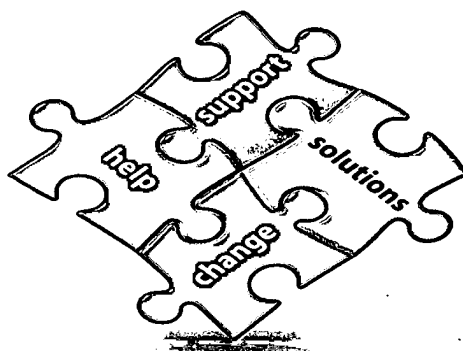


The Bradford Court Chaplaincy Service

Charity number 1125624

A company limited by guarantee number 06592288

Annual Report and Financial Statements for the year ended 31 May 2019



The Bradford Court Chaplaincy Service

Annual Report and Financial Statements for the year ended 31 May 2019

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Prepared by West Yorkshire Community Accounting Service

The Bradford Court Chaplaincy Service

Trustees' report for the year ended 31 May 2019

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
Mary Carroll	Chair
Manoj Joshi	Deputy Chair
Valerie Heywood	Company Secretary
Dilshad Khan	
Marion Le Pla	
Denise Poole	
Ahsan Malik	
Hugh Simpson	
Philip Turnpenny	
Beryl Eakin	
Vicky Reynolds	

Co-opted 21 May 2019

Treasurer Paul Seton

Charity number 1125624 Registered in England and Wales

Company number 06592288 Registered in England and Wales

Registered and principal address

Bradford Magistrates' Court
The Tyrls
Bradford
BD1 1LA

Bankers

The Co-operative Bank
Delf House, Southway
Skelmersdale
WN8 6WT

Independent examiner

Susan Szamakowicz MAAT

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 May 2008. It is governed by a memorandum and articles of association as amended 14 August 2008. 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. New trustees are appointed by an ordinary resolution of the charity. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting, advising them of the retiring trustees and requesting nominations for the Annual General Meeting.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2019

Objectives and activities

The charity's objects

To promote the mental and spiritual wellbeing of all court users, regardless of their gender, sexual orientation, religious beliefs and/or race by the provision of advice, counselling and support.

The term "court users" shall mean persons either attending or who are expecting to attend Bradford Magistrates Court or any other court in the United Kingdom, in particular those accused of committing offences, together with their spouses, partners, families and friends, witnesses of crime as referred by Witness Support, Magistrates, Her Majesty's Courts Service staff, Probation Service Staff, Crown Prosecution Service staff, Defence Solicitors, Court Interpreters, those attending the Coroner's Court and any members of the public attending court out of general interest.

To further such other charitable purposes as the trustees at their absolute discretion from time to time determine.

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

The Year in Brief

2018-19 has been another exciting and challenging year. We were very proud to be able to open our second Court Café, "Splats 2" at the Magistrates' Court on Monday 26th November 2018, just under a year since our first café opened. The work entailed in achieving this has been enormous and great thanks are due to all members of the Café Project Committee and its Chairman, Beryl Eakin. One of the high spots of the year was the official opening of the new Café by, HM Lord Lieutenant of West Yorkshire, Ed Anderson, one of our Patrons.

Support provided

Last year another **3,448 people** received support from our superb team, making a total of **27,784 over the last ten years**. Broken down, as a monthly average this comes to 231 each month over the period but looking at the last 3 years the monthly average is 273.

Our Finances

Our capable Finance Committee keeps our finances under constant review and reports at each meeting of the Board of Trustees. Annual Accounts have always shown a net balance, are presented to our AGM and are open to inspection. Trustees ensure that a prudent "reserve" is maintained.

During the year we were fortunate to receive a **total of £46,200 in Grants** (£26,200 for the Core Project and £20,000 for the Café Project). Of this **£34,000** was restricted in some way (£19,000 Core Project and £15,000 Café -Project). The balance **£12,220** is unrestricted (£7,200 Core and £5,000 Café Project).

Although the total grants received was slightly higher than the previous year, Trustees are not complacent about the financial position of our core project. During the past year, the main focus of our efforts has been the establishment of the two cafés and, so, considerably less time and energy has been available for bid-writing and fundraising. Trustees are actively seeking to redress this situation.

Individual donations boosted this total by £8,891 (£5,566 Core Project and £3,325 Café Project).

Fundraising

Six major Fundraising events were held during the year raising a total of **£4,977**.

