

REGISTRAR'S COPY

KEIGHLEY HEALTHY LIVING NETWORK

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

Charity No. 1090543

Company No:4190566

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Charity No. 1090543

4190566

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
Keighley
BD21 2JH**

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KEIGHLEY HEALTHY LIVING NETWORK

13 Scott Street
Keighley
BD21 2JH

Company Information

Trustees:

| | |
|---------------|--------------|
| I Scarborough | - Chair |
| P Essler | - Vice-chair |
| S Bartlett | |
| J Coutts | - Treasurer |
| C Kemp | |
| M McEvilly | - Co-optee |
| L Palmer | |
| M Peckett | |

Manager and Company Secretary:

| | |
|------------|---------------------------|
| V Mills | - Resigned 31 July 2008 |
| P B Clarke | - Appointed 1 August 2008 |

Registered Office:

13 Scott Street
Keighley
West Yorkshire
BD21 2JH

Bankers:

Yorkshire Bank Plc
73 North Street
Keighley
West Yorkshire
BD21 3SD

Reporting Accountants:

Burton & Co
Chartered Accountants
Sovereign House
Bradford Road
Riddlesden
Keighley
West Yorkshire
BD20 5EW

KEIGHLEY HEALTHY LIVING NETWORK

13 Scott Street
Keighley
BD21 2JH

Report of the Trustees for the year ended 31 March 2009

The trustees who are also directors of the charity for the purposes of the Companies Act, present their report along with the financial statements of the charity for the year ended 31 March 2009.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Constitution

The charity is a charitable company limited by guarantee (No. 4190566) and was incorporated on 30 March 2001. It was registered with the Charity Commissioners on 12 February 2002. (Charity No. 1090543).

Structure Governance and Management

In the Articles of Association of Keighley Healthy Living Network paras 25-49 detail the requirements and duties of trustees, their number, powers, appointment and retirement, eligibility, disqualification and removal, payment of expenses, appointment of officers, proceedings, quorum, calling of meetings, procedures of meetings, management of bank accounts, passing of resolutions, appointment of sub-committees, rights to expend funds and to enter into contracts.

Recruitment of Trustees

Keighley Healthy Living Network's Articles of Association state trustees shall not be less than three but a maximum of ten.

Trustees can be elected at the Annual General Meeting.

A Keighley Healthy Living Network form for new candidates giving their details, relevant skills and experience must be completed before the meeting and information presented to the meeting to assist with election of new trustees.

No other external body has an automatic right to appoint trustees.

Trustees are elected from member organisations or subscribers admitted to membership by the trustees according to their suitability for the role.

One third of trustees must retire annually by rotation. If no other trustee is elected to the vacancies the retiring trustee(s) *shall be deemed to have been re-appointed* unless the meeting resolves not to fill the vacancy or the retiring trustee loses the vote to be re-elected.

An additional person may be appointed by the trustees to fill a vacancy, their appointment to be confirmed or otherwise at the following Annual General Meeting.

Additional committee members with suitable knowledge or expertise may be co-opted by the trustees.

KEIGHLEY HEALTHY LIVING NETWORK

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Report of the Trustees for the year ended 31 March 2009

Induction of Trustees

New trustees are given advice leaflets provided by the Charity Commission and Companies House about their roles and duties. This can be discussed in more detail with the Company Secretary. They also have access to Keighley Healthy Living Networks policies and procedures files. A number of further training opportunities are available in this area through the Councils for Voluntary Service, Charities Information Bureau and similar professional training agencies. Trustees are introduced to Keighley Healthy Living Network staff and their work.

Organisational decision making

The Manager, who is also the Company Secretary, reports on the work of the agency to the Board of Trustees bi monthly. The Manager also reports on the state of finances of Keighley Healthy Living Network. Any trustee can ask for further information from staff members.

All legal documents and key financial documents are signed by an officer of the Board i.e Chair, Vice Chair, Treasurer – this includes leases, new grant applications, forms to draw down funds from our major funders such as NHS, Bradford and Airedale or Bradford Metropolitan District Council.

Staff are recruited after Board planning and approval, members of which are usually involved in the recruitment of new or key staff. Temporary part time staff are usually recruited by the Manager. If there are serious staffing problems these will be discussed by the Manager with Officers. There are written procedures for discipline and grievance in place. Pay is agreed by the Board, including annual increments.

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

Membership of wider networks

Keighley Healthy Living Network is a member of Keighley Healthy Living Alliance, the Bradford Healthy Living Initiatives and the Yorkshire and Humber Healthy Living Consortium. The organisation is also a member of the Healthy Living Alliance. Membership of either body has no impact on the day-to-day operations of Keighley Healthy Living Network.

