



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	JAN	2021		31	DEC

Section A Reference and administration details

Charity name	LEYLAND TRUCKS HELPING HAND		
Other names charity is known by			
Registered charity number (if any)	1059788		
Charity's principal address	CROSTON ROAD		
	LEYLAND		
	LANCS		
	Postcode	PR26 6LZ	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	GRAHAM JUST			
2	WENDY OXLEY			
3	PHIL JONES	CHAIRMAN		
4	KAREN GALLAGHER	TREASURER		
5	KAREN SUSSAMS			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

How the charity is constituted
(eg. trust, association, company)

Trustee selection methods
(eg. appointed by, elected by)

TRUST
There shall be at least three trustees. Future trustees shall be appointed by a resolution of the trustees passed at a special meeting.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Committee shall consist of Leyland Trucks employees, with a minimum number of 5 participants, and a maximum of 12. The aim shall be to have willing members who represent all areas of the Company's activities. The Committee shall have at least the following nominated officers; Chairman and a Treasurer.

The charity accounts are independently audited to ensure correctness and completeness.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide a process that enables Leyland Trucks and its Employees, Customers and Suppliers to help the disadvantaged in the wider community, particularly where worthy causes are local to the plant, or are connected to our employees and their families.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. To provide a framework of events and activities that easily enables Leyland Trucks and its willing employees, along with customers and suppliers, to donate money, time, effort and innovation to the principal Helping Hand Charity.
2. To involve Suppliers and Customers of Leyland Trucks to contribute willingly to the Helping Hand Charity at a select number of events each year.
3. To ensure there is an accurate auditable process of collecting funds and distributing them to appropriate worthy causes.
4. To provide regular reports to the Chairman of the Helping Hands Committee to monitor the financial well-being of the Charity's activities. This shall include an auditable set of Annual Accounts produced by the end of each year, covering the Accounting Periods.
5. To make the collection and distribution of funds an enjoyable experience for all involved.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Some of the more significant events that help drive funds for Helping Hand charity include:

Charity supplier sponsored dinner
Christmas company raffle
200 club employee donations (employee contributions)
Several walk, run and cycle events.

Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In addition to funds raised from organised events, Leyland Trucks also make an annual donation directly to the charity funds.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Phil Jones

Full name(s)

Philip Jones

Position (eg Secretary, Chair, etc)

Chair

Date

16/10/2022

HELPING HAND (1059788)

INCOME AND EXPENDITURE ACCOUNT

1 JANUARY 2021 - 31ST DECEMBER 2021

	£
<u>200 CLUB</u>	
BANK RECEIPTS	7,523.39
CASH RECEIPTS	0.00
BANK PAYMENTS	0.00
CASH PAYMENTS	-3,250.00
	<u>4,273.39</u>
<u>CHARITY DINNER</u>	
BANK RECEIPTS	250.00
CASH RECEIPTS	0.00
BANK PAYMENTS	-1,000.00
CASH PAYMENTS	0.00
	<u>-750.00</u>
<u>CHRISTMAS DRAW</u>	
BANK RECEIPTS	659.43
CASH RECEIPTS	3,176.77
BANK PAYMENTS	-444.00
CASH PAYMENTS	-1,516.93
	<u>1,875.27</u>
<u>BIKE RIDE</u>	
BANK RECEIPTS	9,672.41
CASH RECEIPTS	1,080.40
BANK PAYMENTS	-22,804.69
CASH PAYMENTS	0.00
	<u>-12,051.88</u>
<u>JUST GIVING</u>	
BANK RECEIPTS	13,069.31
CASH RECEIPTS	0.00
BANK PAYMENTS	0.00
CASH PAYMENTS	0.00
	<u>13,069.31</u>
<u>GOLF DAY</u>	
BANK RECEIPTS	0.00
CASH RECEIPTS	0.00
BANK PAYMENTS	0.00
CASH PAYMENTS	0.00
	<u>0.00</u>
<u>Fitness Classes</u>	
BANK RECEIPTS	140.00
CASH RECEIPTS	0.00
BANK PAYMENTS	0.00
CASH PAYMENTS	0.00
	<u>140.00</u>
<u>DONATIONS RECEIVED</u>	
BANK RECEIPTS	583.30
CASH RECEIPTS	1,130.00
	<u>1,713.30</u>
<u>TOTAL FUNDS RAISED</u>	8,269.39
<u>ANNUAL DONATION FROM LELYLAND TRUCKS</u>	18,750.00
<u>DONATIONS MADE</u>	
BANK PAYMENTS	-28,634.95
CASH PAYMENTS	-175.00
	<u>-28,810.00</u>
<u>SUNDRY (EXPENSES)/INCOME</u>	
BANK RECEIPTS/PAYMENTS	-43.57
CASH RECEIPT/PAYMENTS	0.00
<u>INCREASE/DECREASE IN FUND DURING YEAR</u>	<u>-£1,834.13</u>
<u>TOTAL INCOME</u>	55,991.44
<u>TOTAL EXPENDITURE</u>	-57,825.57
<u>INCREASE/DECREASE IN FUND DURING YEAR</u>	-1,834.13

