740	-	11,740	-
Events and Open Days	36	-	36	93
	<u>50,549</u>	<u>-</u>	<u>50,549</u>	<u>37,732</u>

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

9. OTHER COSTS

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Other Expenses	2,219	-	2,219	2,248
Rates, Water, Light and Heat	2,152	-	2,152	3,008
Professional Fees	1,970	-	1,970	2,414
Advertising	121	-	121	95
Volunteer Gifts	811	-	811	44
Refreshments	508	-	508	234
Subscriptions	20	-	20	20
Insurance	1,768	-	1,768	1,983
Sundry	669	-	669	-
	<u>10,238</u>	<u>-</u>	<u>10,238</u>	<u>10,046</u>

10. STAFF COSTS AND TRUSTEES' REMUNERATION

	2022	2021
	£	£
Wages, Salaries, NI and Pension Costs	20,855	20,474
Other Pension Costs	587	423
	<u>21,442</u>	<u>20,897</u>

No employee received remuneration amounting to more than £60,000 in either year.

Trustees received no remuneration and were not reimbursed for any of their expenses in either

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2022	2021
	No.	No.
Governance	2	2
	<u>2</u>	<u>2</u>

11. CORPORATION TAX

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

12. <u>CREDITORS: Amounts Falling Due Within One Year</u>	2022	2021
	£	£
Accruals and Deferred Income	1,539	1,392
	<u>1,539</u>	<u>1,392</u>

13. PENSION COSTS

The charity operates a defined contribution pension scheme. The assets of the pension scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions payable by the charity to the fund and amounted to £587 (2021: £423). Contributions totalling £Nil (2021: £Nil) were payable to the fund at the year end and are included in creditors.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Restricted Funds	Total Funds
	£	£	£
Current Assets	73,616	24,286	97,902
Current Liabilities	(1,539)	-	(1,539)
Net Assets at 31st December 2022	<u>72,077</u>	<u>24,286</u>	<u>96,363</u>

15. MOVEMENT OF FUNDS

	At 1st January 2022	Income	Expenditure	At 31st December 2022
	£	£	£	£
<u>Restricted Funds</u>				
Endowment Fund	23,286	-	-	23,286
Capital Grant	1,000	-	-	1,000
Total Restricted Funds	<u>24,286</u>	<u>-</u>	<u>-</u>	<u>24,286</u>
<u>Unrestricted Funds</u>				
General Funds	66,044	66,820	(60,787)	72,077
Total Unrestricted Funds	<u>66,044</u>	<u>66,820</u>	<u>(60,787)</u>	<u>72,077</u>
TOTAL FUNDS	<u>90,330</u>	<u>66,820</u>	<u>(60,787)</u>	<u>96,363</u>

Restrictions Imposed and Purpose of Restricted Funds

The endowment fund has been received for the purpose of the upkeep of the cemetery.

The unspent Capital Grant has been received from the Rotary Club of Idle and Greengates to purchase pop up bollards and to greatly assist in improving present Cemetery Security.

THE UNDERCLIFFE CEMETERY CHARITY

England & Wales - Charity number 519751

Accounts

THE UNDERCLIFFE CEMETERY CHARITY
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

Charity Commission Reference Number 519751

Company Registered Number 1973400



WALTER DAWSON & SON

CHARTERED ACCOUNTANTS & STATUTORY AUDITOR

**1 Valley Court
Off Canal Road
Bradford
BD1 4SP**

THE UNDERCLIFFE CEMETERY CHARITY
REPORT AND FINANCIAL STATEMENTS

<u>Contents</u>	<u>Page</u>
Legal and Administrative Information	1
Statement of Trustees' Responsibilities	2
Report of the Trustees	3 - 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 17.

THE UNDERCLIFFE CEMETERY CHARITY
LEGAL AND ADMINISTRATIVE INFORMATION

1. CONSTITUTION

The Undercliffe Cemetery Charity is a company limited by a guarantee (Company No. 1973400) and a registered charity (Charity No. 519751) governed by its Memorandum and Articles of Association.

2. DIRECTORS AND TRUSTEES

The directors of the charitable company ("the Charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end were as follows:

Chairman: Mr. A.I. Hillary
Vice Chairman Mr J.C. Jackson

Secretary: Mr C.J. Bird L.L.B (Hons)

Trustees: Mr J. Ackroyd (City of Bradford M.D.C.)
Ms. J. L. Ambler
Ms. S. Crossley
Mr. C.J. Bird
Mr. S. F. Field
Mr. C.J. Haxby
Mr. J. Scholefield (City of Bradford M.D.C.)
Mr. R. Sugden
Mr. A. Tyne
Mr. T. Hardy
Ms. G. M. Haliday
Mr S.J. Lightfoot
Ms. A. A. Sutton

Independent Examiner: Walter Dawson & Son
Chartered Accountants
1 Valley Court
Bradford
BD1 4SP

Bankers: National Westminster Bank PLC
Market Place
Huddersfield
HD1 2AL

Solicitors: Bird & Daniels Solicitors
34 Westgate
Shipley
BD18 3QX

Registered Office: The Lodge
Undercliffe Cemetery
Undercliffe Lane
Bradford BD3 0DW

THE UNDERCLIFFE CEMETERY CHARITY
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of the Charity for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards including financial reporting standard 102: The financial reporting standard applicable in the UK. (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Charity's Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the Trustees are aware:

- (a) there is no relevant audit information of which the charitable company's auditors are unaware; and
- (b) the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2021

The Trustees are pleased to present their annual report together with the financial statements of the Charity for the year ended 31st December 2021 which are also prepared to meet the requirements for a directors report and accounts for Companies Act purposes.

The legal and administrative information set out on page 1 forms part of this report.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice application to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102).

1. Structure, Governance and Management

The company was incorporated in England and Wales on the 20th December 1985 as the Bradford (Undercliffe) Cemetery Company and was renamed The Undercliffe Cemetery Charity on the 10th July 1991 to portray more accurately its charitable status. The company is limited by guarantee and has no share in issue and dividends are not payable.

The Trustees serve in a voluntary capacity receiving no remuneration for their duties. Except as detailed in the report, no present or former Trustee, members had any beneficial interests requiring disclosure. The Charity has purchased insurance for the Trustees against liabilities in relation to the Charity. There have not been any claims against this insurance nor are any anticipated.

There are fourteen Trustees two of whom are nominees of the City of Bradford MDC, who serve until replaced. The remainder are elected by fellow members of the company to serve for two years, half of their number retiring annually in rotation. At 31st December 2021 there were twelve such members of the Committee. The committee members who were due to retire at the 2021 AGM, were Ms. J.L. Ambler, Mr. C.J. Bird and Mr. A.I. Hillary who were all re-elected. Mr. A Kendall resigned. The operational work of the Charity is conducted through a number of sub-committees: the Management sub-committee, the Education Sub-committee, the Operations sub-committee and the Research and Media sub-committee.

