

Charity Registration No. 1076962

Company Registration No. 03721361 (England and Wales)

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Anthony Clipsom (Chair) Jane Durrans Gill Thornton Val Johnson Diane Hanwell Joanne Bolland Sarah Freeman Richard Jackson Christopher Lightfoot
Company secretary	Bernadette Hayes
Senior Management Team	Chris Tatham - Chief Officer Simon Bostrom - Finance Manager Dave Collins - Senior Community Accountant
Charity number	1076962
Company number	03721361
Registered office	Stringer House 34 Lupton Street Leeds West Yorkshire LS10 2QW
Independent Examiners	Stuart B Lodge FCA Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
Bankers	Unity Trust Bank Nine Brindleplace Birmingham B1 2HB

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS) CONTENTS

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BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS) TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2011

The trustees present their report and financial statements for the year ended 31 March 2011.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 25 February 1999 and registered as a charity on 10 August 1999. The charity was established under a Memorandum of Association which established the objects and powers of the charity and is governed under its Articles of Association. In the event of the charity being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The trustees of the charity are also directors for the purposes of company law. Under the requirements of the Memorandum and Articles of Association the trustees are elected to serve for a period of three years. The trustees have the power to co-opt not more than five additional persons to serve as trustees for such term(s) as the trustees may determine.

Trustee Induction and Training

All new trustees receive a prepared Trustee Induction Pack, which includes the following WYCAS information:-

- Publicity leaflet
- The two most recent newsletters
- Latest annual accounts
- Latest annual review
- Equality and Diversity policy
- Memorandum and Articles
- Minutes of the latest Board meeting
- Contact details for the Board
- Details of sub committees and sub-groups of the Board
- Relevant Charity Commission leaflets

All new trustees are encouraged to meet with at least one member of the existing board of trustees and/or the Chief Officer to look at the responsibilities and time commitments for trustees.

Risk Management

The trustees have previously undertaken a review of the risks to which the charity is exposed and are confident that there are systems in place to mitigate these risks. Significant risks to funding have been reduced by successfully diversifying the external funding sources and continuing to generate a significant income from fees and charges. There are procedures in place to ensure that the quality of service is consistent, and these procedures are reviewed on a regular basis, along with ensuring that staff regularly receive training to update skills and knowledge.

Organisational Structure

The company is managed by a voluntary Trustee Board, which meets on a quarterly basis, and which makes all major policy and strategic decisions. The Board has two sub-committees, a personnel sub-committee and a finance and income generation sub-committee, which makes recommendations to the Board. The Chief Officer is responsible to the Board for managing the company's strategic, operational and fundraising activity. The Finance Manager is responsible for technical matters and the financial management of the charity. All staff are line-managed by the Chief Officer.

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS) TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

Objectives and activities

The charity's objects are:

- i) to advance education through the provision of training in financial and management skills to the public and in particular to representatives of charitable organisations;
- ii) to promote the effective financial management and administration of charitable organisations in the direct pursuit of their objects.

The charity's activities are to enable the voluntary and community sector to be more effective through the provision of accountancy services, financial advice, information and training. The policies adopted in furtherance of these objects are that the charity continues to employ and equip a number of experienced staff who are able to provide their financial expertise to the voluntary sector.

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 education.

Achievements and Performance

This has been another busy year for WYCAS. Demand continues to be high for our established range of services and we continue to develop these in response to the requirements of our user groups. Yet again we had a hugely positive response to our evaluation showing how valued the service is by groups across West Yorkshire. The services stated as excellent or good have remained comparable to the previous year at 98.5%. The qualitative comments in the evaluation were also very positive particularly highlighting the accessibility, professionalism, friendliness and good value of the service and also that it is unique in West Yorkshire. We continue to develop our partnership work and are also perceived by both funders and other infrastructure organisations as a key provider of support and development for frontline organisations in West Yorkshire. We have also developed our approach to marketing and publicity this year. In particular we launched our e-bulletin service which has over 600 subscribers and refreshed our website to improve accessibility.

