

# **Keighley Healthy Living Network**

Charity number 1090543

A company limited by guarantee number 04190566

## **Annual Report and Financial Statements for the year ended 31 March 2015**

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# **Keighley Healthy Living Network**

## **Annual Report and Financial Statements for the year ended 31 March 2015**

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**Prepared by West Yorkshire Community Accounting Service**

# **Keighley Healthy Living Network**

## **Trustees' report for the year ended 31 March 2015**

### **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>
Isobel Scarborough	Chair	
Pam Essler	Vice chair	
Jackie Coutts	Treasurer	
Susan Bartlett	Secretary	
Ann Cryer		
Mary Peckett		

**Company secretary** Susan Bartlett

**Charity number** 1090543 Registered in England and Wales

**Company number** 04190566 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>	
13 Scott Street Keighley West Yorkshire BD21 2JH	Yorkshire Bank 73 North Street Keighley BD21 3SD	CCLA Investment Management Lt COIF Charity Funds 80 Cheapside London EC2V 6DZ

### **Independent examiner**

Simon Bostrom FCIE

### **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 30 March 2001. It is governed by a memorandum and articles of association as amended by special resolution dated 14 January 2002.

The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **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.

### **Organisational decision making**

The Managers report on the work of the organisation to the Board of Trustees bi-monthly. The Managers also report on the state of the finances of Keighley Healthy Living Network. Any trustee can ask for further information from staff members.

Day to day management of funds, staff buildings, work programmes and development of new initiatives is delegated to the Manager/s.

# **Keighley Healthy Living Network**

## **Trustees' report (continued) for the year ended 31 March 2015**

### **Staff and Volunteers**

Keighley Healthy Living Network currently employs 16 part-time staff that work both within the centre and in out-reach settings. We have excellent staff retention rates, who are highly committed to the charity. Keighley Healthy Living Network is supported by a range of volunteers who support our projects such as Wellbeing Café, luncheon clubs, reception, Breastfeeding Drop-ins and older peoples groups. In addition we contract freelance staff to deliver a number of our specialised projects such as exercise for older people and people with learning disabilities.

### **Membership of wider network**

Keighley Healthy Living Network is a member of Keighley Health and Wellbeing Partnership Board, Airedale, Wharfedale & Craven Clinical Commissioning Group Healthy & Wellbeing Hub, the National Council for Voluntary Organisations and Keighley & Ilkley Voluntary Community Association (KIVCA). These memberships have no impact on the day to day operations of Keighley Healthy Living Network.

### **Relationships with other organisations**

Keighley Healthy Living Network has no subsidiaries. Keighley Healthy Living Network works in partnership with a range of other voluntary, community and statutory agencies in order to deliver its key work programmes.

### **Major risks to Keighley Healthy Living Network**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The major risk to which Keighley Healthy Living Network is exposed is the non-renewal of existing grant monies beyond March 2016. Keighley Healthy Living have taken action and are applying for further funding.

### **Insurance and other risks**

Keighley Healthy Living Network carries public liability, employer's liability and contents insurance through CaSE Insurance. The buildings insurance is provided by Ansvar through the Cellar Project who own the property that Keighley Healthy Living Network occupies. Trustee Liability Insurance is through Catlin Insurance Company.

### **Objectives and activities**

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

To promote for the benefit of the public in and around Keighley good practice in public health and health care.

To relieve poverty, hardship and distress associated with poor health for all those living or working within the area of benefit.

To advance education relating to the benefits of good health and social well being and its implications for all those living or working within the area of benefit.

#### **The charity's main activities**

Keighley Healthy Living Network is a charity based in central Keighley, which aims to support the health and wellbeing of the local population.

We offer a wide range of activities with a focus on

- Breastfeeding Support
- Young parents
- Older people
- Nutrition and physical activity

To support our key areas of work we offer a wide range of activities based in our centre and various out-reach settings and include:-

**Breastfeeding Support** -breastfeeding drop in's, training of mums to become breastfeeding buddies (peer supporters), telephone helpline, home visits and a social media group.

## **Keighley Healthy Living Network**

### **Trustees' report (continued) for the year ended 31 March 2015**

**Young Parents** – Preparation for Parenting (a 12 week antenatal course designed for young parents, T- Natal ( a postnatal group offering support and encouraging attachment for parent and child, one to one support and a social media group.

**Older People** –A networker post supporting isolated older adults and a variety of weekly art and craft groups, an exercise group, luncheon clubs and a monthly wellbeing café with a focus on people with mild dementia / mental health problems. Also support KEIG.

