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Charity Registration No 1090543
Company Registration No 4190566 (England and Wales)

KEIGHLEY HEALTHY LIVING NETWORK
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2010

TUESDAY



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COMPANIES HOUSE

KEIGHLEY HEALTHY LIVING NETWORK

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Isobel Scarborough (Chair) Pam Essler (Vice Chair) Jackie Coutts (Treasurer) Susan Bartlett Catherine Kemp Lorna Palmer Mary Peckett Sally Townend (Co-opted from 28 October 2010)
Manager and Company Secretary	Peter Clarke
Charity number	1090543
Company number	4190566
Registered office	13 Scott Street Keighley West Yorkshire BD21 3SD
Independent examiner	Stuart B Lodge FCA Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Yorkshire Bank 73 North Street Keighley West Yorkshire BD21 3SD CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ

KEIGHLEY HEALTHY LIVING NETWORK

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KEIGHLEY HEALTHY LIVING NETWORK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

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 2010

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Charities Act 1993, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

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 the trustees, their number, powers, appointment and retirement, eligibility, disqualification and removal, payment of expenses, appointment of officers, proceedings, quorum, calling for meetings, procedures of meetings, management of bank accounts, passing of resolutions, appointments of sub-committees, rights to expend funds and to enter into contracts

The trustees who served during the year were -

Isobel Scarborough (Chair)
Pam Essler (Vice Chair)
Jackie Coutts (Treasurer)
Susan Bartlett
Catherine Kemp
Lorna Palmer
Mary Peckett
Margaret McEvilly (Co-optee) (resigned 28 October 2010)

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 the 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 trustees are 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 may be co-opted by the trustees

KEIGHLEY HEALTHY LIVING NETWORK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

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 Network's policies and procedures files. A number of further training opportunities are available in the area through the Council for Voluntary Service, Charity 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 organisation to the Board of Trustees bi-monthly. The Manager also reports on the state of the finances of Keighley Healthy Living Network. Any trustees can ask for further information from staff members.

All legal documents and key financial documents are signed by an office of the Board, i.e. Chair, Vice Chair, Treasurer, this includes leases, new grant applications, forms to drawdown 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 on 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 and Wellbeing Partnership Board, the Bradford Healthy Living Initiative and the National Council for Voluntary Organisations. 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.

Relationships with other organisations

Keighley Healthy Living Network has no subsidiaries. Keighley Healthy Living works 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, 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.

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 NHS Bradford and Airedale PCT have indicated that organisations that are re-commissioned are likely to face a cut of 20% in the availability of public funding for a three year funding agreement with no provision for inflationary increases.

KEIGHLEY HEALTHY LIVING NETWORK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2010

Over the past 18 months Keighley Healthy Living Network has been working to minimise risk through its participation in a district wide consortium. The STEPs to Employment programme is currently funded by Bradford Council's Working Neighbourhoods Fund. The work that is supported by the fund aims to engage and support people who have been out of work for more than six months. The programme works intensively with groups of 15 people to develop CVs, improve candidates interview skills, assist in supporting people into further and secure work, volunteering placements or to find employment. The consortium has made a bid for a short term project funded by the Neighbourhood Learning in Deprived Communities to continue the work into 2011 – 2012 financial year. The consortium also intends to work together on new opportunities to secure employment for people in disadvantaged communities as part of new government initiatives that are expected to be announced in the first few months of 2011.

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 the Henry Smith Foundation, the Tudor Trust, the Big Lottery and Children in Need and local authority commissioners who understand the importance of work that is necessary to overcome the health inequalities that exist between the affluent and deprived parts of the community.

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. Local authority contraction may mean losing one tenant in the forthcoming financial year, but with a central location we are confident of being able to find alternative tenants.

Insurance and other risks

Keighley Healthy Living Network carries public liability, employers' liability, and contents insurance through Brit Insurance. The building insurance is provided by MIA Insurance through the Cellar Project.

Keighley Healthy Living Network is a company limited by guarantee.

Objectives and activities

The charity's objects are

- To promote for the benefit of the public, in and around Keighley, good practice in public health and health care
- To relieve poverty, hardship and distress associated with poor health for all those living and working in the area of benefit
- 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

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

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

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

KEIGHLEY HEALTHY LIVING NETWORK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

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 a 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 4 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 wellbeing amongst all age groups.

