

HUCKNALL HOPE LEA PROJECT LTD

Providing Services For Adults With Learning
Disabilities



TRUSTEES ANNUAL REPORT

For the period 1.4.23 to 31.3.24

Company Reg. No. 3321416 Reg. Charity No. 1069660

STATEMENT OF AIMS AND OBJECTIVES

1. To provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Hucknall and the surrounding area.
2. To improve the quality of life for each Service User by providing a safe and secure base where they can develop their self-confidence, self-awareness and improve their life skills, knowledge and abilities to achieve their full potential.
3. To help each person feel they have a positive part to play, and are valued, within their own community by involving the local community and making them aware of our project, our Service Users and residents and engaging with them in a positive way.
4. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers.
5. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

AIMS AND OBJECTIVES

The Aims and Objectives of the Residential home and the Supported Living home includes the following:-

To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.

To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.

To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.

To promote independence through acquisition of skills by teaching experience.

To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.

To provide an environment in which acceptable and evaluated risk taking is part of everyday life.

To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.

To provide sensitive, appropriate professional support.

To respect people's rights as individuals and the choice people have to exercise these rights.

To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.

To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.

To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services

11/13 Annesley Road
Hucknall
Nottingham
NG15 7AD

Tel. 0115 9538385

Office and Day Services

150 Watnall Road
Hucknall
Nottingham
NG15 7NH

0115 9530825 (office)
07563228376 (day services)

e.mail office@hopelea.co.uk

Hope Lea accounts have been examined and a financial statement produced by
Hewitt Card Ltd Chartered Certified Accountants.

Supported Living

20 Herbert Buzzard
Court
Hankin Street
Hucknall
Nottingham
NG15 7SS

0115 9538385

Solicitor _____ Sheltons Solicitors

Funded By Nottinghamshire County Council; Adult Social Care, Health And
Public Protection

Nottingham Community Housing Association re Annesley road property

Ashfield District Council landlord of 150 Watnall road

Trustees/Directors

Jemma Chambers - Chairperson
Duane Underwood – Treasurer
Kevin Rostance – Vice Chairperson
Kim Challand
Joan Brinklow
Janet Simpson
Norah Hatton
Jacky Vere
Richard Darrington
Zoe Macgregor

Staff at Watnall road

Jan Lees - Chief Operations Officer
Sharon Saxton – Office Manager
Merisa Chambers – Day Services Supervisor
Sandra Pietras – Day Services Support Assistant
Claire Norman – Day Services Support Assistant
Sheila Wildgoose – Day Services Support Assistant
Adele Naylor – Day Services Support Assistant
Lyndsey Spray – Day Services Support Assistant

Staff at Annesley road and 20 Herbert Buzzard Court

Helen Simpson	- Home Manager
Marjorie Emson	- Support Worker
Merisa Chambers	- Support Worker
Sarah Wroblewski	- Support Worker
Pittaya Marriott	- Support Worker
Janet Willis	- Support Worker
Mandy Fleetham	- Support Worker

ORGANISATIONAL STRUCTURE

BOARD OF TRUSTEES

CHAIRPERSON

TREASURER (Duane Underwood)	FUNDRAISING (Kim Challand)	GOVERNANCE PROCESS (Kevin Rostance)	SERVICE DELIVERY (Jacky Vere)	TRUSTEES
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Chief Operations Officer

Jan Lees

Day Services Supervisor
Merisa Chambers

Office Manager
Sharon Saxton

Residential Manager
Helen Simpson

**5 Day Service
Support Workers**

**5 Residential
Support Workers**

ORGANISATIONAL STRUCTURE

THE HUCKNALL HOPE LEA PROJECT LTD

PROVIDING COMPREHENSIVE SERVICES FOR **ADULTS WITH LEARNING DISABILITIES**

The project provides Day - Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence. The project is a charitable company limited by guarantee. Our constitution is set out in the Memorandum and Articles of Association dated the 20th of February 1997.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by 'Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have three residents living in our residential home at Annesley Road in Hucknall. Sadly, one of our residents passed away in September 2023, he will be sorely missed by everyone at Hope Lea. The residential property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support a Service User living in Herbert Buzzard Court under the 'Supported Living project'.

We are currently working with Nottinghamshire County Council to move our residents into a supported living home. The Home Manager has completed a successful tender enabling the project to be awarded a Care Support and Enablement(CSE) contract with the council to allow us to provide supported living services once the move takes effect.

There have been several changes to the day services staff team during the summer of 2023; the Day Services Manager stepped down to a role of Support Assistant, working 2 days per week. The project employed 2 new part time Support Assistants and a promotion was given to Merisa Chambers who had worked 17 years at the Projects residential home. She started work in the Day Services – taking on the position of Day Service Supervisor in August 2023. Further restructuring due to the project needing a senior person in an overarching position within the charity was actioned with Jan Lees taking on the role of Chief Operations Officer.