We continued to provide the following services:

- One to one training and support in financial management
- Training courses
- Advice and information work
- Preparation and independent examination of annual accounts
- Backfill bookkeeping service

One to One Training and Support Work

This part of our work continues to be the single most popular type of work that we do and is highly valued by our users. This year we made 692 (up from 678 last year) one to one training and support visits covering a range of topics including setting up computerised accounting systems, budgeting, manual bookkeeping, financial procedures, cash flow forecasting, producing financial reports and preparing costings for funding bids on a full cost recovery basis. The vast majority of this work continues to be with organisations with turnovers of less than £100k, many of whom work in very disadvantaged areas, but a significant minority of bigger organisations now use this service. Our users report big improvements in their financial systems and the management of their resources as a direct result of this service. The financial environment continues to be challenging and many of our users have had less income than in previous years but the demand for their services has increased, so being efficient and effective with their resources has become even more important.

Training Courses

In total we ran 35 courses in partnership with local training providers, continuing to offer a high level of training on a range of subjects, including established topics such as Bookkeeping, Budgeting, Full Cost Recovery and QuickBooks.

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011**

Advice and Information Work

The advice line and information support has continued to be busy this year with the advice line taking 512 calls, and 473 Good Practice Guides being sent out on an extensive range of subjects. We have published three newsletters during the year, which have been sent to just over 4,000 organisations across West Yorkshire, providing up to date information on accounting and regulatory matters pertinent to the sector. Our website continued to be a source of information for user organisations, providing latest information and guidance. This included access to our Good Practice Guides, copies of our newsletter and e-bulletin which we introduced during the year.

Preparation and Independent Examination of Annual Accounts

We have seen another increase in the number of organisations using our accounts service this year. Our annual accounts work for organisations not only provides a modestly priced service for our users but also provides us with an entry point to work with an organisation on a one to one basis. At the end of our accounts work we make recommendations for improvements to organisations' financial systems and procedures, and offer free training on how to implement them. In 2010/11 we prepared/examined 293 sets of annual accounts (up slightly from 289 in the previous year).

Bookkeeping/ Backfill

Our backfill bookkeeping service piloted last year has proved to be an invaluable service for groups wanting to maintain continuity between bookkeepers; 11 organisations used the service over the year for varying periods of time.

10th birthday celebration

During the year we hosted an event for invited guests from the voluntary and community, local government and health sectors to celebrate the charity's 10th birthday. Guest speakers from the Cabinet Office and our major funders covered developments in relevant national policy including the Big Society and managing partnerships between the public and voluntary sectors in an environment of funding cuts.

Strategic Work

Partnership working continued to be an important part of our work at national, regional, sub-regional and district level enabling us to link in with other infrastructure organisations and provide more joined up services to frontline organisations. Nationally the Chief Officer continued to sit on the committee of the Community Accounting National Network, and sub-regionally as a member of the executive of the West Yorkshire Local Development Agencies consortium. We have continued to work closely with the infrastructure consortia in the 5 districts of West Yorkshire and with other sub-regional infrastructure organisations. We continue to share back office functions with Voluntary Action Leeds, where we are co-located.

Financial Review

The overall net incoming resources for the year amounted to £13,776. This was a combination of net outgoing resources of £750 attributable to restricted funds and net incoming resources of £14,526 attributable to unrestricted funds.

Funders

We would like to thank all our funders who make this work possible; this year these have included the Big Lottery, Leeds City Council, Bradford Metropolitan Council and West Yorkshire Grants.

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011**

Reserves Policy

The Board has agreed to maintain reserve funds at sufficient levels in order to allow the smooth operation of the charity's activities. Its policy is therefore to hold free reserves (i.e. unrestricted funds not committed or invested in tangible fixed assets) of between 6 and 9 months of resources expended, which equates to £172,205 to £258,307. At the year end, the level of free reserves was £177,285. Budgeted expenditure for the year ended 31 March 2012 is £321,935.

Plans for the Future

WYCAS plans to maintain its delivery of the activities outlined above in the forthcoming year subject to continuation of funding arrangements. A key priority will be to continue to broaden and develop our income streams to help mitigate the difficult funding environment. We also plan to continue our strategic activity with the five district infrastructure consortia and other partners, which will enable the ongoing delivery of joint work to build the capacity of the voluntary and community sector of West Yorkshire.

We will continue to ensure that new voluntary and community organisations in West Yorkshire hear about the services, support and training that we offer, and that all our stakeholders continue to be aware of the need for the work we do.

Trustees

The trustees who served during the year were:-

Anthony Clipsom (Chair)
Jane Durrans
Ian Pickup (resigned 26 July 2011)
Val Johnson
Diane Hanwell
Gill Thornton (appointed 1 June 2010)
Joanne Bolland
Sarah Freeman
John Dracup (resigned 14 April 2011)
Christopher Lightfoot
Richard Jackson (appointed 1 July 2011)

None of the trustees has any beneficial interest in the charity.

