

# **Participate Projects**

Charity number 1147520

A company limited by guarantee number 07990889

## **Annual Report and Financial Statements for the year ended 31 March 2020**



West Yorkshire Community Accounting Service

# **Participate Projects**

## **Annual Report and Financial Statements for the year ended 31 March 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# Participate Projects

## Trustees' report for the year ended 31 March 2020

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Susan Mendoza	Chair	
Warren Evans	Vice Chair	
Andrew Hemming		
Michael Forbes		
Judith Roberts		

**Charity number** 1147520 Registered in England and Wales

**Company number** 07990889 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Oakfield Business Centre	The Co-operative Bank - Business
Carr Lane	PO Box 250
Shipley BD18 2NQ	Skelmersdale, WN8 6WT

### Independent examiner

Rhys North ACA

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was formed on 14 March 2012, as amended by special resolution on 30 May 2012. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Participate Projects**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Objectives and activities**

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

(1) To promote any charitable purposes for the benefit of the public in England and Wales (hereinafter called the "area of benefit") and, in particular, to build the capacity of third sector organisations to enable them to access charitable support from Government, local authorities and from private "for profit" organisations to enable them to pursue or contribute to any charitable purpose.

(2) The promotion of the efficiency and effectiveness of charities and the effective use of resources for charitable purposes by charitable and non-charitable bodies for the benefit of the public.

(3) To advance the education of pupils in the area of benefit by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for education purposes at their schools.

(4) The prevention or relief of poverty in the area of benefit by providing services and support to charities, or other organisations working to prevent or relieve poverty.

(5) To promote the conservation, protection and improvement of the physical and natural environment for the public benefit.

(6) To develop the capacity and skills of the members of socially disadvantaged communities in the area of benefit.

(7) To relieve unemployment for the public benefit; and

(8) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society – "social excluded" means "being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community – by undertaking charitable activities which assist those whose ability to access the internet and other digital technologies for social, economic and cultural benefit is limited by reason of their age, ill-health, disability, financial hardship or other disadvantage.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **Achievements and performance**

#### **Highlights:**

- Supported 30 team volunteering days of action in the community – helping community organisations, charities, social enterprises and schools all based in deprived areas or who are working with a specific client group such as disability or homeless
- Brokered 391 business volunteers to work on community projects
- Hosted 4 Social Ventures Schools with 28 pre start social entrepreneurs
- Supported 18 individuals to help them sustainably start and grow their own social ideas
- Supported 9 primary schools to design and develop outdoor learning classrooms
- Supported fundraising and in kind donations that have raised over £186,220 for community projects

# **Participate Projects**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Achievements and performance continued**

#### **Specific projects**

##### **Social Venture Partnership**

Social Venture Partnership is our model for finding and supporting new Social Entrepreneurs. We have been working on two funded projects 'Social Venture School' and 'Social Venture School+'.

Social Venture School (SVS) is our flagship project for supporting social entrepreneurs. Through our networks we invite individuals to submit their ideas for a social venture. This is a supportive application process to ensure people of different abilities can progress. We then select the best ideas to progress to the next round. All successful applicants will receive a 2 day Social Venture School. The school covers business planning, legal structures, marketing, access to finance and funding, financial controls, partnerships and evaluation and a 'seeing is believing' visit. All participants will leave the school with a good understanding of how to establish a successful and sustainable social venture. The projects with the greatest potential for growth, sustainability and social impact are then further supported through fundraising support, consultancy, mentoring and coaching.

We have continued to develop SVS+ this year. The project works in the same way as SVS but specifically focuses on working with individuals who have additional barriers, such as mental health, disability, ex-offenders, young parents and carers. This pilot project is being funded by Lloyds Community Foundation.

We currently have funding from Skills and Opportunities and Lloyds Community Foundation to deliver this project. Within this period we have run 4 SVS with 28 participants.

##### **School Grounds Programme**

Our schools grounds programme has continued to be delivered this year. The project aims to provide outdoor learning, growing and sensory gardens in primary and SEN schools across Yorkshire. As part of the projects we work with the school pupils to design accessible gardens that improve green space and provide an outdoor educational resource. We then organise a series of social action days, using business volunteers to build the gardens.

