

Bradford Community Environment Project

To contribute to the sustainable regeneration of Bradford District,
through effective environmental programmes, inspired by community need.

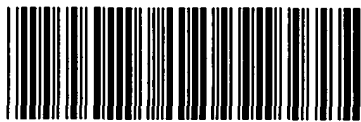
Report and Accounts

March 31, 2015

Company Number 04111491

Registered Charity 1093783

MONDAY



A4MQF8MA

A08

21/12/2015

#173

COMPANIES HOUSE

Bradford Community Environment Project

A company limited by guarantee without a share capital

1

Chairs report

In common with other organisations in the Voluntary and Community Sector, both locally and nationally, this has been another challenging year for BCEP. All Bradford Council commissions have been extended for a further year but once again at a reduced rate, which has led to a further reduction in staff hours.

Our work with schools continues to grow and the Tackling the Roughts projects is developing well. Following further discussions with Bradford Council the Board decided that it was not in the best interests of BCEP to pursue the bid to provide an alternative allotments scheme for the District. Work continues to make Wibsey Park Community Gardens self sufficient and the Lloyds Business Incubator programme allows both staff and volunteers to trial new business ideas.

Bradford Community Repaint is now a well established element of our organisation. The re-painting of the Jacobs Well underpasses has been well received. A painting and decorating service has been introduced aimed primarily at social housing tenants and also providing training placements in these skills.

BCEP continues to be represented on the Community Landfill Tax Yorkshire panel, Bradford CVS Board, Bradford Environment Forum and Bradford Assembly.

Janet Hulse
December 17, 2015

Directors and Trustees Report for the year ended March 31, 2015

The directors have pleasure in submitting their report together with the audited accounts for the year ended March 31, 2015.

Reference and Administrative Information

Charity Name: Bradford Community Environment Project

Charity Registration Number: 1093783

Company Registration Number: 04111491

Registered Office and Principal Address: Unit 13, Carlisle Business Centre,
60 Carlisle Road,
Bradford,
West Yorkshire,
BD8 8BD

Board of Trustees

Alan Keeling	Treasurer
Naweed Hussain	Vice chair
Janet Jewitt	Resigned - 10 June 2014
Patsy Hayes	
Rory Argyle	Resigned - 16 September 2014
Ashok Nair	
Jude Webb	
Giovanni Ciurleo	Resigned - 12 September 2014
Taybah Malik	Appointed - 8 September 2014
Janet Hulse	Appointed as chair – 16 June 2014

Secretary

Carlton Smith

Senior Management Team

Adele Adams, Jennifer White (CEO), Jane Robinson & Jen Scott.

Auditor

Andrew Parker, 2 Meadow Court, Allerton, Bradford BD15 9JZ

Bankers

The Co-operative Bank Plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP
Ecology Building Society, 7 Belton Road, Silsden, West Yorkshire, BD20 OEE
Unity Trust Bank plc, Nine Brindley Place, Birmingham, B1 2HB

Solicitors

Gordons, 14 Piccadilly, Bradford BD1 3LX

Directors Report (continued)

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 21 November 2000 and registered as a charity on September 12, 2002. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. The objectives of the charity were unanimously amended at the 14 October 2008 Annual General Meeting. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of the Board of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of three years after which they must resign. However, resigning trustees can stand for re-election at the next Annual General Meeting.

The charity's work focuses on environmental improvements (of people, practices and places) with the communities of Bradford. The Board of Trustees seeks to ensure that the needs of these communities are appropriately reflected through the diversity of the Board of Trustees. To enhance the potential pool of trustees, the charity has, through selective invitation, sought to identify members and other interested parties who would be willing to become Trustees and use their experience to assist the charity.

The more traditional business and environmental skills are well represented on the Board of Trustees. In an effort to maintain this broad skill mix, members of the Board of Trustees are annually requested to update a list of their skills. In the event of particular skills being lost due to retirements training will be offered and encouraged, also individuals with the required skills are approached to be recruited to the Board of Trustees.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity, due to their knowledge of its frontline deliveries. New trustees are invited and encouraged to attend short training sessions (of no more than three hours) to familiarise themselves with the charity and the context within which it operates.

