

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)

UNAUDITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023



BedfordBID

Business Improvement District
Funded by Town Centre Businesses

www.lovebedford.co.uk

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)

COMPANY INFORMATION

Directors	Samantha Laycock David Roffey Martin Keys Christina Rowe Greg Warwick Antonio Moliterno Dean Thompson Shaun Barnett
Registered number	05392520
Registered office	Suite 8 Marks Mews 37 Castle Lane Bedford MK40 3NT
Accountants	MHA Chartered Accountants Moorgate House 201 Silbury Boulevard Milton Keynes MK9 1LZ

THE BEDFORDBID COMPANY LIMITED
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THE BEDFORDBID COMPANY LIMITED
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DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Directors present their report and the financial statements for the year ended 31 March 2023.

Principal activity

The principal activity of the Company during the year was the ongoing operation and promotion of a Business Improvement District (BID) through delivery of the agreed BedfordBID renewal business plan.

Directors commentary

Full disclosure of BID activity is included and circulated to all businesses in the BID zone both through hard copy "Review 2022/23" documentation and online. Please see our website link (<https://www.lovebedford.co.uk/perch/resources/bid-review-booklet-2022-23web.pdf>); and highlights below.

- The Statement of Income and Retained Earnings shows a surplus for the year after the deficit in the prior year. Turnover is particularly high this year which reflects the impact of a lower and erratic collection rate through FY2022 and into FY2023 following deferrals during the pandemic.
- This same impact can also be seen in the high level of outstanding levy invoicing within trade debtors at 31 March 2022. Invoicing was based on previously predictable collection rates but the erratic timing of collections by Bedford Borough Council fell behind invoicing and subsequently need to be adjusted to better reflect actual collection rates.
- On a related note the apparent drop in the "Other taxation and social security" creditor this year relates to VAT associated with the levy invoices raised but not yet settled at 31 March 2022 (see previous point).
- Cash at bank at 31 March 2023 is showing as high owing to the slow settlement by businesses in 2022 resulting in delayed transfer from Bedford Borough Council to BedfordBID until March 2023. This caused a backlog with BID's cash flow. The BID operates on a cash basis and we will only spend what and when we receive.
- With the inconsistent levy payments and reduction in the actual levy yield, planning abilities and income levels are jeopardised. However, this has been partly addressed by the need for and implementation of necessary reserves but also through cost savings whilst maintaining expenditure against mandate, best ROI and performance etc. Owing to the management of the reserves and savings made, we have been able to maintain a consistent cost of sales vs. 2022. This is further improving for 2023/24.
- Match funding was agreed for the HSHAZ Contribution Community Grant scheme programme 2022/23 for a total of 6 grants @ £9,000. Payment was made after the year end.
- Computer costs include a new device for 'on the hoof' engagement with businesses required for checking new website details in preparation of the new website pre-launch.
- The increase in Accountancy and Bookkeeping fees partly reflects timing of invoices but also includes additional compliance fees in the year. Outsourcing of bookkeeping support services to Soaring Falcon has now ceased with management accounting and payroll brought back in-house to provide net savings (c.£8.7k per annum) in future periods. This change is due to the expected reduction in levy yield.

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DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

- HR and Recruitment drives have now stabilised, although full time hours of the BedfordBID Champion's Team Leader have not been filled whilst he has been on sick leave.
- Direct wages continue to be the combination of both the Office Manager and Director of Operations, who have both been part time to reflect savings given the reduction in expected levy yield.
- The 'other operating income' shown last year was the amount of the ARG grant spent during the year. this income is recognised as the funds are spent, with the balance deferred. A balance of £3,647 is carried forward at 31 March 2023.

Directors

The Directors who served during the year were:

Samantha Laycock
David Roffey
Martin Keys
Christina Rowe
Charles Royden (resigned 5 May 2023)
Greg Warwick
Antonio Moliterno
Amanda Olliver (resigned 9 May 2023)
Dean Thompson
Shaun Barnett

Small companies note

In preparing this report, the Directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board and signed on its behalf.