Relationship with other organisations

Keighley Healthy Living Network has no subsidiaries. Keighley Healthy Living Network needs to work in partnership with a range of other voluntary, community and statutory agencies in order to deliver its key work programmes in community settings with local residents. Partnerships exist which include local schools, smaller community associations and centres, specialised voluntary services targeting specific age and needs groups, voluntary sector co-ordinating and representative bodies, the local authority, health authorities, police, cross sector partnerships. These relationships are informal working arrangements and Keighley Healthy Living Network contributes staff and financial resources where appropriate to help them deliver better work programmes that complement our own. Examples would include working with children, young people, families, older people and people with disabilities. Where financial support is involved an agreement is drawn up with any external agencies that are involved to ensure accountability.

KEIGHLEY HEALTHY LIVING NETWORK

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Report of the Trustees for the year ended 31 March 2009

Major risks to Keighley Healthy Living Network

The major risk to which Keighley Healthy Living Network is exposed is the non renewal of existing commissioned work programmes for overcoming obesity and improving sexual health of the populations in Keighley by NHS, Bradford and Airedale after March of 2011. The district's voluntary and community sector will not be immune from the effects of the recession and a reduction of up to £4m in available public funding after the general election in 2010 is likely to have an impact on the organisation.

To minimise the risk, Keighley Healthy Living Network recognises the need to be able to demonstrate the value of its services to its community. To achieve this, Keighley Healthy Living Network has decided to adopt contemporary evaluation social accounting methods which are able to demonstrate the effectiveness and social value of our work. The Board of Trustees, staff and volunteers involved with the work of the organisation are all agreed on this as a way to progress.

To further reduce risks to the development of Keighley Healthy Living Network, we are seeking to diversify the work of the organisation. A new project to improve the employment prospects of people from disadvantaged backgrounds is being established and aims to secure employment for up to 19 people in the next two years.

New sources of finance will be sought to enable the organisation to diversify the funding base and to reduce the dependence on the local commissioning body for health development as the predominant source of funding. Approaches will be made to trust funds and local authority commissioners who are interested in funding the projects.

Staff are aware of the time limited nature of the projects they work, but are confident of being re-commissioned as they make a positive contribution to changing attitudes towards diet and lifestyle amongst some of the most hard to reach parts of the community.

Other risk reductions are being achieved by ensuring that the community building, which we currently sub-lease, manage and occupy is as fully used as possible. New tenants and activities have increased the income over the past year.

Insurance and other risks

Keighley Healthy Living Network carries public liability, employers' liability, contents and building insurance in addition to trustees' liability insurance. Keighley Healthy Living Network is a company limited by guarantee.

Objectives and Activities

The Charity's Objects are:-

- o To promote for the benefit of the public, in and around Keighley, good practice in public health and health care
- o To relieve poverty, hardship and distress associated with poor health for all those living and working in the area of benefit
- o To advance education relating to the benefits of good health and social well being and its implications for all of those living and working in the area of benefit.

KEIGHLEY HEALTHY LIVING NETWORK

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Report of the Trustees for the year ended 31 March 2009

Activities:- The key work programmes of Keighley Healthy Living Network as a healthy living centre are to:-

- o Work with elderly people particularly those who are socially isolated
- o Work with people to help them address their mental health and well-being
- o Work to improve the health of young people particularly those at risk
- o Work to develop a better understanding of diet and how it can affect health
- o Work with local schools to promote better health education.

Staff have key roles in addressing the well-being of the people from all parts of the community of all ages and backgrounds who have limited means.

A range of activities is ongoing around ensuring that the most disadvantaged parts of the community benefit from our programmes that are designed to overcome obesity and ensure that people young and old understand the importance of ensuring their food is of high nutritional quality and appropriate for the age and lifestyle. Together with the In-communities and with Bradford Council's Adult Services department healthy lunches are provided on four days of the week in centres and sheltered housing schemes around Keighley. Additionally people with learning disabilities are taught about the basics of cooking, well balanced easy to prepare meals as part of working towards living independent lives. All of our schemes are about bringing people together and to support the efforts of others in the district to overcome isolation which can be detrimental to well-being amongst all age groups.

To support young parents and to help their children to get off to the best start in life, the organisation offers a range of support. We provide weekly sessions where young parents can socialise with other parents and gain access to advice and support on housing and other social issues which can make their lives run more easily. For young mums thinking of breast feeding we have weekly sessions backed up by peer support workers who can work with mothers to give them the confidence to breastfeed their babies.

