

Bradford Community and Voluntary Service

Directors' Report and Accounts

31 March 2004

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Registered Office  
19-25 Sunbridge Road  
Bradford  
West Yorkshire  
BD1 2AY



Company Number 4283003  
Charity Number 1090036

Bradford Community and Voluntary Service

Company information

Directors

S J Tyson  
S V Smith (chairperson)  
Y S Bramall  
N V Hepple  
S A Crowe (treasurer)  
C A Dawson  
S D Douglas  
S R John-Baptiste  
B Crowe  
R Puri  
D Nakuti  
R Heal

Company secretary

A M Wallace

Company number

4283003

Registered Charity number

1090036

Registered Office

19-25 Sunbridge Road  
Bradford  
West Yorkshire  
BD1 2AY

Bankers

Unity Trust Bank plc  
Nine Brindleyplace  
4 Oozells Square  
Birmingham  
B1 2HB

Auditor

M W Denton  
29 Devonshire Street  
Keighley  
West Yorkshire  
BD21 2BH

## Bradford Community and Voluntary Service

### Directors report for the year ended 31 March 2004

The directors present their report and the accounts for the year ended 31 March 2004.

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 governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

#### **Objects of the Charity**

Bradford Community and Voluntary Service were established on 1 April 2002 as a registered charity (1090036) and as a company limited by guarantee (4283003). It is the successor to Bradford Council for Voluntary Service, and therefore continues to use the name Bradford CVS.

The object of BCVS as defined by the Memorandum and Articles of Association is "to promote any charitable purposes for the benefit of the community in the City of Bradford and in particular the advancement of education, the protection of health and the relief of poverty, disease and sickness" through promoting, supporting and representing the interests of the voluntary sector in Bradford.

#### **Review of Activities**

Bradford Community and Voluntary Service have continued to pursue the aims laid down in the constitution. As regards local groups, BCVS has provided a full range of support services including advice, information, meeting room hire, and practical services such as photocopying and postage. Over 100 new or proposed groups have received support from BCVS, of which approximately 15% are from BME communities. Enquiries have included constitutional, management and funding advice, drafting policies and procedures and supporting management committees and Boards of Trustees. Support has also been provided to organisations seeking to implement PQASSO (Practical Quality Assurance System for Small Organisations).

With a new Health Partnership Facilitator (from August, 2003) BCVS was able to undertake a full range of health work during the year. CVS held seven training events and also undertook group work and work with children. Contact was also maintained with two PCT's in the Bradford area, and Healthy Bradford. Meanwhile, the Black and Asian Health Development Project was in its sixth year, and the project worker continued her development work with existing black voluntary groups and was also involved with Sure Start Manningham.

In the area of youth work, the re-appointment of the existing project officer as Youth Organisations Strategy Development Officer reflected a switch to a more strategic role. Also, the role of the new VYON Communications Officer reflected the continued development of VYON (Voluntary Youth Organisations Network), funded by Connexions West Yorkshire. In addition, BCVS' youth development team took over the support role to Neighbourhood Support Team phase Two, which has six active projects in Bradford district.

## Bradford Community and Voluntary Service

### Directors report (continued) for the year ended 31 March 2004

#### **Review of Activities (continued)**

In the field of Volunteering, normal work continued despite staff sickness and, in September, 2003, a change of co-ordinator. Interview of prospective volunteers totalled 193 in the financial year, of whom 45% were from BME communities. As the new year began, there was a strong move towards greater partnership with Shipley and Baildon Volunteer Centre.

Finally, there was a disappointment with the failure of the Timegivers Project to make the progress hoped for. A number of difficulties including an ill-defined budget, initial delays and staff sickness resulted in targets not being met. As 2003-04 drew to a close, the Big Lottery Fund had suspended its funding and was conducting a full review.

A fuller account of the organisation's activities is included in the Annual Report.

#### **Directors**

The directors who are also trustees who served during the year were:-

S J Tyson  
S V Smith (chairperson)  
Y S Bramall  
M L Walters - resigned February 2004  
N V Hepple  
S A Crowe (treasurer)  
C A Dawson (vice chairperson from November 2003)  
C A Wooller (vice-chairperson) - resigned November 2003  
S D Douglas  
S R John-Baptiste  
B Crowe  
R Puri  
D Nakuti - appointed November 2003  
D Mangham - resigned November 2003  
R Heal - appointed February 2004

None of the directors had a beneficial interest in the Company. The liability of the directors in the event of the Company being wound up is limited to a sum not exceeding £1.