In June 2023 we had a member of staff retire after 21 years of service at our Residential home.

Fundraising plays a large part in the success of the project. During the last financial year, the project held several fundraising events which involved the Trustees, Staff and Service Users working together to help raise funds and promote the project within the local community. We held coffee mornings at our local community centre, had a stall at Pappfest; a fayre held in a neighbouring village and a stall at the Community Day on Hucknall marketplace. A garden party and open day was held at our day services last August and was supported by parents, carers, friends of Hope Lea, Rotary Club members and local councillors.

The Annual General Meeting was held on Monday 20th November 2023. Jemma Chambers was nominated as the new Chairperson of the project with Kevin Rostance nominated as Vice-Chair. Zoe MacGregor was the only newly elected Trustee at this year's AGM. A reorganisation of the Board members was implemented to improve its leadership structure at the project.

The Day Services had a new kitchen installed in December 2023 along with a new cooker and washing machine which had broken. The new modern kitchen has provided a much brighter workspace for the service users to enjoy cooking and baking activities.

Colourful chairs were purchased for the Day Services in January 2024 and hopefully the day rooms will be decorated in the near future. Covid 19 put a stop to many home improvement jobs taking place, so we are pleased that we are now able to get on with making these improvements to the Day Services.

Our Service Users have enjoyed another year of getting out and about in the local community – playing snooker, shopping trips, pub lunches, cinema visits, bowling trips, pantomime visit and attending many local coffee mornings. The whole of the project enjoyed a wonderful Christmas meal and entertainment at

the Royal British Legion which was paid for from the Social Fund; which is money fundraised or donated by the Community.

We are very grateful for all the donations we receive and would like to give thanks to Mrs Jackson, West Hucknall Baptist Church, Byron's Rest, Mark Laughton, Sarah's Creative Crafts, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Ron Berridge & family, Branson's, Zoe Macgregor & family, Mr & Mrs Ingall, Byron Lodge, Mrs Whitelocks, Kim Challand, Nottingham Building Society and Cllr Wilmott. The project would like to thank Kier Construction for the new fencing and patio which they provided free of charge at our Day Services.

The Trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

Financial Report

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

Funding for the new kitchen was taken from the designated funds set aside for major repairs and property maintenance.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national minimum wage (which this year saw a large increase of 9.7%) the increase in the

employer's pension contribution, and employers' national insurance contributions.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.

We have seen a significant rise in the fuel bills during this financial year.

There has been a shortfall in the Day Services and Residential budget for the 23/24 financial year caused by several vacancies we have for Service User placements, the sad loss of a resident resulting in a large decrease in funding, increased running costs and the staff wage rises.

Hucknall Hope Lea Project Ltd.

Residential Services Annual Report 2023/24

Home Manager Mrs. Helen Simpson

Residential Home. 11-13, Annesley Road, Hucknall, Nottingham, NG15 7AD.

Outreach Support. 20, Herbert Buzzard Court, Hankin Street, Hucknall, Nottingham. NH15 7SS

Annual Report.

The Residential and Outreach Support Services currently employ seven staff, comprising one Home Manager and six Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which now only has three Service Users since the sad passing of John on 29th September 2023, and the Outreach Support Project at Herbert Buzzard Court which now has one Tenant.

The Home Manager is qualified to A1 Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Five staff are qualified to NVQ level 2 in Health and Social Care and all staff have the LDQ/Care Certificate for Learning Disability.

All mandatory training has been attended by all staff members. All training is funded by the Hope Lea Training Budget. Thirteen training DVD's are currently in use for all staff to complete the annual "in house" training.

All staff have regular Supervision and Annual Appraisals.

All Service Users remain fully involved in the decision making in the houses by way of House Meetings, Annual Quality Assurance Questionnaires and Monthly visitor meetings by the Management Committee.

All our Annual Reviews are all up to date and are Multi-Disciplinary and Person Centered.

All Service Users Annual Reviews have been completed for this year and dates booked for the following year to ensure continuity of care.

The Three-monthly Key Worker meetings are all up to date and recorded in the Care Plan Files.

All Service Users have attended all Primary Health Care appointments, and these are logged in the NHS Health Action Plan files as required by regulations.

Most Service Users attend the Day Centre two days per week and on their stay-at-home days we support them with their leisure activities such as Painting and Jigsaws, Games and Books and all types of Arts and Crafts, as well as going out into the community for drinks and to socialize. All Service Users do their personal jobs and laundry with staff support on the days they are not at Day Placement.

Holidays are booked for later in the year when they will be going to Skegness Savoy Hotel in September.

The Tenant living at Herbert Buzzard will be joining the Residents on this annual holiday in September.