Working together with all the key agencies that have regular contact with young people is an important part of ensuring that positive sexual health messages are both heard and understood by young people between the ages of 11 and 25. The organisation works to ensure that young people are in a position to reach considered choices in their own development. Having an appreciation of the powerful effect of peer pressure on making lifestyle choices is also an important way in which young people can make informed choices about how they wish to develop. To support parents to assist their children to make sensible choices when they are maturing the KHLN works together with parents to enable them to be able to talk to their children in appropriate ways about relationships and sexual development.

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Report of the Trustees for the year ended 31 March 2009

Objectives and Activities continued

Minority ethnic adults and parents may require other educational opportunities such as learning English as a second language and cutting and sewing classes for Asian women. This also benefits their mental health and social inclusion. Activities for people with more severe mental health problems include regular social opportunities and drama and music with specialist actors to help people recover from severe mental ill health.

More detailed information about the work of all staff in pursuit of our core work is included in the Annual Report to be presented at the Annual General Meeting in December 2009.

KEIGHLEY HEALTHY LIVING NETWORK

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Report of the Trustees for the year ended 31 March 2009

Role and Contribution of Volunteers

Over the past year, Keighley Healthy Living Network has benefitted from the contributions of a team of 25 volunteers who had contributed in a variety of ways to making sure our services are effective as possible.

Our volunteers have actively contributed to the running of our monthly well-being cafes for people who are experiencing the early effects of dementia. Our team undertake a range of tasks from setting up rooms and preparing light refreshments to talking and befriending as well as taking part in the entertainment sessions that are a feature of the well-being cafe programme.

Keighley Healthy Living volunteers also contribute to ensuring that breast feeding support programme is available to mums across the district.

All of Keighley Healthy Living's volunteers who are likely to have contact with children must have an enhanced Criminal Record Bureau disclosure carried out by the Keighley volunteer centre before they can take up their role.

How Keighley Healthy Living Network is achieving its objectives

To achieve its long term objectives, Keighley Healthy Living is working to embed itself into the most difficult to reach communities. The organisation is committed to developing a long lasting trust with vulnerable groups and to support them over the long term to achieve better health and well-being through choosing better life style choices. Our annual monitoring compiles information about people who use Keighley Healthy Living's services and pulls together data on age, gender, ethnicity and disability for anyone taking part in any of our activities. Over the past year, we have engaged with 1,487 people who live locally, of which 67% are female.

The proportion of people over 65 was 38% with young people under the age of 25 representing a further 30% of our profile. 78% of the people we engage with describe themselves as white British or Irish with a further 18% describing themselves as of Asian origin.

We delivered our services in 18 different venues in the district.

KEIGHLEY HEALTHY LIVING NETWORK

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Report of the Trustees for the year ended 31 March 2009

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 health service. Our main funder is NHS Bradford and Airedale. Other funders are shown on page 25 of the annual audited accounts.

Our achievements are reported on verbally and in writing to the members of Keighley Healthy Living Network at our Annual General Meeting.

Outside influences

There is competition for limited resources available with the voluntary and community sector and between the voluntary and public sectors. However, the Government is committed in public policy terms to seeking contracts with the voluntary and community sector for a range of services which support people with less intensive supports needs in community settings, allowing statutory sector agencies to focus on providing for people with more intense needs. In principle this should provide more funding opportunities while at the same time bringing in more contractual controlled relationships.

As a community health development network Keighley Healthy Living Network believes that it is important to work in partnership with other agencies for the greater benefit of individuals, families and the wider community. The Trustees believe it is important to bid jointly for resources and share delivery costs and successes which benefit local people.

Financial review

Reserves policy

Keighley Healthy Living Network has a policy of holding adequate reserves to pay staff salaries for up to three months in the case of redundancy. The organisation has a policy to commit sufficient surplus income for its headquarters at 13 Scott Street to ensure that it can meet its financial and legal obligations regarding any underlease from NHS Bradford and Airedale on these premises. Current notice requirement to the NHS Bradford and Airedale, is six months before the end of a three year period. The trustees consider that the unrestricted reserves of £100,662 are at an acceptable level.

Financial results

The Statement of Financial Activities shows net outgoing resources for the year of £3,733 (2008 net incoming resources of £55,870).