Pay
21/10/22

	<u>Cash</u>	<u>Bank</u>	
<u>200 Club</u>			
Receipts	0.00	7523.39	
Payments	-3250.00	0.00	
	-3250.00	7523.39	4273.39
<u>Charity Dinner</u>			
Receipts	0.00	250.00	
Payments	0.00	-1000.00	
	0.00	-750.00	-750.00
<u>Xmas Draw</u>			
Receipts	3176.77	659.43	
Payments	-1516.93	-444.00	
	1659.84	215.43	1875.27
<u>F2F125 Event</u>			
Receipts	1080.40	9672.41	
Payments	0.00	-22804.69	
	1080.40	-13132.28	-12051.88
<u>Just Giving</u>			
Receipts		13069.31	
Payments		0	
	0.00	13069.31	13069.31
<u>Golf Day</u>			
Receipts			
Payments			
	0.00	0.00	0.00
<u>Fitness Classes</u>			
Receipts		140.00	
Payments		0.00	
	0.00	140.00	140.00
<u>Misc Donations Rec'd</u>			
Receipts	1130.00	19333.30	
Payments	0.00	0.00	
	1130.00	19333.30	20463.30
<u>Misc Donations Made</u>			
Receipts	0.00	0.00	
Payments	-175.00	-28634.95	
	-175.00	-28634.95	-28809.95
<u>Misc</u>			
Receipts	0.00	1.25	
Payments	0.00	-44.82	
	0.00	-43.57	-43.57
Total	445.24	-2279.37	
Check	445.24	-2279.37	
	0.00	0.00	
Total receipts	5387.17	50649.09	56036.26
Total payments	-4941.93	-52928.46	-57870.39
	445.24	-2279.37	-1834.13
inter a/c tfr	0.00	0.00	
Check	445.24	-2279.37	
	445.24	-2305.62	-1860.38
	0.00	26.25	26.25

P21
21/10/22

HELPING HAND (1059788)

BALANCE SHEET AT 31ST DECEMBER 2021

	£
<u>ASSETS</u>	
BANK ACCOUNT - CURRENT	29,659.42
BANK ACCOUNT - RESERVE	12,665.05
CASH IN HAND	4,089.05
DEBTORS	
	<u>£46,413.52</u>
<u>LIABILITIES</u>	
UNPRESENTED CHEQUES - 2021	0.00
UNPRESENTED CHEQUES - 2020	500.00
<u>ACCUMULATED FUND</u>	
BALANCE B/FWD 1 JANUARY 2021	47,747.65
INCREASE/DECREASE 2021 YEAR TO DATE	-1,834.13
	<u>£46,413.52</u>

PAY
21/10/22



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

LEYLAND TRUCKS HELPING HAND

On accounts for the year
ended

2021

Charity no
(if any)

1059788

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

28/10/2022

Name:

CASSIN TILLY

Relevant professional
qualification(s) or body
(if any):

The Chartered Institute of Management Accounts (CIMA)