**Nutrition and Physical Activity** – healthy weight programmes, healthy lifestyle courses, nutrition talks, cooking courses, cycling, swimming and walking. We have recently secured a new project to support isolated older people which will take place 2014-2015.

We also offer volunteering opportunities and student placements. We have strong partnerships and links across Keighley and Bradford District. Keighley Healthy Living Network works with local people across all age, ethnicity and ability ranges, we frequently consult with local people to identify what will be the most effective way that we can work with them to improve their own health through lifestyle changes. We aim to tackle social isolation, inequalities in health and build confidence and capacity of the local population.

#### **Public benefit statement**

In setting our objectives and planning our activities all trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health, wellbeing and citizenship.

#### **Achievements and performance**

All the trustees feel that Keighley Healthy Living Network has had a very successful year and developments have included delivering further breastfeeding and healthy weight programmes. Also appointed a new older person worker to deliver the Networker Project and supported an additional worker through the In-Communities project supporting people back into work

During this period we have reached over 2,200 people (April 14 to March 15) and on average support 335 people per week attending activities / groups. We have evaluated all our groups and had some excellent feedback from users of the service on how it has helped their wellbeing and confidence. We have also developed new impact measures to further demonstrate the effectiveness of KHL's programmes.

#### **Fundraising**

Keighley Healthy Living Network raises funds through grant applications to charitable trusts and securing commissions for work from statutory agencies including the local authority and the health service. Our main funders are Bradford Metropolitan District Council Public Health Team and Adult Services. Other funders are shown in the annual accounts. Keighley Healthy Living also raise funds internally with events and activities.

#### **Financial review**

The net expenditure for the year was £36,511, including net expenditure of £11,892 on unrestricted funds and net expenditure of £24,619 on restricted funds after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £52,095.

Keighley Healthy Living Charity has a Policy of holding adequate reserves to pay staff for up to three months, including any redundancy payments. An allowance has also been made to allow for running costs for the same period, as a contingency fund. With forecast expenditure at £ 202,000, the Trustees have allocated £ 16,000 as a designated fund to cover any shortfall that may occur in funding. All unrestricted funds, including designated funds, come within the definition of free reserves. The trustees consider that the unrestricted reserves are at an acceptable level.

## **Keighley Healthy Living Network**

### **Trustees' report (continued) for the year ended 31 March 2015**

#### **Funds held as custodian trustee on behalf of others**

At the year end the charity was holding £37 on behalf of the Choices Project and £46 on behalf of the KEIG project. These sums have been excluded from the charity's bank balance in the balance sheet.

#### **Organisational Concern**

As stated earlier, the major risk to which Keighley Healthy Living Network is exposed is the non-renewal of existing commissions beyond March 2016. Keighley Healthy Living Network is actively seeking to secure alternative future funding. As the charity has considerable financial resources, the trustees/directors believe that the charity is well placed to manage its financial risks successfully despite the current uncertain economic outlook. The trustees/directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

#### **Plans for the future**

Keighley Healthy Living Network intends to build on its progress and its established programmes. To also continue to build on our partnerships to ensure adequate funding is secured for the future.

We are building on our role within older people and isolation projects, sexual health, breastfeeding, obesity and mental well-being. KHL plans to secure more long-term funding and ensure the projects and staff are secure for the future.

## Keighley Healthy Living Network

### Trustees' report (continued) for the year ended 31 March 2015

#### 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;

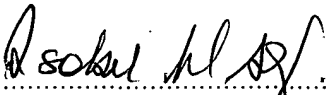
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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..... ISOBEL M. SCARBOROUGH

Date..... 6/8/15

## **Keighley Healthy Living Network**

### **Independent examiner's report to the trustees of Keighley Healthy Living Network**

I report on the accounts of the charitable company for the year ended 31 March 2015, which are set out on pages 8 to 13.

