

# **Buttershaw Christian Family Centre Limited**

**(A Company limited by guarantee)**

## **FILING COPY**

### **Report and Financial Statements**

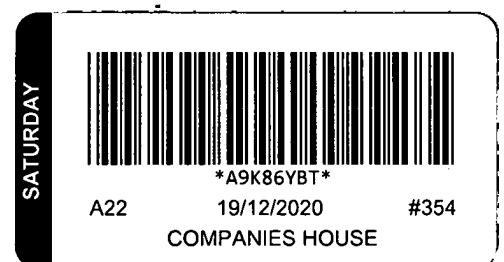
**For the year ended**

**31 March 2020**

Registered Charity Number: 1106767

Registered Company Number: 5087774

(England & Wales)



**Buttershaw Christian Family Centre Limited**

**Report and Financial Statements**  
**For the year ended 31st March 2020**

<b>Contents</b>	<b>Page</b>
Legal and Administrative Information	2
Report of the Trustees	3-7
Statement of Financial Activities	8
Balance Sheet	9
Notes to Financial Statements	10-14
Independent Examiner's Report	15

**Buttershaw Christian Family Centre Limited**

**Legal and Administrative Information**

**For the year ended 31st March 2020**

<b>Charity Name</b>	Buttershaw Christian Family Centre Limited
<b>Charity Number</b>	1106767
<b>Company Number</b>	5087774
<b>Trustees/Directors</b>	J A Swift (Chair) J M Parker (Treasurer) M Humphries H Rawlings A Dylak
<b>Company Secretary</b>	H Rawlings
<b>Chief Executive</b>	A Welch
<b>Registered Office</b>	Buttershaw Baptist Church The Crescent Bradford West Yorkshire BD6 3PZ
<b>Accountant</b>	Torevell Dent Limited 1/3 St Ann's Place Pellon Lane Halifax HX1 5RB
<b>Solicitor</b>	Burton, Green Williamson 7-13 Kings Street Wakefield WF1 2SJ
<b>Bankers</b>	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP

## **Buttershaw Christian Family Centre Limited**

### **Report of the Trustees**

#### **For the year ended 31st March 2020**

The Trustees present their report and Financial Statements for the year ended 31st March 2020.

#### **Status**

Buttershaw Christian Family Centre was constituted by a Declaration of Trust dated 1st June 1991 as an exempt charity under Buttershaw Baptist Church. The charity was transferred into a company limited by guarantee incorporated on 30th March 2004. Buttershaw Christian Family Centre Limited commenced operations on 1st April 2004 and was registered in its own right on the 15th November 2004, as a registered charity number 1106767. It is governed by its Memorandum and Articles of Association as amended 24th October 2004 and appoints trustees in accordance with its provisions,

#### **Objectives**

The objectives of the Charity are:-

- a) To promote the benefit of the inhabitants of the Buttershaw Estate in Bradford, without distinction of sex sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants in accordance with teaching of the Christian Church.
- b) To establish or secure the establishment of a family centre and to maintain and manage the same in furtherance of these objects.
- c) Preventing or relieving poverty by providing: items and services to individuals in need and or/charities, or other organisations working to prevent or relieve poverty.
- d) For the public benefit the relief of unemployment in such ways as may be thought fit, including assistance to find employment.
- e) Providing housing and any associated amenities for persons in necessitous circumstances upon terms appropriate to their means.
- f) For public benefit, the advancement of the education of children by providing pre-school education and out of school education.
- g) To preserve and protect health for the public benefit by promotion of healthy eating and exercise and the promotion of the reduction of the use of narcotics, alcohol and smoking.

