

Buttershaw Christian Family Centre Limited

(A Company limited by guarantee)

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Report and Financial Statements

For the year ended

31 March 2018

Registered Charity Number: 1106767

Registered Company Number: 5087774

(England & Wales)

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Buttershaw Christian Family Centre Limited

Report and Financial Statements
For the year ended 31st March 2018

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Buttershaw Christian Family Centre Limited

Legal and Administrative Information

For the year ended 31st March 2018

Charity Name	Buttershaw Christian Family Centre Limited
Charity Number	1106767
Company Number	5087774
Trustees/Directors	J A Swift (Chair) J M Parker (Treasurer) M Humphries H Willmer (resigned 29.01.2018)
Company Secretary	M Humphries
Chief Executive	A Sitch
Registered Office	Buttershaw Baptist Church The Crescent Bradford West Yorkshire BD6 3PZ
Accountant	Torevell Dent Limited 1/3 St Ann's Place Pellon Lane Halifax HX1 5RB
Solicitor	Burton, Green Williamson 7-13 Kings Street Wakefield WF1 2SJ
Bankers	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 2018

The Trustees present their report and Financial Statements for the year ended 31st March 2018.

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) To preserve and project health by promoting healthy eating.
- d) To relieve unemployment for the public benefit in such ways as may be thought fit.

Trustees/Directors

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

J M Parker
J A Swift
H Willmer
M Humphries

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2018 (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 early-years registered sites, we now have capacity for 100 children to be looked after for up to 50 hours a week, 50 weeks of the year. We are maximising the opportunity of government funding for some parents to have 30 hours of funded childcare for children aged 2, 3 and 4 years old. Our newest setting (The Cooperville Centre) is up also now established delivering childcare for 3 year olds as well as what was initially just 2 year olds.

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 groups across all three sites (Family Centre, Bedale Centre and Cooperville Centre). It is important that people within the community have a place to go where they can build friendships with one another and trust in organisations seeking to work with people in the community. Over the year we saw almost 300 people make over 2,500 visits to activities just in our Church Hall alone. In addition to this we support other groups to run activities within the buildings including:

Buttershaw and Woodside Over 50's Partnership	Buttershaw over 50's exercise
Buttershaw 69th Beavers, Clubs and Scouts	Narcotics Anonymous
Thursday night Bingo	Friday night Youth Group
Bradford Adventure Scouts	Neighbourhood Watch

We were aware of the loss of public health funding for our activities, we introduced a small voluntary donation for all of our activities which has been received well. We have pursued funding and secured £10,000 from Awards for All which we are grateful for.

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2018 (continued)

Groceries

We have continued to supply affordable quality fruit and veg although competition from local discount supermarkets is increasing.

Housing

We look forward to adding more properties to this successful work in the future.

Future Plans

We continue to look for organisations we can partner with to deliver more services to the people of Buttershaw. We look for funding opportunities to increase the quality and also the breadth of work we are able to deliver while continuing to aim for financial sustainability.

Organisational Structure

companies regime and in accordance with FRS102 SORP residents and representatives of local organisations. Responsibility for leadership, management and organisation performance sits with the chief executive and the senior management team.

Results

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

Total income for the year £808,830 (2017: £817,315) total expenditure £846,482 (2017: £835,772) leaving a decrease in resources of (£37,652) (2017: £18,457). Total funds now stand at £213,130 (2017: £250,782). Further details are shown on page 8 of the financial statements.

Reserve Policy

The Trustees, are working towards a policy to 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.

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2018 (continued)

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:

- companies > 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.

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 2018 was 5.

Buttershaw Christian Family Centre Limited

Report of the Trustees

For the year ended 31st March 2018 (continued)

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 7 November 2018 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'J M Parker', is written over a horizontal line.

J M Parker
Treasurer

Buttershaw Christian Family Centre Limited

Balance Sheet

For the year ended 31st March 2018

	Note	Year End 2018		Year End 2017	
		£	£	£	£
Fixed Assests					
Tangible fixed assets	6		331,193		340,241
Current Assests					
Debtors	7	7,114		12,677	
Cash at bank and in hand		10,946		17,482	
		<u>18,060</u>		<u>30,159</u>	
Creditors:					
Amounts falling due within one year	8	(53,551)		(33,874)	
Net Current Assets/Liabilities			<u>(35,491)</u>		<u>(3,751)</u>
Total Assets Less Current liabilities			295,702		336,526
Creditors: amount falling due in more than one year	9		<u>(82,572)</u>		<u>(85,744)</u>
Total Net Assests	10		<u><u>213,130</u></u>		<u><u>250,782</u></u>
Funds of the charity					
Unrestricted - General fund			213,130		250,782
Restricted - Income funds			-		-
Total Funds			<u><u>213,130</u></u>		<u><u>250,782</u></u>

The Company was entitled to exemption from audit under S477 of the Companies Act 2006 relating to small companies. ~~The directors have elected not to include a copy of the profit and loss account within the financial statements.~~
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 7th November 2018 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 2018

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.

Furniture and Equipment	25%	on cost
Computer Equipment	100%	on cost
Motor Vehicle	25%	on cost

No depreciation has been charged on property purchased during the year.

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

Report of the Independent Examiner to the trustees on the accounts
For the year ended 31st March 2018

I report on the accounts of the Company for the year ended 31 March 2018, 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 member of 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 7th November 2018