# REGISTERED COMPANY NUMBER: 3324790 (England and Wales) REGISTERED CHARITY NUMBER: 1068903

Report of the Trustees and Unaudited Financial Statements for the Year Ended 30 March 2017

for

**Bradford Environmental Action Trust** 

B C Sunderland Driver Ltd Accountants & Business Advisers Cedar House Aire Valley Business Centre Keighley West Yorkshire BD21 3DU \*A6YF5YGX\* A06 26/01/2018 #305 COMPANIES HOUSE

## Report of the Trustees for the Year Ended 30 March 2017

The Trustees present their report and the unaudited financial statements of the charity for the year ended 30 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities.

### REFERENCE AND ADMINISTRATIVE DETAILS Registered Company Number 3324790 (England and Wales)

Registered Charity Number

1068903

### **Registered Office**

89 Kirkgate Shipley Bradford West Yorkshire BD18 3LR

### **Trustees**

A J Silver
M Silver
I Tunio – resigned
K Barber
V Waley
T F McCrickard
A Thomson

### **Independent Examiner**

D F Pollitt FCCA
B C Sunderland Driver Ltd
Accountants & Business Advisers
Cedar House
Aire Valley Business Centre
Keighley
West Yorkshire
BD21 3DU

### **Bankers**

CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ

## Report of the Trustees for the Year Ended 30 March 2017

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### **Governing Document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Trust is governed by its memorandum and articles of association. The Board of Trustees is responsible for the governance and strategic direction of the charity. The Board meets once a month and at any other such times as necessary. The day-to-day responsibility for service delivery lies with the Project Managers.

### Recruitment and appointment of new trustees

New trustees are elected from the membership at the Annual General Meeting. The trustees are recruited and appointed on the basis of their relevant skills and experience, which it is felt, can be used for the benefit of the charity; they must also have an interest in and knowledge of the local environment.

### Induction and training of new trustees

Training and induction of new trustees is undertaken on an informal and ongoing basis via discussions with existing directors, attendance at board meetings etc. Training is offered to new board members when it is available.

### **Risk Management**

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems are in place to mitigate our exposure to the major risks.

### **OBJECTIVES AND ACTIVITIES**

### Objectives and aims

As laid out in the memorandum and articles of association, the simple goal of BEAT is to work towards a healthy sustainable environment, which improves the quality of life of all people in the Bradford District.

### **Volunteers**

Volunteers have played a huge part in the successes of the Trust, as board members and in service delivery.

### **ACHIEVEMENT AND PERFORMANCE**

### Charitable activities

The Trust ran several projects during the financial year 2016/17 with the aim of improving and enhancing the environment and the lives of people living in Bradford District

## Report of the Trustees for the Year Ended 30 March 2017

### Forest of Bradford:

Main funding streams

**Environment Commissioning Fund:** Administered by "Adult / Community Services Department", Bradford Council. Total £15,881.40. Provides salary and some overheads for one member of staff on two days per week. Funding allows us to run two volunteer days a week and to carry out tree planting / green space practical projects across the district. The council decided to commit to two years continuation funding from 2016 – 2018.

Woodland Trust: Funding to cover our time planting trees for the winter season 2016-17 was provided by The Woodland Trust Total £24,800. The trust also provided 60,000 trees to plant at various sites across Leeds City Region.

Trees for Cities: Provided trees and funding for urban planting schemes within Bradford district amounting to £2816.

**Contracted:** Forest of Bradford also carried a number of contracted pieces of work this year including tree planting, river bank erosion control, hedge laying and other greenspace works amounting to £3700.

### **Volunteer Involvement**

We continue to run regular weekend volunteer day each Saturday between November and March and all year round Wednesday and Friday. Numbers of volunteers have remained steady at around 700. This figure includes schools, businesses and community groups and individuals. We have cemented our relationship with several businesses who work with us once or twice a year including Lloyds Bank, Santander, Yorkshire Water, IBIS Hotels and Hallmark. We also have regular input from a number of faith groups in the district Including Ahmadiyya Muslim Youth Association and the Sant Nirankari Mission Yorkshire group.

### Tree planting / Woodland management:

This winter we planted 64,000 trees with funding from Woodland Trust, Trees for Cities and BEAT, s own fund-raising efforts. White Rose Forest have coordinated work across Leeds City Region with funding from The Woodland Trust. BEAT have acted as the delivery arm for much of this work in West Yorkshire. We continued our work for Hallmark Cards at Stoney Ridge Plantation. Hallmark Cards have not found a buyer for their office and the arrangement to manage Stoney Ridge Plantation continues until further notice.