To support young parents and to help their children 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 that 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 start to breast feed 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 KHL works together with parents to enable them to be able to talk to their children in appropriate ways about relationships and sexual development.

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

Role and contribution of volunteers

Over the past year Keighley Healthy Living Network has benefited from contributions of a team of 25 volunteers who have contributed in a variety of ways to making sure our services are as 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 a breast feeding support programme is available to mums from 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 Health 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 wellbeing through choosing better lifestyle 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.

KEIGHLEY HEALTHY LIVING NETWORK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

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.

Fundraising

Keighley Healthy Living Network raises funds through grant applications to charitable trusts, and securing commissions for work from statutory agencies including the local authority and the health service. Our main funder is NHS Bradford and Airedale. Other funders are shown on page 12 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 the 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 support 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 bring 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.

Activities and achievements

How are 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 2009 – 2010, 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 50 older people on a weekly basis at venues including the Bracken Bank Community Association, Foster Gardens, Emily Street, and Farish House in partnership 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 benefits 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 Beings Cafes. cater 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 on the fourth Monday of every month 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 HEALTHY LIVING NETWORK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

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 openly 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

Breastfeeding 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 social stigma and peer pressure can often inhibit new mothers from ever trying. Through having a team of support volunteers who have experience of breastfeeding, Keighley Healthy Living has been able to work with many new mothers and encourage them to try breastfeeding as an alternative to bottle feeding

Keighley Healthy Living network also delivers service outside Scott Street which include

Riddlesden Exercise Group (REG)

Meeting every Monday the Riddlesden Exercise Group has grown to a healthy 15 regular attenders who meet at the United Reformed Church. Under Mary Cuthbert's expert guidance we provide 45 minutes of gentle exercise to music mostly for people over retirement age. The exercise session is followed by a social get together with tea and coffee which usually lasts for a further hour

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 requirements to NHS Bradford and Airedale is six months before the end of the three year period. The trustees consider that the unrestricted reserves of £128,337 are at an acceptable level

Financial results

The Statement of Financial Activities shows net incoming resources for the year of £697 (2009 net outgoing resources of £3,733)

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, and to secure volunteering opportunities as a stepping stone towards paid employment for a further 19 people from the Bracken Bank, Showfield, Lawkholme Lane, Guardhouse and Woodhouse areas of Keighley. An application has been made to engage a further 30 people for the first quarter of the financial year 2011 – 2012

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 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. We would like to run additional cafes in the district if the opportunity arises

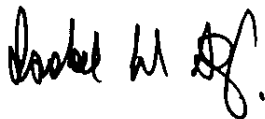
KEIGHLEY HEALTHY LIVING NETWORK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

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 numbers of costly interactions with statutory health and social care services. Over the coming twelve 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.

The opening of Central Hall at the beginning of 2011 will be an opportunity for Keighley Healthy Living Network to develop as a social enterprise. The Community cafe will serve the Keighley and Ilkley Voluntary and Community Action's new premises at the heart of Keighley. The aim is to provide people who work and visit the building with good quality nutritious food at affordable prices. Over time it is hoped that the project will provide food for conferences, events and nearby local businesses holding special events.

On behalf of the Board of Trustees



Trustee

ISABEL M. SCARBOROUGH

KEIGHLEY HEALTHY LIVING NETWORK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KEIGHLEY HEALTHY LIVING NETWORK

I report on the accounts of the Charity for the year ended 31 March 2010, which are set out on pages 9 to 15

Respective responsibilities of trustees and examiner

The trustees, who also act as directors for the charitable activities of Keighley Healthy Living Network, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43 of the Charities Act 1993, the 1993 Act, and that an independent examination is needed. The charity's gross income exceeded £100,000 and I am qualified to undertake the examination being a Chartered Accountant.