Plans for future periods

As one of the member groups of the Healthy Living Initiative lead by NHS Bradford and Airedale Community Development Service, Keighley Healthy Living Network is working on a range of initiatives that are designed to overcome some of the most significant causes of ill health in Keighley and the Airedale valley. One of the projects in which the organisation is actively involved is as a member of the STEPs (Support Training Encouragement Practical Skills and Jobs in Health) partnership, which is an initiative designed to improve the employment prospects of the most disadvantaged parts of the community. The project is aiming to secure employment for up to 20 people in the health and social care sectors over 2 years up to March 2011, and to secure volunteering opportunities as a stepping stone towards paid employment for a further 19 people from the Bracken Bank, Show field, Lawkholme Lane, Guardhouse and Woodhouse areas of Keighley.

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Report of the Trustees for the year ended 31 March 2009

Funding has been agreed with the Community Involvement team of Bradford Council to continue running the Well Being Cafe programme on a monthly basis. This is a social opportunity available for 30 or so people who are in the early stages of dementia and their partners to get together for entertainment and information in a relaxed environment.

The organisation is very keen to develop a range of low cost preventative and effective services to ensure that through healthier lifestyles and a better sense of well being that Keighley people will overcome the need for the high number of costly interactions with statutory health and social care services. Over the coming 12 months we intend to further develop the links we already have built up with in-communities and to establish additional luncheon clubs in new locations throughout Keighley.

Activities and achievements

How our activities deliver public benefit

Keighley Healthy Living carries out a wide range of activities to achieve its charitable aims. The trustees consider that the activities, summarised below, provide benefit to people living in the Keighley area who are interested in achieving better health happiness and wellbeing.

Healthy lifestyle activities

Our Scott Street premises are a multi-use centre from which the organisation co-ordinates and delivers services and activities associated with our remit. During 2008 – 2009, we offered a range of healthy lifestyle activities including:-

Luncheon Clubs: Keighley Healthy Living staff and volunteers prepare food, arrange transport and organize luncheon clubs for up to 70 older people on a weekly basis at venue including the Bracken Bank Community Association, Foster Gardens, Emily Street, and Farish House together with in communities.

Cook & Eat sessions: Our health development worker organised and delivered cook and eat sessions for people from disadvantaged communities to understand the benefit of eating food of high quality and good nutritional value. We have worked with people with learning disabilities particularly those in the transitional age range between 18 and 22 to ensure they have a good understanding of how to cook good basic food and to better protect their health with exercise.

Well Being Cafes: which caters for up to 32 carers and people who are in the early stages of dementia, providing an opportunity to overcome isolation and to share experiences and benefit from mutual support. The cafe meets monthly and offers those attending entertainment, refreshments and information. Much of the service is delivered by Keighley Healthy Living's volunteers supported by members of staff.

Keighley Young Parents Group: Keighley Healthy Living provides a meeting place for up to 15 Young parents and their children to share experiences, make new friends and find out about parenting techniques that help them to raise their children in a positive way to get them off to a good start in life.

Sexual Health Development activities: Through improving the sexual health knowledge, awareness and skills of young people they are able to change behaviours to better protect the sexual and emotional wellbeing of themselves and those they have relationships with. Speakeasy, the course for parents enables those caring for children to talk open and honestly with them about sex, relationships and growing up, developing a better understanding of children's sexual development and taking on the role of 'sexual health educator' effectively in the home.

Breast feeding peer counsellors group: Keighley Healthy Living is the lead organisation for promoting the benefits of mothers breastfeeding their babies. To many women, breastfeeding is physically difficult and often perceived as a social stigma and peer pressure can often inhibit new mothers from ever trying. Through having a team of support volunteers who have experience of breast feeding, Keighley Healthy Living has been able to work with many new mothers and encourage them to try breast feeding as an alternative to bottle feeding.

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
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Report of the Trustees for the year ended 31 March 2009

Trustees responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:-

- o Select suitable accounting policies and then apply them consistently
- o Make judgements and estimates that are reasonable and prudent
- o State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- o Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

Approved by the trustees and signed on their behalf by:-


.....Trustee

KEIGHLEY HEALTHY LIVING NETWORK

13 Scott Street

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**Statement of Financial Activities
For the year ended 31 March 2009**