#### **Trustees/Directors**

The trustees/directors who served during the year were:-

J M Parker  
H Rawlings  
J A Swift  
A Dylak  
M Humphries

## **Buttershaw Christian Family Centre Limited**

### **Report of the Trustees**

#### **For the year ended 31st March 2020 (continued)**

### **Review of Activities**

Footprints Family Centre continued to provide benefits to the residents of Buttershaw through:

- Local employment, training and volunteering opportunities
- Pre-school early years education
- Childcare for children aged 0 to 11 helping parents return to work
- Healthy eating and active lifestyle initiatives to tackle obesity and malnutrition
- Affordable housing
- Hosting services from partners including Wyke Foodbank and St Vincent's advice service
- The leasing of space within our community centres for other community groups
- A wide range of activities that help tackle loneliness and isolation

### **Childcare**

Across our two OFSTED registered early-years settings, we now have capacity for 115 children to be looked after for up to 50 hours a week, for either 38 or 50 weeks of the year. We offer the opportunity of government funding for some parents to have 15 hours of funded childcare for children aged 2 and 3, and 30 hours funding for some 3 and 4 years olds. Our newest setting (The Cooperville Centre) is now established delivering the same childcare (15 or 30 hours) for 3 year olds as well as the initial offering for 2 year olds only.

Our Out of School Care provides high quality after school and holiday care for up to 40 children.

We are delighted with our OFSTED inspection reports that are all currently 'GOOD'. We are delivering high quality, affordable care and education to help children and their families have the best possible start to life.

### **Community**

We now have community groups across all three sites - Family Centre, Bedale Centre and Cooperville Centre. It is important that people within the community have a safe place to go where they can develop and establish friendships with one another and trust in organisations seeking to work with people in the community. Since September 2019 we have seen 211 people make over 3,600 visits to activities in our Community Groups at The Family Centre, 180 of those are from Buttershaw. That equates to each person making an average of 17.1 visits.

The Family Centre, Bedale Centre, and Cooperville Centre offer a varied and diverse range of activities for the community.

The Family Centre offers:

- Let's Get Crafty Group
- Butties & Banter Breakfast Group
- Stepping Stones Stay and Play Session
- Cook & Eat Groups

## **Buttershaw Christian Family Centre Limited**

### **Report of the Trustees**

#### **For the year ended 31st March 2020 (continued)**

- Under 5's Fun Session
- Friendly Fridays - Social Group for Adults
- CHAS Benefit Advice Service
- Foodbank Collection Point
- Summer Activities
- Opportunities for Volunteering

#### **The Bedale Centre offers:**

- Debt Advice Service (Chas @ St. Vincent's)
- Over 50's Drop in
- Neighbourhood Watch
- Buttershaw 69th Scouts & Cubs
- Bradford South Adventure Scouts - also providing Bradford South District Office
- Thursday night Supper & Games Club
- Reevy Hill CC Adult learners class (occasional use)
- Baby massage
- PSCO drop in

#### **The Cooperville Centre, along with childcare, offers:**

- Community stay and Play sessions
- Narcotics Anonymous
- Apostolic Church uses downstairs at Cooperville on Sundays
- Cooperville is home to Eden and Y Church

#### **Housing**

We continue to maintain our property on Birkby Haven.

#### **Future Plans**

We will continue to work with partner organisations, delivering services that respond to the needs of the community, introducing new community groups as and when funding allows.

As a result of Covid-19, all childcare and community activities ceased in line with the UK national lockdown on 23rd March 2020. Activities have gradually reopened in line with government guidance and the organisation was able to utilise the support of the Local Authority as well as the Government furlough scheme. The organisation is well positioned to succeed in the coming financial period despite the ongoing pandemic.

#### **Results**

Full details of the financial transactions are contained in the attached accounts.

Total income for the year £711,839 (2019: £732,872) total expenditure £699,505 (2019: £762,622) leaving in resources of £12,334 (2019: decrease of £29,750). Total funds now stand at £195,714 (2019: £183,380). Further details are shown on page 8 of the financial statements.

## **Buttershaw Christian Family Centre Limited**

### **Report of the Trustees**

#### **For the year ended 31st March 2020 (continued)**

##### **Reserve Policy**

The Trustees, are working towards a policy whereby the unrestricted funds, not committed or invested in tangible assets ('the free reserves') held by the charity should be between 1 and 3 months of the resources expended, which equates to £70,000 to £200,000 in general funds. At the proposed reserves level the Trustees recognise the need to continue to build reserves from trading activities.