All Service Users have been on day trips with staff and enjoy going out with staff for coffee and meals to the local café or public house.

Both houses have current up to date Fire Risk Assessment. The Landlord for Annesley Road is Nottingham Community Housing Association; Herbert Buzzard Court is part of Housing and Care 21 group. Weekly Fire Alarm tests, Monthly Fire Drills and Quality Assurance checks are completed by Support Staff.

Our last inspection by CQC was on 5th April 2018 and we maintained our GOOD rating for all the sections they inspected, we are very pleased to keep our overall **GOOD** rating. CQC have now resumed the regulatory Inspections since suspending them in March 2020 and also continue to review using available evidence regarding Hope Lea.

ADC Food Standards Agency on 13/04/2023 received a 5-star rating

NCC Quality Monitoring Audit for 2023 all actions completed.

All Service Users remain happy in both the Residential Home and the Supported Living house.

Hucknall Hope Lea Project Ltd
Day services Annual Report - 1 April 2023-31 March 2024

Day Service Supervisor – Merisa Chambers

Hucknall Hope Lea Project Day Services

150 Watnall Road

Hucknall

Notts

NG15 7NH

The Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they provide. We have recently had to re tender and pleased to say that we were successful and will continue to be an accredited Day Service provider. We hold a 5-star rating with the food standards agency. Health and safety checks are 'on going' with regular fire drills, alarm tests and all monitoring and recordings of findings available for inspection within the Day Service Supervisors office.

The Day Services currently employs 6 staff — the Day Service Supervisor and 5 part time Support Workers. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Service Supervisor. The performance of the Day Service Supervisor is monitored by the Chief Operations Officer. The staff team have weekly staff meetings to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 18 Service Users attending the Day Services. We continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/when necessary. A person- centred approach is in place with all the Service Users being involved in the compilation of their own personal plans with the support of the Day Services Supervisor. All Service Users have an annual review, take part in monthly house-meetings and are actively involved in the planning of the monthly timetable with their own personal interests, suggestions, ideas and choices being listened to and accommodated wherever possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves and a safe environment in which to tackle any difficult issues they may come across or require help and support with. Being acknowledged and feeling part of our local community is an important feature of Hope Lea. We try to get out into our local community as much as possible and get involved in community events, support others and feel valued and accepted.

HUCKNALL HOPE LEA PROJECT LTD

FINANCIAL RISK ANALYSIS STATEMENT

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore, these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial Risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

The Office Manager and Operations Officer have financial controls in place to identify and minimize financial risks in their day-to-day duties which involves checking and authorising various office procedures carried out by the other.

Income and expenditure figures produced by the Home Manager at the Residential Home are checked and monitored by the Office Manager monthly. All financial transactions carried out by the Day Service Supervisor are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who can help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinized at the Committee Meetings.

The Chairperson/Treasurer to oversee all the yearly budget transactions and check the salaries and online payment of salaries every month to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Policy statement dated 13th March 2003 Passed by Committee 2nd April 2003

Reviewed 12th March 2007 J.S, 1.6.2010,19.5.14,1.6.16,1.7.19,6.7.21,

Reviewed and updated 17.4.23, 22.4.24

HUCKNALL HOPE LEA PROJECT LTD

POLICY ON CHARITY RESERVES

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-

1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated the appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent of the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision.

This policy will be monitored regularly and reviewed annually by the Directors.

Policy adapted and passed by Committee 8th August 2007 J.S.

Updated 15.5.09

Updated 19.5.14

Updated 1.6.16

Updated 17.6.19

Updated 6.6.22

Updated 29.3.23

Reviewed 22.4.24

Equality, Diversity and Inclusion Policy

The Hucknall Hope Lea Project Ltd is committed to encouraging equality, diversity and inclusion, and eliminating unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time and to ensure all Service Users are treated with respect and will not be subject to discriminatory practices, intimidation or harassment.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits.
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents.
 - selection for employment, promotion, training or other developmental opportunities

Our commitments

The Project commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and service users are recognised and valued.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their

employment, against fellow employees, service users and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, visitors, and members of the public.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

8. Supporting our service users to access the community in which they live and to access services and activities of their choice providing help and guidance as required.

Our disciplinary and grievance procedures

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy dated 19.3.24 S. Saxton

Passed by Board of Trustees 19.3.24

The Trustees/ Directors follow the guidelines as directed by the Charity Commission and S.O.R.P.

The Trustees declare that they have approved the Trustees Report.

Signed on behalf of the charity's Trustees:

Signature

Full name

DUANE UNWELWOOD

Position

Treasurer

Date

15/7/24

REGISTERED COMPANY NUMBER: 03321416 (England and Wales)
REGISTERED CHARITY NUMBER: 1069660

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
HUCKNALL HOPE LEA PROJECT LIMITED**

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HUCKNALL HOPE LEA PROJECT LIMITED

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HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Objectives and activities

The project provides Day Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.