These are lead by the Chief Executive Officer of the charity and cover:

- The obligations of members of the Board of Trustees.
- The main documents which set out the operational framework of the charity including the Memorandum and Articles of Association.
- The current activities of the charity.
- Resources and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Library and training resources are made available and Trustees are directed towards them, including the Charity Commission's guide "The Essential Trustee" as a follow up to the induction session. Feedback from new trustees is periodically sought to review this induction process.

A company limited by guarantee without a share capital

Directors Report (continued)

Structure, Governance and Management (continued)

Risk Management

The Board of Trustees reviews the major risks to which the charity is exposed. A risk register has been established and is annually reviewed and updated. Where appropriate, systems or procedures are established to mitigate the risks the charity faces. Significant external risks to funding have been identified and actions to mitigate them have been incorporated in to the strategic business plan which allows for the diversification of funding and activities. Internal risks are minimised by the application of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. The continuing implementation of the PQASSO level 2 (Practical Quality Assurance System for Small Organisations) ensures continual improvement operations aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity and its service users.

Organisational Structure

Bradford Community Environment Project has a Board of Trustees of not less than three members who meet monthly and are responsible for the strategic direction and policy of the charity. At present, the Board has eleven members from a variety of professional backgrounds relevant to the work of the charity. The Secretary also sits on the Board but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the charities services rest with the Chief Executive Officer along with the Programme Team Leaders, who form the senior management team. The Chief Executive Officer is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Programme Team Leaders have responsibility for the day to day operational management of their service areas, individual supervision of their staff team and also ensure that their teams continue to develop their skills and working practices in line with good practice.

Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. Many of the services Bradford Community Environment Project (BCEP) is able to offer provide connections to, or benefits from, other environmental programmes and/or likeminded partners; this has been particularly prevalent within BCEP's area-based improvements, environmental play and schools related programmes. BCEP believes in working closely in a spirit of openness and cooperation with other locally based and national organisations to support the core work of the charity and its partners.

Objectives and Activities

The principal activity of the company is to contribute to sustainable regeneration of the Bradford Metropolitan District by promotion of community based initiatives that enhance the quality of the environment for those living or working in areas of multiple deprivation within the District, without distinction of age, race, religion, politics and other opinions.

The main objectives and activities for the year continued to focus upon the promotion of good environmental practices and the improvement of the physical environment. The strategies employed to assist the charity to meet these objectives included the following:

- Providing a range of services which address the problems related to a poor physical environment and these are reflective of relevant quality standards.
- Focussing upon addressing the harm which comes from poor environmental practices, not only for the individual but also their family and wider community.

Directors Report (continued)

Structure, Governance and Management (continued)

Objectives and Activities (continued)

- Working towards improving standards of services and the implementation of Quality Assurance Standards.
- Working in partnership with other agencies to ensure the widest range of services is available to best match the needs of its client population.

The main areas of charitable activity are the provision of physical urban improvements; environmental education; local food growing, awareness and support; gardening clubs and environmental play and forest schools.

Public Benefit Statement

The Trustees confirm they have complied with their duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. See details of the individual programmes achievements below.

Achievements and Performance

BCEP has had an extremely busy year delivering a range of programmes with local and national funders working with people in different communities and neighbourhoods across the district. The current economic climate is very difficult for the Voluntary and Community Sector (VCS) with reduction in funding available, increasing needs for provision and strong competition for any funding that does become available. In response to this BCEP has reviewed its costs and identified ways to reduce expenditure while maintaining quality standards.

Gardening for Health (G4H)

During the year the original Grow Organic and PATH programmes have been amalgamated into a single one, now known as Gardening for Health (G4H). G4H is funded by CBMDC's Public Health team. It aims to reduce Bradford's extreme health inequalities by improving wellbeing, encouraging physical exercise and contributing to a healthy diet by increasing intake of fresh fruit and vegetables.

16 regular food growing sessions have been provided to groups in diverse settings: mental health units, schools, community centres, allotments and our Wibsey Park Community Garden site. Over 150 cook what you grow sessions were provided, plus 42 outreach sessions or events including Apple Day, Allotments Open Day, Wibsey tasters and market stalls. The programme this year reached 2,709 clients in total.