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2009 Total £ | 2008 Total £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| Incoming resources | | | | | |
| Incoming resources from generated funds: | | | | | |
| Voluntary income: | | | | | |
| Donations and contributions | | 1,129 | 8 | 1,137 | 4,428 |
| Activities for generating funds: | | | | | |
| Interest receivable | | 2,275 | 1,570 | 3,845 | 5,899 |
| Incoming resources from charitable activities: | | | | | |
| Grants | 2 | 2,000 | 126,832 | 128,832 | 226,118 |
| User charges and office costs | | 3,910 | 21,164 | 25,074 | 43,407 |
| Total incoming resources | | 9,314 | 149,574 | 158,888 | 279,852 |
| Resources expended | | | | | |
| 3 | | | | | |
| Charitable activities | | 20,121 | 139,756 | 159,877 | 221,519 |
| Governance costs | | - | 2,744 | 2,744 | 2,463 |
| Total resources expended | | 20,121 | 142,500 | 162,621 | 223,982 |
| Net incoming (outgoing) resources | | (10,807) | 7,074 | (3,733) | 55,870 |
| Transfers | | | | | |
| Gross transfers between funds | | | | | |
| | | 18,019 | (18,019) | - | - |
| Net movement in funds | | 7,212 | (10,945) | (3,733) | 55,870 |
| Reconciliation of funds | | | | | |
| Fund balances brought forward at 1 April 2008 | | 93,450 | 129,389 | 222,839 | 166,969 |
| Fund balances carried forward at 31 March 2009 | | 100,662 | 118,444 | 219,106 | 222,839 |

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
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Summary Income and Expenditure Account

For the year ended 31 March 2009

| | 2009 | 2008 |
|---|----------------|----------------|
| | £ | £ |
| Income | | |
| Donations | 1,137 | 4,428 |
| Grants | 128,832 | 226,118 |
| User charges and office costs | 25,074 | 43,407 |
| Investment income | 3,845 | 5,899 |
| | <hr/> | <hr/> |
| Total income | 158,888 | 279,852 |
| | <hr/> | <hr/> |
| Expenditure | | |
| Charitable expenditure and governance costs | 162,621 | 223,982 |
| | <hr/> | <hr/> |
| Total expenditure | 162,621 | 223,982 |
| | <hr/> | <hr/> |
| Net income (expenditure) for the year | (3,733) | 55,870 |
| | <hr/> <hr/> | <hr/> <hr/> |
| Statement of total recognised gains and losses | | |
| Net income (expenditure) for the year being the total gains and losses for the year | (3,733) | 55,870 |
| | <hr/> <hr/> | <hr/> <hr/> |

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
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BD21 2JH**

Balance Sheet

As at 31 March 2009

| | Notes | 2009 | | 2008 | |
|--|-------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible fixed assets | 6 | | 50,679 | | 50,293 |
| Current assets | | | | | |
| Debtors and prepayments | 7 | 7,846 | | 8,581 | |
| Cash at bank and in hand | | 165,253 | | 166,626 | |
| | | <u>173,099</u> | | <u>175,207</u> | |
| Creditors: amounts falling due within one year | 8 | 4,672 | | 2,661 | |
| | | <u>168,427</u> | | <u>172,546</u> | |
| Net current assets | | | 168,427 | | 172,546 |
| Total net assets | | | <u>219,106</u> | | <u>222,839</u> |
| Reserves | 9 | | | | |
| Restricted funds | | | 118,444 | | 129,389 |
| Unrestricted funds | | | 100,662 | | 93,450 |
| | | | <u>219,106</u> | | <u>222,839</u> |

The directors are satisfied that the company was entitled to exemption under subsection (2) of section 249A of the Companies Act 1985 and that members have not required an audit in accordance with subsection (2) of section 249B.

The directors acknowledge their responsibilities for:

- i) ensuring that the company keeps accounting records which comply with section 221.
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

KEIGHLEY HEALTHY LIVING NETWORK

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Balance Sheet

As at 31 March 2009

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements on pages 11 to 25 were approved by the directors on2009 and signed on their behalf by:

.....  **Trustee**

..... of Part VII of the
Companies Act 1985

..... of the
Companies Act 1985

KEIGHLEY HEALTHY LIVING NETWORK

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Notes forming part of the financial statements for the year ended 31 March 2009

1. Accounting Policies

(a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 1985 and follow the Statements of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005.

(b) **Company status**

The charity is a company limited by guarantee. The members elect directors of the company for the purposes of the Companies Act. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(c) **Grants receivable**

Grants receivable are recorded under incoming resources whenever the amount is known, otherwise they are accounted for on a cash received basis.

The value of services provided by volunteers has not been included.

(d) **Depreciation of tangible fixed assets**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:-

| | |
|-------------------------|------------------------|
| Alterations to property | 20 years straight line |
| Fixtures and fittings | 25% reducing balance |
| Office furniture | 25% reducing balance |
| Computer equipment | 3 years straight line |

(e) **Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

KEIGHLEY HEALTHY LIVING NETWORK

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Notes forming part of the financial statements for the year ended 31 March 2009

(f) Fund accounting

Funds held by the charity are either:

- Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in notes 9 and 13 to the financial statements.

