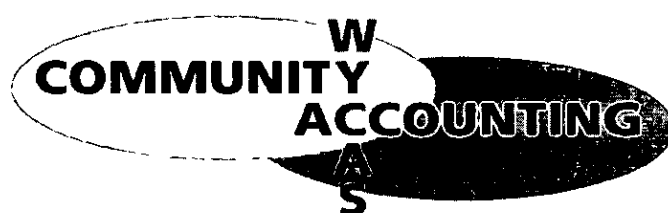


## **Participate Projects**

Charity number 1147520

A company limited by guarantee number 07990889

### **Annual Report and Financial Statements for the period 14 March 2012 to 31 March 2013**



**West Yorkshire Community Accounting Service**

WEDNESDAY



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COMPANIES HOUSE

## **Participate Projects**

### **Annual Report and Financial Statements for the period ended 31 March 2013**

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**Prepared by West Yorkshire Community Accounting Service**

## **Participate Projects**

### **Trustees' report for the period ended 31 March 2013**

#### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Matthew Milnes		To 4 October 13
Warren Evans		
Andrew Hemming		
Samantha Keighley		
Michael Forbes		From April 12
Judith Roberts		From 4 October 13

**Charity number** 1147520 Registered in England and Wales

**Company number** 07990889 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Glyde House	The Co-operative Bank - Business
Glydegate	PO Box 250
Bradford	Skelmersdale
BD1 5AH	WN8 6WT

#### **Independent examiner**

Dave Collins

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 14 March 2012 (as amended by special resolution on 30 May 2012). It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

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

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Financial review**

The net income for the period was £33,335, including net income of £26,724 on unrestricted funds and net income of £6,611 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £26,724.

The charity's intention is to hold 3 months of reserves. We are currently planning how we can reach this target.

## **Participate Projects**

### **Trustees' report (continued) for the period ended 31 March 2013**

#### **Objectives and activities**

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

- (1) To promote any charitable purposes for the benefit of the public in England and Wales (hereinafter called the "area of benefit") and, in particular, to build the capacity of Third sector organisations to enable them to access charitable support from Government, local authorities and from private "for profit" organisations to enable them to pursue or contribute to any charitable purpose
  - (2) The promotion of the efficiency and effectiveness of charities and the effective use of resources for charitable purposes by charitable and non-charitable bodies for the benefit of the public
  - (3) To advance the education of pupils in the area of benefit by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for education purposes at their schools
  - (4) The prevention or relief of poverty in the area of benefit by providing services and support to charities, or other organisations working to prevent or relieve poverty
  - (5) To promote the conservation, protection and improvement of the physical and natural environment for the public benefit
  - (6) To develop the capacity and skills of the members of socially disadvantaged communities in the area of benefit
  - (7) To relieve unemployment for the public benefit, and
  - (8) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society – "socially excluded" means "being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community – by undertaking charitable activities which assist those whose ability to access the internet and other digital technologies for social, economic and cultural benefit is limited by reason of their age, ill-health, disability, financial hardship or other disadvantage
- "Third sector organisations" means charities, voluntary organisations and social enterprises
- Charities are organisations, which are established for exclusively charitable purposes in accordance with the law of England and Wales
- Voluntary organisations and Social enterprises are types of independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations and social enterprises do not include local government or other statutory authorities. Social enterprises are distinctive from traditional charities or voluntary organisations in that they generate the majority, if not all, of their income through the trading of goods or services rather than through donations

##### **Achievements and performance**

- Supported 54 team challenge days in the community – including schools, community organisations, charities and social enterprises
- Worked with 955 volunteers on challenge days and worked with a few new companies along the way
- Supported high profile events such as Bradford Science Festival, World Curry Festival and Positive Bradford
- Worked with over 40 community organisation to support their work
- Worked with 7 primary schools to help improve or establish outdoor education projects
- Started an enterprise programme with local housing providers in Bradford, Leeds, Sheffield and Barnsley to provide support people living on social housing estates to establish businesses and social enterprises
- Supported the start-up of 5 new social enterprises with people from deprived areas
- Raised over £120, 000 of in-kind donations for community projects

## Participate Projects

### Trustees' report (continued) for the period ended 31 March 2013

#### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards

Company law requires the trustees to prepare financial accounts for each financial 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 the year. In preparing these financial statements, the trustees are required to

select suitable accounting policies and apply them consistently,

observe the methods and principles in the Charities SORP,

make judgements and estimates that are reasonable and prudent,

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping 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 accounts 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 and other irregularities

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies

Signed on behalf of the board of trustees

Signed



(Trustee)

Name

MICHAEL FORBES

Date

6/11/13

## **Participate Projects**

### **Independent examiner's report to the trustees of Participate Projects**

I report on the accounts of the charitable company for the period ended 31 March 2013, which are set out on pages 6 to 10

#### **Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts 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

1) which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 386 of the Companies Act 2006, and

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005)

have not been met, or


2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed



Name Dave Collins

Date



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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