The team also worked with two fully-paying local schools, contributed growing expertise to Hive's Fabric of Bradford dye project and has completed projects for Incredible Edible Wakefield (through BOCS) and a Growing Health case study for national organisation Sustain. An organisational time-bank is being developed for the Community Growers Network, which we co-ordinate.

The team is committed and inventive, always bringing new inspiration and ideas to sessions. Important health messages are integral to sessions, including Change for Life, Vitamin D, 5-a-Day. Participants appreciate the team's commitment and expertise and tell us this regularly. 99% of group members surveyed reported improvements in physical health, mental wellbeing and awareness of healthy eating.

G4H appears regularly in the local media, with a full page spread in the Telegraph and Argus newspaper. Its Facebook page is regularly updated, and the team contributes to BCEP newsletters and website.

Directors Report (continued)

Achievements and Performance (continued)

Wibsey Park Community Garden

2014/15 saw the completion of all the capital works funded by WREN, Awards 4 All and Community First grants. The site has continued to be developed through resourcefulness and dedicated volunteers, some staff hours have been reduced.

It proved difficult to secure regular customers for the salad to and there have been major issues with growing salad in the polytunnels destroyed by strong winds over winter.

The G4H groups have continued to be run at Wibsey with women on a Monday and men on a Tuesday. Regular volunteers have continued to show their dedication, some being on site on a daily basis, whatever the weather and have taken on responsibilities for specific areas of work/projects. The Green Business Incubator project was initiated and some of the regular volunteers expressed an interest in developing their particular projects further through this scheme.

The shop has continued to thrive with three very dedicated volunteers opening up on a Wednesday and a Friday with support from other volunteers providing stock including alpinas and garden furniture. Corporate volunteers have continued to offer support with Morrisons and Lloyds assisting with completion of the capital works and general site maintenance.

Urban Design Team (UDT)

BCEP's Urban Design Team aims to support and enable communities to translate their ideas into innovative, creative and robust regenerative environmental improvements from Children's Centres, hospitals and schools, to Care Homes and public realm schemes. We have a team of fully qualified landscape architects providing technical advice and guidance from project inception to completion. We hope to strengthen people's connection to places where they live, work and play, inspiring practical action and ownership to influence their physical surroundings, fostering social commitments necessary to make our environment treasurable, distinctive and productive.

The BCEP Urban Design Team (UDT) has supported schools, community groups, faith buildings and health centres on environmental improvement projects alongside practical environmental action projects including community growing and feasibility research. UDT also support in-house teams on project design and development, especially Forest Schools and Habitat Heroes.

The UDT have delivered a number of projects over the year. At St Luke's Hospital Horton Wing the team created dementia friendly spaces where patients can relax pre or post appointments. The theme of the project has been 'Yorkshire at its Best' which has meant sourcing as many materials, suppliers and contractors from within the boundaries of Yorkshire as possible. The project includes cat's-eyes, designed by a Yorkshire man, Shipley Paints, York stone and some decorative metalwork.

At Heaton Royds a feasibility study and funding application consultation exercise was undertaken including BCEP staff, local residents and other stakeholders' ideas into the development of the Heaton Royds site.

At Crossley Hall Primary School phase 1 of the school grounds project was completed on site including a pond with associated habitats, bird hide, site clearance and path works. Plans for phase 2 are completed and awaiting approval for funding from the school.

At Home Farm Primary School a new learning and growing space was completed including a polytunnel for growing in all weathers and an extensive pond and wetland area. Phase 2 has also been designed and completed on site.

Directors Report (continued)

Achievements and Performance (continued)

Urban Design Team (continued)

At Lynfield Mount Wellbeing Garden plans for a wellbeing garden have been developed with occupational therapy staff and service users. Originally initiated by the Step Forward Centre but now encompassing all the mental health wards the ideas incorporate growing, chilling and mindful spaces. The project however stalled as the site was re-designated as a building site for the dementia ward relocation from Airedale Hospital.

Three play areas have been renovated in areas around Buttershaw. All sites suffered drawbacks with vandalism throughout the construction stage but the Council have responded very quickly to any concerns.

