

Participate Projects

Charity number 1147520

A company limited by guarantee number 07990889

Annual Report and Financial Statements for the year ended 31 March 2016

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Participate Projects

Annual Report and Financial Statements for the year ended 31 March 2016

Contents	Page
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 11

Prepared by West Yorkshire Community Accounting Service

Participate Projects

Trustees' report for the year ended 31 March 2016

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

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

Name	Position	Dates
Warren Evans	Vice Chair	
Andrew Hemming	Chair	
Michael Forbes		
Judith Roberts		
Jane Bingham		

Charity number 1147520 Registered in England and Wales

Company number 07990889 Registered in England and Wales

Registered and principal address	Bankers
Bradford Deaf Centre 25 Hallfield Road BRADFORD West Yorkshire BD1 3RP	The Co-operative Bank - Business PO Box 250 Skelmersdale 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.

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.

Participate Projects

Trustees' report (continued) for the year ended 31 March 2016

The charity's objects (continued)

(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 – "social 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.

Public benefit statement

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

Achievements and performance

Participate has continued to work with a wide range of community projects and ventures over the past year. The people and organisations we support are linked by their common passion to create social change and the great ideas they have to improve the lives of people in the communities in which they work.

We work hard to help each organisation develop their capacity to deliver, to understand their unique contribution and to create the environment in which they can achieve their potential and meet their goals. We do this through our unique blend of direct support, services and volunteering brokered from the private sector and support from our wide range of partners. Over the past year we have developed new and exciting programmes of work that take deliver our core service alongside larger funding organisations to maximise the impact of our support.

Highlights:

- Supported 30 team volunteering days of action in the community – helping community organisations, charities, social enterprises and schools all based in deprived areas or who are working with a specific client group such as disability or homeless
 - Brokered 632 business volunteers to work on community projects
 - Supported the distribution of over £12,000 of start-up funding from UnLtd to new start social enterprises
 - Supported 12 Social Entrepreneurs to sustainably start and grow their social business
 - Supported fundraising and in kind donations that have raised over £220,000 for community projects
- We have worked on a number of specific projects during the year:

Specific projects

Locally Grown

We completed work on our ERDF funded programme in 2015. Locally Grown is a project to boost enterprise in deprived areas and social housing. Focusing on West and South Yorkshire it offers a package of free support to help people set up their own businesses, develop social enterprises and encourage small businesses growth. Locally Grown is a partnership between Yorkshire Housing, Accent Foundation, Connect Housing, In-Communities, Places for People, and Participate Projects. As part of the Locally Grown project, Participate are the specialist support service for social venture support. We provided one-to-one support for people and organisations who are set up specifically with a social focus. Over the course of the project:

- We engaged 141 organisations as part of the programme. 50 existing enterprises were provided with 12 hours of specialist support from Participate. In addition to the 50 supported, 7 new enterprises were started.
- 905 business volunteers contributed a day of their time for free to locally grown clients
- £287,266 was raised for Locally grown clients through private sector donations and fundraising

Participate Projects

Trustees' report (continued) for the year ended 31 March 2016

Achievements and performance (continued)

Social Venture Partnership

Social Venture Partnership is our model for finding and supporting Social Entrepreneurs. We have been working on two projects - 'Lead the Change' and 'Do it for Real'.

What is Lead the Change?

Lead the Change' is funded by the Esmée Fairburn Foundation via UnLtd. Over two years we will implement a programme of support that provides people with start-up funding and development support for social venture creation. Grants given to start-up organisations are between £500 and £2,500 each. We have £25,000 to give out in total.

What is Do it for Real?

Do it For Real' is a national youth programme funded through Spirit of 2012, Comic Relief and UnLtd to mobilise young social entrepreneurs through sharing knowledge, volunteering and enabling young people to start, grow and build sustainable social action projects. Participates 'Do it for Real' programme is supported by Natwest's Skills and Opportunities Fund. The programme is specifically for people aged between 16 and 30 years old. Grants given to start-up organisations will be up to £500. We have £10,000 to give out in total.

As well as specialist enterprise support from Participate, successful candidates are provided with a range of business support skills workshops, Social Venture School, Social Venture Sustainability School and Mentoring.

In this financial year we have given out over £12,000 to 12 of the Lead the Change entrepreneurs.