2. Grants received

| | 2009 | 2008 |
|--|---------|---------|
| | £ | £ |
| Restricted | | |
| Bradford Vision | - | 14,126 |
| Bradford Metropolitan District Council – Community Chest | 500 | - |
| Bradford & Airedale tPCT | 102,464 | 15,750 |
| The Big Lottery | 13,939 | 182,712 |
| Help the Aged | - | - |
| Bradford Metropolitan Council – Keighley Area Panel | - | 230 |
| Bradford Metropolitan District Council | 9,929 | 8,300 |
| | <hr/> | <hr/> |
| | 126,832 | 221,118 |
| Unrestricted | | |
| Bradford and Airedale PCT | - | 5,000 |
| Bradford MDC | 2,000 | - |
| | <hr/> | <hr/> |
| | 128,832 | 226,118 |
| | <hr/> | <hr/> |

KEIGHLEY HEALTHY LIVING NETWORK

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Notes forming part of the financial statements for the year ended 31 March 2009

| | Charitable Activities | | Governance Costs | | 2009 Total | | 2008 Total |
|---|--------------------------|---|---------------------|---|---------------|--|---------------|
| | £ | | £ | | £ | | |
| 3. Total resources expended | | | | | | | |
| Costs of activities in furtherance of the Charity's Objects: | | | | | | | |
| Wages and salaries | 51,876 | - | | - | 51,876 | | 92,978 |
| Training courses and activities | 8,868 | - | | - | 8,868 | | 5,356 |
| Evaluation | - | - | | - | - | | - |
| Room Hire | 1,005 | - | | - | 1,005 | | 7,386 |
| Recruitment Costs | 82 | - | | - | 82 | | 30 |
| Rent, rates, water and insurance | 1,393 | - | | - | 1,393 | | 2,027 |
| Heating and light | 4,872 | - | | - | 4,872 | | 4,478 |
| Repairs and renewals | 13,512 | - | | - | 13,512 | | 3,022 |
| Postages, stationery and equipment | 446 | - | | - | 446 | | 6,475 |
| Subscriptions and journals | 337 | - | | - | 337 | | 100 |
| Telephone | 394 | - | | - | 394 | | 241 |
| Travel and subsistence | 2,598 | - | | - | 2,598 | | 8,557 |
| Accountancy and audit | - | - | | - | - | | - |
| Sundries | 4,901 | - | | - | 4,901 | | 9,855 |
| Depreciation | - | - | | - | - | | - |
| Professional fees | - | - | | - | - | | - |
| | <hr/> | | | | 51,876 | | 92,978 |
| | | | | | 1,168 | | 5,356 |
| Carried forward | 90,284 | - | | - | 90,284 | | 140,505 |

KEIGHLEY HEALTHY LIVING NETWORK

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13 Scott Street
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Notes forming part of the financial statements for the year ended 31 March 2009

| | Charitable Activities £ | Governance Costs £ | 2009 Total £ | 2008 Total |
|--|-------------------------------|--------------------------|--------------------|--------------------|
| 3. Total resources expended continued | | | | |
| Support costs allocated to activities | | | | |
| Brought forward | 90,284 | - | 90,284 | 140,505 |
| Wages and salaries | 36,693 | - | 36,693 | 52,637 |
| Training courses and activities | - | - | - | - |
| Evaluation | - | - | - | 1,500 ⁵ |
| Room hire | - | - | - | - |
| Recruitment Costs | 41 | - | 41 | 264 |
| Rent, rates, water and insurance | 5,570 | - | 5,570 | 8,275 |
| Heating and light | 1,358 | - | 1,358 | 1,368 |
| Repairs and renewals | 162 | - | 162 | 225 |
| Postages, stationery and equipment | 558 | - | 558 | 4,895 |
| Subscriptions and journals | - | - | - | - |
| Telephone | 1,078 | - | 1,078 | 1,919 |
| Travel and subsistence | - | - | - | - |
| Accountancy and audit | - | 2,744 | 2,744 | 2,409 |
| Sundries | 739 | - | 739 | 370 |
| Depreciation | 4,661 | - | 4,661 | 3,303 |
| Professional fees | 18,733 | - | 18,733 | 6,312 |
| | <u>159,877</u> | <u>2,744</u> | <u>162,621</u> | <u>223,982</u> |

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
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**Notes forming part of the financial statements
for the year ended 31 March 2009**