At Shipley Central Park consultation sessions have been undertaken and concept and masterplans drawn up. These would improve the site bringing new play equipment, outdoor gym equipment, paving, wild flower meadow and additional seating. Tenders have been sent out and an application for funding submitted to WREN for the remainder of funding.

Overall the UDT outputs from April 2014-March 2015 include 9 habitats created or improved, 3 play areas installed, 7 improved sites, 9 Schools supported and 14 community groups supported. Overall £191,686.00 capital funds were secured.

The main issues for UDT arise from groups not paying their bills in a timely fashion and with groups not being able to secure the 11% third party funding required by WREN.

The Play and Learning Team

The play and learning team offer play and learning experiences to children under the age of 18 and training sessions to young people and adults. Each strand of funding has its own aims and outcomes each with the focus of improving the lives of the people within the district. Focus could be on building self-confidence, resilience, educating them on climate change and the environment.

Tackling the Roughts - Tackling the Roughts project which is funded by The Heritage Lottery. The aim is to work with members of the local community and volunteers to improve the woodland for social and biodiversity use. We have been able to run 25 Forest School sessions, 4 full days of training and over 30 people have volunteered to improve the woodland. This has meant that the woods have been used more and in a positive way. The local people are more aware of the woodland and the chance for nature to flourish has improved.

Forest schools training – BCEP were commissioned by Bradford Council's Workforce Development Team to run a level 1 and 3 Forest Schools course, 3 CPD days and 1 INSET day. We were able to complete all these elements and got some excellent feedback.

Comments included; a really good session for ideas and sharing'. The one day courses have been really good for useful and applicable CPD.

Forest school sessions – We were commissioned by Bradford Early Childhood Services to run Forest School sessions in the holidays for schools and children centres across the district. As part of this project we completed several impact reports of the benefits of Forest Schools on individuals and settings. We were able to exceed all our outcomes as set out by the commissioning document.

Directors Report (continued)

Achievements and Performance (continued)

Scrap Magic – We are commissioned by Bradford Early Childhood Services to run a Scrap Magic craft and scrap store based at Eccleshill Adventure Playground open 9hrs a week. This is a community service open for anyone to buy materials but mostly families and those working with children and young people. Through mobile shops we bring a mini version of Scrap Magic to children's centres to allow families who can't travel access to the low cost resources. We were able to exceed all our outcomes as set out by the commissioning document.

Adventurous Play Experience (APE) - We are also commissioned by Bradford Early Childhood Services to deliver outreach play using waste 'loose part' resources through play sessions, resource library loaning and training workshops. This service is available throughout the district and over the year we have reached 7500 who have played with Scrap Magic waste resources. We were able to exceed all our outcomes as set out by the commissioning document.

Pop Up Play - For this financial year only we were commissioned by Bradford Early Childhood Services to extend Scrap Magic and APE services to combine Scrap Magic mobile shops and play sessions to Pop Up Play. We delivered 2 week long Pop Up Play Shops, 1 in Bradford city centre, 1 in Keighley town centre and 20 half day pop up events in Children's Centres. This project reached 1,200 children who played with scrap resources directly.

'Habitat Heroes' School Sessions – Projects have continued at 3 schools with a long-term involvement in the Habitat Heroes programme. These sessions have evolved away from an overarching 'programme' delivery into activities individually tailored to the needs of the schools, ranging from closely consulted curriculum linked delivery to general maintenance and development of school wildlife gardens with children. Over the course of the year we also carried out a programme of combined Habitat Heroes/Forest Schools activities at 6 schools, funded by the Garfield Weston Foundation. Working with these 9 schools in total we have been able to deliver 260 sessions involving over 3,300 individual children. Feedback has been excellent, with activities described as 'a rewarding and valuable experience' for children and adults at school.

In summary this has been excellent year delivering programmes however financially BCEP has experienced difficulties from a reducing public sector budget and increasing levels of need. The aim for the coming year is to re consider the balance of funding and to work to generate increased levels of income with reduced levels of public funding.

Volunteer review

Volunteers have always been a really important part of BCEP and BCEP encourages volunteers to get involved in the varied projects we deliver.