Café Staff at SPLATS 2 also organised two raffles which raised £195.00. Excluding the Annual Dinner, the overall total raised was slightly lower than last year but this was more than compensated for by donations.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2019

Objectives and activities (continued)

Achievements and performance (continued)

Staffing

a) Paid Staff

Within our **Core project** the team consists of Ruth Smith, Team Leader (24 hrs / .65 fte) and our Development and Training Officer, Latif Mir (13 hrs / .35 fte). Trustees are actively seeking to increase the size of our paid Team and have submitted bids, which, if successful, would permit this. The **Café Project** currently employs 2 Café Supervisors and 2 Café Assistants all who work 37.5 hours. Additionally, we employ an additional Café Assistant for 10 hours a week to cover the busiest times and our Team Leader has 5 hrs each week to manage the associated administration and finance.

Total Core staff =0.99 fte. Total paid Café staff 4.4 fte.

b) Volunteers

Our 23 Volunteers contributed **572 court sessions** this last year on our **Core project**. This would equal a minimum of **2,002 hours**. Trustees would put a monetary value of £27,527.50 on this contribution. Comments from Court Staff, Solicitors and from those who received support continue to show how much their work is appreciated and how reassuring their presence is within the court environment, which can be extremely stressful for all concerned.

The Café Project / BCCS Cafés Ltd

Having opened SPLATS 1 at the Combined Courts Centre in December 2017, we were extremely proud to open our second Café, SPLATS 2 at the Magistrates' Court in November 2018. Both Cafés have been warmly welcomed by the Court Communities they serve.

The annual turnover, as opposed to profit, has increased to the point where we were obliged to register for VAT. This has created a huge amount of work for our Team Leader. Consequently, **a separate company, BCCS Cafés Ltd, was established in February 2019. These accounts include all café trading figures, up to the point where everything was transferred to the new company on 14th February 2019. BCCS Cafés Ltd trading figures 14th February 2019 thereafter will be reported in the first set of account for BCCS Cafes Ltd due 31st May 2020.** Thanks are due to the Café Project Committee, the new Board of BCCS Cafés Ltd, and all who assisted in this lengthy and complex process.

Special Visitors

The Formal Opening of our second Café by HM Lord Lieutenant for West Yorkshire, Ed Anderson Esq. was attended by many notables including: The Baroness Eaton DBE DL, (who deputised, at the last moment, for our Hon President), The Rt Worshipful the Lord Mayor of Bradford, HHJ Jonathan Durham-Hall QC, the Hon Recorder of Bradford, HHJ Stephen Gullick, Sir James Hill OBE DL, Mr Philip Davies MP, Dr Terry Bramall CBE and Mrs Liz Bramall, Mr Robert Allan, Chairman Fred Towler Trust, Mrs Vicky Reynolds DL JP, Mrs Angela C Brocklehurst-Assistant Coroner.

Changes which affect our service

Continuing cuts to public spending, changes relating to policing policies and Crown Prosecution charging priorities, HMCTS listing practices have all impacted on the footfall at both the Magistrates' Court and the Combined Courts Centre.

There have been notable efforts to prevent young people being "criminalised" at a young age, leading to a marked drop in the number of young offenders being brought to court. Bulk listing and the "single justice" procedure continue to play a major part in reducing the number of court sites and people actually attending them.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2019

Objectives and activities (continued)

Achievements and performance (continued)

Changes which affect our service (continued)

The reducing numbers of attendees at court has led to very "patchy" workloads and some loss of enthusiasm in our volunteers. However, in spite of all this, the number of people requiring assistance is higher than ever.

This year **3,448 individuals received support, almost double the 2010-11 figure.**

In relation to the two Cafés, the fluctuating footfall makes planning very difficult. For health and safety reasons and efficiency of service, there are **minimum required staffing levels, which are uneconomical on days when footfall is at a minimum and inadequate on days when, for one reason or another, there are large numbers of attendees.**

Future Vision

We have now passed the ten-year milestone, in terms of the establishment of the company and the registered charitable status. On July 1st we celebrated our 10th anniversary of service at the Magistrates' Court. A series of celebratory events is planned beginning with our Annual Charity Dinner on Friday 4th July at the Cleckheaton Golf Club.

Trustees continue to explore **new and innovative ways to finance and deliver our service**, which has clearly been shown to be much needed, on both Court Sites. This will include more focused bid-writing.

We plan to focus on the **recruitment, training and retention of volunteers** across all our work strands.

