

## **Participate Projects**

Charity number 1147520

A company limited by guarantee number 07990889

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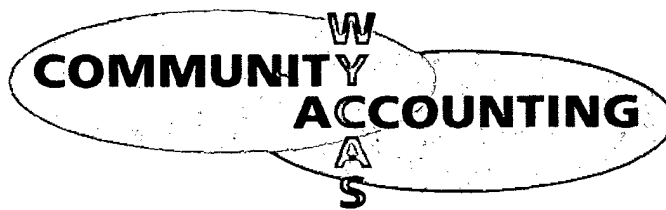
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## **Annual Report and Financial Statements** **for the year ended 31 March 2014**



**West Yorkshire Community Accounting Service**

## Participate Projects

### Trustees' report for the year ended 31 March 2014

#### 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		
Andrew Hemming		
Samantha Keighley		
Michael Forbes		
Judith Roberts		
Jane Bingham		from 3rd June 2014

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

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

Registered and principal address	Bankers
City House	The Co-operative Bank - Business
21 - 27 Cheapside	PO Box 250
Bradford	Skelmersdale
BD1 4HR	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 2014**

#### **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**

Over the past year we have helped to tackle a wide range of issues identified by people including: Enterprise, disability sport, community centres and buildings, youth provision, financial inclusion, outdoor learning in schools, local environments, restoration of disused land for community use, homelessness, science education, the arts and much more.

Specifically we have:

- Supported 69 team challenge 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 in 944 business volunteers to work on community projects
- Worked with over 80 community organisations and individuals to support their work. We have offered a bespoke service to each individual or organisation but support has usually consisted of some or all of the following:
  - Expert guidance with a delivery structure for a project
  - Partnership development with the private, third and public sector
  - Practical design of physical projects
  - Financing a project - Fundraising, corporate donations and sponsorships
  - Levering in skilled volunteers such as architects and lawyers to work in the community for free
  - Levering in other volunteers for team participation projects including community clean ups or school gardens in areas of urban disadvantage
  - Matching 'new' project leaders in the community with experienced mentors to pass on valuable skills and experiences.
- Worked with 6 primary schools to help improve or establish outdoor education projects
- Supported the start-up of 14 new social ventures with people from deprived areas
- Raised over £250, 000 of fundraising and in-kind donations for community projects
- Worked with the private sector to delivered a series of 'enterprise start –up' events, offering valuable advice on bookkeeping, accountancy, marketing, websites and social media

#### **Financial review**

The net income for the year was £14,831, including net income of £17,745 on unrestricted funds and net expenditure of £2,914 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £44,469.

The charity's intension is to hold 3 months of reserves.

## Participate Projects

### Trustees' report (continued) for the year ended 31 March 2014

#### 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.

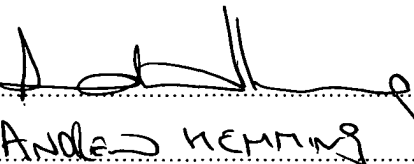
Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the 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 Andrew Hemming  
Date 19/9/2014

## 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 2014, 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: D. Collins

Name: Dave Collins

Date: 25.09.14

#### 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 2014

	Notes	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	42,500	-	42,500	70,900
Project income		977	8,268	9,245	32,077
Locally Grown		52,606	-	52,606	-
Bank interest		51	-	51	28
<b>Total incoming resources</b>		<b>96,134</b>	<b>8,268</b>	<b>104,402</b>	<b>103,005</b>
<b>Resources expended</b>					
Staff costs	(3)	64,551	-	64,551	46,832
Staff expenses		1,961	-	1,961	511
Staff training		-	-	-	150
Marketing		53	-	53	88
Insurance		2,061	-	2,061	789
Consumables		1,284	-	1,284	901
Accommodation		2,122	-	2,122	-
Phones and internet		1,105	-	1,105	350
Van		4,520	-	4,520	6,954
Project expenditure		-	11,182	11,182	12,422
Independent examination		660	-	660	660
Domain and web hosting		72	-	72	-
Other payments		-	-	-	13
<b>Total resources expended</b>		<b>78,389</b>	<b>11,182</b>	<b>89,571</b>	<b>69,670</b>
<b>Net income / (expenditure) before transfers</b>		<b>17,745</b>	<b>(2,914)</b>	<b>14,831</b>	<b>33,335</b>
Transfers between funds		-	-	-	-
<b>Net income / (expenditure)</b>		<b>17,745</b>	<b>(2,914)</b>	<b>14,831</b>	<b>33,335</b>
<b>Fund balances brought forward</b>		<b>26,724</b>	<b>6,611</b>	<b>33,335</b>	<b>-</b>
<b>Fund balances carried forward</b>	(9)	<b>44,469</b>	<b>3,697</b>	<b>48,166</b>	<b>33,335</b>

All incoming resources and resources expended derive from continuing activities.