Morrisons, AVIVA and Postcode Lottery are providing funding for this project. We have been working in the following schools: Newhall Park Primary, St James Primary and Delius Special School BD7, Lilycroft, Delius BD3, Pennyfield, Oakworth, Shipley C of E and St Stephens.

##### **Community Asset Transfer**

This year we have started a project, funded through The National Lottery Community Programme to support community organisations going through Community Asset Transfer. The project support organisation going through the process through One to One consultancy from our team, volunteers and skilled volunteers.

##### **Keighley CLLD**

Work started on our ERDF funded Keighley CLLD contract this year. The project delivers enterprise awareness activities, pre-start and start-up support, in the most disadvantaged areas. The project supports people to establish social economy businesses and trading organisations (Community Interest Companies, Social Enterprises, Charitable Incorporated Organisations, Community Businesses, Co-operatives) within the CLLD area. Between April 2019 and March 2022 Beneficiaries may have direct experience of social issues they wish to address through enterprise, or face specific issues that make enterprise a viable option. Support will target people unlikely to access mainstream enterprise support, promoted through existing relationships with charities in Keighley. Central to the project will be our Social Venture Partnership.

# **Participate Projects**

## **Trustees' report (continued) for the year ended 31 March 2020**

### **Achievements and performance continued**

#### **Specific projects continued**

##### **Consultancy**

We are continuing to provide consultancy services to other charities and third sector organisations. Services include strategic review, fundraising, theory of change, impact and purpose, coaching and business engagement. This has included providing support to the Power to Change Bradford Catalyst (Manningham) and a partnership with Well Bradford to provide support to community initiatives in priority areas of Bradford (Girlington, Holmewood and Keighley)

##### **Financial review**

The net income for the year was £17,428, including net expenditure of £1,331 on unrestricted funds and net income of £18,759 on restricted funds.

The Covid19 pandemic developed rapidly towards the end of this accounting period in 2020. Measures taken by the UK government to contain the virus have affected economic activity, including the financial performance of charities and the delivery of charitable activity. The effects of the virus have materially affected the economic performance of our business customers and halted many of the activities they undertake with the charity. We have taken a number of measures to monitor and mitigate the effects of Covid19, such as safety and health measures for our people (such as social distancing and working from home) and introducing new products and services to replace lost income.

At this stage, the impact on our overall financial performance has not been significant and based on our experience to date we expect this to remain the case. Despite a significant loss / projected loss of traded income, in particular around our business volunteering activities, we have seen increases in commissioned services relating to Covid19 recovery and rebuilding that have mitigated these losses.

We will continue to follow the various government policies and advice and, in parallel, we will do our utmost to continue our operations in the best and safest way possible without jeopardising the health of our people. At this moment no uncertainty about the entity's ability to continue as a going concern is identified. The board of trustees will continue to monitor the ability of the charity to maintain its operations and remain financially sound in light of further changes in the rules, advice and guidance around Covid19.

##### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £41,745.

The charity's policy is to hold at least 3 months of reserves with an upper limit of 12 months, for the purpose of ensuring the smooth running of the charity to cover cashflow problems or temporary loss of income and to enable the orderly winding up if the charity has to close.

The reserves at the year end represents just over 4.5 months of planned expenditure.

## Participate Projects

### Trustees' report (continued) for the year ended 31 March 2020

#### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

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

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... *S. Mendryx* ..... (Trustee)

Name..... *Susan Mendryx* .....

Date..... *28/09/2020* .....

## Participate Projects

### Independent examiner's report to the trustees of Participate Projects

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2020, which are set out on pages 8 to 13.

#### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Rhys North

Relevant professional qualification or body: ACA

Date: 23/10/2020

#### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW



## Participate Projects

### Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	30,000	66,676	96,676	55,210
Project and consultancy income		37,232	770	38,002	35,758
Provident Good Neighbour		-	-	-	23,333
<b>Total income</b>		<b>67,232</b>	<b>67,446</b>	<b>134,678</b>	<b>114,301</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	52,992	33,936	86,928	84,250
Payroll charges		618	-	618	572
Consultancy		1,350	-	1,350	3,228
Staff expenses		826	-	826	942
Staff training		165	-	165	170
Marketing		175	-	175	445
Insurance		1,828	-	1,828	1,623
Consumables		318	-	318	1,179
Accommodation		3,878	-	3,878	4,500
Phones and internet		176	-	176	154
Van		4,410	-	4,410	4,519
Project expenditure		756	14,751	15,507	15,890
Provident Good Neighbour costs		-	-	-	1,638
Independent examination		744	-	744	715
Domain and web hosting		247	-	247	67
Other costs		80	-	80	-
<b>Total expenditure</b>		<b>68,563</b>	<b>48,687</b>	<b>117,250</b>	<b>119,892</b>
<b>Net income / (expenditure)</b>		<b>(1,331)</b>	<b>18,759</b>	<b>17,428</b>	<b>(5,591)</b>
<b>Fund balances brought forward</b>		<b>43,076</b>	<b>23,737</b>	<b>66,813</b>	<b>72,404</b>
<b>Fund balances carried forward</b>	(4)	<b>41,745</b>	<b>42,496</b>	<b>84,241</b>	<b>66,813</b>

All incoming resources and resources expended derive from continuing activities.

# Participate Projects

## Balance sheet

as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 17,477	-	17,477	2,065
Cash at bank and in hand	(6) 30,489	42,496	72,985	95,870
<b>Total current assets</b>	<u>47,966</u>	<u>42,496</u>	<u>90,462</u>	<u>97,935</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 6,221	-	6,221	31,122
<b>Total current liabilities</b>	<u>6,221</u>	<u>-</u>	<u>6,221</u>	<u>31,122</u>
<b>Net current assets / (liabilities)</b>	<u>41,745</u>	<u>42,496</u>	<u>84,241</u>	<u>66,813</u>
<b>Net assets</b>	<u>41,745</u>	<u>42,496</u>	<u>84,241</u>	<u>66,813</u>
<b>Funds</b>				
Unrestricted funds	41,745	-	41,745	43,076
Restricted funds	-	42,496	42,496	23,737
<b>Total funds</b>	<u>41,745</u>	<u>42,496</u>	<u>84,241</u>	<u>66,813</u>

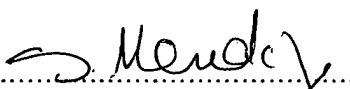
For the year ending 31 March 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 28/09/2020

Signed:  (Trustee)

Name Susan Hendry

# **Participate Projects**

## **Notes to the accounts**

### **for the year ended 31 March 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

## Participate Projects

### Notes to the accounts continued

### for the year ended 31 March 2020

#### 2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Provident Financial	30,000	-	30,000	22,500
RBS - Skills and Opportunities Fund	-	11,160	11,160	11,160
Morrisons	-	-	-	11,650
Aviva	-	-	-	9,900
Lloyds	-	7,000	7,000	-
Postcode Lottery	-	8,400	8,400	-
The National Lottery Community Fund	-	10,000	10,000	-
Power to Change	-	30,000	30,000	-
Coronavirus Job Retention Scheme (JRS)	-	116	116	-
	<u>30,000</u>	<u>66,676</u>	<u>96,676</u>	<u>55,210</u>

#### 3 Staff costs and numbers

	2020	2019
	£	£
Gross salaries	86,646	78,354
Social security costs	681	6,546
Employment allowance	(3,000)	(3,000)
Pensions	2,601	2,350
	<u>86,928</u>	<u>84,250</u>

The average number employees during the year was 4, being an average of 2.8 full time equivalent (2019: 3.7, 2.4 FTE). There were no employees with emoluments above £60,000.