### The Real Nappy Project 2016-2017

This project is still funded by Bradford MDC and through EBay sales. The target of distributing 1500 kits has been reached with 1792 having been sent to parents by 31/03/2017. Kits sent out are consistent and the Council are still happy with the way the project is going and funding is continued. The grant funding brought in this time period was £3465.00 which pays for one staff member for 0.5 days per week as well as stock for kits, postage and office overheads.

Staff continued to send leaflets out to local community centres, health centres and doctors' surgeries as answering queries and sending out details to individuals. The scheme is advertised on the BEAT website as well as a dedicated page on Bradford Council's website.

The project still sells washable nappies and associated accessories on EBay - profits go back into the nappy project and pay for 0.5 days per week of staff time as well as stock, postage, online selling fees (PayPal and EBay) and office overheads. Monies taken during this time frame were lower than in previous years, at £1545.00

## Report of the Trustees for the Year Ended 30 March 2017

### FINANCIAL REVIEW

### **Reserves Policy**

BEAT will continue in its aim to build reserves of between three and six months expenditure of the trust. As at 30 March 2017 the trust had reserves that covered at least 3 months expenditure (2016: 3 months)

### **Principal Funding Sources**

The financial year once again has shown funding coming to an end and new funds being sought.

### FINANCIAL PLANS FOR THE FUTURE

Although BEAT has some funding secured into March 2017, grants are becoming increasingly difficult to find for all Voluntary Sector Organisations. Staff are therefore constantly looking for alternative income streams.

### Trustees' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements 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 that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP and FRS 102;
- 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 financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

ON BEHALF OF THE BOARD

Alison Silver – Treasurer 19 December 2017

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# Independent Examiner's Report to the Trustees of Bradford Environmental Action Trust (Registration Number: 3324790)

Independent Examiner's Report to the Trustees of Bradford Environmental Action Trust I report on the accounts of the company for the year ended 30 March 2017 which are set out on pages 6 to 16.

### Respective responsibilities of trustees and 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. I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to 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 report

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 you as 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:

- 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

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.

D F Pollitt FCCA

BC Sunderland Driver Ltd Cedar House Aire Valley Business Centre Keighley West Yorkshire BD21 3DU

19 December 2017

# Statement of Financial Activities for the Year Ended 30 March 2017

		Unrestricted Funds	Restricted Funds	2017 Total Funds	2016 Total Funds
	Notes	£	£	£	£
INCOMING RESOURCES	_				
Incoming resources from general fund Voluntary income	ds 2	36,775	10,381	47,156	37,723
Investment income	3	30		30	100
Incoming resources from charitable activities					
Charitable activity	4	<u>17,766</u>	22,334	<u>40,100</u>	<u>64,479</u>
Total incoming resources		<u>54,571</u>	<u>32,715</u>	<u>87,286</u>	102,302
RESOURCES EXPENDED Costs of generating funds					
Cost of generating voluntary income	5	-	104	104	125
Charitable activities Charitable activity	6	67,433	45,513	112,946	137,571
Governance costs	8	1,529	1,000	2,529	<u>11,816</u>
Total resources expended		68,962	46,617	<u>115,579</u>	<u>149,512</u>
Net incoming / (outgoing) resources Before transfers		(14,391)	(13,902)	(28,293)	(47,210)
Gross Transfers between funds				<del>-</del>	
Net movement in funds		(14,391)	(13,902)	(28,293)	(47,210)
Total funds brought forward		55,827	<u>23,025</u>	<u>78,852</u>	<u>126,062</u>
TOTAL FUNDS CARRIED FORWARD		41,436 =====	9,123 ======	50,559 ======	78,852 =====

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

### Balance Sheet At 30 March 2017

	Notes	2017 Total £	2016 Total £
FIXED ASSETS Tangible assets	12	3,956	5,184
CURRENT ASSETS Stocks	13	1,675	2,897
Debtors: amounts falling due within one year	14	1,510	24,544
Cash at bank and in hand		45,622 	48,513 
		48,807	75,954
CREDITORS Amounts falling due within one year	15	(2,204)	(2,286)
NET CURRENT ASSETS		46,603	73,668
TOTAL ASSETS LESS CURRENT LIABILITIES		50,559 =====	78,852 =====
FUNDS Unrestricted funds Restricted funds	17	41,436 9,123	55,827 23,025
TOTAL FUNDS		50,559	78,852

### Balance Sheet - continued At 30 March 2017

For the year ending 30 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements were approved and authorised for issue by the Board on 19 December 2017.