4. Staff costs

| | 2009 | 2008 |
|----------------------------------|--------|---------|
| | £ | £ |
| Employee emoluments | | |
| Gross pay | 82,938 | 135,713 |
| National insurance contributions | 5,630 | 8,605 |
| Pension contributions | | 1,297 |
| | <hr/> | <hr/> |
| | 88,568 | 145,615 |
| | <hr/> | <hr/> |

The average number of persons employed during the year was:

| | | |
|-------------------------------|-------|-------|
| Management and administration | 3 | 2 |
| Others | 5 | 9 |
| | <hr/> | <hr/> |
| | 8 | 11 |
| | <hr/> | <hr/> |

No employee earned more than £60,000 per annum (2008-
none)

5. Trustees remuneration and expenses

No remuneration or expenses were paid to any of the trustees during this year or the previous year.

KEIGHLEY HEALTHY LIVING NETWORK

13 Scott Street

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Notes forming part of the financial statements for the year ended 31 March 2009

6. Tangible fixed assets

| | Alterations to Property £ | Fixtures and Fittings £ | Office Furniture £ | Computer Equipment £ | Total £ |
|-------------------------|--|--|-----------------------------------|-------------------------------------|--------------------|
| Cost | | | | | |
| At 31 March 2008 | 62,132 | 598 | 2,385 | 2,535 | 67,650 |
| Additions in year | 973 | - | - | 4,074 | 5,049 |
| Disposals in year | - | - | - | - | - |
| Refunded in year | - | - | - | - | - |
| At 31 March 2009 | 63,105 | 598 | 2,385 | 6,609 | 72,697 |
| Depreciation | | | | | |
| At 31 March 2008 | 12,428 | 504 | 1,890 | 2,535 | 17,357 |
| Charge for the year | 3,155 | 24 | 124 | 1,358 | 4,661 |
| Eliminated on disposals | - | - | - | - | - |
| At 31 March 2009 | 15,583 | 528 | 2,014 | 3,893 | 22,018 |
| Net book value | | | | | |
| At 31 March 2009 | 47,522 | 70 | 371 | 2,716 | 50,679 |
| At 31 March 2008 | 49,704 | 94 | 495 | - | 50,293 |

KEIGHLEY HEALTHY LIVING NETWORK

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Notes forming part of the financial statements for the year ended 31 March 2009

7. Debtors and prepayments

| | 2009 | 2008 |
|-------------------|--------------|--------------|
| | £ | £ |
| Income receivable | 7,846 | 8,581 |
| Prepaid expenses | - | - |
| | <u>7,846</u> | <u>8,581</u> |

8. Creditors: amounts falling due within one year

| | 2009 | 2008 |
|------------------|--------------|--------------|
| | £ | £ |
| Accrued expenses | 4,672 | 2,661 |
| | <u>4,672</u> | <u>2,661</u> |

KEIGHLEY HEALTHY LIVING NETWORK

13 Scott Street

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Notes forming part of the financial statements for the year ended 31 March 2009

9 Restricted funds

| | At 31 March 2008 £ | Incoming Resources £ | Outgoing Resources £ | Transfer to Unrestricted Fund £ | Transfer to Restricted Fund £ | At 31 March 2009 £ |
|--|-----------------------------|----------------------------|----------------------------|--|--|-----------------------------|
| The Big Lottery Fund | 21,923 | 13,939 | 16,293 | (19,569) | - | - |
| Bradford MDC Community Chest Baby Cafe and Toddler Group | 230 | - | 256 | 26 | - | - |
| Community Network Bradford Keighley Women and Girls | - | - | 1,030 | 1,030 | - | - |
| Local Network Fund Lund Park Boys Group | 1,318 | - | - | (1,318) | - | - |
| Careers Bradford Keighley Women & Girls | 140 | - | - | (140) | - | - |
| 13 Scott Street Redevelopment | 93,953 | 22,345 | 74,444 | - | - | 41,854 |
| Highfield Women's Group | - | - | 2,000 | 2,000 | - | - |
| Community Foundation Sport for Young People | 473 | - | - | (473) | - | - |
| Carried forward | 118,037 | 36,284 | 94,023 | (18,444) | - | 41,854 |

KEIGHLEY HEALTHY LIVING NETWORK

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Notes forming part of the financial statements for the year ended 31 March 2008