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

- (i) examine the accounts under section 43 of the 1993 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- (iii) to 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,

- a which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 41 of the 1993 Act, and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 1993 Act and with the methods and principles of the Statement of Recommended Practice, Accounting and Reporting by Charities,
 have not been met, or
- b to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Stuart B Lodge FCA

Stuart B Lodge & Co
Chartered Accountants
44 Bradford Road
Idle
Bradford BD10 9PE



Dated

KEIGHLEY HEALTHY LIVING NETWORK

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2010

	Notes	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Voluntary income	2	413	-	413	1,137
Interest receivable		210	-	210	3,845
Incoming resources from charitable activities	3	29,504	169,796	199,300	153,906
Other incoming resources		248	40	288	-
Total incoming resources		30,375	169,836	200,211	158,888
Resources expended	4				
Costs of generating funds					
Charitable activities					
Project running costs		-	196,814	196,814	159,877
Governance costs		2,700	-	2,700	2,744
Total resources expended		2,700	196,814	199,514	162,621
Net income/(expenditure) for the year/ Net movement in funds		27,675	(26,978)	697	(3,733)
Fund balance at 1 April 2009		100,662	118,444	219,106	222,839
Fund balances at 31 March 2010		128,337	91,466	219,803	219,106

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

KEIGHLEY HEALTHY LIVING NETWORK

BALANCE SHEET AS AT 31 MARCH 2010

	Notes	£	2010 £	£	2009 £
Fixed assets					
Tangible assets	7		63,589		50,679
Current assets					
Debtors	8	48,270		7,846	
Cash at bank and in hand		115,485		165,253	
		163,755		173,099	
Creditors: amounts falling due within one year	9	(7,541)		(4,672)	
Net current assets			156,214		168,427
Total assets less current liabilities			219,803		219,106
Income funds					
Restricted funds	11		91,466		118,444
Unrestricted funds			128,337		100,662
			219,803		219,106

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2010. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 10 DECEMBER 2010



Trustee

ISOBEL M. SCARBOROUGH
Company Registration No. 4190566

KEIGHLEY HEALTHY LIVING NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Charities Act 1993 and the Companies Act 2006

1.2 Incoming resources

Core funding grants are credited to the income and expenditure account as and when receivable

Revenue grants for specific projects are credited to the income and expenditure account as and when receivable and unspent amounts are carried forward as part of the restricted funds in the balance sheet. Income may be deferred if it is received in advance of the period to which it relates

Donations and other income are credited to the income and expenditure account as and when receivable

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity

All costs are allocated between the expenditure categories on the SOFA on a basis designed to reflect the use of the resource

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Property improvements	20 years straight line
Computer equipment	3 years straight line
Fixtures and fittings	25% reducing balance
Office furniture	25% reducing balance

1.5 Pensions

The pension costs charged in the accounts represents contributions payable by the company

1.6 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

KEIGHLEY HEALTHY LIVING NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

2 Voluntary income

	2010 £	2009 £
Donations and gifts	413	1,137

3 Incoming resources from charitable activities

	2010 £	2009 £
Grants receivable and service level agreements for restricted purposes	169,156	126,832
Grants from Bradford MDC	5,591	2,000
Rents receivable – unrestricted	23,873	3,910
Rents receivable – restricted	680	21,164
	<u>199,300</u>	<u>153,906</u>

Included within income relating to grants and service level agreements for restricted purposes are

NHS Bradford & Airedale	142,621	102,464
Bradford MDC	26,535	10,429
The Big Lottery	-	13,939
	<u>169,156</u>	<u>126,832</u>

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	2010 £	2009 £
Charitable activities					
<u>Project running costs</u>					
Activities undertaken directly	124,216	5,894	66,704	196,814	159,877
Governance costs	-	-	2,700	2,700	2,744
	<u>124,216</u>	<u>5,894</u>	<u>69,404</u>	<u>199,514</u>	<u>162,621</u>

Governance costs are payments to the independent examiner of £1,645 and an under provision from the previous year of £1,055 (2009 - £2,744)

KEIGHLEY HEALTHY LIVING NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but were paid £67 in reimbursed expenses (2009 £nil)

6 Employees

Number of employees

The average number of employees during the year was

	2010 £	2009 £
Management and administration	2	3
Other	9	5
	<u>11</u>	<u>8</u>

Employment costs

	2010 £	2009 £
Wages and salaries	113,636	82,939
Social security costs	8,780	5,630
Pension costs	2,000	-
	<u>124,416</u>	<u>88,569</u>