Signed on behalf of the board of trustees

Alison Silver - Treasurer

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The notes on pages 9 to 16 form part of these financial statements.

Company registration number: 3324790

## Statement of Cash Flows Year ended 30 March 2017

Cash flow from operating activities Interest paid	Note 18	2017 £ (2,921)	2016 £ (15,822) -
Net cash flow from operating activities		(2,921)	(15,822)
Cash flow from investing activities Payments to acquire tangible fixed assets Receipts from sales of tangible fixed assets Interest received	3	30	100
Net cash flow from investing activities  Cash flow from financing activities			-
Interest paid  Net cash flow from financing activities		(2,891)	15,675
Net increase (decrease) in cash and cash equivalents  Cash and cash equivalents at 30 March 2016		48,513	64,235 48,513
Cash and cash equivalents at 30 March 2017  Cash and cash equivalents consists of:			
Cash and cash equivalents denotes a		45,622	48,513
Cash and cash equivalents at 30 March 2017		45,622	40,010

## Notes to the Financial Statements for the Year Ended 30 March 2017

### 1. ACCOUNTING POLICIES

### **Accounting convention**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), The Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102) in the current year and an explanation of how transition to SORP (FRS 102) has affected the reported financial position and performance is given in note 20.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### Resources expended

Expenditure is accounted for an on accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings Computer equipment 20% on reducing balance 25% on reducing balance

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

# Notes to the Financial Statements for the Year Ended 30 March 2017

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activity.

2.	VOLUNTARY INCOME  Donations Miscellaneous earned income		2017 £ 3,092 44,064 47,156	2016 £ 1,831 35,892 37,723
3.	INVESTMENT INCOME			
	Deposit account interest		30 ======	100 ====
4.	INCOMING RESOURCES FRO ACTIVITIES  Grants	OM CHARITABLE  Activity  Charitable activity	40,100 ======	64,479 =====
5.	COSTS OF GENERATING VO	LUNTARY INCOME	104 =====	125 =====

# Notes to the Financial Statements - continued for the Year Ended 30 March 2017

6.	CHARITABLE ACTIVITIES COSTS			
		Direct Costs	Support Costs (See Note 7)	Totals
		£	£	£
	Charitable activity	100,394 =====	12,552 ====	112,946 =====
7.	SUPPORT COSTS	Management £	Other £	Totals £
	Charitable activity	996 =====	11,556 ====	12,552 =====
8.	GOVERNANCE COSTS		2017 £	2016 £
	Accountancy Consultancy and professional fees		360 2,169	973 10,843
		-	2,529 ======	11,816 =====
9.	NET INCOMING/OUTGOING RESOU	RCES		
	Net resources are stated after charging	g/(crediting):	2017 £	2016 £
	Depreciation – owned assets		1,228	1,615

### 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits neither for the Year ended 30 March 2017 nor for the year ended 30 March 2016.

### **Trustees' Expenses**

There were no trustees' expenses paid for the Year ended 30 March 2017 nor for the year ended 30 March 2016

# Notes to the Financial Statements - continued for the Year Ended 30 March 2017

### 11. STAFF COSTS

	2017 £	2016 £
Wages and salaries	49,153	56,284
Social security costs	1,381	2,501
Other pension costs	<del></del>	<del>2,377</del>
	========	
	52,334	61,162
	=====	======

The average monthly number of employees during the year was as follows:

	2017	2016
Administration Project workers	1 _1	2 _2
	2 ===	4

No employees earned over £60,000 during the current or previous periods.