#### **Review of Financial Position**

In the balance sheet at 31/03/2003, Bradford Community & Voluntary Service held a balance of £86,609 in Unrestricted Funds. This included the written down value of Tangible (Fixed) Assets of £15,989.

The Original Estimate for 2003/04 for the "Core" or Main Account (Unrestricted Funds) was a deficit of £18,880. However, the actual result of the year for the Core was a surplus of £15,189, taking the balance on Unrestricted Funds at 31/03/2004 to £101,798. This figure represents the Company's "Reserves".

This was the second year in succession that the out-turn position was far better than the original estimate. However, this was probably due to unforeseen circumstances rather than to any inherent weakness in budgeting, which was done on the traditional principle of being slightly pessimistic with regard to both income and expenditure.

## Bradford Community and Voluntary Service

### Directors report (continued) for the year ended 31 March 2004

#### **Review of Financial Position**

In 2003/04, total income for the Core was £219,681 compared to an estimate of £193,020. Major variations were in payments from Bradford Council for commissioned services (+£4,500), Other Grants (+£9,105) and Work Done (+£4,182). In addition, most miscellaneous income streams were buoyant, especially Room and Equipment Hire (+£2,934) and Briefing Bradford Income (+£2,698).

On the expenditure side, the total for the Core was £204,492 compared to an estimate of £211,900. Amongst a number of variations, increases in Recruitment Costs (+£4,148) and Sundry Expenses (+£2,460) were more than offset by Contracted Services (-£1,953), Briefing Bradford Costs (-£1,709), Telephones (-£1,380) and Recharges to Projects for miscellaneous charges such as photocopying (-£2,060).

#### **Reserves Policy**

It is the policy of the Company that unrestricted funds which have not been designated for any specific use should be maintained at a level equivalent to between three and six months running costs. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current level of activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout 2003/04.

#### **Risk Factors**

The financial risk connected with the size of payments for commissioned services from Bradford Council has diminished. The original agreed payment for 2003/04 was £121,900, but this was subsequently increased to £126,400 (see above). The current agreed level for 2004/05 is £142,470. Although this does include payment for extra hours (and extra work), there is an allowance for inflation. However, the size of the payment for commissioned services remains of crucial importance.

#### **Asset cover for funds**

Note 14 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

#### **Auditor**

Stuart B Lodge & Co resigned as auditors and M W Denton was appointed. In accordance with section 385 of the Companies Act 1985, a resolution proposing M W Denton be reappointed as auditor will be put forward at the Annual General Meeting.

.....  
S A Crowe

## Bradford Community and Voluntary Service

### Statement of directors' responsibilities

Law applicable to charities in England and Wales requires the Directors to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis).

In preparing accounts giving a true and view, the directors should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the accounts comply with the applicable law. 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.

## Bradford Community and Voluntary Service

### Report of the Independent Auditor to the members of Bradford Community and Voluntary Service

I have audited the financial statements of Bradford Community and Voluntary Service for the year ended 31 March 2004 on pages 8 to 17 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. My audit work has been undertaken so that I might state to the company'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 company and the company's members as a body, for my audit work, for this report, or for the opinions I have formed.

#### **Respective responsibilities of the directors and auditors**

As described on page 5 the directors of Bradford Community and Voluntary Service for the purposes of company law, are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards. My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

I report to you my opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the Directors' report is not consistent with the accounts, if the charitable company has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if the information specified by law regarding trustees remuneration and transactions with the company is not disclosed.

I am not required to consider whether the statement in the Directors' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

I read other information contained in the Directors' Report, and consider whether it is consistent with the audited accounts. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the accounts. My responsibilities do not extend to any other information.

#### **Basis of opinion**

I conducted my audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

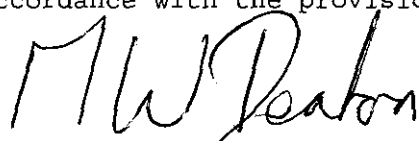
I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounts.