#### **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: Simon Bostrom

Relevant professional qualification or body: FCIE

Date: 17/8/15

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW



**Keighley Healthy Living Network**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2015**

	Notes	2015 Unrestricted funds £	2015 Restricted funds £	2015 Total funds £	2014 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	932	131,446	132,378	127,836
Rental income		23,318	-	23,318	26,286
Fee income		10,699	9,115	19,814	34,185
Bank interest		297	-	297	509
		-	-	-	-
<b>Total incoming resources</b>		<b>35,246</b>	<b>140,561</b>	<b>175,807</b>	<b>188,816</b>
<b>Resources expended</b>					
Staff costs	(3)	9,754	124,146	133,900	119,565
Project expenses		3,274	23,077	26,351	26,198
Administrative expenses		4,772	13,778	18,550	20,820
Premises costs		1,251	21,668	22,919	25,247
Depreciation		8,898	-	8,898	9,047
Grants payable		-	500	500	650
Independent examination		1,200	-	1,200	1,200
<b>Total resources expended</b>		<b>29,149</b>	<b>183,169</b>	<b>212,318</b>	<b>202,727</b>
<b>Net income / (expenditure) before transfers</b>		<b>6,097</b>	<b>(42,608)</b>	<b>(36,511)</b>	<b>(13,911)</b>
Transfers between funds		(17,989)	17,989	-	-
<b>Net movement in funds</b>		<b>(11,892)</b>	<b>(24,619)</b>	<b>(36,511)</b>	<b>(13,911)</b>
<b>Fund balances brought forward</b>		<b>87,210</b>	<b>32,262</b>	<b>119,472</b>	<b>133,383</b>
<b>Fund balances carried forward</b>	(4)	<b>75,318</b>	<b>7,643</b>	<b>82,961</b>	<b>119,472</b>

All incoming resources and resources expended derive from continuing activities.

# Keighley Healthy Living Network

## Balance sheet

as at 31 March 2015

	2015 Unrestricted £	2015 Restricted £	2015 Total £	2014 Total £
<b>Fixed assets</b>				
Tangible assets (5)	23,223	-	23,223	32,121
<b>Total fixed assets</b>	<u>23,223</u>	<u>-</u>	<u>23,223</u>	<u>32,121</u>
<b>Current assets</b>				
Debtors and prepayments (6)	4,044	-	4,044	11,610
Cash at bank and in hand (7)	50,532	7,643	58,175	83,964
<b>Total current assets</b>	<u>54,576</u>	<u>7,643</u>	<u>62,219</u>	<u>95,574</u>
<b>Current liabilities:</b> <b>amounts falling due within one year</b>				
Creditors and accruals (8)	2,481	-	2,481	8,223
<b>Total current liabilities</b>	<u>2,481</u>	<u>-</u>	<u>2,481</u>	<u>8,223</u>
<b>Net current assets / (liabilities)</b>	<u>52,095</u>	<u>7,643</u>	<u>59,738</u>	<u>87,351</u>
<b>Net assets</b>	<u>75,318</u>	<u>7,643</u>	<u>82,961</u>	<u>119,472</u>
<b>Funds</b>				
Unrestricted funds:				
General funds including revaluation	59,318	-	59,318	69,210
Designated funds	16,000	-	16,000	18,000
	<u>75,318</u>	<u>-</u>	<u>75,318</u>	<u>87,210</u>
Restricted funds	-	7,643	7,643	32,262
<b>Total funds</b>	<u>75,318</u>	<u>7,643</u>	<u>82,961</u>	<u>119,472</u>

For the year ending 31 March 2015 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: Isobel M. Scaaborg (Trustee)

Name ISOBEL M. SCAABORG Date: 6/8/15

# **Keighley Healthy Living Network**

## **Notes to the accounts**

### **for the year ended 31 March 2015**

#### **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.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 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 over their expected useful economic lives as follows:

Leashold property: 10 years straight line

Office furniture: 25% reducing balance

Fixtures and fittings: 25% reducing balance

Computer equipment: over 3 years straight line

##### **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.

# Keighley Healthy Living Network

## Notes to the accounts continued for the year ended 31 March 2015

2 Grants and donations	2015 Unrestricted funds £	2015 Restricted funds £	2015 Total funds £	2014 Total funds £
Bradford Met. Dist. Council (BMDC)	-	-	-	125,685
BMDC Dept of Public Health	-	100,148	100,148	-
BMDC Adult and Community Services	-	16,249	16,249	-
BMDC Dept of Environment and Sport	-	10,000	10,000	-
Community Development Foundation (CDF)	-	2,256	2,256	-
Sovereign Health	-	2,100	2,100	-
The Craven Trust	-	400	400	-
Community Chest	-	-	-	250
Keighley Just Ride Cycle Club	-	-	-	538
Other donations	932	293	1,225	1,363
	<u>932</u>	<u>131,446</u>	<u>132,378</u>	<u>127,836</u>

3 Staff costs and numbers	2015 £	2014 £
Gross salaries	131,170	113,272
Social security costs	4,730	6,293
Less Employers' NI allowance	(2,000)	-
	<u>133,900</u>	<u>119,565</u>

The average number employees during the year was 14, being an average of 6.5 full time equivalent (2014: 11, 5 FTE).