We intend to further develop **work placement opportunities** for students at local universities and colleges and some further afield.

In order to **extend the concept of support in court**, we shall continue to provide information and guidance to any other organisation seeking to establish such a service at other court sites.

We plan to develop our **partnerships with other organisations** such as the Home Farm Trust (HFT), Work Fit, Bradford College and Henshaw's College. In particular, we are keen to work on progression, through structured training, for our Special Trainees to internships, un-supported volunteering placements or paid employment.

All aspects of **succession planning and sustainability** will be high on our agenda for the coming year.

Acknowledgements

Trustees are extremely grateful for all the hard work of our whole Team and the support of the wider community. Although impossible to mention everyone by name, we wish to acknowledge the following:

a) Volunteers

Our Volunteers always have been and still are the "back bone" of our organisation. Without them, it would be impossible to deliver our service. They have always made and continue to make an invaluable contribution to our service. We really cannot thank them enough for their generosity, skills, patience and dedication.

b) Our Team

Latif Mir, our Development and Training Leader was a member of our first Team, appointed in June 2009. He has been and is an inspiration to our Volunteers and a tower of strength the many people who use our service. Our Team Leader, Ruth Smith, has been with us since November 2010 and has provided consistent and efficient support for all aspects of our work. Both these stalwarts have proved to be great ambassadors for our service. Their loyalty, hard-work and selfless dedication are greatly appreciated.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2019

Objectives and activities (continued)

Achievements and performance (continued)

Acknowledgements (continued)

c) Funders and Donors

Trustees are very grateful to local charitable funders, The West Yorkshire Methodist District, The Bradford North Methodist Circuit and the Fred Towler Trust for their continuing support.

This year we received grants, for the first time, from two other local charities:

The George A Moore Foundation, a Leeds based charity, and the Yorkshire Building Society; both grants were much appreciated. A further substantial grant was received from the Tudor Trust, one of the larger charities which provided BCCS with one of its "start-up" grants in 2008. We are most grateful to their Trustees for their continuing faith in our project and to Eryl Foulkes, their grants manager.

Other generous funders have included: The Big Lottery Fund, the Evans Cornish Foundation, and the Church Urban Fund. Without this generous support, we simply would be unable to sustain our service.

d) Our committee members and supporters

All Charities are obliged to comply with charity law and a plethora of regulations. Without the expertise of Trustees, who give generously of their time and experience our charity simply could not function. To assist the governance process, Trustees rely on the work of several committees, some of which include co-opted members who give freely of their skills, time and experience. We are extremely grateful to all our loyal supporters who regularly attend our charity events and support with donations of all kinds.

e) Patrons, Members and Advisers

We are most appreciative of the support we receive from our Patron, HM Lord Lieutenant for West Yorkshire, Ed Anderson Esq DL and his wife, HHJ Heather Anderson.

Other notable Patrons include Marion and Reg LePla and the Baroness Eaton DL OBE.

Members and those we class as "External Advisors" continue to support and provide expertise and advice where necessary. We are most grateful to each of them for their continuing encouragement, advice and

f) Our President

Our Honorary President, Professor the Lord Patel of Bradford OBE, has held this position since the outset. In spite of all the demands on his time, he and Lady Patel continue to give unstinting support in any number of ways which have helped raised substantial funds. We are extremely grateful for all the help, practical support, advice and encouragement received over the last ten years.

Financial review

The net income for the year was £7,174, including net income of £6,545 on unrestricted funds and net income of £629 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £46,667.

The trustees aim to maintain adequate reserves to cover any withdrawal of grant income and to ensure adequate working capital to sustain the activities of the charity for the foreseeable future.

The Bradford Court Chaplaincy Service

Trustees' report (continued) for the year ended 31 May 2019

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.

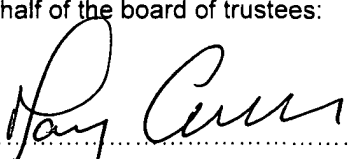
Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the 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 (FRS102)), 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.....MARY CARRALL.....

Date.....30.10.2019.....

The Bradford Court Chaplaincy Service

Independent examiner's report to the trustees of The Bradford Court Chaplaincy Service

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2019, which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 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 (FRS 102)].