Samantha Laycock
Director

Date: 16 October 2023

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF
THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE BEDFORDBID COMPANY LIMITED
FOR THE YEAR ENDED 31 MARCH 2023**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The BedfordBID Company Limited for the year ended 31 March 2023 which comprise the Statement of Income and Retained Earnings, the Balance Sheet and the related notes from the Company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <https://www.icaew.com/regulation>.

This report is made solely to the Board of Directors of The BedfordBID Company Limited, as a body, in accordance with the terms of our engagement letter dated 20 July 2021. Our work has been undertaken solely to prepare for your approval the financial statements of The BedfordBID Company Limited and state those matters that we have agreed to state to the Board of Directors of The BedfordBID Company Limited, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The BedfordBID Company Limited and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that The BedfordBID Company Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The BedfordBID Company Limited. You consider that The BedfordBID Company Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of The BedfordBID Company Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

MHA

Chartered Accountants
Moorgate House
201 Silbury Boulevard
Milton Keynes
MK9 1LZ

19 October 2023

MHA is the trading name of MacIntyre Hudson LLP, a limited liability partnership in England and Wales (registered number OC312313)

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)

STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Turnover	399,560	298,419
Cost of sales	<u>(301,304)</u>	<u>(307,004)</u>
Gross profit/(loss)	98,256	(8,585)
Administrative expenses	(67,714)	(67,046)
Other operating income	<u>32,655</u>	<u>13,698</u>
Operating profit/(loss)	63,197	(61,933)
Interest receivable and similar income	<u>1,728</u>	<u>263</u>
Profit/(loss) before tax	64,925	(61,670)
Tax on profit/(loss)	-	-
Profit/(loss) after tax	<u><u>64,925</u></u>	<u><u>(61,670)</u></u>
Retained earnings at the beginning of the year	342,432	404,102
Profit/(loss) for the year	<u>64,925</u>	<u>(61,670)</u>
Retained earnings at the end of the year	<u><u>407,357</u></u>	<u><u>342,432</u></u>

There were no recognised gains and losses for 2023 or 2022 other than those included in the statement of income and retained earnings.

The notes on pages 6 to 8 form part of these financial statements.

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER:05392520

BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Current assets			
Debtors	4	5,653	210,928
Cash at bank and in hand	5	454,395	236,254
		<u>460,048</u>	<u>447,182</u>
Creditors: amounts falling due within one year	6	(52,691)	(104,750)
Net current assets		<u>407,357</u>	342,432
Net assets		<u><u>407,357</u></u>	<u><u>342,432</u></u>
Capital and reserves			
Profit and loss account		<u><u>407,357</u></u>	<u><u>342,432</u></u>

The Directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

Samantha Laycock
Director

Date: 16 October 2023

The notes on pages 6 to 8 form part of these financial statements.

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. General information

The BedfordBID Company Limited is a company limited by guarantee, incorporated in England and Wales. The registered office address and principal place of business is Suite 8 Marks Mews, 37 Castle Lane, Bedford, MK40 3NT.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Turnover

Turnover represents monies remitted (excluding Value Added Tax) by Bedford Borough Council in respect of BID levies collected and monies due from other BID activities during the year.

2.3 Debtors

Short-term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.4 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.5 Financial instruments

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or in case of an out-right short-term loan that is not at market rate, the financial asset or liability is measured, initially at the present value of future cash flows discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost, unless it qualifies as a loan from a director in the case of a small company, or a public benefit entity concessionary loan.

THE BEDFORDBID COMPANY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.6 Creditors

Short-term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.7 Government grants

Grants are accounted under the accruals model as permitted by FRS 102. Grants relating to expenditure on tangible fixed assets are credited to profit or loss at the same rate as the depreciation on the assets to which the grant relates. The deferred element of grants is included in creditors as deferred income.

Grants of a revenue nature are recognised in the Statement of Income and Retained Earnings in the same period as the related expenditure.

2.8 Bedford Town Centre Gift Voucher scheme

The Company operates the Bedford Town Centre Gift Voucher scheme. Income received from the issue of vouchers during the year is netted against the corresponding cost and liability recognised for the redemption of those vouchers issued in the year. The net deficit or surplus in the year is included within the cost of sales of the Company.