##### **Investment Policy**

The Trustees have considered the most appropriate policy for investing funds. Short term reserves will be held in the Trustees' interest bearing bank account. Future long term reserves will be held in accounts designed for the charity sector, with the requirement to generate income and/or capital growth.

##### **Risk Review**

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the use of professional consultants, and the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. The procedures are periodically reviewed to ensure they still meet the needs of the charity.

##### **Responsibilities of the Trustees**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- > Select suitable accounting policies and then apply them consistently;
- > Make judgements and estimates that are reasonable and prudent; and
- > Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

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

**Buttershaw Christian Family Centre Limited**

**Report of the Trustees**

**For the year ended 31st March 2020 (continued)**

**Trustees**

The Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period are set out on page 3 of this report.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to assets of the charitable company in the event of winding up. The total number of such guarantees at 31st March 2020 was 5.

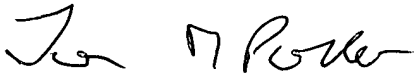
**Statement as to Disclosure of Information to Accountants**

So far as the trustees are aware, there is no relevant accounts information (as defined by section 418 of the Companies Act 2006) of which the company's accountant is unaware, and each trustee has taken all the steps that ought to have taken as a trustee in order to make themselves aware of any relevant information and to establish that the company's accountant is aware of that information.

**Accountant**

The accountant, Torevell Dent Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by the Trustees on 18th November 2020 and signed on their behalf by:



.....

**J M Parker**  
**Treasurer**



**Buttershaw Christian Family Centre Limited****Statement of Financial Activities**  
**For the year ended 31st March 2020**

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
	Note	£	£	£	£
<b>Incoming Resources</b>					
<b>Income and endowments from Funds:</b>					
Donations and legacies		13,899	-	13,899	9,133
Other trading activities		3,691	-	3,691	2,933
Charitable activities	2	694,249	-	694,249	720,806
<b>Total</b>		<b>711,839</b>	<b>-</b>	<b>711,839</b>	<b>732,872</b>
<b>Resources expended</b>					
<b>Expenditure on:</b>					
Raising Funds		336	-	336	575
Charitable activities	3	694,562	-	694,562	757,449
Other		4,607	-	4,607	4,598
<b>Total</b>		<b>699,505</b>	<b>-</b>	<b>699,505</b>	<b>762,622</b>
<b>Net income/(expenditure) for the year</b>		<b>12,334</b>	<b>-</b>	<b>12,334</b>	<b>( 29,750)</b>
<b>Total funds brought forward</b>		<b>183,380</b>	<b>-</b>	<b>183,380</b>	<b>213,130</b>
<b>Total funds carried forward</b>		<b>195,714</b>	<b>-</b>	<b>195,714</b>	<b>183,380</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources expended derive from continuing activities.

The notes on page 10 to 14 form part of these financial statements.

**Buttershaw Christian Family Centre Limited**

**Balance Sheet**

**For the year ended 31st March 2020**

	Note	Year End 2020		Year End 2019	
		£	£	£	£
<b>Fixed Assests</b>					
Tangible fixed assets	6		351,339		321,727
<b>Current Assests</b>					
Debtors	7	5,223		5,358	
Cash at bank and in hand		<u>3,951</u>		<u>4,423</u>	
		9,174		9,781	
<b>Creditors:</b>					
Amounts falling due within one year	8	( 47,085)		( 47,591)	
<b>Net Current Assets/Liabilities</b>			<u>( 37,911)</u>		<u>( 37,810)</u>
<b>Total Assets Less Current liabilities</b>			313,428		283,917
Creditors: amount falling due in more than one year	9		<u>( 117,714)</u>		<u>( 100,537)</u>
<b>Total Net Assests</b>	10		<u><u>195,714</u></u>		<u><u>183,380</u></u>
<b>Funds of the charity</b>					
Unrestricted - General fund			195,714		183,380
Restricted - Income funds			-		-
<b>Total Funds</b>			<u><u>195,714</u></u>		<u><u>183,380</u></u>


The Company was entitled to exemption from audit under S477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors and members acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP

The financial statements were approved by the Trustees on 18th November 2020 and signed on their behalf by:-

.....   
**J M Parker**  
**Director**

The notes on page 10 to 14 form the part of these financial statements.