Bradford Community and Voluntary Service

Report of the Independent Auditor to the members of Bradford Community and Voluntary Service (continued)

**Opinion**

In my opinion the accounts give a true and fair view of the state of the charitable company's affairs as at 31 March 2004 and of its incoming resources and application of resources, including its income and expenditure in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



**M W Denton**  
Chartered Accountant  
29 Devonshire Street  
KEIGHLEY  
BD21 2BH

Dated 30 September 2004



Bradford Community and Voluntary Service

Statement of financial activities  
Including income and expenditure account  
for the year ended 31 March

			<u>2004</u>	<u>2003</u>
	<u>Unrestric-</u>	<u>Restric-</u>		
	<u>ted Fund</u>	<u>ted Fund</u>	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Incoming resources:</b>				
Donations and legacies	127,018	-	127,018	124,576
Activities in furtherance of the charity's objectives	32,907	287,318	320,225	401,396
Investment income	5,588	-	5,588	4,999
Other incoming resources	54,168	4,943	59,111	60,884
<b>Total incoming resources</b>	<u>219,681</u>	<u>292,261</u>	<u>511,942</u>	<u>591,855</u>
 <b>Resources expended</b>				
<b>Charitable expenditure</b>				
Management and administration	105,130	30,755	135,885	147,149
Direct charitable expenditure	99,362	276,310	375,672	349,679
<b>Total resources expended</b>	<u>204,492</u>	<u>307,065</u>	<u>511,557</u>	<u>496,828</u>
 <b>Net income for the year/ Net movement in funds</b>	15,189	(14,804)	385	95,027
 <b>Fund balances at 1 April 2003</b>	<u>86,609</u>	<u>154,398</u>	<u>241,007</u>	<u>145,980</u>
<b>Fund balances at 31 March 2004</b>	<u>101,798</u>	<u>139,594</u>	<u>241,392</u>	<u>241,007</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

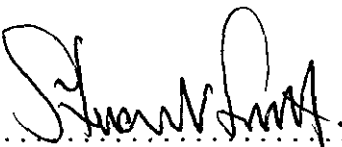
The notes on pages 7 to 10 form part of these accounts.

Bradford Community and Voluntary Service

Balance sheet  
as at 31 March

	<u>Note</u>	<u>2004</u>		<u>2003</u>	
		£	£	£	£
<u>Fixed assets</u>					
Tangible assets	9		11,638		15,989
<u>Current assets</u>					
Stocks		3,942		2,539	
Debtors	10	105,109		54,963	
Cash at bank and in hand	11	129,208		199,727	
		<u>238,259</u>		<u>257,229</u>	
Creditors: amounts falling due within one year	12	<u>(8,505)</u>		<u>(32,211)</u>	
<u>Net current assets</u>			<u>229,754</u>		<u>225,018</u>
<u>Total assets less current liabilities</u>			<u>241,392</u>		<u>241,007</u>
<u>Income funds</u>					
Restricted funds	14		139,594		154,398
Unrestricted funds			101,798		86,609
			<u>241,392</u>		<u>241,007</u>

Approved by the board on September 30 2004 and signed on its behalf.

  
.....

S V Smith (chairperson)  
Director

  
.....

S A Crowe  
Director

# Bradford Community and Voluntary Service

Year ended 31 March 2004

## Notes to the accounts

### 1 ACCOUNTING POLICIES

#### BASIS OF PREPARATION OF ACCOUNTS

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2000), issued in October 2000, SORP Update Bulletin 1 issued in December 2002, applicable accounting standards and the Companies Act 1985.

#### INCOMING RESOURCES

Donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as is prudent to do so.

#### RESOURCES EXPENDED

Management and administration expenditure consists of a proportion of staff costs in relation to time spent on such functions and attributable overheads.

#### 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 of fixed assets less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	three years straight line
Fixtures and equipment	five years straight line

#### STOCK

Stock consists of office consumables and cleaning materials valued at cost price.

#### PENSIONS

The charity operates defined contribution, externally funded pension scheme for certain employees. Contributions are normally charged as expenditure when they are made.

#### ACCUMULATED FUNDS

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### GIFTS IN KIND

The charity received the benefit of work carried out by volunteers whose expenses are reimbursed.

#### GRANTS

Core funding receipts are credited to the income and expenditure account at the time when the related expenditure has been incurred. Revenue grants for specific projects are credited to the income and expenditure account when received and unspent amounts at the year end are carried forward as restricted funds.

## Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

### TAXATION

As a registered charity the company benefits from rate 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.