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

Signed: 

Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: 14 November 2019

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Bradford Court Chaplaincy Service
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 May 2019

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Income from:					
Grants	(2)	12,200	34,000	46,200	44,551
Appeals and donations	(2)	5,991	2,900	8,891	9,372
Gift Aid claimed		1,083	-	1,083	758
Local fundraising (Charity Dinner and other events)	(3)	4,977	-	4,977	3,600
Local fundraising (Monthly Draw)	(3)	1,755	-	1,755	1,625
Café sales (Crown & Magistrates)		62,322	-	62,322	29,778
Compensation claim		-	-	-	17,900
Other income		1,150	-	1,150	-
Total income		89,478	36,900	126,378	107,584
Expenditure on:					
Salaries, NIC and pensions	(4)	38,247	24,135	62,382	50,784
Other staff costs		108	-	108	66
Training		-	-	-	85
Volunteer expenses		1,312	-	1,312	970
Trustee expenses	(10)	711	-	711	590
Fundraising costs	(3)	3,238	-	3,238	1,609
Insurance		1,308	-	1,308	1,059
Telephone, internet and fax		1,027	-	1,027	1,160
Printing, postage and stationery		1,122	-	1,122	1,800
Independent examination		960	-	960	750
Café equipment		324	7,026	7,350	1,793
Café purchases (Crown & Magistrates)		28,941	5,110	34,051	13,832
Repairs and maintenance (Cafes only)		2,441	-	2,441	-
Other professional fees		226	-	226	73
Other expenses		2,274	-	2,274	2,758
Depreciation		694	-	694	924
Total expenditure		82,933	36,271	119,204	78,253
Net movement in funds		6,545	629	7,174	29,331
Fund balances brought forward		42,202	15,058	57,260	27,929
Fund balances carried forward	(5)	48,747	15,687	64,434	57,260

All incoming resources and resources expended derive from continuing activities.

The Bradford Court Chaplaincy Service

Balance sheet

as at 31 May 2019

	2019	2019	2019	2018
	Unrestricted £	Restricted £	Total £	Total £
Fixed assets				
Tangible assets	(6) 2,080	-	2,080	2,774
Total fixed assets	<u>2,080</u>	<u>-</u>	<u>2,080</u>	<u>2,774</u>
Current assets				
Debtors and prepayments	(7) 25,136	4,319	29,455	3,669
Cash at bank and in hand	(8) 24,012	11,368	35,380	54,095
Total current assets	<u>49,148</u>	<u>15,687</u>	<u>64,835</u>	<u>57,764</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 2,481	-	2,481	3,278
Total current liabilities	<u>2,481</u>	<u>-</u>	<u>2,481</u>	<u>3,278</u>
Net current assets	<u>46,667</u>	<u>15,687</u>	<u>62,354</u>	<u>54,486</u>
Total assets less current liabilities	<u>48,747</u>	<u>15,687</u>	<u>64,434</u>	<u>57,260</u>
Net assets	<u>48,747</u>	<u>15,687</u>	<u>64,434</u>	<u>57,260</u>
Funds				
Unrestricted funds:				
General unrestricted funds	48,747	-	48,747	41,485
Designated funds	-	-	-	717
Total unrestricted funds	<u>48,747</u>	<u>-</u>	<u>48,747</u>	<u>42,202</u>
Restricted funds	-	15,687	15,687	15,058
Total funds	<u>48,747</u>	<u>15,687</u>	<u>64,434</u>	<u>57,260</u>

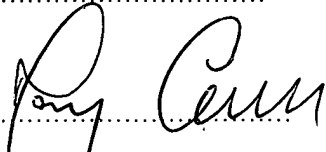
For the year ending 31 May 2019 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 30.10.2019

Signed:  (Trustee)

Name: MARY CARROLL

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 2019

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees 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 where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

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.

Tangible fixed assets

Tangible fixed assets costing more than £100 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis over their expected useful economic lives as follows:

Furniture and equipment: 25%

The Bradford Court Chaplaincy Service

Notes to the accounts

for the year ended 31 May 2019

1 Accounting policies (continued)

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.

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.