2. Objectives and Activities

The company's objects as stipulated in the Articles of Association were created in 1987 and remain unchanged as:-

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2021

2. Objectives and Activities (continued)

“For the public benefit to operate, maintain and preserve Undercliffe Cemetery for all of the following purposes

1. An Open space
2. The advancement of the education of the public concerning the local and national, social and industrial history and architecture of the 19th century and the natural history including ornithology and botany, of the cemetery and its environs
3. The burial of the dead
4. The preservation, protection and development of features of historic or educational interest, including the fauna and flora of the cemetery and, in particular, the maintenance and repair of existing monuments, tombs and graves therein which are of educational interest”

3. Statistics for the Year

During 2021 there have been no changes to the above objectives. The preservation and maintenance of the cemetery has continued due, in no small measure, to permanent staff member Andrew Barker (Business Manager and Registrar) together with an increased team of dedicated volunteers to whom we are greatly indebted for their loyal support and commitment.

The burial of the dead continued with 18 interments and 5 plots sold. These are back to the average of recent years. We issued 17 permits to Monumental Masons for new gravestones or added inscriptions. We have treated five sections of the cemetery (three treatments each) with herbicide to tackle the highly invasive Japanese Knotweed. In addition, the Charity repaired, restored and/or cleaned ten monuments.

The Charity maintains 134 graves for the Commonwealth War Graves Commission for which an annual fee is received (currently £1,826), it has 21 maintenance contracts for private grave owners.

We also undertook a number of one-off jobs throughout the year to facilitate burials in non-maintained sections. During the year we have continued to uncover additional graves of WW1 service personnel, previously unknown, buried or remembered in family graves. Of these, several have been refurbished.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2021

3. Statistics for the Year (continued)

Enquiries utilising the archives to trace graves and relatives in addition to family tree enquiries averaged six per week.

Membership of the Charity was 150 as at 31 December 2021. The Thirty Sixth Annual General Meeting was held on 21st September 2021. Newsletters were sent to members on a quarterly basis and after two months these were posted to the website. 137 members received their newsletter by email and 12 by post. In addition to this, monthly news bulletins are sent to all members.

Individual visitors attending events, participants in activities and volunteer sessions for the period 1 January 2021 to 31 December 2022 totalled:

	<u>2021</u>		<u>2020</u>	
1. Attending Guided Tours and Talks:	222		0	
2. Members of Educational/School Groups:	20		0	
3. Volunteer Working Sessions:	2,305	(4,025 hrs. worked	1051	(2,901 hrs. worked)
4. Website:	See Below			

These figures do not include (a) persons attending a funeral (b) local residents using the site (c) persons visiting family graves (d) casual visitors not part of an organised activity. Volunteer working sessions include grounds maintenance and site work along with research work but do not include the work of Trustees on sub-committees or working groups.

Social Media and Website Statistics for 2021

Facebook Followers increased from 1150 to 1370 @undercliffecemeterycharity

Twitter followers increased from 690 to 886 @undercliffecem

Instagram followers increased from 537 to 667 @undercliffecemetery

Making a grand total 2,923 followers

Website

The total pageviews on the website was 38,029 and the total number of new users for 2021 was 10,990

We received interest from all over the world. The percentage number of those visiting the website from each country was as follows:

UK - 70%, USA - 11%, Indonesia - 3%, Australia - 2%, Canada - 1%, Spain, France and Germany - 2%, Other - 9%.

The devices that were used to access the website were as follows:

Desktop Computer - 42%, Mobile Phone - 51%, Tablets - 7%

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2021

QR Posts

10 more QR posts were installed in 2021 making a total of twenty-six.

The subjects of each QR post are as follows, along with the number of page views in 2021.

First Batch covering the six listed monuments

Alfred Illingworth	812
Swithin Anderton	418
William Mawson	459
Jacob Beherns	428
Miles Moulson	239
Joseph Smith	362

Second Batch of QR Codes (Subject chosen by each volunteer)

Robert Milligan	229
William Gay	190
James Hanson	256
Thomas William Appleton	141
Julia Varley	283
Albert Munz	118
William Jackson	189
Christine Chapple	204
Godwin Family	194
William Cudworth	153

Third Batch of QR Codes installed part way through the year (Subjects chosen by the research volunteers)

William Byles	71
Henry Mitchell	139
Christopher Dawson	47
Ellen Joyce	169
Newland Mill	123
Society of Friends	29
Anthony Gadie	86
Colin Clark	67
Alfred A Scott	132
James Law	174

Eighteen additional historical pages were uploaded to the website in 2021. The total number of historical pages on the site now stands at 67. The total number of page views for the historical pages amounted to 8,537.

The numbers are affected not only by the subject and the interest generated by the monument but by their locations in the cemetery. For example, a QR post on a pathway that has fewer visitors will accumulate fewer scans of the post.

The numbers do include some views that were generated by visitors simply looking through the website and not via the QR post. It is not possible to separate the two.

In addition to these pages the stories of twenty-four soldiers have been added to the website. Soldiers who died at Passchendaele and the Somme. Each story is downloadable as a pdf document. Links from the website are also provided to Youtube videos that we have produced about individual soldiers. This information is especially useful to schools studying World War One.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2021

The Work of the Research Volunteers

Ten research volunteers contributed to the historical pages and the information used on the tours. Each was responsible for their own unput. Most of the volunteers also act as tour guides and all contribute to helping with the tour programme which require careful planning. The tours were each one used to raise money for the Charity. It is estimated that each one of the subjects would on average have taken twenty hours of research making a total of 360 hours. Some tours had to be cancelled because of the pandemic. The research team are building a huge amount of information on the history of the people buried at Undercliffe, which provides a resource for individuals and schools for many years to come.

Digitising the Records

A new project started in November 2021. The digitisation of the records. A database will replace the current microfiche system. Photographs of the order books were taken at a rate of 1000 per week. The aim is to finish the Unconsecrated section of the Cemetery by the end of 2022. Eight of the research team are involved with transcribing the information from the photographs into a spreadsheet, and then after checking the data, into a database. Once completed the database will be used to answer customer enquiries much quicker and more efficiently. Estimated number of volunteer hours in November and December - 370 hours. The digitisation process is leading to a much greater understanding of the history of the Cemetery and the records system. New discoveries are helping with the content for the tours.

THE UNDERCLIFFE CEMETERY CHARITY
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2021

4. Chairperson's Report

Fortunately the Charity slowly returned to recognisable normality during midsummer 2021 after all the disruptive effects of the covid epidemic to all our lives. Some planned public guided tours resumed when the Government's restrictions on public gatherings were removed and when the Trustees thought it safe so to do in 2021.