Volunteers can gain important skills for themselves. These include working with children, gardening knowledge and retail experience. It also means they can address social isolation by being more involved in their local community and have a sense of achievement for giving something back. Volunteers also bring important skills to BCEP and enhance our services, for example horticulture technique and the resources made ready for customers at Scrap Magic. Without volunteers BCEP would be restricted in the amount and range of services delivered.

Financial review

The charity has performed extremely well in terms of outcomes and impact but financially has again had to draw upon its reserves. The charity has managed the funding of its projects to recover all costs to ensure that there are no further losses.

Directors Report (continued)

Achievements and Performance (continued)

Financial review (continued)

The principal losses are due to Wibsey Park Community Garden and the Urban Design Team, who experienced a drop in the number and size of site projects.

There has been a major reduction in staff allocation to negate further losses, and the Urban Design Team has since experienced reduced hours combined with a marketing drive to stimulate extra project activity and thus fee income.

Finances will be managed very carefully and any projects generating a deficit will be reviewed and changed. The continuing support of the funding bodies reflects the quality and impact of services provided.

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from Bradford Council, Children Services, Neighbourhood Services and Public Health Funds (formerly NHS). BCEP is also funded by the Heritage Lottery Fund, Wren, and Lloyds TSB Foundation for England and Wales. The charity continues to secure funding from a wide group of agencies and trusts.

Investment Policy

Aside from retaining a prudent amount of reserves each year most of the charity's funds are to be spent in the short term so there are limited funds for long term investment. Having considered the options available, the Board of Trustees has decided to invest the majority of amount that it has available in the Ecology Building Society's Charity Deposit Trust account. The remainder is deposited with the Co-operative Bank. Both institutions' ethics and practices are felt to be aligned with the aims of BCEP. Investments have performed in line with expectations for the year.

Reserves Policy

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure. Forecast budgeted expenditure for 2015/16 is £400,000 and therefore the target is £100,000 to £200,000 in general funds. The reserves are needed to meet the working capital requirements of the charity and the Board of Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. The present level of reserves available to the charity is therefore below what is needed.

The Board of Trustees have recognised the difficulty this presents to BCEP and are putting a finance management policy into practice to address this and increase the reserves to an appropriate level. The Board are reviewing all BCEP activity and will not continue projects that cost more than they generate. The Board are checking that all debts are paid and that organisations are not given credit to ensure that BCEP does not lose money. BCEP have reduced the amount of staff hours allocated to each project and have reviewed job descriptions, personnel specifications and salary levels to ensure that employment costs are reduced. The Chair and the Treasurer are working closely with the CEO to review all contracts and renegotiate as possible to reduce BCEP overhead costs. The stronger cash and credit management will enable BCEP to maintain its strong project performance while ensuring that reserves are improved.

Directors Report (continued)

Approximated figures from SOFA

	Unrestricted £(000)	Restricted £(000)	Total £(000)
Fund balances carried over from last year	(34)	31	(3)
Incoming resources	442	47	489
Resources expended	468	46	514
Net (outgoing)/incoming resources	(26)	1	(25)
Fund balances carried forward to next year	(60)	32	(28)

Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements, with particular emphasis on extending capacity to support food growing and training, green space improvements and environmental play.

Company law requires the Board of Trustees to prepare financial statements for each financial development and sustainability programmes. Partnership programmes remain a key value for the organisation and BCEP will continue to work to strengthen relationships with partner organisations.

Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees are responsible for maintaining 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 statements comply with the Companies Act 2006. The Board of Trustees is 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 accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Directors Report (continued)

Auditor

Andrew S Parker was re-appointed as the charitable company's auditors during the year and has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in 2008) and in accordance with the small companies regime of the Companies Act 2006.

Approved by the Board of Trustees on December 17, 2015 and signed on its behalf by



Janet Hulse (Chair)

Independent auditor's report to the members of Bradford Community Environment Project

12

I have audited the accounts of Bradford Community Environment Project for the year ended March 31, 2015, which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. My audit work has been undertaken so that I might state to the charity's members those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for my audit work, for this report, or for the opinion I have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me to comply with the Auditing Practices Board's [(APB's)] Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances, and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

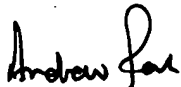
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In my opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

- I have nothing to report in respect of the following matters where the Companies Act 2006 requires me to report to you if, in my opinion:
- adequate accounting records have not been kept or returns adequate for my audit have not been
- received from branches not visited by me;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- I have not received all the information and explanations I require for my audit.