There were no employees whose annual emoluments were £60,000 or more

KEIGHLEY HEALTHY LIVING NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

7	Tangible fixed assets	Property Improvements £	Computer equipment £	Office furniture £	Fixtures & fittings £	Total £
	Cost					
	At 1 April 2009	63,105	6,609	2,385	598	72,697
	Additions	18,804	-	-	-	18,804
	At 31 March 2010	81,909	6,609	2,385	598	91,501
	Depreciation					
	At 1 April 2009	15,583	3,893	2,014	528	22,018
	Charge for the year	4,095	1,358	371	70	5,894
	At 31 March 2010	19,678	5,251	2,385	598	27,912
	Net Book Value					
	At 31 March 2010	62,231	1,358	-	-	63,589
	At 31 March 2009	47,522	2,716	371	70	50,679
8	Debtors				2010 £	2009 £
	Trade debtors				48,270	7,846
9	Creditors: amounts falling due within one year				2010 £	2009 £
	Trade creditors				2,510	145
	Accruals				1,645	2,632
	Other taxes and social security				3,386	1,895
					7,541	4,672
10	Pension and other post-retirement benefit commitments				2010 £	2009 £
	Defined contribution					
	Contributions payable by the company for the year				2,000	-

KEIGHLEY HEALTHY LIVING NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

11 Restricted funds

The income funds of the charity include restricted funds comprising unexpended balances of donations and grants held on trust for specific purposes

	Balance at 1 April 2009 £	Incoming resources £	Movement in funds Resources expended £	Transfers £	Balance at 31 March 2010 £
13 Scott Street Redevelopment	41,854	-	(10,004)	-	31,850
Bradford MDC –					
Social Services For Older People	3,754	10,418	(9,527)	-	4,645
Bradford MDC – Well Being Cafe	3,974	9,600	(8,774)	-	4,800
NHS Bradford & Airedale –					
Sexual Health Project	8,372	76,269	(114,311)	57,623	27,953
NHS Bradford & Airedale –					
Obesity Project	2,330	32,619	(34,817)	-	132
NHS Bradford & Airedale –					
Other Project	57,623	-	-	(57,623)	-
NHS Bradford & Airedale –					
Cook & Eat Classes	37	-	(37)	-	-
Keighley Area Committee –					
Older People Activities	500	-	(500)	-	-
NHS Bradford & Airedale – Steps	-	34,195	(18,249)	-	15,946
Bradford MDC – Choices	-	4,935	(595)	-	4,340
Bradford MDC – Resilience Programme	-	1,800	-	-	1,800
	<u>118,444</u>	<u>169,836</u>	<u>(196,814)</u>	<u>-</u>	<u>91,466</u>

12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2010 are represented by			
Tangible fixed assets	879	62,710	63,589
Current assets	129,103	34,652	163,755
Current liabilities	(1,645)	(5,896)	(7,541)
	<u>128,337</u>	<u>91,466</u>	<u>219,803</u>

13 Related party transactions

There were no material related party transactions between Keighley Healthy Living Network and any organisation that the trustees were involved with

KEIGHLEY HEALTHY LIVING NETWORK

SUMMARY OF EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2010

	2010 £	2009 £
Wages and salaries	122,416	88,569
Pension costs	2,000	-
Training courses	980	8,868
Room hire	2,322	1,005
Recruitment costs	-	123
Rent, rates, water and insurance	5,530	6,963
Light and heat	7,321	6,230
Repairs and renewals	7,236	13,674
Postage, stationery and equipment	1,837	1,004
Subscriptions and journals	58	337
Telephone	2,023	1,472
Travel and subsistence	4,435	2,598
Professional fees	2,928	18,733
Independent examination	2,700	2,744
Sundries	497	5,640
Advertising and publicity	7,371	-
Computer and internet costs	7,404	-
Trustees expenses	67	-
Payroll costs	939	-
Volunteer costs	604	-
Activities	14,209	-
Cleaning	743	-
Depreciation	5,894	4,661
	<u>199,514</u>	<u>162,621</u>