

Charity Registration No. 1076962

Company Registration No. 3721361 (England and Wales)

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE

WYCAS

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Anthony Clipsom (Chair)
Jane Durrans
Ian Pickup
Val Johnson
Diane Hanwell
Joanne Bolland
Sarah Freeman
Shahed Mayet
John Dracup
Christopher Lightfoot

Secretary

Bernadette McKernan

Senior Management Team

Jill Jones - Manager
Simon Bostrom - Finance Manager
Dave Collins - Senior Community Accountant

Charity number

1076962

Company number

3721361

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 Brindleyplace
Birmingham
B1 2HB

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
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BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE

WYCAS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2010

The trustees present their report and financial statements for the year ended 31 March 2010.

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 Manager 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 Manager 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 Manager.

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

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 gone up from 97.5% last year to 98.5% this year. 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 made significant progress with our marketing and publicity this year, in particular we launched our new website which is more professional and user friendly.

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 678 (up from 641 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. Due to the recession 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 43 courses in partnership with local training providers, continuing to offer a high level of training on a range of subjects, including old favourites such as Full Cost Recovery and Quickbooks and new courses responding to emerging needs, such as "Managing Financial Difficulties".

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE WYCAS TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

Advice and Information Work

The advice line and information support has continued to be busy this year with the advice line taking 662 calls, and 661 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. We have published two new Good Practice Guides on topics relevant to financial management within the sector, taking our total available to 24. Our website continued to be a source of information for user organisations, providing up to date articles on current issues and a copy of the latest newsletter.

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 2009/10 we prepared/examined 289 sets of annual accounts, up by almost 2% on 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; 8 organisations used the service over the year for varying periods of time.

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 Manager continued to sit on the committee of the Community Accounting National Network, and sub-regionally she was elected onto 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 based, such as reception.

Financial Review

The overall net outgoing resources for the year amounted to £40,100. This was a combination of net incoming resources of £45,815 attributable to restricted funds and net outgoing resources of £5,715 attributable to unrestricted funds including £1,591 to designated 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.

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 (in accordance with Charity Commission guidelines). 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 £160,092 to £240,139. At the year end, the level of free reserves was £162,759. Budgeted expenditure for the year ended 31 March 2011 is £348,194.

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010**

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. 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 current stakeholders continue to be aware of the range of our services.

Trustees

The trustees who served during the year were:-

Anthony Clipsom

Jane Durrans

Ian Pickup

Val Johnson

Lorna Butterick (resigned 28 October 2009)

Diane Hanwell

Joanne Bolland

Julie Wilkes (resigned 28 October 2009)

Sarah Freeman

Shahed Mayet (resigned 31 December 2009)

John Dracup (co-opted by the trustees 3 June 2009, appointed at the AGM 2 December 2009)

Chris Lightfoot (co-opted by the trustees 4 March 2010)

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

On behalf of the Board

Trustee

Dated:

Trustee

Dated:

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

I report on the accounts of the charity for the year ended 31 March 2010, which are set out on pages 6 to 13.

Respective responsibilities of trustees and 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.

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 give 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 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
West Yorkshire
BD10 9PE

Dated:

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
BALANCE SHEET
AS AT 31 MARCH 2010

	Note	2010		2009	
		£	£	£	£
Fixed assets					
Tangible assets	7		-		365
Current assets					
Debtors	8	67,595		22,368	
Cash at bank		152,734		157,918	
		220,329		180,286	
Creditors: amounts falling due within one year	9	(10,184)		(10,606)	
Net current assets			210,145		169,680
Total assets less current liabilities			210,145		170,045
Income funds					
Restricted funds	11		47,386		1,571
Unrestricted funds:					
Designated funds	10		-		1,591
Other charitable funds			162,759		166,883
			210,145		170,045

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 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

.....

Trustee

.....

Trustee

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2010**

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
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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 2010

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

	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
Grants receivable for charitable activities	109,789	119,705	229,494	138,080
Fees and charges receivable	108,059	-	108,059	99,078
Contract income	21,893	-	21,893	15,160
	<u>239,741</u>	<u>119,705</u>	<u>359,446</u>	<u>252,318</u>

Grants receivable for charitable activities

Restricted funds:

Big Lottery (BASIS Wakefield)	32,441	29,940
Capacity Builders Resilience Grant	-	1,500
Big Lottery (BASIS 2)	86,164	-
Fit4Funding	600	-
St John's Centre Fagley	500	-

Unrestricted funds:

West Yorkshire Grants	16,000	16,000
Leeds CC	48,154	44,740
Bradford MDC	45,635	45,900
	<u>229,494</u>	<u>138,080</u>

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

3 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2010 £	Total 2009 £
Charitable expenditure:					
Provision of charitable services	260,208	365	49,252	309,825	287,919
Governance costs	1,782	-	8,577	10,359	8,161
	<u>261,990</u>	<u>365</u>	<u>57,829</u>	<u>320,184</u>	<u>296,080</u>

Governance costs includes £950 for acting as independent examiners.