### 2 DONATIONS AND LEGACIES

	<u>Unrestric-</u> <u>ted Fund</u>	<u>Restric-</u> <u>ted Fund</u>	<u>2004</u> <u>Total</u>	<u>2003</u> <u>Total</u>
Donations and gifts	618	-	618	2,815
Commissioned payments receivable for core activities	126,400	-	126,400	121,761
	<u>127,018</u>	<u>-</u>	<u>127,018</u>	<u>124,576</u>

### 3 ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

	<u>Unrestric-</u> <u>ted Fund</u>	<u>Restric-</u> <u>ted Fund</u>	<u>2004</u> <u>Total</u>	<u>2003</u> <u>Total</u>
Grants receivable for charitable activities	25,105	284,318	309,423	313,516
Gift aid	3,000	-	3,000	5,782
Support services	4,802	3,000	7,802	82,098
	<u>32,907</u>	<u>287,318</u>	<u>320,225</u>	<u>401,396</u>

### GRANTS RECEIVABLE FOR CHARITABLE ACTIVITIES

#### Unrestricted funds:

Bradford MDC: Health Project	13,000	12,360
Other grants	12,105	3,000
	<u>25,105</u>	<u>15,360</u>

### ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

#### Restricted funds:

Bradford MDC: Black & Asian Health Development	16,000	15,450
Bradford MDC: Advocacy	-	20,000
Bradford MDC: Thornton Centre	2,060	8,000
Bradford MDC: Trident	45,064	54,040
European Regional Development Fund: BYVDP	-	5,376
Bradford MDC: Database Partnership	-	23,125
NHS: Database Partnership	-	10,000
Calderdale Community Foundation: CFLN	5,852	3,449
Community Development Foundation: NSF	28,744	60,819
Community Network	-	8,800
Bradford MDC: NACVS	-	11,550
Bradford MDC: Bfunded	30,000	30,000
National Community Lottery Board: Timegivers	50,398	31,620
National Community Lottery Board: BYDVP	-	8,765
Bradford Youth Scheme: Transforming Youth Work	37,000	-
Connexions West Yorkshire: Voluntary Youth Organisation Network	58,700	-
NHS: Electronic Self Help Directory	10,000	-
Other Grants	500	7,162
	<u>284,318</u>	<u>298,156</u>

# Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

	<u>2004</u>	<u>2003</u>
	<u>£</u>	<u>£</u>
4 INVESTMENT INCOME		
Interest receivable	5,588	4,999

## 5 OTHER INCOMING RESOURCES

	<u>Unrestric-</u>	<u>Restric-</u>	<u>2004</u>	<u>2003</u>
	<u>ted Fund</u>	<u>ted Fund</u>	<u>Total</u>	<u>Total</u>
Membership Fees	40	-	40	-
Office Supply Sales	266	-	266	509
Photocopying	3,854	1,071	4,925	8,427
Rent, services and administration fee	25,292	-	25,292	21,950
Postages	3,789	49	3,838	6,725
Briefing Bradford	11,698	-	11,698	10,207
Publications resale	215	-	215	673
Room and Equipment hire	6,094	147	6,241	2,576
Telephone and fax	38	1	39	109
Gas refund	-	-	-	2,399
Training income	853	570	1,423	6,110
Sundry income	2,029	3,105	5,134	1,199
	<u>54,168</u>	<u>4,943</u>	<u>59,111</u>	<u>60,884</u>

## 6 TOTAL RESOURCES EXPENDED

	<u>Staff</u>	<u>Deprec</u>	<u>Other</u>	<u>2004</u>	<u>2003</u>
	<u>costs</u>	<u>iation</u>	<u>costs</u>	<u>Total</u>	<u>Total</u>
Charitable expenditure:					
Management and administration	130,863	510	4,512	135,885	147,149
Direct charitable expenditure	229,594	3,841	142,237	375,672	349,679
	<u>360,457</u>	<u>4,351</u>	<u>146,749</u>	<u>511,557</u>	<u>496,828</u>

Management and administration costs includes audit fees of £2,467 (2003 - £2,045).

## 7 DIRECTORS

None of the trustees (directors of the company) or any persons connected with them received any remuneration during the year but they were reimbursed a total of £438 for expenses.

## 8 EMPLOYEES

### Employment costs

	<u>2004</u>	<u>2003</u>
Salaries and wages (including temporary staff)	326,132	321,784
Employers national insurance	27,805	26,076
Employers pension contributions	6,520	8,010
	<u>360,457</u>	<u>355,870</u>

There were no employees whose annual emoluments were £50,000 or more.

# Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

## 8 EMPLOYEES

Number of employees

The average monthly number of employees during the year was:

	<u>2004</u>	<u>2003</u>
Management, development and support	2	2
Finance and support services	4	4
Information and library	2	2
Project staff - restricted funds	9	10
	<u>17</u>	<u>18</u>

## 9 TANGIBLE FIXED ASSETS

	<u>Computer equipment</u>	<u>Fixtures and equipment</u>	<u>2004 Total</u>	<u>2003 Total</u>
Cost				
1 April	2,129	18,211	20,340	17,022
Additions	-	-	-	3,318
At 31 March	<u>2,129</u>	<u>18,211</u>	<u>20,340</u>	<u>20,340</u>
Depreciation				
1 April	709	3,642	4,351	-
Charge for the year	709	3,642	4,351	4,351
At 31 March 2004	<u>1,418</u>	<u>7,284</u>	<u>8,702</u>	<u>4,351</u>
Net book value				
At 31 March 2004	<u>711</u>	<u>10,927</u>	<u>11,638</u>	<u>15,989</u>
Restricted funds net book value	<u>511</u>	<u>556</u>	<u>1,067</u>	<u>1,764</u>

	<u>2004</u>	<u>2003</u>
	<u>£</u>	<u>£</u>
10 DEBTORS		
Trade debtors	42,278	32,798
Amounts owed by group undertakings	3,000	5,782
Other debtors	57,581	14,092
Prepayments and accrued income	2,250	2,291
	<u>105,109</u>	<u>54,963</u>

## 11 CASH AT BANK AND IN HAND

The charity held money on behalf of clients totalling £21,255 (2003 - £7,504), at the balance sheet date, which as it has no beneficial interest in these deposits, is not included in the balance sheet.

# Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

	<u>2004</u>	<u>2003</u>
	£	£
12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
Trade creditors	8,505	8,578
Taxes and social security costs	-	8,633
Deferred income	-	15,000
	<u>8,505</u>	<u>32,211</u>

## 13 PENSION COSTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £6,520 (2003 - £8,010). Due to a delay in establishing an agreement on behalf of one member of staff, employees contributions of £854 and employers contributions of £120 were outstanding at the year end. These amounts are included in creditors (see note 12).

## 14 RESTRICTED FUNDS

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

	Balance	Movement in funds		Balance
	1.4.03	Income	Expenditure	31.3.04
Advocacy	5,233	2,635	7,868	-
Anti-Racism Peer Project	3,300	-	2,200	1,100
Bfunded	15,215	30,500	30,916	14,799
Black and Asian Health Development	13,418	16,000	18,533	10,885
Bradford Youth Volunteering				
Development Project	11,366	-	6,299	5,067
Childrens' Fund Local Network	2,690	6,116	1,781	7,025
Database Partnership Diva	38,125	-	29,298	8,827
Membership Development Project	3,478	-	1,000	2,478
Neighbourhood Support Fund	4,733	24,544	29,277	-
NSF Phase 2	-	4,200	457	3,743
One Stop Shop	(470)	470	-	-
Partnership Development Fund	3,263	-	1,921	1,342
Project Five (Trident)	7,724	36,331	45,259	(1,204)
Self Help Directory	2,088	10,000	-	12,088
Thornton Day Centre	526	2,060	2,586	-
Timegivers Project	18,522	50,398	41,970	26,950
Training Room	2,530	-	2,173	357
Transforming Youth Work	16,505	37,000	36,340	17,165
Trident Fund	1,947	9,737	11,690	(6)
Voluntary Youth Organisations				
Network	4,205	62,270	37,497	28,978
	<u>154,398</u>	<u>292,261</u>	<u>307,065</u>	<u>139,594</u>

## Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

### **Advocacy**

To support the implementation of the Bradford District Advocacy Strategy through the provision of a central coordinating project. The scheme ended in March 2003, but permission was obtained to use the remaining funding for the preliminary work on planning the Health Talk Consortium.

### **Anti-Racism Education Project**

Monies provided by Bradford Youth Service from the Transforming Youth Work development fund for research into and development of a peer education approach by young people to address racism.

### **Bfunded**

A project formerly known as Bradfund to improve and develop funding information in the Bradford district.

### **Black and Asian Health Development**

For support and help for Black and Asian Voluntary and Community Groups around the issues of health and community care.

### **Bradford Youth Volunteering Development Project**

The youth development volunteering project aims to encourage volunteering amongst young people.