3. Employees

Details of directors' remuneration is shown within the related party transactions note below.

The average monthly number of employees, including directors, during the year was 14 (2022 - 14).

4. Debtors

	2023	2022
	£	£
Trade debtors	2,895	203,407
Prepayments and accrued income	2,758	7,521
	5,653	210,928

5. Cash and cash equivalents

	2023	2022
	£	£
Cash at bank and in hand	454,395	236,254

THE BEDFORDBID COMPANY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	26,525	9,275
Other taxation and social security	14,727	52,548
Other creditors	4,892	3,725
Accruals and deferred income	6,547	39,202
	52,691	104,750

7. Company status

The Company is limited by guarantee. In the event of the Company being wound up, every member of the Company undertakes to contribute such amounts as may be required (not exceeding one pound) to the assets of the Company.

8. Commitments under operating leases

At 31 March 2023 the Company had future minimum lease payments due under non-cancellable operating leases for each of the following periods:

	2023	2022
	£	£
Rent	16,641	18,000

9. Related party transactions

During the year administrative charges of £12,500 (2022: £12,500) were paid to the Bedford Borough Council for the collection of BID levies. In addition, £4,685 (2022: £146) of costs, included within cost of sales, were paid to and £1,640 (2022: £68,727) of income, included within turnover, were received from the Bedford Borough Council relating directly to the various initiatives run by the BID.

Remuneration of £25,404 (2022: £36,867) was paid to the executive director during the year. This represents the full cost of the director to the Company.

THE BEDFORDBID COMPANY LIMITED
(A Company Limited by Guarantee)

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Turnover	399,560	298,419
Cost of sales	(301,304)	(307,004)
Gross profit/(loss)	98,256	(8,585)
Other operating income	32,655	13,698
Less: overheads		
Administration expenses	(67,714)	(67,046)
Operating profit/(loss)	63,197	(61,933)
Interest receivable	1,728	263
Profit/(Loss) for the year	64,925	(61,670)

THE BEDFORDBID COMPANY LIMITED
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SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Turnover		
BID income	397,055	279,061
Utilities income	565	630
Other income	1,940	18,728
	<u>399,560</u>	<u>298,419</u>

	2023 £	2022 £
Cost of sales		
Direct wages	42,532	55,523
Net deficit from Bedford Town Centre Gift Voucher scheme*	2,946	904
Marketing, promotions & events	173,695	151,660
Improving the visitor experience	75,571	93,997
Partnerships	6,560	4,920
	<u>301,304</u>	<u>307,004</u>

***Bedford Town Centre Gift Voucher scheme**

	2023 £	2022 £
Voucher sales	5,564	4,151
Voucher costs	(8,510)	(5,055)
Net (deficit)/surplus from administration of voucher scheme	<u>(2,946)</u>	<u>(904)</u>

Included within the voucher costs of £8,510 (2022: £5,055) are £6,265 (2022: £1,020) of vouchers issued free of charge for promotional purposes. These costs are considered to be part of the operational costs of the scheme which aims to encourage retail trading within the BID area.

	2023 £	2022 £
Other operating income		
Government grants receivable	<u>32,655</u>	<u>13,698</u>

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SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Administration expenses		
Staff training	1,500	1,720
Staff welfare	4,334	4,671
Printing, stationery and postage	349	1,403
Telephone	120	101
Computer costs	4,501	2,724
General expenses	660	1,060
Subscriptions	3,136	1,869
Legal and professional	35	952
HR and recruitment	8,842	18,192
Accountancy and bookkeeping fees	17,737	8,909
Bank charges	302	267
Rent, rates and water	10,047	9,025
Light and heat	445	484
Cleaning	-	271
Service charges	185	70
Insurances	3,021	2,828
Bedford Borough Council levy collection administration charge	12,500	12,500
	<u>67,714</u>	<u>67,046</u>
	2023	2022
	£	£
Interest receivable		
Bank interest receivable	<u>1,728</u>	<u>263</u>