## Participate Projects

### Statement of Financial Activities

(including summary income and expenditure account)

for the period ended 31 March 2013

	Notes	2013 Unrestricted funds £	2013 Restricted funds £	2013 Total funds £
<b>Incoming resources</b>				
Grants and donations	(2)	70,900	-	70,900
Project Income		11,454	20,623	32,077
Bank interest		28	-	28
<b>Total incoming resources</b>		<b>82,382</b>	<b>20,623</b>	<b>103,005</b>
<b>Resources expended</b>				
Staff costs	(3)	46,832	-	46,832
Staff expenses		511	-	511
Staff training		-	150	150
Marketing		88	-	88
Insurance		789	-	789
Consumables		901	-	901
Phones		350	-	350
Van		5,514	1,440	6,954
Project expenditure		-	12,422	12,422
Independent examination		660	-	660
Other payments		13	-	13
<b>Total resources expended</b>		<b>55,658</b>	<b>14,012</b>	<b>69,670</b>
<b>Net income / (expenditure)</b>		<b>26,724</b>	<b>6,611</b>	<b>33,335</b>
<b>Fund balances brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward</b>	(8)	<b>26,724</b>	<b>6,611</b>	<b>33,335</b>

All incoming resources and resources expended derive from continuing activities

## Participate Projects

### Balance sheet

as at 31 March 2013

	2013 Unrestricted £	2013 Restricted £	2013 Total £
<b>Current assets</b>			
Cash at bank and in hand	(4) 27,384	6,611	33,995
<b>Total current assets</b>	<u>27,384</u>	<u>6,611</u>	<u>33,995</u>
<b>Current liabilities</b>			
amounts falling due within one year			
Creditors and accruals	(5) 660	-	660
<b>Total current liabilities</b>	<u>660</u>	<u>-</u>	<u>660</u>
<b>Net current assets / (liabilities)</b>	<u>26,724</u>	<u>6,611</u>	<u>33,335</u>
<b>Total assets less current liabilities</b>	<u>26,724</u>	<u>6,611</u>	<u>33,335</u>
<b>Net assets</b>	<u>26,724</u>	<u>6,611</u>	<u>33,335</u>
<b>Funds</b>			
Unrestricted funds	26,724	-	26,724
Restricted funds	-	6,611	6,611
<b>Total funds</b>	<u>26,724</u>	<u>6,611</u>	<u>33,335</u>

For the period ending 31 March 2013 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved at a meeting of the trustees and signed on its behalf by

Signed  (Trustee)

Name MICHAEL FORBES Date 6/11/13



## **Participate Projects**

### **Notes to the accounts**

#### **for the period ended 31 March 2013**

##### **1 Accounting policies**

###### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

This is the first set of accounts produced for the organisation therefore no comparatives for the previous year are shown.

###### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

###### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

###### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

###### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

###### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

## Participate Projects

### Notes to the accounts continued

for the period ended 31 March 2013

2 Grants and donations	2013 Unrestricted funds £	2013 Restricted funds £	2013 Total funds £
Provident Financial	35,900	-	35,900
Incommunities	25,000	-	25,000
UKAR	10,000	-	10,000
	<u>70,900</u>	<u>-</u>	<u>70,900</u>

3 Staff costs and numbers	2013 £
Gross salaries	42,025
Social security costs	3,905
Freelance staff	646
Payroll charges	256
	<u>46,832</u>

4 Cash at bank and in hand	2013 £
The Co-operative Bank	33,995
	<u>33,995</u>

5 Creditors and accruals	2013 £
Independent Examination	660
	<u>660</u>

### 6 Trustee expenses

No trustee received any expenses during the year

### 7 Related party transactions

There were no related party transactions during the year

## Participate Projects

### Notes to the accounts continued

for the period ended 31 March 2013

8 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Project 01 St Stephens	-	2,223	2,193	53	83
Project 02 Provident Tools	-	500	496	-	4
Project 03 YBS Tools	-	1,985	1,945	-	40
Project 04 Ravenscliffe	-	1,886	1,667	-	219
Project 05 Thornbury Planters	-	237	226	-	11
Project 06 Awards for All	-	8,900	5,418	-	3,482
Project 07 Swain House	-	183	155	(28)	-
Project 08 Miriam Lord	-	70	55	-	15
Project 09 Provident ILM Costs	-	980	980	-	-
Project 10 Peel Park	-	218	210	-	8
Project 11 MASTS	-	145	120	(25)	-
Project 12 Our Lady	-	340	340	-	-
Project 13 Westminster	-	107	107	-	-
Project 14 Christmas Hampers	-	99	99	-	-
Project 15 Vodafone	-	2,750	-	-	2,750
	-	20,623	14,012	-	6,611

#### Fund name

#### Purpose of restriction

Project 01 St Stephens	Funds to purchase materials for community garden
Project 02 Provident Tools	Funds to purchase a tool bank for Provident volunteers
Project 03 YBS Tools	Funds to purchase a general tool bank for volunteers
Project 04 Ravenscliffe	Funds to purchase materials for a community garden and play area
Project 05 Thornbury Planters	Funds to purchase materials for community planting project
Project 06 Awards for All	Fund towards running 50 team challenges in the community
Project 07 Swain House	Funds to purchase materials for school garden project
Project 08 Miriam Lord	Funds to purchase materials for school garden project
Project 09 Provident ILM Costs	Funds for volunteer team leader training
Project 10 Peel Park	Funds to purchase materials for school garden project
Project 11 MASTS	Funds to purchase materials for community building improvements
Project 12 Our Lady	Funds to purchase materials for school garden project
Project 13 Westminster	Funds to purchase materials for school garden project
Project 14 Christmas Hampers	Funds to purchase Christmas Hampers for deprived communities
Project 15 Vodafone	Funds to pay for a consultant to support participates' work