Regrettably, the planned return of the Charity's well-established Service of Remembrance on Thursday 11 November at 11.00am had to be cancelled at extremely short notice due to a rapid increase in local covid cases. The service is traditionally led by Councillor Reverend Reid at the Cemetery's Cross of Sacrifice and is attended by a Deputy Lord-Lieutenant of West Yorkshire, with the Deputy Lord Mayor of Bradford also in attendance, together with present and past Armed Forces and Charitable associations, and twelve local primary and upper schools. The Charity made the decision to re-run the 2020 virtual service via all modern media outlets which was so well received by schools and many others. Steve Lightfoot's initiative in arranging this substitution at such short notice was very much appreciated by me.

June 2021 will always be remembered by the Cemetery's maintenance volunteer group for the tragic deaths of two of their members, married couple Ted Trett and Heather McGregor in a motorbike sidecar accident in Northumberland. Many of the Cemetery's volunteers attended their very memorable funeral service in August 2021. This very dedicated couple brought a positive, cheerful impact and influence to the maintenance team. Ted possessed numerous skills having been a talented engineer professionally which impacted greatly on the care and fabric of the cemetery.

Clifford Tasker and Chris Scurrah joined the maintenance team during the year and have become valuable members. The total number of active volunteers at the close of 2021 was 18.

I am extremely grateful to Paul Adcock of A.L.M. Knaresborough for his continuous support by providing strimmer line for the equipment used by the maintenance volunteer team and also Thomas Crompton Demolition Contractors, Bradford for the generous donation of materials required to complete all Cemetery restoration undertakings including making graves and surrounding areas safe for visitors. I also thank Graham Swain for his valuable help in providing mechanical and practical assistance for replacing and securing numerous memorial stones which have suffered the ravages of time, and also for removing shrub roots from restored graves.

I very much appreciate and recognise the tremendous efforts, commitment and dedication of our ever increasing number of volunteers (some of whom live many miles distant) who undertake serious in-depth research which often results in devising future guided tours from newly-found subjects. Much of the research and writing finds its way on to our media platforms. This includes the Charity's quarterly newsletter which since December 2020 has been made available to a wider audience through the website.

I have genuine admiration for Steve Lightfoot's courage and commitment in undertaking the enormous task of coordinating the digitisation of the Cemetery's historical records with the assistance of seven enthusiastic volunteers. The initiative will take up to two years to complete. At present Steve is photographing up to 1000 pages most weeks at the West Yorkshire Archives (Bradford) office. I and many others recognise the great benefit this project will have to the perpetuity of the Charity.

The Charity is grateful for the efforts of Ann Hillary and Barbara Ramsden in providing refreshment facilities at the commencement of the guided tours, including when covid restrictions were lifted in July 2021 and when a further five tours took place in August.

During the earlier three-day restoration project in March 2021, Ann and Barbara provided a two-course hot lunch for 16 volunteers including two hire-equipment operatives.

In conclusion, I express my profound gratitude to Andrew Barker, Business Manager & Registrar, all our Trustees, sub-committee members, volunteers, friends and supporters who rallied individually and collectively during the very difficult and trying times that we all experienced.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2021

5. Financial Review

The charity neither supplemented or discontinued any of its operations during 2021. The net profit for the year was £13,123(2020:£15,026) leaving a closing balance of £66,044 (2020:£52,921).As at December 2021 the reserves stood at £90,330 (2020:£77,207) which includes an endowment fund in the sum of £23,286 received for the purpose of providing an income for the upkeep of the Cemetery. Only the interest on this sum can be used for this purpose.

The year 2021 has been financially successful for the Charity.

The Trustees consider the level of reserves to be adequate to sustain the Charity only in the short term. The income of the Cemetery has been stabilized thereby decreasing the pressure on its reserves. The support of Bradford Metropolitan Council, the owner of the Cemetery, is absolutely essential. The increased activities of the Charity has greatly benefitted the income during 2021 together with continuing efforts to obtain grants and assistance from our members and sponsors.

This report has been prepared in accordance with the Accounting and Reporting by Charities : Statement of Recommended Practice. In preparing this report advantage has been taken of the small companies exemption.

This report was approved and authorised for issue by the Trustees on the 13th September 2022 and signed on their behalf by:-

Mr A I Hillary

Chair

INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF THE UNDERCLIFFE CEMETERY CHARITY

I report to the charity trustees on my examination of the financial statements of the charitable company for the year ended 31st December 2021 which are set out on pages 11 to 17.

Responsibilities and Basis of Report

As the charity's 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 financial statements 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 your charity's financial statements 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 matters have come to my attention in connection with the examination giving me cause to believe:

- (a) accounting records were not kept in respect of the company as required by Section 386 of the 2006 Act; or
- (b) the financial statements do not accord with those accounting records; or
- (c) the financial statements do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- (d) the financial statement 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 financial statements 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 financial statements to be reached.

Graham Atkinson FCA
WALTER DAWSON & SON

Chartered Accountants
1 Valley Court
Canal Road
Bradford
BD1 4SP

13th September 2022

THE UNDERCLIFFE CEMETERY CHARITY
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2021

	<u>Notes</u>	Unrestricte d Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
<u>INCOME AND ENDOWMENTS</u>					
<u>FROM:</u>					
Donations and Legacies	5	35,439	-	35,439	37,928
Investments	6	40	-	40	260
Charitable Activities	7	25,422	-	25,422	21,010
<u>TOTAL INCOME AND ENDOWMENTS</u>		<u>60,901</u>	<u>-</u>	<u>60,901</u>	<u>59,198</u>
<u>EXPENDITURE ON:</u>					
Charitable Activities	8	37,732	-	37,732	30,864
Other	9	10,046	-	10,046	13,308
<u>TOTAL EXPENDITURE</u>		<u>47,778</u>	<u>-</u>	<u>47,778</u>	<u>44,172</u>
<u>NET MOVEMENTS IN FUNDS</u>		<u>13,123</u>	<u>-</u>	<u>13,123</u>	<u>15,026</u>
<u>RECONCILIATION OF FUNDS</u>					
Total Funds at 1st January 2020		<u>52,921</u>	<u>24,286</u>	<u>77,207</u>	<u>62,181</u>
Total Funds at 31st December 2021		<u>66,044</u>	<u>24,286</u>	<u>90,330</u>	<u>77,207</u>

All incoming resources and resources expended derive from continuing activities.