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2019

2 Grants, appeals and donations	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford North Methodist Circuit	500	-	500	500
West Yorkshire Methodist District	10,000	-	10,000	5,000
Fred Towler Charity Trust	1,700	-	1,700	700
Sir George Martin Trust	-	-	-	1,200
Gay & Peter Hillard Charitable Trust	-	-	-	1,000
The Brelms Trust CIO	-	-	-	4,622
WYPCC Safer Communities	-	-	-	4,529
Tudor Trust	-	15,000	15,000	15,000
Liz & Terry Bramall Foundation	-	-	-	10,000
Church Urban Fund grant	-	-	-	2,000
Awards For All	-	10,000	10,000	-
Evan Cornish Foundation	-	9,000	9,000	-
Other grants	-	-	-	-
Donations	5,991	2,900	8,891	9,372
	<u>18,191</u>	<u>36,900</u>	<u>55,091</u>	<u>53,923</u>

3 Fundraising income and costs

Fundraising costs stated on the SOFA totalling £3,238 (page 9) relate to the Charity Dinner and event costs which are then recovered from the attendees. The Local fundraising (Charity Dinner and other events) income generated includes all amounts recovered. The fundraising costs should be read in conjunction with, and offset against, the Local fundraising income.

4 Staff costs and numbers

	2019	2018
	£	£
Gross salaries	59,706	49,412
Social security costs	3,553	2,965
Employment allowance	(2,607)	(2,965)
Pensions	1,730	1,372
	<u>62,382</u>	<u>50,784</u>

The average number employees during the year was 5.7, being an average of 4.5 full time equivalent (2018: 3.3, 2.2 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2019	2018
	£	£
Costs of the scheme to the charity for the year	1,730	1,372
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2019

5 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
WYPCC Safer Communities	2,690	-	2,690	-	-
The Scurrah Wainwright Charity	603	-	-	-	603
Awards For All	-	10,000	10,000	-	-
Evan Cornish Foundation	-	9,000	-	-	9,000
CUF Mustard Seed	1,765	-	-	-	1,765
Liz & Terry Bramall Foundation	10,000	-	9,236	-	764
Tudor Trust	-	15,000	11,445	-	3,555
Donations	-	2,900	2,900	-	-
	<u>15,058</u>	<u>36,900</u>	<u>36,271</u>	<u>-</u>	<u>15,687</u>

Fund name	Purpose of restriction
WYPCC Safer Communities	Towards costs of Chaplain sessions.
The Scurrah Wainwright Charity	Towards the salary costs of the Chaplain (Council tax court sessions).
Awards For All	Towards costs of administrator salary.
Evan Cornish Foundation	Towards core costs of the charity.

Restricted funds relating to the café project:

CUF Mustard Seed	Towards the costs of staff and volunteer training.
Liz & Terry Bramall Foundation	Towards equipment costs for the Café Project.
Tudor Trust	Towards core costs for the Café Project. The balance will be utilised by BCCS Cafes Limited which is the wholly owned subsidiary of the charity.
Donations	Appeal for donations towards catering equipment.

The remaining balances on the café project restricted funds (totalling £6,084) will be utilised by BCCS Cafes Limited.

This is the wholly owned subsidiary of the charity, formed during the year to run the two cafes at the Bradford Court buildings.

6 Tangible assets

	Café equipment £	Office equipment £	Total £
Cost			
At 1 June 2018	2,381	3,775	6,156
Additions	-	-	-
At 31 May 2019	<u>2,381</u>	<u>3,775</u>	<u>6,156</u>
Depreciation			
At 1 June 2018	595	2,787	3,382
Charge for year	447	247	694
At 31 May 2019	<u>1,042</u>	<u>3,034</u>	<u>4,076</u>
Net book value			
At 31 May 2019	<u>1,339</u>	<u>741</u>	<u>2,080</u>
At 31 May 2018	<u>1,786</u>	<u>988</u>	<u>2,774</u>

The Bradford Court Chaplaincy Service

Notes to the accounts continued

for the year ended 31 May 2019

7 Debtors and prepayments	2019	2018
	£	£
Debtors	1,098	3,459
Prepayments	227	210
Working capital financing for wholly owned subsidiary	28,130	-
	<u>29,455</u>	<u>3,669</u>
8 Cash at bank and in hand	2019	2018
	£	£
Current account	31,316	36,998
500 Club account	4,064	3,319
Café Project account	-	13,751
Cash (Café only)	-	27
	<u>35,380</u>	<u>54,095</u>
9 Creditors and accruals	2019	2018
	£	£
Creditors	486	1,921
Accruals	960	827
Deferred income	1,035	530
	<u>2,481</u>	<u>3,278</u>
10 Trustee expenses	2019	2018
	£	£
Total amount paid	711	590
Number of trustees who were paid expenses	2	2
Nature of the expenses	Travel	Travel