# Notes to the Financial Statements - continued for the Year Ended 30 March 2017

12.	TANGIBLE FIXED ASSETS	Fixtures & Fittings £	Computer Equipment £	Totals £
	COST			
	At 31 March 2016	10,200	23,326	33,526
	At 30 March 2017	10,200	23,326	33,526
	•	<del></del>		
	DEPRECIATION			
	At 31 March 2016	8,832	19,510	28,342
	Charge for year	274	954	1,228
	At 30 March 2017	9.106	20,464	29,570
			***************************************	
	NET BOOK VALUE			
	At 30 March 2017	1,094 =====	2,862 =====	3,956 =====
	At 31 March 2016	1,368 =====	3,816 =====	5,184 =====
13.	STOCKS			
			2017 £	2016 £
	For re-sale		1,675	2,897
	Work in Progress		-	· -
			1.675	2.007
			1,675 =====	2,897 =====
14.	DEBTORS: AMOUNTS FALLING DONE YEAR	UE WITHIN		
	Trade debtors		1 510	04.544
	Trade debiors		1,510 ==≈==	24,544 =====
15.	CREDITORS: AMOUNTS FALLING ONE YEAR	DUE WITHIN		
	Social security and other taxes		915	1,378
	Accrued expenses		1,289	908
			2,204	2,286

# Notes to the Financial Statements - continued for the Year Ended 30 March 2017

### 16. PENSION COMMITMENTS

The company operates a defined contribution pension scheme on behalf of certain employees. The total pensions costs charged to the statement of financial activities for the year was £1,800 (2016: £2,377).

There were £206 of amounts outstanding as at 30 March 2017 and is included in creditors.

17.	MOVEMENT IN FUNDS			
		At 31.3.16 £	Net Movement £	At 30.3.17 £
	Unrestricted funds	55,827	(14,391)	41,436
	Restricted funds	23,025	(13,902)	9,123
		78,852 ====	(28,293) =====	50,559

### 18. Reconciliation of net income to net cash flow from operating activities

	2017 £	2016 £
Net income (expenditure) for the year	(28,293)	(47,210)
Interest receivable Interest payable	(30)	(100)
Depreciation and impairment of tangible fixed assets (Profit) / loss on disposal of tangible fixed assets	1,228 -	1,615 -
(Increase) / decrease in stock and work in progress	1,222	(477)
(Increase) / decrease in debtors	23,034	29,288
Increase / (decrease) in creditors	(82)	(1,062)
Net cash flow from operating activities	(2,921)	(15,822)

### 19. RELATED PARTY DISCLOSURES

No trustee or other person related to the charity has any personal interest in any contract or transaction entered into by BEAT during the year.

# Notes to the Financial Statements - continued for the Year Ended 30 March 2017

## 20. First-time adoption of SORP (FRS 102)

The charity adopted the SORP (FRS 102) for the first time in the year ended 30 March 2016.

There are no material changes to the financial statements caused by the effect of transition from SORP (2005) to SORP (FRS 102).

# Detailed Statement of Financial Activities for the Year Ended 30 March 2017

	<b>2017</b> £	<b>2016</b> £
INCOMING RESOURCES	L	2
Voluntary income		
Donations	3,092	1,831
Miscellaneous earned income	44,064	35,892 
	47,156	37,723
Investment income	20	100
Deposit account interest	30	100
Incoming resources from charitable activities		
Grants	40,100	64,479
Total incoming recourses	87,286	102,302
Total incoming resources	07,200	102,302
RESOURCES EXPENDED		
Cost of generating voluntary income		
Promotional costs	104	125
	104	125
	104	120
Charitable activities		
Wages	49,153	56,284
Social security	1,381	2,501
Pensions	1,800	2,377
Subscriptions	238	238 11,024
Travelling Project costs	7,548 39,021	43,719
Project costs Fixtures and fittings	274	343
Computer equipment	954	1,272
Bank charges	25	98
bully ordinges		
	100,394	117,856
Governance costs		
Accountancy	360	973
Consultancy and professional fees	2,169	10,843
•	<del></del>	
	2,529	11,816

This page does not form part of the statutory financial statements

# Detailed Statement of Financial Activities for the Year Ended 30 March 2017

	<b>2017</b> £	<b>2016</b> £
SUPPORT COSTS		
Management	·	
Insurance	996	626
Training courses and meetings	-	1,063
Bad Debts	-	520
	996	2,209
Other		
Rent and rates	3,181	10,115
Telephone	5,181	1,267
Postage and stationery	595	1,054
Sundries	2,599	5,070
	11,556	17,506
		<del></del>
Total resources expended	115,579	149,512
Net (expenditure) / income	(28,293)	(47,210)
	=====	=====

This page does not form part of the statutory financial statements