Andrew Parker
Senior Statutory Auditor

For and on behalf of Andrew S Parker
Chartered Accountant and Statutory Auditor
2 Meadow Court
Allerton
Bradford
BD15 9JZ

December 17, 2015

Bradford Community Environment Project

14

**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended March 31, 2015**

	Unrestricted £	Restricted £	2015 £	2014 £
Incoming resources				
Incoming resources from generating funds:				
Donations	4,229	-	4,229	7,130
Bank interest received	33	-	33	144
Incoming resources from charitable activities:				
Projects – see schedule	<u>437,518</u>	<u>47,515</u>	<u>485,033</u>	<u>625,293</u>
Total incoming resources	<u>441,780</u>	<u>47,515</u>	<u>489,295</u>	<u>632,567</u>
Resources expended				
Loan interest paid	1,293	-	1,293	975
Charitable activities				
Projects – see schedule	<u>466,439</u>	<u>46,112</u>	<u>512,551</u>	<u>718,773</u>
Total resources expended	<u>467,732</u>	<u>46,112</u>	<u>513,844</u>	<u>719,748</u>
Net incoming/(outgoing) resources				
- net income/(deficit) for the year	(25,952)	1,403	(24,549)	(87,181)
Total funds at April 1, 2014	<u>(34,270)</u>	<u>30,614</u>	<u>(3,656)</u>	<u>83,525</u>
Total funds at March 31, 2015	<u>(60,222)</u>	<u>32,017</u>	<u>(28,205)</u>	<u>(3,656)</u>

The income and expenditure account has been prepared on the basis that all the operations are continuing.

There were no gains or losses recognised in these accounts other than through the income and expenditure account.

Bradford Community Environment Project
Balance sheet as at March 31, 2015

15

	Note	2015 £	2014 £
Fixed assets			
Tangible assets	8	1,034	1,379
Investments	9	<u>-</u>	<u>-</u>
		<u>1,034</u>	<u>1,379</u>
Current assets			
Debtors	10	64,264	80,489
Bank and cash		<u>1,218</u>	<u>36,347</u>
		<u>65,482</u>	<u>116,836</u>
Creditors: amounts due within one year	11	<u>94,721</u>	<u>119,371</u>
Net current liabilities		<u>(29,239)</u>	<u>(2,535)</u>
Total assets less current liabilities		(28,205)	(1,156)
Creditors: amounts falling due after more than one year	12	<u>-</u>	<u>2,500</u>
Net (liabilities)/asset		<u>(28,205)</u>	<u>(3,656)</u>
Funds			
Unrestricted funds		(60,222)	(34,270)
Restricted funds		<u>32,017</u>	<u>30,614</u>
Total funds	14	<u>(28,205)</u>	<u>(3,656)</u>

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies' regime.

Approved by the board of directors on December 17, 2015
and signed on its behalf



Janet Hulse (Chair)

1. Status and scope

Bradford Community Environment Project is a company limited by guarantee without a share capital. The members of the company have each guaranteed its liabilities up to £1.

2. Accounting policies

2.1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities and the Charities Act 2011.

2.2 Incoming resources

Income from grants and donations, including capital grants, are included in incoming resources when receivable:

Where grant income for a specific project has not been spent at the year end the balance is deferred to the next accounting period to match against the relevant expenditure.

2.3 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT that cannot be recovered.

Certain expenditure is attributable to specific projects and has been included in those cost categories. Certain other costs including governance costs, which are attributable to more than one project, are apportioned across cost categories on the basis of an agreed percentage at the time the project applications are submitted.

2.4 Tangible fixed assets and depreciation

Fixed assets are included at cost less depreciation. Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets over their expected useful lives, as follows:

Equipment - 25% reducing balance basis

Furniture and fittings - 20% reducing balance basis

Where fixed assets are funded by grant income, the assets are written off in the period in which the grant is received.

2.5 Interest receivable

Interest is included when receivable by the charity.