11 Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

12 Remuneration and benefits received by key management personnel

All key decisions are made by the Trustees, either at a Trustee Meeting or the appropriate Committee Meeting, i.e. HR Committee, Finance Committee, Fundraising Committee, Café Project Committee. The Administrator / Team Leader is responsible for day to day decisions; the total employee benefits of the key management personnel of the charity were £18,084 (2018: £16,361).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

The Bradford Court Chaplaincy Service

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 May 2019

	2019 Unrestricted funds £	2018 Unrestricted funds £	2019 Restricted funds £	2018 Restricted funds £	2019 Total funds £	2018 Total funds £
Income						
Grants	12,200	8,400	34,000	36,151	46,200	44,551
Appeals and donations	5,991	7,322	2,900	2,050	8,891	9,372
Gift Aid claimed	1,083	758	-	-	1,083	758
Charity Dinner and other events	4,977	3,600	-	-	4,977	3,600
Monthly Draw	1,755	1,625	-	-	1,755	1,625
Café sales (Crown & Magistrates)	62,322	29,778	-	-	62,322	29,778
Compensation claim	-	17,900	-	-	-	17,900
Other income	1,150	-	-	-	1,150	-
Total income	89,478	69,383	36,900	38,201	126,378	107,584
Expenditure						
Salaries, NIC and pensions	38,247	24,687	24,135	26,097	62,382	50,784
Other staff costs	108	12	-	54	108	66
Training	-	-	-	85	-	85
Volunteer expenses	1,312	961	-	9	1,312	970
Trustee expenses	711	439	-	151	711	590
Fundraising costs	3,238	1,609	-	-	3,238	1,609
Insurance	1,308	914	-	145	1,308	1,059
Telephone, internet and fax	1,027	1,060	-	100	1,027	1,160
Printing, postage and stationery	1,122	1,642	-	158	1,122	1,800
Independent examination	960	750	-	-	960	750
Café equipment	324	1,695	7,026	98	7,350	1,793
Café purchases (Crown & Magistrates)	28,941	13,023	5,110	809	34,051	13,832
Repairs and maintenance (Cafes only)	2,441	-	-	-	2,441	-
Other professional fees	226	13	-	60	226	73
Other expenses	2,274	948	-	1,810	2,274	2,758
Depreciation	694	924	-	-	694	924
Total expenditure	82,933	48,677	36,271	29,576	119,204	78,253
Net income / (expenditure)	6,545	20,706	629	8,625	7,174	29,331
Transfers between funds	-	2,000	-	(2,000)	-	-
Net movement in funds	6,545	22,706	629	6,625	7,174	29,331
Fund balances brought forward	42,202	19,496	15,058	8,433	57,260	27,929
Fund balances carried forward	48,747	42,202	15,687	15,058	64,434	57,260

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Income and expenditure account relating to the café project for the year ended 31 May 2019

	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £
Income from:			
Grants	5,000	15,000	20,000
Appeals and donations	425	2,900	3,325
Café sales	62,322	-	62,322
Total income	67,747	17,900	85,647
Expenditure on:			
Salaries, NIC and pensions	25,043	11,445	36,488
Other staff costs	108	-	108
Volunteer expenses	353	-	353
Trustee expenses	511	-	511
Insurance	143	-	143
Telephone, internet and fax	130	-	130
Printing, postage and stationery	171	-	171
Café equipment	324	7,026	7,350
Café purchases	28,940	5,110	34,050
Repairs and maintenance	2,441	-	2,441
Other professional fees	20	-	20
Other expenses	1,748	-	1,748
Depreciation	447	-	447
Total expenditure	60,379	23,581	83,960
Net movement in funds	7,368	(5,681)	1,687
Fund balances brought forward	17,782	11,765	29,547
Fund balances carried forward	25,150	6,084	31,234

Café project balance sheet at the date of separation from the charity

	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £
Fixed assets	1,339	-	1,339
Current assets			
Cash in charity account	-	1,765	1,765
Cash in café account	29,358	4,319	33,677
Cash in hand	80	-	80
Current liabilities			
Sums owed to charity re. salaries	(5,627)	-	(5,627)
Net current assets	23,811	6,084	29,895
Net assets	25,150	6,084	31,234

The net assets remain the property of the charity, however financing in the form of cash was made available to the trading company totalling £28,130. Being made up of the café bank balance £33,677, café cash balance £80 less the sums owed to the charity of £5,627.