### **Children's Fund local Network**

A grant from Community Foundation for Calderdale to BCVS in order to support local groups working to provide local solutions to the problem of child poverty. This funding terminated in March 2004, and the outstanding balance will be used to coordinate the work of children's groups during 2004 - 2005.

### **Database Partnership (DIVA)**

A project which is developing a district-wide database of all voluntary and community organisations in the Bradford district.

### **Membership Development Project**

A project of the Association of CVS's in Bradford district to increase membership of three CVS's in order to create improved networks for C Net to link into.

### **Neighbourhood Support Fund (Phases One and Two)**

To oversee the development of the Bradford element of the Department for Education and Employment's Neighbourhood Support Fund. This project was for work with disengaged young people in the 13 - 19 years age range, and is now into a second phase.

### **One Stop Shop**

BCVS leads voluntary sector input into Bradford Council's "One Stop Shop" development, with relevant expenditure being reimbursed by the Council. The Trustee Board has decided that from 1 April 2004 there is no need for a separate restricted fund.

### **Partnership Development Fund**

A project to ensure that infrastructure organisations/parties work together more effectively to provide a cohesive, strategic network of services to voluntary and community groups in the Bradford district.



## Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

### **Project Five (Trident)**

Formerly known as Trident VSF, the Project Five scheme supported community and voluntary sector groups within the trident area (West Bowling, Little Horton and Marshfields). In March 2004, the Trident Organisation took the scheme back into its own control, the debit balance at 31 March being cleared in 2004 - 2005.

### **Self Help Directory**

A comprehensive listing of self help/health related groups in the district.

### **Thornton Day Centre**

Management of the Day Centre was finally taken over by Bingley Voluntary Action on 1 July 2003.

### **Timegivers**

Timegivers is a large project based on volunteering and the "timebank" concept. Funding is from the Community Fund, the project is centred on Great Horton, Lower Grange and Wapping. This project is the subject of the note to the balance sheet regarding a contingent liability.

### **Training Room**

A Restricted Fund to extensively refurbish the training room at Bradford CVS, using solicited grants from trusts. This project is now largely complete.

### **Transforming Youth Work**

TYW co-ordinates and develops the work of BYDVP and VYON. Funding is from Bradford Youth Service.

### **Trident Fund**

Financed by Trident, this project complimented the work done by "Project Five", and was also terminated in March 2003 (see Project Five above).

### **Voluntary Youth Organisations Network**

The project has established an infrastructure to support voluntary and Community organisations that work with young people in Bradford.

## **15 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>Unrestric-</u> <u>ted Fund</u>	<u>Restric-</u> <u>ted Fund</u>	<u>Total</u>
	£	£	£
Fund balances at 31 March 2004 are			
Represented by:			
Tangible fixed assets	10,571	1,067	11,638
Current assets	96,753	141,506	238,259
Creditors: amounts falling due within one year	(5,526)	(2,979)	(8,505)
	<u>101,798</u>	<u>139,594</u>	<u>241,392</u>

Bradford Community and Voluntary Service

Year ended 31 March 2004

Notes to the accounts (continued)

16 SUBSIDIARY COMPANY - BRADFORD COMMUNITY PAYROLL AND ACCOUNTS LIMITED

Extract from subsidiary accounts

	2004 £
<b>Profit and loss account</b>	
Turnover	103,319
Operating expenses	(106,951)
Operating profit	(3,632)
Bank deposit interest	7,918
Gift aid to BCVS	(3,000)
Retained profit for the year	1,286
Balance at 1 April 2003	8,005
Total funds balance at 31 March 2004	9,291

17 BRADFORD COMMUNITY PAYROLL AND ACCOUNTS LIMITED

The charity is a sole member of Bradford Community Payroll and Accounts Limited, a single member private company limited by guarantee incorporated in England and Wales number 3036613, the liability of whose member in the event of it being wound up is limited by a sum not exceeding £1 and its principal activity is to provide services which support voluntary action, in particular payroll, money management and accounts.

18 RELATED PARTIES

The charity charged Bradford Payroll and Accounts Limited, rent and service charges of £4,120. These charges are at fair value.

19 POST BALANCE SHEET EVENTS

Since the balance sheet date the Timegivers project has been reviewed by the Big Lottery Fund. Funding had been suspended and at the present time there is a refund to be made to the fund provider. The amount could be up to £20,000 but at the present time is still under negotiation.