On behalf of the Board

Trustee

Trustee

Dated:

Dated:

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED
ACCOUNTS OF BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)**

I report on the accounts of the charitable company for the year ended 31 March 2011, which are set out on pages 7 to 12.

Respective responsibilities of the trustees and the examiner

The trustees, who are also the directors of WYCAS, for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993, (the 1993 Act), and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant. Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 43 of the 1993 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act and state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 the 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, and to 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 (SORP 2005).

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.

Signed:

Name: Stuart B Lodge FCA

Date:

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

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Incoming resources					
Incoming resources from generated funds:					
Investment income		375	-	375	335
Incoming resources from charitable activities	2	233,599	122,921	356,520	359,446
Other incoming resources		1,290	-	1,290	503
Total incoming resources		235,264	122,921	358,185	360,284
Resources expended					
Charitable activities	3	212,868	121,524	334,392	309,825
Governance costs		7,870	2,147	10,017	10,359
Total resources expended		220,738	123,671	344,409	320,184
Net income / (expenditure) for the year		14,526	(750)	13,776	40,100
Reconciliation of funds					
Fund balances brought forward		162,759	47,386	210,145	170,045
Fund balances carried forward		177,285	46,636	223,921	210,145

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
BALANCE SHEET
AS AT 31 MARCH 2011

	Notes	2011		2010	
		£	£	£	£
Current assets					
Debtors and prepayments	7	66,462		67,595	
Cash at bank		176,233		152,734	
		<u>242,695</u>		<u>220,329</u>	
Creditors: amounts falling due within one year	8	<u>(18,774)</u>		<u>(10,184)</u>	
Net current assets			223,921		210,145
Total assets less current liabilities			<u>223,921</u>		<u>210,145</u>
Income funds					
Restricted funds	9		46,636		47,386
Unrestricted funds:					
Other charitable funds			177,285		162,759
			<u>223,921</u>		<u>210,145</u>

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 2011. No member of the company has deposited a notice pursuant to section 476, requiring an audit of these 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 sections 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

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Trustee

.....

Trustee

Company Registration No. 03721361

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1 Basis of preparation

The accounts are prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice – Accounting and Reporting by Charities issued in March 2005, and applicable accounting standards.

1.2 Fund accounting

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.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

1.3 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants are recognised when the conditions for receipt are complied with. When grants are received for specific purposes they are accounted for as restricted purposes. Grants received, which are restricted to future accounting periods, are deferred.

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:

Office equipment straight line over 3 years

Only individual items of a capital nature costing £2,000 or more are included on the balance sheet.

1.5 Pensions

The pension costs charged in the accounts represent the contributions payable by the company during the year.

1.6 Resources expended

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

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011

2 Incoming resources from activities to further the charity's objects

	Unrestricted £	Restricted £	Total 2011 £	Total 2010 £
Grants receivable for charitable activities	106,667	122,921	229,588	229,494
Fees and charges receivable	109,581	-	109,581	108,059
Contract income	17,351	-	17,351	21,893
	<u>233,599</u>	<u>122,921</u>	<u>356,520</u>	<u>359,446</u>

Grants receivable for charitable activities

Restricted funds:

Big Lottery (BASIS Wakefield)	22,795	32,441
Big Lottery (BASIS 2)	94,336	86,164
Fit4Funding	1,500	600
Bradford Community and Voluntary Service	4,200	-
Unity Bank plc	90	-
St John's Centre Fagley	-	500
Unrestricted funds:		
West Yorkshire Grants	15,360	16,000
Leeds CC	42,529	45,635
Bradford MDC	48,778	48,154
	<u>229,588</u>	<u>229,494</u>

3 Total resources expended

	Staff costs £	Other costs £	Total 2011 £	Total 2010 £
Charitable expenditure:				
Provision of charitable services	278,638	55,754	334,392	309,825
Governance costs	1,854	8,163	10,017	10,359
	<u>280,492</u>	<u>63,917</u>	<u>344,409</u>	<u>320,184</u>

Governance costs includes £1,072 for acting as independent examiners.

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. One trustee was reimbursed in respect of travel: £66 (2010: £33).