## Participate Projects

### Balance sheet

as at 31 March 2014

	2014	2014	2014	2013
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(4) 14,685	566	15,251	-
Cash at bank and in hand	(5) 31,194	3,131	34,325	33,995
<b>Total current assets</b>	<u>45,879</u>	<u>3,697</u>	<u>49,576</u>	<u>33,995</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 1,410	-	1,410	660
<b>Total current liabilities</b>	<u>1,410</u>	<u>-</u>	<u>1,410</u>	<u>660</u>
<b>Net current assets / (liabilities)</b>	<u>44,469</u>	<u>3,697</u>	<u>48,166</u>	<u>33,335</u>
<b>Total assets less current liabilities</b>	<u>44,469</u>	<u>3,697</u>	<u>48,166</u>	<u>33,335</u>
<b>Net assets</b>	<u>44,469</u>	<u>3,697</u>	<u>48,166</u>	<u>33,335</u>
<b>Funds</b>				
Unrestricted funds	44,469	-	44,469	26,724
Restricted funds	-	3,697	3,697	6,611
<b>Total funds</b>	<u>44,469</u>	<u>3,697</u>	<u>48,166</u>	<u>33,335</u>

For the year ending 31 March 2014 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: ANDREW HEMMING

Date: 17<sup>th</sup> SEPT 2014

## **Participate Projects**

### **Notes to the accounts**

#### **for the year ended 31 March 2014**

##### **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).

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.

###### **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 year ended 31 March 2014

2 Grants and donations	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
Provident Financial	7,500	-	7,500	35,900
Incommunities	20,000	-	20,000	25,000
UKAR	5,000	-	5,000	10,000
Yorkshire Building Society	10,000	-	10,000	-
	<u>42,500</u>	<u>-</u>	<u>42,500</u>	<u>70,900</u>

3 Staff costs and numbers	2014 £	2013 £
Gross salaries	58,556	42,025
Social security costs	4,893	3,905
Freelance staff	600	646
Payroll charges	502	256
	<u>64,551</u>	<u>46,832</u>

4 Debtors and prepayments	2014 £	2013 £
Debtors	15,251	-
	<u>15,251</u>	<u>-</u>

5 Cash at bank and in hand	2014 £	2013 £
The Co-operative Bank	34,325	33,995
	<u>34,325</u>	<u>33,995</u>

6 Creditors and accruals	2014 £	2013 £
Creditors	750	-
Accruals	660	660
	<u>1,410</u>	<u>660</u>

#### 7 Trustee expenses

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

#### 8 Related party transactions

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

## Participate Projects

### Notes to the accounts continued for the year ended 31 March 2014

9 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Project 01 St Stephens	82	810	832	-	60
Project 02 Provident Tools	4	-	-	(4)	-
Project 03 YBS Tools	40	-	-	(40)	-
Project 04 Ravenscliffe	219	-	-	-	219
Project 05 Thornbury Planters	11	-	-	(11)	-
Project 06 Awards for All	3,482	-	3,482	-	-
Project 07 Swain House	-	1,488	1,488	-	-
Project 08 Miriam Lord	15	-	-	(15)	-
Project 09 Provident ILM Costs	-	620	480	-	140
Project 10 Peel Park	8	-	-	(8)	-
Project 15 Vodafone	2,750	-	-	-	2,750
Project 16 Thwaites Mill	-	365	448	83	-
Project 17 Hanson School	-	165	165	-	-
Project 18 Clayton	-	661	661	-	-
Project 19 Sovereign	-	1,500	1,249	-	251
Project 20 L & G	-	454	150	(5)	299
Project 21 Oakworth Garden	-	41	41	-	-
Project 22 One in a million	-	1,086	1,086	-	-
Project 23 EOF	-	138	138	-	-
Project 24 Bracken Bank	-	210	232	-	(22)
Project 25 Deaf Centre	-	164	164	-	-
Project 26 Keyhouse	-	566	566	-	-
	<u>6,611</u>	<u>8,268</u>	<u>11,182</u>	<u>-</u>	<u>3,697</u>

#### 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 15 Vodafone	Funds to pay for a consultant to support participates! work
Project 16 Thwaites Mill	Funds to purchase materials for gardening and painting
Project 17 Hanson School	Funds to purchase materials for community barge
Project 18 Clayton	Funds to purchase materials for community building project
Project 19 Sovereign	Funds towards 'Too Cool Food for School' project / food growing in schools
Project 20 L & G	Funds towards purchase of materials for participate store
Project 21 Oakworth Garden	Funds to purchase materials for community garden
Project 22 One in a million	Funds to purchase materials for garden and play area
Project 23 EOF	Funds to purchase EOF employee H&S equipment and uniform
Project 24 Bracken Bank	Funds to purchase materials for allotment project
Project 25 Deaf Centre	Funds to purchase materials for painting and decorating
Project 26 Keyhouse	Funds to purchase materials for Kitchen garden project

Transfers are due to shared materials used between projects