2.6 Fund accounting

Funds held by the charity are either:

Unrestricted funds – these are funds that can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds – these are funds that can only be used for particular restrictive purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2.7 Pension

The company operates a stakeholder pension scheme for its employees. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

3. Net incoming resources

	2015 £	2014 £
The net incoming resources are stated after charging:		
Depreciation	458	458
Directors' emoluments	-	-
Auditor's remuneration	<u>4,200</u>	<u>4,200</u>

4. Total resources expended

	Basis of Allocation	Urban design £	School projects £	Community healthy lifestyle projects £	Wibsey projects £	2015 £	2014 £
Direct project costs	direct	33,698	43,782	33,350	7,555	118,385	295,526
Staff costs	staff time	39,098	125,827	142,980	32,993	340,898	365,669
Governance	agreed %	509	1,646	1,257	545	3,957	4,044
Overhead costs	agreed %	<u>6,336</u>	<u>20,522</u>	<u>15,661</u>	<u>6,792</u>	<u>49,311</u>	<u>53,534</u>
		<u>79,641</u>	<u>191,777</u>	<u>193,248</u>	<u>47,885</u>	<u>512,551</u>	<u>718,773</u>

5. Staff costs and directors remuneration

	2015 £	2014 £
Wages and salaries	319,703	347,734
Social security costs	<u>21,193</u>	<u>17,935</u>
	<u>340,898</u>	<u>365,669</u>

No employees earned more than £60,000 per annum (2014 - £Nil)

No directors received any remuneration or were paid any expenses during the year.

6. Number of employees

The average number of full-time equivalent employees during the year was made up as follows:

	2015 No	2014 No
Project workers	12	13
Administration	<u>2</u>	<u>2</u>
	<u>14</u>	<u>15</u>

7. Taxation

The charity has no liability to taxation.

8. Fixed assets

	Equipment and fittings £	Furniture £	Total £
Cost:			
At April 1, 2014	22,061	3,983	26,044
Additions	-	-	-
At March 31, 2015	<u>22,061</u>	<u>3,983</u>	<u>26,044</u>
Depreciation:			
At April 1, 2014	20,853	3,812	24,665
Charge for the year	<u>302</u>	<u>43</u>	<u>345</u>
At March 31, 2015	<u>21,155</u>	<u>3,855</u>	<u>25,010</u>
Net book value:			
At March 31, 2015	<u>906</u>	<u>128</u>	<u>1,034</u>
At April 1, 2014	<u>1,208</u>	<u>171</u>	<u>1,379</u>

9. Investments

	2015 £	2014 £
As at April 1, 2014	-	-
Additions	-	-
Amount written off during the year	-	-
As at March 31, 2015	-	-

The charity is the sole member of Bradford Organics Composting Service. Bradford Organics Composting Service is a single member private limited company. Bradford Community Environment Project has agreed to guarantee its liabilities up to £1.

The principal activities of Bradford Organics Composting Service are to capture and compost organic waste, to produce soil improvers and to provide community-based services for the benefit of the local community in and around the City of Bradford. Bradford Organics Composting Service was incorporated in England and Wales.

Bradford Organics Composting Service generated a deficit of £765 for the year ended March 31, 2015 and the net assets were £6,172 at March 31, 2015.

10. Debtors

	2015 £	2014 £
Other debtors	61,489	76,789
Loan to subsidiary company	<u>2,775</u>	<u>3,700</u>
	<u>64,264</u>	<u>80,489</u>

The loan to its subsidiary company, Bradford Organics Composting Services is interest free with no fixed repayment terms.

	2015 £	2014 £
11. Creditors: amounts falling due within one year		
Bank overdraft	2,474	-
Other creditors	43,437	40,804
Loan	2,500	10,000
Other taxes and social security costs	5,141	4,416
Accruals	<u>41,169</u>	<u>64,151</u>
	<u>94,721</u>	<u>119,371</u>

	2015 £	214 £
12. Creditors: amounts falling due after more than one year		
Loan	-	<u>2,500</u>

The loan is repayable in monthly instalments of £942. Interest at 6.5% is charged on the loan

13. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	1,034	-	1,034
Current assets	(9,972)	75,454	65,482
Creditors: due within one year	<u>(51,284)</u>	<u>(43,437)</u>	<u>(94,721)</u>
	<u>(60,222)</u>	<u>32,017</u>	<u>(28,205)</u>

14. Movements in funds

	At April 1 2014	Incoming Resources	Outgoing Resources	At March 31 2015
Restricted funds:				
Projects	<u>30,614</u>	<u>47,515</u>	<u>46,112</u>	<u>32,017</u>
Unrestricted funds:				
Projects	<u>(34,270)</u>	<u>441,780</u>	<u>467,732</u>	<u>(34,270)</u>
Total funds	<u>(3,656)</u>	<u>489,295</u>	<u>513,844</u>	<u>(28,205)</u>

Purposes of restricted funds

These relate to funds received that will be applied to projects that will be completed in the year ended March 31, 2016.

Bradford Community Environment Project
Year ended March 31, 2015
Schedule of projects

Income Received

<u>Income Received</u>		<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
<u>Project Name</u>	<u>Funders</u>	<u>Income</u>	<u>Income</u>	<u>Income</u>	<u>Expenditure</u>	<u>Expenditure</u>	<u>Expenditure</u>
<u>Community Urban Design</u>							
	Big Lottery Fund	5,187		5,187	5,187		5,187
	WREN	-206		-206	-206		-206
	Fees		52,969	52,969		74,660	74,660
		4,981	52,969	57,950	4,981	74,660	79,641
<u>Habitat Heroes</u>							
	Garfield Western Foundation	3,333		3,333	3,333		3,333
	Ernest Cook Trust	3,000		3,000	3,000		3,000
	Bradford Council		10,052	10,052		10,052	10,052
	Fees		22,212	22,212		29,514	29,514
		6,333	32,264	38,597	6,333	39,566	45,899
<u>Wibsey Park Community Garden</u>							
	Community Development Foundation	2,000		2,000	2,000		2,000
	Area Commitees		150	150		150	150
	Fees		417	417		13,372	13,372
		2,000	567	2,567	2,000	13,522	15,522
<u>Wibsey Youth</u>							
	Fees		2,885	2,885		2,786	2,786
			2,885	2,885		2,786	2,786
<u>Adventurous Play Experience/Scrap Magic</u>							
	Bradford Council		86,170	86,170		80,546	80,546
	Scrap store takings and fees		18,513	18,513			0
			104,683	104,683		80,546	80,546
<u>Forest Schools</u>							
	Bradford Council		10,400	10,400		10,400	10,400
	Fees		21,206	21,206		41,575	41,575
		0	31,606	31,606		51,975	51,975
<u>FS PLUS</u>							
	Bradford Council		30,000	30,000		13,357	13,357
			30,000	30,000		13,357	13,357
<u>GBI Lloyds</u>							
	Lloyds TSB	3,625		3,625	2,222		2,222
		3,625		3,625	2,222		2,222
<u>Grow Organic</u>							
	Grow Organic schools	1,000		1,000	1,000	17,760	18,760
	Bradford & Airedale PCT - PATH		50,000	50,000		52,648	52,648
		1,000	50,000	51,000	1,000	70,408	71,408
<u>The Roughs</u>							
	Big Lottery Fund	29,576		29,576	29,576		29,576
		29,576	0	29,576	29,576	0	29,576
<u>Food Groups</u>							
	Cook and Eat		1,440	1,440		2,681	2,681
	Salad		1,051	1,051		18,497	18,497
	Fruit and Veg Groups		9,394	9,394		9,819	9,819
			11,885	11,885	0	30,997	30,997
<u>G4H</u>							
	Bradford Council		83,500	83,500		77,571	77,571
	Other grants		1,250	1,250			
	Fees		18,951	18,951			
			103,701	103,701		77,571	77,571
<u>Small Projects</u>							
	Bradford Apple Group		107	107		107	107
	Fees		4,665	4,665		11,662	11,662
		0	4,772	4,772	0	11,769	11,769
<u>BCEP core functions/van hire</u>							
	Core functions		12,186	12,186		-718	-718
		0	12,186	12,186		-718	-718
Totals							
		47,515	437,518	485,033	46,112	466,439	512,551