#### Defined contribution pension scheme

	2020	2019
	£	£
Costs of the scheme to the charity for the year	2,601	2,350
Amount of any contributions outstanding at the year end	519	392

#### 4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Project 15 - Vodafone	213	-	79	-	134
Project 63 - Lloyds	1,383	7,000	8,383	-	-
Project 64 - Morrisons	8,584	770	5,577	-	3,777
Project 54 - Skills and Opps	3,657	11,160	14,442	-	375
Project 75 - AVIVA	9,900	-	9,440	-	460
Project 76 - Postcode Lottery	-	8,400	8,400	-	-
Project 77 - Awards for All	-	10,000	2,250	-	7,750
Project 78 - Power to Change	-	30,000	-	-	30,000
Coronavirus JRS	-	116	116	-	-
	<u>23,737</u>	<u>67,446</u>	<u>48,687</u>	<u>-</u>	<u>42,496</u>

# Participate Projects

## Notes to the accounts continued for the year ended 31 March 2020

### 4 Restricted funds continued

<b>Fund name</b>	<b>Purpose of restriction</b>
Project 15 - Vodafone	Fund to deliver Team Challenges
Project 63 - Lloyds	Grant to develop Social Venture School + pilot
Project 64 - Morrisons	Grant to deliver School Grounds project
Project 54 - Skills and Opps	Grant to deliver Social Venture School
Project 75 - AVIVA	Grant to deliver School Grounds project
Project 76 - Postcode Lottery	Grant to deliver School Grounds project
Project 77 - Awards for All	Grant to deliver support to organisations involved in community asset transfers
Project 78 - Power to Change	To give out grants to Power to Change beneficiaries
Coronavirus JRS	To part fund salary costs of furloughed staff

### 5 Debtors and prepayments

	2020	2019
	£	£
Debtors	17,324	1,920
Prepayments	153	145
	<u>17,477</u>	<u>2,065</u>

### 6 Cash at bank and in hand

	2020	2019
	£	£
The Co-operative Bank	72,985	95,870
	<u>72,985</u>	<u>95,870</u>

### 7 Creditors and accruals

	2020	2019
	£	£
Creditors	519	420
Accruals	702	702
Deferred income	5,000	30,000
	<u>6,221</u>	<u>31,122</u>

### 8 Related party transactions

#### Trustee expenses

No trustee received any expenses during this year or the previous year.

#### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

#### Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £38,384 (2019: £36,536).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

There were no other related party transactions during this year or the previous year.

## Participate Projects

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income</b>						
Grants and donations	30,000	22,500	66,676	32,710	96,676	55,210
Project and consultancy income	37,232	21,976	770	13,782	38,002	35,758
Provident Good Neighbour	-	23,333	-	-	-	23,333
<b>Total income</b>	<b>67,232</b>	<b>67,809</b>	<b>67,446</b>	<b>46,492</b>	<b>134,678</b>	<b>114,301</b>
<b>Expenditure</b>						
Salaries and NI	52,992	53,648	33,936	30,602	86,928	84,250
Payroll charges	618	572	-	-	618	572
Consultancy	1,350	3,228	-	-	1,350	3,228
Staff expenses	826	942	-	-	826	942
Staff training	165	170	-	-	165	170
Marketing	175	445	-	-	175	445
Insurance	1,828	1,623	-	-	1,828	1,623
Consumables	318	1,179	-	-	318	1,179
Accommodation	3,878	4,500	-	-	3,878	4,500
Phones and internet	176	154	-	-	176	154
Van	4,410	4,519	-	-	4,410	4,519
Project expenditure	756	-	14,751	15,890	15,507	15,890
Provident Good Neighbour costs	-	1,638	-	-	-	1,638
Independent examination	744	715	-	-	744	715
Domain and web hosting	247	67	-	-	247	67
Other costs	80	-	-	-	80	-
<b>Total expenditure</b>	<b>68,563</b>	<b>73,400</b>	<b>48,687</b>	<b>46,492</b>	<b>117,250</b>	<b>119,892</b>
<b>Net income / (expenditure)</b>	<b>(1,331)</b>	<b>(5,591)</b>	<b>18,759</b>	<b>-</b>	<b>17,428</b>	<b>(5,591)</b>
<b>Fund balances brought forward</b>	<b>43,076</b>	<b>48,667</b>	<b>23,737</b>	<b>23,737</b>	<b>66,813</b>	<b>72,404</b>
<b>Fund balances carried forward</b>	<b>41,745</b>	<b>43,076</b>	<b>42,496</b>	<b>23,737</b>	<b>84,241</b>	<b>66,813</b>