## **Buttershaw Christian Family Centre Limited**

### **Notes of the Financial Statements**

**For the year ended 31st March 2020**

#### **1. Accounting Policies**

**a) Basis of Preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard (FRS102), and with the Charities Act 2011.

**b) Fund accounting**

Unrestricted funds are corporate funds, which as such are available for use or retention at the discretion of the directors in accordance with the Trust's objects. Restricted funds are trust funds subject to specific restrictive conditions imposed by the donor or by the declared purpose in appeals literature.

**c) Incoming Resources**

All income is accounted for on a receivable basis. Any general purpose grants whose use is restricted by the grant or to some future accounting period are accounted for as deferred income until the restriction has been satisfied.

**d) Resources expended**

All expenditure is accounted for on an accruals basis and, where incurred directly to further the Trust's charitable objects, is shown as project direct costs under the heading of charitable expenditure. The support costs of these charitable projects include costs apportioned out of the general overheads of the Trust. This apportionment has been calculated by analysing staff time spent on charitable projects and on other activities. The rates thus derived have then been applied to the Trust's general overhead costs to provide an equitable basis for their apportionment under the functional headings of the Statement of Financial Activities.

**e) Depreciation**

Depreciation is calculated to write off the cost less estimated residual value of all fixed assets over their estimated useful lives at the following rates.

Freehold Property	2%	on cost
Furniture and Equipment	25%	on cost
Computer Equipment	100%	on cost
Motor Vehicle	25%	on cost

**f) Pension Costs**

The Trust subscribes to a defined contribution pension scheme. The Trusts contributions to the scheme are charged in the statement of financial activities as they accrue.

**Buttershaw Christian Family Centre Limited**

**Notes to the Financial Statements**

**For the year ended 31st March 2020 (continued)**

**2. Income from charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Grants	69,000	22,942
Operating activities	625,249	697,864
	<b><u>694,249</u></b>	<b><u>720,806</u></b>

**3. Resources expended on charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Costs directly allocated to activities</b>		
Purchases	30,642	48,528
Equipment and resources	571	1,253
Staff expenses, motor and travelling	9,081	14,528
Training	1,211	2,285
	<b><u>41,505</u></b>	<b><u>66,594</u></b>

**Staff costs**

Redundancy costs	-	7,582
Wages and national insurance	564,992	596,306
	<b><u>564,992</u></b>	<b><u>603,888</u></b>

**Support costs**

**allocated to activities**

Premises	54,598	54,246
General office	13,288	16,670
Legal and professional	4,074	4,207
Depreciation	15,147	9,906
Bank charges and mortgage interest	1,656	1,399
Bad debt	(698)	539
	<b><u>88,065</u></b>	<b><u>86,967</u></b>

**Total Resources**

<b><u>694,562</u></b>	<b><u>757,449</u></b>
-----------------------	-----------------------

**Buttershaw Christian Family Centre Limited**

**Notes to the Financial Statements**

**For the year ended 31st March 2020 (continued)**

**3. Resources expended on charitable activities (continued)**

**Staff costs and numbers**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salary costs were as follows:		
Gross salaries	523,313	531,824
Social Security costs	25,342	48,594
Pension contributions	16,337	23,470
	<b><u>564,992</u></b>	<b><u>603,888</u></b>

The average monthly number of employees during the year, calculated on the basis of full time equivalents was 39 (2019: 54).

The Trustees decided to set a remuneration ratio of 3:1, meaning that the highest salary will not be more than 3 times that of minimum wage. This will allow for a salary increase to reflect organisational growth, but remain in step with the objectives of alleviating poverty and be comparable to similar organisations around Bradford.

No members of staff were paid £60,000 or more. The highest salary was £30,781 and in the interest of openness and transparency, our highest salary for 2019 was £34,105.