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: £33 (2009: nil).

5 Employees

Number of employees

The average number of employees during the year was 11 (2009:9), being an average of 9 full time equivalent.

Employment costs

	2010 £	2009 £
Wages and salaries	235,378	209,996
Social security costs	22,364	20,573
Other pension costs	4,248	5,821
	<u>261,990</u>	<u>236,390</u>

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 £4,248 (2009: £5,821). Contributions of £642 were outstanding at the year-end (2009: £34).

6 Taxation

There is no liability to taxation in the year (2009: nil).

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

7 Tangible fixed assets

	Office equipment £
Cost	
At 1 April 2009 and 31 March 2010	27,009
Depreciation	
At 1 April 2009	26,644
Charge for the year	365
At 31 March 2010	27,009
Net book value	
At 31 March 2010	-
At 31 March 2009	365

All the tangible fixed assets are used for the company's charitable purposes.

8 Debtors

	2010 £	2009 £
Trade debtors	20,494	17,538
Other debtors	45,771	3,376
Prepayment and accrued income	1,330	1,454
	<u>67,595</u>	<u>22,368</u>

9 Creditors: amounts falling due within one year

	2010 £	2009 £
Trade creditors	2,319	4,201
Accruals	1,592	950
Other creditors	6,273	5,455
	<u>10,184</u>	<u>10,606</u>

**BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010**

10 Designated funds

During the year the balance brought forward of £1,591 was used to cover costs of website development in accordance with the purpose of the fund. This fund is now closed.

11 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:

	Movement in funds			
	Balance at 1 April 2009	Incoming resources	Resources expended	Balance at 31 March 2010
	£	£	£	£
Big Lottery (BASIS Wakefield)	1,571	32,441	(31,953)	2,059
Big Lottery (BASIS 2)	-	86,164	(40,889)	45,275
Fit4Funding	-	600	(600)	-
St John's Centre Fagley	-	500	(448)	52
	<hr/>	<hr/>	<hr/>	<hr/>
	1,571	119,705	(73,890)	47,386
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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 preparation and independent examination of annual accounts for the Wakefield District voluntary and community sector. The incoming resources represent the first year of a multi-year grant awarded in October 2009. Recognition of this income is consistent with the Charity SORP 2005. The resources expended relates to the six months October 2009 to March 2010 and is on target with the funder's budget. The remaining balance relates to the budget plan for April to September 2010.

The Big Lottery (BASIS 2) funding is in respect of the delivery of training and accounts preparation and examination across West Yorkshire.

The Fit4Funding grant is towards the production costs of an insolvency guide.

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

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE
WYCAS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2010 are represented by:			
Current assets	172,943	47,386	220,329
Creditors: amounts falling due within one year	(10,184)	-	(10,184)
	<hr/>	<hr/>	<hr/>
	162,759	47,386	210,145
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

13 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 £1,273 (2009: £1,247).

The company occupies its premises on commercial terms, with rent of £8,746 (2009: £7,729) 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 £740 (2009: £700).

BRADFORD & LEEDS COMMUNITY ACCOUNTING SERVICE WYCAS

SUMMARY OF EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2010

	2010 £	2009 £
Salaries and national insurance	257,742	230,569
Pension costs	4,248	5,821
Associate community accountants fees	631	2,845
Recruitment costs	461	5,486
Rent and other premises costs	9,117	7,729
Payroll charges	1,273	1,140
Stationery and consumables	2,952	4,841
Books and publications	1,040	516
Computer maintenance	1,116	1,141
Hospitality and room hire	2,021	2,197
Insurance	3,058	2,793
Postage, delivery and box numbers	1,749	2,053
Accountants fees	950	950
Professional fees	-	328
Subscriptions	995	983
Telephone and fax	4,800	5,512
Publicity and display costs	5,238	1,365
Photocopying	365	490
Printing and reproduction	8,517	5,471
Training and conferences	3,354	3,004
Staff travel	5,424	6,435
Trustees expenses	33	-
Away day costs	1,583	950
Other expenses	190	240
Depreciation	365	926
Irrecoverable VAT	2,962	2,295
	<hr/>	<hr/>
TOTAL EXPENDITURE	320,184	296,080
	<hr/> <hr/>	<hr/> <hr/>