THE UNDERCLIFFE CEMETERY CHARITY
BALANCE SHEET AS AT 31ST DECEMBER 2021

		<u>2021</u>		<u>2020</u>	
<u>Notes</u>	£	£	£	£	£
<u>CURRENT ASSETS</u>					
Cash at Bank and in Hand	91,722		78,258		
	91,722		78,258		
<u>CREDITORS: Amounts Falling Due Within One Year</u>	12 1,392		1,051		
<u>NET CURRENT ASSETS</u>		90,330		77,207	
		90,330		77,207	
The Funds of the Charity:					
<u>RESTRICTED INCOME FUNDS</u>	15 24,286		24,286		
<u>UNRESTRICTED FUNDS</u>					
General Funds	15 66,044		52,921		
		90,330		77,207	
		90,330		77,207	

The directors consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006. Members have not required the company under Section 476 of the Act to have an audit for the year ended 31st December 2021. The directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with Section 386 of the Act, and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company, as at 31st December 2021, and of its deficit for the year then ended in accordance with the requirements of Section 396 of the Act, and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the charitable company.

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

The financial statements were approved and authorised for issue by the Trustees on 13th September 2022 and signed on their behalf by:

Mr. A.I. Hillary	
Mr. C.J. Bird	TRUSTEES

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

1. STATUTORY INFORMATION

The Undercliffe Cemetery Charity is a private limited company by guarantee domiciled in England and Wales, registered number 1973400. The principal place of business is The Lodge, Undercliffe Cemetery, Undercliffe Lane, Bradford, BD3 0DW.

2. COMPLIANCE WITH ACCOUNTING STANDARDS

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

3. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention.

The presentation currency is sterling.

The particular accounting policies adopted are as follows:

- (a) Donations, Legacies and Similar Incoming Resources
Donations, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

- (b) Grants Receivable and Local Authority Fees
Grants receivable and local authority fees are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Deferred income represents amounts received for future periods and is released to income resources in the period for which it has been received.

- (c) Investment Income and Rental Income
Income from investments and from rental income is included in the SOFA in the year in which it is receivable.

- (d) Expenditure
All expenditure is included on an annual basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

3. ACCOUNTING POLICIES (continued)

(e) Pension Costs

The Charity operates a defined contribution pension scheme for the benefit of its employees. Contributions payable are recognised in the SOFA when due.

(f) Fund Accounting

Funds held by the Charity are either:

- . *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- . *Designated funds* - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- . *Restricted funds* - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

(g) Cash Flow Statements

The charity qualifies as a small company under the Companies Act 2006. The trustees have elected to take advantage of the exemptions under FRS 102 not to prepare a cash flow statement.

4. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

5. DONATIONS AND LEGACIES

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Subscriptions and Donations	2,271	-	2,271	1,786
Grants - Bradford MDC	25,366	-	25,366	31,317
War Graves Commission	1,826	-	1,826	1,826
Miscellaneous Income	4,266	-	4,266	1,999
Other Grants	1,710	-	1,710	1,000
	<u>35,439</u>	<u>-</u>	<u>35,439</u>	<u>37,928</u>

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

6. INVESTMENTS

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Interest Receivable	40	-	40	260
	40	-	40	260

7. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Income from Burials and Plots	23,432	-	23,432	19,377
Ground Maintenance Income	1,965	-	1,965	1,520
Sales of Publications	25	-	25	113
	25,422	-	25,422	21,010

8. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Staff Wages and NI	20,897	-	20,897	20,898
Ground Maintenance	8,830	-	8,830	2,188
Grave Digging	4,908	-	4,908	3,670
Repairs and Renewals	3,004	-	3,004	3,771
Events and Open Days	93	-	93	337
	37,732	-	37,732	30,864

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

9. OTHER COSTS

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Other Expenses	2,248	-	2,248	4,356
Rates, Water, Light and Heat	3,008	-	3,008	3,176
Professional Fees	2,414	-	2,414	951
Advertising	95	-	95	
Volunteer Gifts	44	-	44	286
Refreshments	234	-	234	81
Subscriptions	20	-	20	20
Insurance	1,983	-	1,983	4,438
	<u>10,046</u>	<u>-</u>	<u>10,046</u>	<u>13,308</u>

10. STAFF COSTS AND TRUSTEES' REMUNERATION

	2021	2020
	£	£
Wages, Salaries, NI and Pension Costs	20,475	20,475
Other Pension Costs	422	423
	<u>20,897</u>	<u>20,898</u>

No employee received remuneration amounting to more than £60,000 in either year.

Trustees received no remuneration and were not reimbursed for any of their expenses in either

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2021	2020
	No.	No.
Governance	2	2
	<u>2</u>	<u>2</u>

11. CORPORATION TAX

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

12. <u>CREDITORS: Amounts Falling Due Within One Year</u>	2021	2020
	£	£
Accruals and Deferred Income	1,392	1,051
	<u>1,392</u>	<u>1,051</u>

13. PENSION COSTS

The charity operates a defined contribution pension scheme. The assets of the pension scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions payable by the charity to the fund and amounted to £422 (2020: £423). Contributions totaling £Nil (2020: £Nil) were payable to the fund at the year end and are included in creditors.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Restricted Funds	Total Funds
	£	£	£
Current Assets	67,436	24,286	91,722
Current Liabilities	(1,392)	-	(1,392)
Net Assets at 31st December 2021	<u>66,044</u>	<u>24,286</u>	<u>90,330</u>

15. MOVEMENT OF FUNDS

	At 1st January 2021	Income	Expenditure	At 31st December 2021
	£	£	£	£
<u>Restricted Funds</u>				
Endowment Fund	23,286	-	-	23,286
Capital Grant	1,000	-	-	1,000
Total Restricted Funds	<u>24,286</u>	<u>-</u>	<u>-</u>	<u>24,286</u>
<u>Unrestricted Funds</u>				
General Funds	52,921	60,901	(47,778)	66,044
Total Unrestricted Funds	<u>52,921</u>	<u>60,901</u>	<u>(47,778)</u>	<u>66,044</u>
TOTAL FUNDS	<u><u>77,207</u></u>	<u><u>60,901</u></u>	<u><u>(47,778)</u></u>	<u><u>90,330</u></u>

Restrictions Imposed and Purpose of Restricted Funds

The endowment fund has been received for the purpose of the upkeep of the cemetery.

The unspent Capital Grant has been received from the Rotary Club of Idle and Greengates to purchase pop up bollards and to greatly assist in improving present Cemetery Security.

THE UNDERCLIFFE CEMETERY CHARITY

England & Wales - Charity number 519751

Accounts

THE UNDERCLIFFE CEMETERY CHARITY

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2020

Charity Commission Reference Number 519751

Company Registered Number 1973400



WALTER DAWSON & SON

CHARTERED ACCOUNTANTS & STATUTORY AUDITOR

**1 Valley Court
Off Canal Road
Bradford
BD1 4SP**

THE UNDERCLIFFE CEMETERY CHARITY
REPORT AND FINANCIAL STATEMENTS

<u>Contents</u>	<u>Page</u>
Legal and Administrative Information	1
Statement of Trustees' Responsibilities	2
Report of the Trustees	3 - 11
Independent Examiner's Report	12 - 13
Statement of Financial Activities	14
Balance Sheet	15
Notes to the Financial Statements	16 - 20.