**4. Net income/ (expenditure) for the year  
is stated after charging:**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Directors' remuneration	Nil	Nil
Depreciation	15,147	9,906

**APB Ethical Standards**

In common with many other charities of our size and nature we use our accountant to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements and payroll. Payment for none audit services totalled £3,161 (2019: £3,498).

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

**Buttershaw Christian Family Centre Limited****Notes to the Financial Statements (continued)****For the year ended 31 March 2020****6. Tangible fixed assets**

	<b><u>Freehold</u></b>	<b><u>Improvement</u></b>	<b><u>Furniture</u></b>	<b><u>Motor</u></b>	<b><u>Computer</u></b>	
	<b><u>Property</u></b>	<b><u>to</u></b>	<b><u>and</u></b>	<b><u>Vehicle</u></b>	<b><u>Equipment</u></b>	<b><u>Total</u></b>
	<b>£</b>	<b>Property</b>	<b>Equipment</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Cost</u></b>						
At 1st April 2019	189,500	149,644	86,301	15,959	32,460	473,864
Additions	-	22,470	22,288	-	-	44,758
<b>At 31st March 2020</b>	<b>189,500</b>	<b>172,114</b>	<b>108,589</b>	<b>15,959</b>	<b>32,460</b>	<b>518,622</b>

**Depreciation**

At 1st April 2019	15,160	11,627	76,931	15,959	32,460	152,137
Charge for the year	3,790	3,442	7,914	-	-	15,146
<b>At 31st March 2020</b>	<b>18,950</b>	<b>15,069</b>	<b>84,845</b>	<b>15,959</b>	<b>32,460</b>	<b>167,283</b>

**Net Book Value**

<b>At 31st March 2019</b>	<b>174,340</b>	<b>138,017</b>	<b>9,370</b>	<b>-</b>	<b>-</b>	<b>321,727</b>
<b>At 31st March 2020</b>	<b>170,550</b>	<b>157,045</b>	<b>23,744</b>	<b>-</b>	<b>-</b>	<b>351,339</b>

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>7. Debtors</b>		
Trade debtors	4,654	4,822
Prepayments	569	536
	<b>5,223</b>	<b>5,358</b>

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>8. Creditors: amounts falling due within one year</b>		
Trade creditors	5,074	4,972
Accruals and deferred income	12,975	13,687
Social Security and other tax	3,064	4,685
Bank loan & overdraft	21,982	19,103
Other creditors	3,990	5,144
	<b>47,085</b>	<b>47,591</b>

**Buttershaw Christian Family Centre Limited**

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

**For the year ended 31st March 2020**

**9. Creditors: amount falling due after  
more than one year**

	2020	2019
	£	£
Bank loans - 1-2 years	5,399	12,838
Bank loans - 2-5 years	16,197	19,257
Bank loans more than 5 years	96,118	68,442
	<u>117,714</u>	<u>100,537</u>

**10. Analysis of net assets between funds**

	<u>General</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> £
Tangible fixed assets	351,339	-	351,339
Current assets	9,174	-	9,174
Current liabilities	( 47,085)	-	( 47,085)
Long term liabilities	( 117,714)	-	( 117,714)
<b>Net assets at 31st March 2020</b>	<u>195,714</u>	<u>-</u>	<u>195,714</u>

**11. Post balance sheet date events.**

The property at Birkby Haven has been sold, the sale completed in July 2020.

**Buttershaw Christian Family Centre Limited**

**Report of the Independent Examiner to the Trustees on the Accounts**  
**For the year ended 31st March 2020**

I report on the accounts of the Company for the year ended 31 March 2020, which are set out on pages 1 to 14.

**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.

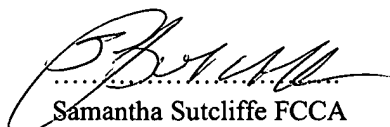
**Independent Examiners Statement**

I confirm that I am qualified to undertake the examination because I am a member of the ACCA, which is one of the listed bodies.

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 (FRS102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn to in this report in order to enable proper understanding of the accounts to be reached.



Samantha Sutcliffe FCCA  
Torevell Dent Limited  
1 - 3 St. Anns's Place  
Pellon Lane, Halifax

Date 18th November 2020