9 Restricted funds

| | At | | | Transfer to | Transfer | At |
|--|----------------|----------------|----------------|-----------------|------------|----------------|
| | 31 | Incoming | Outgoing | Unrestricted | to | 31 |
| | March | Resources | Resources | Fund | Restricted | March |
| | 2008 | Resources | Resources | Fund | Fund | 2009 |
| | £ | £ | £ | £ | £ | £ |
| Brought forward | 118,037 | 36,284 | 94,023 | (18,444) | - | 41,854 |
| Bradford MDC | | | | | | |
| Young mums – Tots & Bumps | 300 | - | - | - | (300) | - |
| SHIP | 735 | - | - | (735) | - | - |
| Social Services for older People | - | 10,397 | 6,643 | - | - | 3,754 |
| Other Projects | - | - | 740 | 740 | - | - |
| Wellbeing Café | 5,185 | - | 1,211 | - | - | 3,974 |
| Bradford Vision | | | | | | |
| Dalton/Stockbridge/Lawkholme Football Tournament | 324 | - | 744 | 420 | - | - |
| Bradford & Airedale tPCT | | | | | | |
| Sexual Health Project | 4,808 | 36,085 | 32,821 | - | 300 | 8,372 |
| Obesity Project | - | 15,076 | 12,746 | - | - | 2,330 |
| Other Projects | - | 51,232 | (6,391) | - | - | 57,623 |
| Cook & Eat classes | - | - | (37) | - | - | 37 |
| Keighley Area/Comm older People Activities | - | 500 | - | - | - | 500 |
| | <u>129,389</u> | <u>149,574</u> | <u>142,500</u> | <u>(18,019)</u> | <u>-</u> | <u>118,444</u> |

KEIGHLEY HEALTHY LIVING NETWORK
13 Scott Street
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Notes forming part of the financial statements
for the year ended 31 March 2009

10. Analysis of net assets between funds

| | Unrestricted Funds | Restricted Funds | Total Funds |
|--|-------------------------------|-----------------------------|------------------------|
| | £ | £ | £ |
| Fund balances at 31 March 2009 are represented by: | | | |
| Tangible fixed assets | 1,139 | 49,540 | 50,679 |
| Current assets | 110,159 | 62,940 | 173,099 |
| Current liabilities | - | (4,672) | (4,672) |
| | 111,298 | 107,808 | 219,106 |
| Total net assets | 111,298 | 107,808 | 219,106 |

11. Control relationships

No individual party has control of the company which is managed by the board of directors.

12. Related Party Disclosures

Isobel Scarborough, the Chair of the board of directors, is also Chair of Keighley Furniture Project, and Keighley Voluntary Services. Keighley Healthy Living Network paid £875 (2008 - £1325) to Keighley Furniture Project for equipment and room hire and received £nil (2008 - £335) from Keighley Voluntary Services for catering and use of meeting room.

Pam Essler is also a board member at Keighley Voluntary Services, and in addition is a director of NHS Bradford and Airedale. Keighley Healthy Living Network paid to the latter organisation £3,180 (2008 £nil) for salaries and training. She is also Chair of Keighley and District Citizens Advice Bureau who paid room hire of £150 (2008 £nil)

Catherine Kemp is connected with the running of Yorkshire National Park Authority who paid rent to Keighley Healthy Living Network of £897 (2008 £nil).

Jacqueline Coutts is a board member of Sangat Centre, to whom Keighley Healthy Living Network paid £40 (2008 - £320) for event catering and training.

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
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**Notes forming part of the financial statements
for the year ended 31 March 2009**

13. Purposes of Restricted Funds

Bradford MDC – Community Chest

The Community Chest budget exists to support a wide range of projects and activities within the Keighley constituency. Keighley Healthy Living Network were awarded £457 for a Baby Cafe and Toddler Group.

Bradford MDC

Awarded a further £4300 to set up a Well Being café in Keighley aimed at older people with mild to moderate mental health needs and their carers.

Awarded £10,000 services for Older People.

NHS Bradford and Airedale

Awarded £102,464 under the Strategic Health Improvement Plan (SHIP).

KEIGHLEY HEALTHY LIVING NETWORK

**13 Scott Street
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BD21 2JH**

Accountant's report to the shareholders on the unaudited accounts of Keighley Healthy Living Network

We report on the accounts for the year ended 31 March 2009 set out on pages 11 to 25.

Respective responsibilities of directors and reporting accountants.

As described on page 10 the trustees, who are also the directors of Keighley Healthy Living Network for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedure consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985.
- b having regard only to, and on the basis of, the information contained in those accounting records.
 - i the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act and
 - ii the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within the year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

Burton & Co
Reporting Accountants
Sovereign House
Bradford Road
Riddlesden, Keighley
West Yorkshire BD20 5EW
18 December 2008