THE UNDERCLIFFE CEMETERY CHARITY
LEGAL AND ADMINISTRATIVE INFORMATION

1. CONSTITUTION

The Undercliffe Cemetery Charity is a company limited by a guarantee (Company No. 1973400) and a registered charity (Charity No. 519751) governed by its Memorandum and Articles of Association.

2. DIRECTORS AND TRUSTEES

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year end were as follows:

<u>Chair:</u>	Mr. A.I. Hillary
<u>Vice Chair:</u>	Mr J.C. Jackson
<u>Secretary:</u>	Mr C.J. Bird LL.B (Hons)
<u>Trustees:</u>	Mr J. Ackroyd (City of Bradford M.D.C.) Ms. J. L. Ambler Mr. P.B. Barker Mr. C.J. Bird Mr. S. F. Field Mr. C.J. Haxby Mr A. Kendall Mr. J. Scholefield (City of Bradford M.D.C.) Mr. R. Sugden Mr. A. Tyne
<u>Independent Examiner:</u>	Walter Dawson & Son Chartered Accountants 1 Valley Court Bradford BD1 4SP
<u>Bankers:</u>	National Westminster Bank PLC Market Place Huddersfield HD1 2AL
<u>Solicitors:</u>	Bird & Daniels Solicitors 34 Westgate Shipley BD18 3QX
<u>Registered Office:</u>	The Lodge Undercliffe Cemetery Undercliffe Lane, Bradford BD3 0DW

THE UNDERCLIFFE CEMETERY CHARITY
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards including financial reporting standard 102: The financial reporting standard applicable in the UK. (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity's trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the trustees are aware:

- (a) there is no relevant audit information of which the charitable company's auditors are unaware and
- (b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31st December 2020 which are also prepared to meet the requirements for a directors report and accounts for Companies Act.

The legal and administrative information set out on page 1 forms part of this report.

The financial statements comply with the Charities Act 2011, Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: 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).

1. Structure, Governance and Management

The company was incorporated in England and Wales on the 20th December 1985 as the Bradford (Undercliffe) Cemetery Company and was renamed The Undercliffe Cemetery Charity on the 10th July 1991 to portray more accurately its charitable status. The company is limited by guarantee and has no share in issue and dividends are not payable.

The Trustees serve in a voluntary capacity receiving no remuneration for their duties. Except as detailed in the report, no present or former Trustee members had any beneficial interests requiring disclosure. The Charity has purchased insurance for the Trustees against liabilities in relation to the Charity. There have not been any claims against this insurance nor are any anticipated.

There are twelve Trustees two of whom are nominees of the City of Bradford MDC, who serve until replaced. The remainder are elected by fellow members of the company to serve for two years, half of their number retiring annually in rotation. At 31st December 2020 there were twelve such members of the Committee. The committee members who were due to retire at the 2020 AGM, Ms. J.L. Ambler, Mr. P. Barker, Mr. C.J. Bird and Mr. A.I. Hillary have been re-appointed for a further two years. The operational work of the Charity is conducted through a number of Sub-committees: the Cemetery Management Sub-committee, the Education Sub-committee, the Cemetery Operations Sub-committee and the Research and Media Sub-committee.

2. Objectives and Activities

The company's objects as stipulated in the Memorandum of Association were created in 1987 and remain unchanged as:-

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

2. Objectives and Activities (continued)

“For the public benefit to operate, maintain and preserve Undercliffe Cemetery for all or any of the following purposes

1. An Open space
2. The advancement of the education of the public concerning the local and national, social and industrial history and architecture of the 19th century and the natural history including ornithology and botany, of the cemetery and its environs.
3. The burial of the dead
4. The preservation, protection and development of features of historic or educational interest, including the fauna and flora of the cemetery and, in particular, the maintenance and repair of existing monuments, tombs and graves therein which are of educational interest”

When planning the activities for the year, the trustees have considered the commission's guidance on public benefit.

3. Statistics for the Year

During 2020 there have been no changes to the above objectives. The preservation and maintenance of the cemetery has continued due, in no small measure, to permanent staff member Andrew Barker (Business Manager and Registrar) together with an increased team of dedicated volunteers to whom we are greatly indebted for their loyal support and commitment.

The burial of the dead continued with 15 interments and six plots sold. These are back to the average of recent years. We issued 11 permits to Monumental Masons for new gravestones or added inscriptions. We have treated five sections of the cemetery (three treatments each) with herbicide to tackle the highly invasive Japanese Knotweed. In addition, the Charity repaired, restored and/or cleaned ten monuments.

The Charity maintains 134 graves for the Commonwealth War Graves Commission for which an annual fee is received (currently £1,800), it has 19 maintenance contracts for private grave owners.

We also undertook a number of one-off jobs throughout the year to facilitate burials in non-maintained sections. During the year we have continued to uncover additional graves of WW1 service personnel, previously unknown, buried or remembered in family graves. Of these, several have been refurbished.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

3. Statistics for the Year (continued)

Enquiries utilising the archives to trace graves and relatives in addition to family tree enquiries averaged six per week.

Membership of the Charity was 101 as at 31 December 2020. The Thirty Fifth Annual General Meeting was cancelled due to the Covid 19 pandemic.

Individual visitors attending events, participants in activities and volunteer sessions for the period 1 January 2020 to 31 December 2020 totalled:

	<u>2020</u>	<u>2019</u>
1. Attending Guided Tours and Talks:	-	1,520
2. Members of Educational/School Groups:	-	555
3. Volunteer Working Sessions:	(2,901 hrs 1,051 Worked)	(2,610 hrs 820 Worked)
4. Website: See Below		

These figures do not include (a) persons attending a funeral (b) local residents using the site (c) persons visiting family graves (d) casual visitors not part of an organised activity. Volunteer working sessions include grounds maintenance and site work along with research work but do not include the work of Trustees on sub-committees or working groups.

2019 Statistics from Google Analytics

Website: undercliffecemetery.co.uk

26,347 pages views. 5,825 new users

Location of users : UK 78%. US 8%. Australia 2%. Canada 2%. Spain/France/Germany/India 3%

Others 7%. Device used when view Website : Desktop 44%. Mobile 42%. Table 14%

Page views of the monuments with QR Codes: Alfred Illingworth 435. Swithin Anderton 326.

William Mawson 223. Sir Jacob Behrens 218. Miles Moulson 204. Joseph Smith 169.

View of some historical research pages with no QR code: Eric Anderson V.C. 134.

William Cudworth 108. Matthew Hughes V.C. 95. Alfred Scott 87. Julia Varley O.B.E. 83.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

Social Media

Facebook followers increased from 467 to 1150 @undercliffcemetarycharity

Twitter followers increased from 450 to 690 @undercliffcem

Instagram followers increased from 367 to 537 @undercliffcemetary

Making a grand total 2,377 followers.