Provident Good Neighbour Sustainability Partnership

In partnership with The Provident Financial Good Neighbour Programme, Participate has created an innovative approach to supporting smaller community organisations in deprived neighbourhoods. Since 2009 Provident Financial has been supporting community projects by distributing one percent of their profits through their Good Neighbour Programme. Participate has begun to deliver their own unique brand of support alongside this funding programme to build on the work of Good Neighbour whilst ensuring that existing and future funding is developmental. We are working with a number of the charities and community organisations supported by Good Neighbour to deliver regional workshops, a national conference and one-to-one support on structure, governance, fundraising, business planning, sustainability and growth. The programme seeks to maximise the impact of our work by working alongside other organisations that distribute funding to community projects.

Financial review

The net income for the year was £3,971, including net expenditure of £15,713 on unrestricted funds and net income of £19,684 on restricted funds.

Reserves policy

The charity's free reserves at the year end were £48,310.

The charity's policy is to hold at least 3 months of reserves.

Participate Projects

Trustees' report (continued) for the year ended 31 March 2016

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 (Charities SORP (FRSSE)), 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 ANDREW HARDING

Date 24 OCT 16

Participate Projects

Balance sheet

as at 31 March 2016

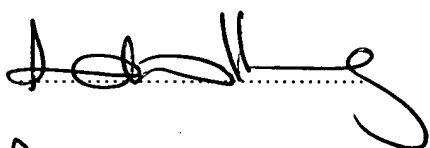
	2016 Unrestricted £	2016 Restricted £	2016 Total £	2015 Total £
Current assets				
Debtors and prepayments	(5) 297	-	297	7,246
Cash at bank and in hand	(6) 72,857	31,087	103,944	69,258
Total current assets	<u>73,154</u>	<u>31,087</u>	<u>104,241</u>	<u>76,504</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 24,844	-	24,844	1,078
Total current liabilities	<u>24,844</u>	<u>-</u>	<u>24,844</u>	<u>1,078</u>
Net current assets / (liabilities)	<u>48,310</u>	<u>31,087</u>	<u>79,397</u>	<u>75,426</u>
Total assets less current liabilities	<u>48,310</u>	<u>31,087</u>	<u>79,397</u>	<u>75,426</u>
Net assets	<u>48,310</u>	<u>31,087</u>	<u>79,397</u>	<u>75,426</u>
Funds				
Unrestricted funds	48,310	-	48,310	64,023
Restricted funds	-	31,087	31,087	11,403
Total funds	<u>48,310</u>	<u>31,087</u>	<u>79,397</u>	<u>75,426</u>

For the year ending 31 March 2016 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 January 2015).

The financial statements were approved by the board of trustees on 24th OCT 2016

Signed:  (Trustee)

Name: ANDREW HENNING

Participate Projects

Notes to the accounts

for the year ended 31 March 2016

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 (Charities SORP (FRSSE)) the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective January 2015).

There has been no change to the accounting policies since last year.
No changes have been made to the accounts for previous years.

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.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

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.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

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

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

Participate Projects

Notes to the accounts continued for the year ended 31 March 2016

2 Grants and donations	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £	2015 Total funds £
Provident Financial	22,500	-	22,500	22,500
Incommunities Foundation	-	-	-	20,000
Private sector donations	-	-	-	17,000
Garfield Weston	-	-	-	10,000
UnLtd	12,575	22,500	35,075	20,150
RBS - Skills and Opportunities Fund	-	10,183	10,183	-
	<u>35,075</u>	<u>32,683</u>	<u>67,758</u>	<u>89,650</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Skills and Opportunities Fund	-	10,183	1,423	-	8,760
Project 01 St Stephens	60	-	-	-	60
Project 09 Provident ILM Costs	(160)	-	-	160	-
Project 15 Vodafone	845	-	-	(160)	685
Project 20 L & G	299	-	-	-	299
Project 22 One in a million	(848)	848	-	-	-
Project 24 Bracken Bank	(22)	22	-	-	-
Project 26 Keyhouse	(157)	157	-	-	-
Project 27 Mortimer House	89	-	-	-	89
Project 28 Leeds BS	74	-	-	-	74
Project 29 Zurich	141	-	-	-	141
Proj 41 UnLtd Lead the Change	11,082	12,500	12,612	-	10,970
Project 42 - Q. Elizabeth G'dns	-	121	112	-	9
Project 43 - KAWACC	-	48	48	-	-
Project 44 - Bolton Woods CC	-	216	216	-	-
Project 45 - Scholemoor Beacon	-	510	510	-	-
Project 46 - UnLtd Do It For Real	-	10,000	-	-	10,000
	<u>11,403</u>	<u>34,605</u>	<u>14,921</u>	<u>-</u>	<u>31,087</u>