Employees

Number of employees

The average number of employees during the year was 11 (2010:11), being an average of 9 full time equivalent.

5 Employment costs

	2011	2010
	£	£
Wages and salaries	247,160	235,378
Social security costs	23,618	22,364
Other pension costs	9,714	4,248
	<hr/>	<hr/>
	280,492	261,990
	<hr/>	<hr/>

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

Pension costs

The charity 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 charity to the fund and amounted to £9,714 (2010: £4,248). Contributions of £1,448 were outstanding at the year-end (2010: £642).

6 Taxation

There is no liability to taxation in the year (2010: nil).

7 Debtors

	2011	2010
	£	£
Trade debtors	15,452	20,494
Other debtors	48,807	45,771
Prepayment and accrued income	2,203	1,330
	<hr/>	<hr/>
	66,462	67,595
	<hr/>	<hr/>

8 Creditors: amounts falling due within one year

	2011	2010
	£	£
Trade creditors	2,287	2,319
Accruals	2,732	1,592
Other creditors	13,755	6,273
	<hr/>	<hr/>
	18,774	10,184
	<hr/>	<hr/>

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011

9 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 at 1 April 2010 £	Incoming resources £	Resources expended £	Balance at 31 March 2011 £
Big Lottery (BASIS Wakefield)	2,059	22,795	(24,854)	-
Big Lottery (BASIS 2)	45,275	94,336	(92,975)	46,636
St John's Centre Fagley	52	-	(52)	-
10th Birthday fund	-	1,590	(1,590)	-
Bradford Community and Voluntary Service	-	4,200	(4,200)	-
	47,386	122,921	(123,671)	46,636

The Big Lottery (BASIS Wakefield) funding is in respect of a grant as part of the Wakefield BASIS partnership for training, one to one support and accounts work for the Wakefield District voluntary and community sector.

The Big Lottery (BASIS 2) funding is a multi-year grant towards the delivery of training and accounts preparation and examination across West Yorkshire. The apparent balance on the fund is explained by the application of the Charities SORP - grant income is recognised at the point of entitlement as opposed to the period to which it relates. The award for the year is confirmed in October and this is recognised in full at that date. The project is actually on budget.

The St John's Centre Fagley donation was given towards the cost of books for the charity.

The 10th birthday fund is made up of donations of £1500 and £90 from Fit4Funding and Unity Bank plc respectively. These donations contributed towards the cost of WYCAS's 10th birthday event.

The Bradford CVS funding was towards a piece of consultancy work regarding collaboration with local infrastructure providers.

10 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2011 are represented by:			
Current assets	192,559	50,136	242,695
Creditors: amounts falling due within one year	(15,274)	(3,500)	(18,774)
	177,285	46,636	223,921

11 Related parties

The payroll is administered by Bradford Community Payroll and Accounts, a subsidiary of Bradford Community and Voluntary Service, who are entitled to appoint a representative to the board of the company. Payroll fees in the year amounted to £1,289 (2010: £1,273).

The company occupies its premises on commercial terms, with rent of £9,764 (2010: £9,117) being paid. The premises are owned by Voluntary Action – Leeds, who are entitled to appoint a representative to the board of the company.

It also hires a room from Bradford Community Payroll and Accounts at a cost of £760 (2010: £740).

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE (WYCAS)
SUMMARY OF EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2011

	2011	2010
	£	£
Salaries and NI	270,778	257,742
Pension costs	9,714	4,248
Associate community accountants fees	-	631
Recruitment costs	1,870	461
Rent	9,764	9,117
Payroll charges	1,289	1,273
Stationery and consumables	2,405	2,952
Books and publications	1,937	1,039
Computer maintenance	1,318	1,116
Hospitality and room hire	2,072	2,021
Insurance	3,336	3,058
Postage, delivery and box numbers	2,021	1,749
Accountants fees	1,072	950
Professional fees	3,500	-
Subscriptions	1,089	995
Telephone and fax	4,467	4,800
Publicity and display costs	4,630	5,238
Photocopying	457	365
Printing and reproduction	5,732	8,517
Training and conferences	3,516	3,354
Staff travel	5,045	5,424
Trustees expenses	66	33
Depreciation	-	365
Away day costs	-	1,583
Other costs	12	191
Irrecoverable VAT	3,494	2,962
Office equipment	4,825	-
TOTAL EXPENDITURE	344,409	320,184