The average number of people that each Facebook post reached increased from 400 to 603.

Website

The total pageviews on the website was 29,651 and the total number of new users for 2020 was 7,898

During 2020 the number of followers increased from 105 to 467.

We received interest from all over the World. The percentage number of those visiting the website from each Country was as follows:-

UK - 78%, USA - 9%, Australia - 2%, Canada - 1%, Spain, France and Germany - 2%, Other - 8%.

The devices that were used to access the website were as follows:-

Desktop Computer - 41%, Mobile Phone - 51%, Tablets - 8%.

QR Posts

Ten more QR posts were installed in 2020 making a total of 16.

The subjects of each QR posts are as follows, along with the number of page views in 2020.

First Batch Covering the Six Listed Monuments

Alfred Illingworth	707
Swithin Anderton	441
William Mawson	386
Jacob Behrens	331
Miles Moulson	224
Joseph Smith	381

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

Second Batch of QR Codes (Subjects Chosen by the Research Volunteers)

Robert Milligan	90
William Gay	141
James Hanson	252
Thomas William Appleton	107
Julia Varley	219
Albert Munz	142
William Jackson	153
Christine Chapple	133
Godwin Family	169
William Cudworth	205

Twenty Three additional historical pages were uploaded to the website in 2020.

The numbers are influenced not only by the subject and the interest generated by the monument, but also by their location in the Cemetery. For example, a QR post on a pathway that has fewer visitors will accumulate fewer scans.

The numbers do include some views that were generated by visitors simply looking through the website and not via the QR post. It is not possible to separate the two.

YouTube

Because of the lockdown in 2020 the annual Remembrance Service had to be cancelled. Instead we set up a virtual Remembrance Service on YouTube. In addition to this, three individual soldiers' stories were uploaded to YouTube. These four videos were added to three existing videos (Ann Scarf, Sir Isaac Holden and Nancy de Garrs) already on our YouTube channel. The number of people viewing these videos was as follows:-

Remembrance Service: 280 views.

The three soldiers' stories: The Barraclough Brothers, 111 views; Albert Munz, 206 views; and Henry Jagger, 103 views.

Total: 700 views. It should be noted that a single view may include many people looking at the video at the same time as in the case of Hanson School where several hundred students together watched the Remembrance Service video.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

4. Chair's Report

The year 2020 will be remembered by all as one of complete disruption from the severe damaging effects that the Covid 19 virus had on all our lives in so many ways, and on the Charity's continuing and increasing activities.

Fortunately, the Charity's income was stabilised by Andrew Barker, our part-time Registrar and Business Manager, who was successful in gaining financial support amounting to several thousand pounds from both Central Government and Bradford Metropolitan Council relief funds. The Charity was also grateful to receive a grant from the Rotary Club of Idle and Greengates to enable the purchase of a new powered hand mower.

I am grateful to Manningham Housing Association's qualified staff who felled five mature trees to permit safe access to the grave of Nancy de Garrs (nanny to the Bronte children). Robert Moffatt (of Hey's Monumental Masons) kindly volunteered to provide and fix a suitable headstone on Nancy's grave, but this project, which began in 2019, has had to be deferred until next year because of restrictions brought about by the pandemic.

Paul Adcock, of A.L.M Knaresborough, has for many years given 'strimmer line' free of charge, and this generosity has saved the Charity an unbelievable amount of expense for which I am extremely grateful.

The Maintenance Volunteer Group was joined by Alan Milne, David Wainman and Pam Dooling, and their valuable help throughout the year has further contributed to the excellent work of the team in making such a noticeable difference to the appearance of the Cemetery.

The Charity, with the help and approval of the 17 grounds volunteers, implemented a detailed 'risk assessment' plan incorporating a strict 'Safe Way of Working' procedure. Everyone was provided with a hand-held portable two-way radio transceiver to permit lone working and 'distance' working in pairs in larger areas of the Cemetery. Volunteer lunches were taken outside - weather permitting - or in own vehicles. The portacabin was used on a 'one in, one out' basis for toilet and washing facilities. Grateful thanks are due to Pam for ensuring regular cleaning and sanitising. The lodge became a 'protected area' for use by Andrew Barker, and admittance to the building was restricted.

Following a short break, the grounds volunteers were able to resume the usual spring, summer and autumn maintenance programme. Although Tuesday has long been the designated day for the maintenance team's gathering, some members have also been industrious on other days in their adopted patches, and their additional efforts have been very clear to see and much appreciated.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

The increase in maintenance team members has permitted the Charity to implement its long-overdue restoration plan during the non-growing season in October, November and December. Four separate sections in the Consecrated area were chosen for their anticipated historical relevance. These had been neglected since 1976 when the Bradford Cemetery Company went into liquidation. During these months tremendous progress was made in tackling long-impenetrable undergrowth, and numerous significant memorials were revealed for the first time in more than 40 years. Some of these were repaired, and others which had toppled were put back in their original positions. As progress was made the task of filling sunken graves and levelling the ground to make it safe was made possible with material generously donated by Thomas Crompton, Demolition Contractors, Bradford.

The Charity's Research Team, which has grown in numbers during the year, now has safe access to the reclaimed areas enabling further research to be undertaken on new subjects from Bradford's illustrious past. Their stories have been placed on our media platforms and have encouraged growing numbers of people to take an interest in the Charity's work at Undercliffe Cemetery. I very much appreciate the enormous commitment of both Jacqui Ambler, Chair of the Education and Promotions Sub-Committee, and Steve Lightfoot, the Co-ordinator of the Research Team and our media expert who monitors the media sites and keeps us up-to-speed with technology. Please refer to their joint report in the following pages.

These active and dedicated groups organised, researched, and prepared an interesting and varied programme of guided tours. With the exception of one tour in early March, all had to be cancelled due to the pandemic. The absence of these events, along with tandem cafe service provided by Ann Hillary and Barbara Ramsden, resulted in great loss of financial income to the Charity.

The much appreciated bi-monthly hot meal events provided for the maintenance volunteers by Ann and Barbara had to be suspended in order to comply with C-19 restrictions. However, Covid failed to thwart the usual Christmas celebrations for our maintenance volunteers and, subject to much details planning and the application of social distancing measures, Ann was able to put on a 'Christmas Treat' for the team on Tuesday 5 December. Individual treats were wrapped in foil, placed in a bag and handed to volunteers who sat outside in a large circle and made merry! All thoroughly appreciated the Charity's improvisation efforts and thoughtfulness in ensuring the continuance in difficult circumstances of a happy tradition.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trustees allocated the sum of £250 from its funds to enable gifts to be bought for all volunteers as small tokens of recognition for their magnificent individual contributions throughout the year in helping to ensure the continuing preservation, well-being and promotion of our magnificent heritage site. I am grateful to Trustees Jacqui Ambler and John Jackson who sourced and wrapped the 29 (17 maintenance, 12 research) gifts, and undertook to deliver them locally, or to post gift vouchers to those living further afield.