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

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC Public Health activities	-	100,759	118,259	17,500	-
BMDC Steps	5,531	-	5,531	-	-
BMDC Wellbeing café	23	5,000	4,939	-	84
BMDC Older people	6	14,118	13,597	-	527
BMDC Active Health	317	-	317	-	-
BMDC Wellbeing activities	22,300	-	22,294	-	6
Community Development Found'n	2,346	314	2,660	-	-
Cycle Keighley	1,739	880	2,192	-	427
Dveonshire Drop in (CDF)	-	1,020	647	-	373
Breast feeding support (CDF)	-	1,236	1,236	-	-
Dementia Project	-	10,000	6,779	-	3,221
Sovereign Health	-	2,100	900	-	1,200
BMDC Healthy Start	-	4,995	3,290	-	1,705
Young parents' emergency fund	-	100	-	-	100
Learn to play appeal	-	39	528	489	-
	<u>32,262</u>	<u>140,561</u>	<u>183,169</u>	<u>17,989</u>	<u>7,643</u>

# Keighley Healthy Living Network

## Notes to the accounts continued

for the year ended 31 March 2015

### 4 Restricted funds - continued

Fund name	Purpose of restriction
BMDC Public Health activities	Towards a range of health related projects
BMDC Steps	Towards the costs of an employability programme
BMDC Wellbeing café	Towards the costs of running the wellbeing café
BMDC Older people	Towards social activities with people over 50
BMDC Active Health	Towards delivering activity courses in the Keighley area
BMDC Wellbeing activities	Funds to run a project dealing with older isolated people.
Community Development Found'	Towards a range of health related projects
Cycle Keighley	Towards the costs of cycling sessions as part of the Cycle Keighley Initiative
Dveonshire Drop in (CDF)	Towards well being drop in costs
Breast feeding support (CDF)	Towards breast feeding drop in costs
Dementia Project	Towards the Dementia friendly Keighly initiative
Sovereign Health	Towards 'Cooking for a healthy weight' courses
BMDC Healthy Start	Towards Healthy start / Vitamin D project costs
Young parents' emergency fund	Donation to make funds available to young parents in need of assistance
Learn to play appeal	Towards the purchase of sensory play equipment

The transfers relate to contributions from unrestricted funds to cover the costs of the activities

Designated funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Sustainability and development fund	18,000			(2,000)	16,000
	<u>18,000</u>	<u>-</u>	<u>-</u>	<u>(2,000)</u>	<u>16,000</u>

The purpose of this fund is to operate as a contingency fund in accordance with the reserves policy.

### 5 Tangible assets

	Property improvements	Office furniture	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost</b>					
At 1 April 2014	82,759	10,665	598	3,877	97,899
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 March 2015	<u>82,759</u>	<u>10,665</u>	<u>598</u>	<u>3,877</u>	<u>97,899</u>
<b>Depreciation</b>					
At 1 April 2014	52,601	8,877	598	3,702	65,778
Depn reversed re. disposals	-	-	-	-	-
Charge for year	8,276	447	-	175	8,898
At 31 March 2015	<u>60,877</u>	<u>9,324</u>	<u>598</u>	<u>3,877</u>	<u>74,676</u>
<b>Net book value</b>					
At 31 March 2015	<u>21,882</u>	<u>1,341</u>	<u>-</u>	<u>-</u>	<u>23,223</u>
At 31 March 2014	<u>30,158</u>	<u>1,788</u>	<u>-</u>	<u>175</u>	<u>32,121</u>

## **Keighley Healthy Living Network**

### **Notes to the accounts continued for the year ended 31 March 2015**

<b>6 Debtors and prepayments</b>	2015	2014
	£	£
Debtors	3,764	11,610
Prepayments	280	-
	<u>4,044</u>	<u>11,610</u>
 <b>7 Cash at bank and in hand</b>	 2015	 2014
	£	£
COIF Deposit fund	52,615	80,429
Yorkshire Bank current a/c	4,849	2,324
Petty cash	711	1,211
	<u>58,175</u>	<u>83,964</u>
 <b>8 Creditors and accruals</b>	 2015	 2014
	£	£
Creditors	-	2,877
Accruals	2,481	5,346
	<u>2,481</u>	<u>8,223</u>

#### **9 Trustee expenses**

No trustee received any expenses during the year.

#### **10 Related party transactions**

There were no related party transactions during the year.