Fund name	Purpose of restriction
Skills and Opportunities Fund	To support the Social Venture project
Project 01 St Stephens	Funds to purchase materials for community garden
Project 09 Provident ILM Costs	Funds for volunteer team leader training
Project 15 Vodafone	Funds to pay for a consultant to support Participates! work
Project 20 L & G	Funds towards purchase of materials for Participate store
Project 22 One in a million	Funds to purchase materials for garden and play area
Project 24 Bracken Bank	Funds to purchase materials for allotment project
Project 26 Keyhouse	Funds to purchase materials for Kitchen garden project
Project 27 Mortimer House	Funds to purchase materials for an allotment project
Project 28 Leeds BS	Funds to purchase tools and materials for community projects
Project 29 Zurich	Funds towards 'Cool Food' initiative, food growing in schools
Proj 41 UnLtd Lead the Change	Funds for Grant-giving to awardees of Lead the Change Programme
Project 42 - Q. Elizabeth G'dns	Funds to purchase materials for garden
Project 43 - KAWACC	Funds to purchase materials for painting and redecorating
Project 44 - Bolton Woods CC	Funds to purchase materials for garden
Project 45 - Scholemoor Beacon	Funds to purchase materials for garden
Project 46 - UnLtd Do It For Real	Funds for grant giving to awardees of Do It For Real

Participate Projects

Notes to the accounts continued for the year ended 31 March 2016

3 Restricted funds (continued)

The transfer between projects is due to shared materials.

4 Staff costs and numbers

	2016	2015
	£	£
Gross salaries	68,387	75,403
Social security costs	2,636	2,715
Pensions	1,901	2,224
Employers NI Allowance	(2,000)	(2,000)
Payroll charges	586	502
	<u>71,510</u>	<u>78,844</u>

The average number employees during the year was 4, being an average of 2.5 full time equivalent (2015: There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2016	2015
	£	£
Costs of the scheme to the charity for the year	1,901	2,224
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

5 Debtors and prepayments

	2016	2015
	£	£
Debtors	-	7,246
Prepayments	297	-
	<u>297</u>	<u>7,246</u>

6 Cash at bank and in hand

	2016	2015
	£	£
The Co-operative Bank	103,944	69,258
	<u>103,944</u>	<u>69,258</u>

7 Creditors and accruals

	2016	2015
	£	£
Creditors	851	418
Accruals	660	660
Deferred income	23,333	-
	<u>24,844</u>	<u>1,078</u>

8 Trustee expenses

No trustee received any expenses during this and the previous year.

9 Related party transactions

There were no related party transactions during this and the previous year.

Participate Projects

Independent examiner's report to the trustees of Participate Projects

I report on the accounts of the charitable company for the year ended 31 March 2016, which are set out on pages 7 to 11.

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 (Charities SORP (FRSSE)).

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: D. Collins

Name: Dave Collins

Date: 03 December 16

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 year ended 31 March 2016

	Notes	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £	2015 Total funds £
Incoming resources					
Grants and donations	(2)	35,075	32,683	67,758	89,650
Project income		2,122	1,922	4,044	16,269
Provident Good Neighbour		16,667	-	16,667	-
Contract income		13,965	-	13,965	37,857
Bank interest		83	-	83	92
Total incoming resources		67,912	34,605	102,517	143,868
Resources expended					
Staff costs	(4)	70,087	1,423	71,510	78,844
Staff expenses		746	-	746	1,477
Staff training		150	-	150	180
Marketing		-	-	-	1,916
Insurance		2,098	-	2,098	2,051
Consumables		1,208	-	1,208	1,782
Accommodation		1,979	-	1,979	1,750
Phones and internet		735	-	735	623
Van		4,005	-	4,005	5,402
Project expenditure		-	886	886	18,342
UnLtd grant making		-	12,612	12,612	1,418
Provident Good Neighbour costs		1,074	-	1,074	-
Independent examination		728	-	728	660
Domain and web hosting		142	-	142	110
Other payments		-	-	-	13
Team challenge consultancy days		240	-	240	1,700
Quick Books online subscription		195	-	195	165
Room hire		-	-	-	175
PPE and staff workwear		238	-	238	-
Total resources expended		83,625	14,921	98,546	116,608
Net income / (expenditure)		(15,713)	19,684	3,971	27,260
Fund balances brought forward		64,023	11,403	75,426	48,166
Fund balances carried forward	(3)	48,310	31,087	79,397	75,426

All incoming resources and resources expended derive from continuing activities.