Covid-19 further impacted on our well-established and always well-attended annual Remembrance Service held at the Cross of Sacrifice which was unable to take place. However, it was crucial that this important event should be recognised in some meaningful form and our ingenious planners, valuably assisted by Steve Lightfoot, were able to produce a 'Virtual Reality Service' led by Reverend Councillor Geoff Reid, and introduced by Councillor Doreen Lee, Lord Mayor of Bradford Metropolitan District.

Almost 400 known service personnel from several international conflicts are commemorated in Undercliffe Cemetery. Three victims from the First World War were chosen by Trustee Andy Tyne who researched and presented on film moving accounts of their individual and remarkable military service stories and family backgrounds. The YouTube presentation took place on Wednesday 11th November at 11am, and was viewed by local primary and secondary schools, together with a much wider audience. The War Graves Commission sent a message expressing congratulatory and warm appreciation of our Virtual Act of Remembrance.

Education and Promotions Sub-Committee

2020 should have been our busiest year to date for events and 'Women of Note', our first Saturday morning tour in early March, rapidly sold out so that an additional tour in the afternoon was offered. The feedback was very positive on both the tour content and the refreshments offered in the cafe, but sadly it was to be the first and the last tour of the year due to the pandemic. There were a good number of requests for bespoke tours and tours also planned, but again most of these had to be postponed. We are hoping that these groups will be back in touch with us soon so that we can re-schedule the tours.

The new circumstances challenged the more technically-minded amongst us to find an alternative format for our annual Remembrance Day. Our information boards were set out for individual visitors to browse, but the ceremony moved online with a film that people could access from home via YouTube, including an introduction by the Lord Mayor, and some very moving stories of soldiers commemorated at Undercliffe, and a service recorded at the Cross of Sacrifice. It was wonderful that the date could be commemorated in this way. Thanks to all involved.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

Members of the Education and Promotions Group were able to keep in touch "virtually", and to make links with other Cemetery volunteer groups in the region through the auspices of the National Federation of Cemetery Friends. Other promotions work continued with the production of a six-panel leaflet and funerary art map, and preparations have been on-going in relation to refurbishing the area around the grave of Nancy de Garrs ready for a celebratory event to unveil a special headstone to mark the grave of the Bronte nurse maid. The research group continued to be busy during this period and have come up with exciting material for our re-start in Summer 2021, including two hours as part of the Bradford Literature Festival, and research for notable inhabitants at Undercliffe whose memorials are marked with QR codes so that visitors can find out about their achievements using their smart phones. Our virtual audience continued to grow and Cemetery visitors continued to share wonderful photos of the flora and fauna spotted during walks in the Cemetery. Our newsletter has continued to reflect the hard work of the volunteers throughout the year, including interviews with individual volunteers, all beautifully presented and illustrated through the good offices of our design specialist, Tim Hardy.

We very much look forward to welcoming visitors on our tours this year, and to hearing the happy buzz of the café once again. Thank you to everyone who has kept things going, not least to Steve Lightfoot who kindly agreed to take over the leadership of the Education and Promotions sub-committee, and to Sue Crossley who took on the minutes and the organisation of Zoom meetings.

THE UNDERCLIFFE CEMETERY CHARITY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST DECEMBER 2020

5 Financial Review

The charity neither supplemented or discontinued any of its operations during 2020. The net profit for the year was £15,026 (2019: £14,628) leaving a closing balance of £52,291 (2019: £37,895). As at December 2020 the reserves stood at £77,027 (2019: £62,181) which includes a endowment fund in the sum of £23,286 received for the purpose of providing an income for the upkeep of the cemetery. Only the interest on this sum can be used for this purpose.

The restructuring of the charity's sub-committees and the increase in volunteer numbers has allowed the Trustees to take direct control of Media and Communications, business and Maintenance, Education and Promotions, Research and Security sub-committees, which whilst increasing the Trustees workload, together with Andrew's appointment has resulted in a financially successful year.

The Trustees consider the level of reserves to be adequate to sustain the Charity only in the short term. The income of the Cemetery has been stabilised decreasing the pressure on its reserves. The support of Bradford Metropolitan Council, which own the asset, is absolutely essential. The increased activities of the Charity, along with successful efforts obtaining grants, coupled with the support of the Membership and Sponsors, have greatly benefitted the income streams during 2020.

This report has been prepared in accordance with the Accounting and Reporting by Charities : Statement of Recommended Practice. In preparing this report advantage has been taken of the small companies exemption.

This report was approved and authorised for issue by the Trustees on 7th September 2021 and signed on their behalf by:

Mr. A.I. Hillary

Chair

INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF THE UNDERCLIFFE CEMETERY CHARITY

I report to the charity trustees on my examination of the financial statements of the charitable company for the year ended 31st December 2020 which are set out on pages 14 to 20

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees, who are also directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Charity's Trustees consider that an audit is not required for this year under Section 144 (2) of the Charities Act 2011 (the 2011 Act) but that an independent examination is needed.

Having satisfied myself that the Charity is not subject to an audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, It is my responsibility to:-

- (a) examine the financial statements under Section 145 of the 2011 Act;
- (b) to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145 (5) (b) of the 2011 Act; and
- (c) to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF THE UNDERCLIFFE CEMETERY CHARITY

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (i) to keep accounting records in accordance with Section 386 of the Companies Act 2006;
and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006: have not been met, or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Graham Atkinson FCA
WALTER DAWSON & SON

Chartered Accountants

1 Valley Court
Off Canal Road
Bradford
BD1 4SP

7th September 2021

THE UNDERCLIFFE CEMETERY CHARITY
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Notes	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£
<u>INCOME AND ENDOWMENTS</u>					
<u>FROM:</u>					
Donations and Legacies	5	37,928	-	37,928	29,615
Investments	6	260	-	260	273
Charitable Activities	7	21,010	-	21,010	33,068
<u>TOTAL INCOME AND ENDOWMENTS</u>		<u>59,198</u>	<u>-</u>	<u>59,198</u>	<u>62,956</u>
<u>EXPENDITURE ON:</u>					
Charitable Activities	8	30,864	-	30,864	34,261
Other	9	13,308	-	13,308	14,067
<u>TOTAL EXPENDITURE</u>		<u>44,172</u>	<u>-</u>	<u>44,172</u>	<u>48,328</u>
<u>NET MOVEMENTS IN FUNDS</u>		<u>15,026</u>	<u>-</u>	<u>15,026</u>	<u>14,628</u>
<u>RECONCILIATION OF FUNDS</u>					
Total Funds at 1st January 2020		37,895	24,286	62,181	47,553
Total Funds at 31st December 2020		<u>52,921</u>	<u>24,286</u>	<u>77,207</u>	<u>62,181</u>

All incoming resources and resources expended derive from continuing activities.

THE UNDERCLIFFE CEMETERY CHARITY
BALANCE SHEET AS AT 31ST DECEMBER 2020

		2020		2019	
Notes	£	£	£	£	£
<u>CURRENT ASSETS</u>					
Cash at Bank and in Hand		78,258		63,214	
		78,258		63,214	
<u>CREDITORS: Amounts Falling Due Within One Year</u>					
12		(1,051)		(1,033)	
<u>NET CURRENT ASSETS</u>					
			77,207		62,181
			77,207		62,181
<u>The Funds of the Charity:</u>					
<u>RESTRICTED INCOME FUNDS</u>					
15		24,286		24,286	
<u>UNRESTRICTED FUNDS</u>					
15		52,921		37,895	
			77,207		62,181
			77,207		62,181

The directors consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006. Members have not required the company under Section 476 of the Act to have an audit for the year ended 31st December 2020. The directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with Section 386 of the Act, and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company, as at 31st December 2020, and of its deficit for the year then ended in accordance with the requirements of Section 396 of the Act, and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the charitable company.

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

The financial statements were approved and authorised for issue by the Trustees on 7th September 2021 and signed on their behalf by:

A.I. Hillary	
C.J. Bird	TRUSTEES

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

1. STATUTORY INFORMATION

The Undercliffe Cemetery Charity is a private company limited by guarantee, domiciled in England and Wales, registered number 1973400. The principal place of business is The Lodge, Undercliffe Cemetery, Undercliffe Lane, Bradford, BD3 0DW.

2. COMPLIANCE WITH ACCOUNTING STANDARDS

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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

The financial statements have been prepared under the historical cost convention.

The presentation currency is sterling.

The particular accounting policies adopted are as follows:

(a) Donations, Legacies and Similar Incoming Resources

Donations, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

(b) Grants Receivable and Local Authority Fees

Grants receivable and local authority fees are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Deferred income represents amounts received for future periods and is released to income resources in the period for which it has been received.

(c) Investment Income and Rental Income

Income from investments and from rental income is included in the SOFA in the year in which it is receivable.

(d) Expenditure

All expenditure is included on an annual basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

3. ACCOUNTING POLICIES (continued)

(e) Pension Costs

The charity operates a defined contribution pension scheme for the benefit of its employees. Contributions payable are recognised in the SOFA when due.

(f) Fund Accounting

Funds held by the charity are either:

- . *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- . *Designated funds* - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- . *Restricted funds* - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

(g) Cash Flow Statements

The charity qualifies as a small company under the Companies Act 2006. The trustees have elected to take advantage of the exemptions under FRS 102 not to prepare a cash flow statement.

4. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

5. DONATIONS AND LEGACIES

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Subscriptions and Donations	1,786	-	1,786	2,615
Grants - Bradford MDC	31,317	-	31,317	20,000
War Graves Commission	1,826	-	1,826	1,826
Miscellaneous Income	1,999	-	1,999	4,174
Other Grants	1,000	-	1,000	1,000
	<u>37,928</u>	<u>-</u>	<u>37,928</u>	<u>29,615</u>

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

6. INVESTMENTS

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Interest Receivable	260	-	260	273
	<u>260</u>	<u>-</u>	<u>260</u>	<u>273</u>

7. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Income from Burials and Plots	19,377	-	19,377	30,897
Ground Maintenance Income	1,520	-	1,520	2,130
Sales of Publications	113	-	113	41
	<u>21,010</u>	<u>-</u>	<u>21,010</u>	<u>33,068</u>

8. CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Staff Wages and NI	20,898	-	20,898	21,926
Ground Maintenance	2,188	-	2,188	4,225
Grave Digging	3,670	-	3,670	5,320
Repairs and Renewals	3,771	-	3,771	2,288
Events and Open Days	337	-	337	502
	<u>30,864</u>	<u>-</u>	<u>30,864</u>	<u>34,261</u>

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

9. OTHER COSTS

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Other Expenses	4,356	-	4,356	3,688
Rates, Water, Light and Heat	3,176	-	3,176	4,029
Professional Fees	951	-	951	1,660
Advertising	-	-	-	43
Volunteer Gifts	286	-	286	290
Refreshments	81	-	81	251
Subscriptions	20	-	20	20
Insurance	4,438	-	4,438	4,086
	<u>13,308</u>	<u>-</u>	<u>13,308</u>	<u>14,067</u>

10. STAFF COSTS AND TRUSTEES' REMUNERATION

	2020	2019
	£	£
Wages, Salaries, NI and Pension Costs	20,475	21,558
Other Pension Costs	423	368
	<u>20,898</u>	<u>21,926</u>

No employee received remuneration amounting to more than £60,000 in either year.

Trustees received no remuneration and were not reimbursed for any of their expenses in either year.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2020	2019
	No.	No.
Governance	2	2
	<u>2</u>	<u>2</u>

11. CORPORATION TAX

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

THE UNDERCLIFFE CEMETERY CHARITY
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

12. <u>CREDITORS: Amounts Falling Due Within One Year</u>	2020	2019
	£	£
Accruals and Deferred Income	1,051	1,033
	<u>1,051</u>	<u>1,033</u>

13. PENSION COSTS

The charity operates a defined contribution pension scheme. The assets of the pension scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions payable by the charity to the fund and amounted to £423 (2019: £368). Contributions totalling £Nil (2019: £Nil) were payable to the fund at the year end and are included in creditors.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Restricted Funds	Total Funds
	£	£	£
Current Assets	53,972	24,286	78,258
Current Liabilities	(1,051)	-	(1,051)
Net Assets at 31st December 2020	<u>52,921</u>	<u>24,286</u>	<u>77,207</u>

15. MOVEMENT OF FUNDS

	At 1st January 2020	Income	Expenditure	At 31st December 2020
	£	£	£	£
<u>Restricted Funds</u>				
Endowment Fund	23,286	-	-	23,286
Capital Grant	1,000	-	-	1,000
Total Restricted Funds	<u>24,286</u>	-	-	<u>24,286</u>
<u>Unrestricted Funds</u>				
General Funds	37,895	59,198	(44,172)	52,921
Total Unrestricted Funds	<u>37,895</u>	<u>59,198</u>	<u>(44,172)</u>	<u>52,921</u>
TOTAL FUNDS	<u><u>62,181</u></u>	<u><u>59,198</u></u>	<u><u>(44,172)</u></u>	<u><u>77,207</u></u>

Restrictions Imposed and Purpose of Restricted Funds

The endowment fund has been received for the purpose of the upkeep of the cemetery.

The unspent Capital Grant has been received from the Rotary Club of Idle and Greengates to purchase 'pop up' bollards and to greatly assist in improving present Cemetery Security