The charity's purpose as set out in the company's Memorandum of Association are to :-

- Provide services for the benefit of Adults with Learning Disabilities and their Carers; and
- Fulfil the aims and objectives of the charity by providing a secure locally based service i.e. - Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.

Our aims fully demonstrate the purpose the charity was set up to provide

Aims of the charity

- I. To improve the quality of life for each service user.
- II. To provide a secure base to allow people to develop their self-confidence.
- III. To help each person to be valued and to make a positive contribution to the community.
- IV. To provide sensitive, appropriate and professional support to encourage people to attain their own potential and goals in life.
- V. To continue to provide the present standard of service to each service user.
- VI. To give continuing support and advice to parents and carers.

The Aims and Objectives of the Residential home and the Supported Living home includes the following:

- o To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.
- o To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.
- o To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.
- o To promote independence through acquisition of skills by teaching experience.
- o To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.
- o To provide an environment in which acceptable and evaluated risk taking is part of everyday life.
- o To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.
- o To provide sensitive, appropriate professional support.
- o To respect people's rights as individuals and the choice people have to exercise these rights.
- o To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.
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Residential Services

11/13 Annesley Road
Hucknall Nottingham
NG15 7AD
Tel: 0115 953 8385

Office and Day services

150 Watnall Road
Hucknall Nottingham
NG15 7NH
Tel: 0115 953 0825 (office)
Tel: 07563228376 (day services)
Email: office@hopelea.co.uk

HUCKNALL HOPE LEA PROJECT LIMITED

**REPORT OF THE TRUSTEES
for the year ended 31 March 2024**

Supported Living
20 Herbert Buzzard Court
Hankin Street
Hucknall Nottingham
NG15 7SS
Tel: 0115 953 8385

We are funded by Nottinghamshire County Council; Adult Social Care, Health And Public Protection, and Nottingham Community Housing Association for the Annesley Road property.

Ashfield District Council are the landlord of 150 Watnall Road.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

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The Trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

FINANCIAL REVIEW

Financial position

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

Funding for the new kitchen was taken from the designated funds set aside for major repairs and property maintenance.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national minimum wage (which this year saw a large increase of 9.7%) the increase in the employer's pension contribution, and employers' national insurance contributions.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.

We have seen a significant rise in the fuel bills during this financial year.

There has been a shortfall in the Day Services and Residential budget for the 23/24 financial year caused by several vacancies we have for Service User placements, the sad loss of a resident resulting in a large decrease in funding, increased running costs and the staff wage rises.

Reserves policy

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-

1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated an appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent for the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision. This policy will be monitored regularly and reviewed annually by the Directors.

At 31 March 2024 the charity had free reserves of £96,479 equivalent to approximately 4 months running costs.

In addition to free reserves there were designated reserves of £128,641 at the year end. Of these designated reserves £34,997 has been set aside for building and repair costs, this is also to cover potential dilapidation cost for when the current property lease expires in 2025. A further £70,000 is a designated contingency fund to cover closure costs which would include redundancies and continuation of services until residents can be re-housed.

The balance of £23,674 relates to donations from the public set aside for outings and activities, gardening, workshop, purchases for the project that the main funding will not cover for service users and residents..

FUTURE PLANS

There is still ongoing talks around moving from Annesley Road once a suitable property is sourced, in the meantime the charity is unable to take on new residents here. The charity is actively looking for more day service services users and will continue to put on more fundraising events in order to increase the reach of Hucknall Hope Lea.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee. It was incorporated on 20 February 1997 and registered as a charity on 21 May 1998.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

Organisational structure

The Chairperson is the Line Manager for the Home Manager, the Day Services Manager and the Office Managers. The Home Manager is the Line Manager for Residential and Supported Living Staff.

The Day Services Manager is the Line Manager for the Day Service staff.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

Staff at Watnall Road

Jan Lees - Chief Operations Officer
Sharon Saxton - Office Manager
Marisa Chambers - Day Services Supervisor
Sheila Wildgoose - Day Services Assistant
Sandra Pietras - Day Services Support Assistant
Claire Norman - Day Services Support Assistant
Adele Naylor - Day Services Support Assistant
Lyndsey Spray - Day Services Support Assistant

Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Jayne Leivers - Support Worker
Marjorie Emson - Support Worker
Merisa Chambers - Support Worker
Daniel Knight - Support Worker
Sarah Wroblewski - Support Worker
Brian Simpson - Support Worker
Pittaya Marriott - Support Worker
Janet Willis - Support Worker
Mandy Fleetham - Support Worker

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Financial risk analysis statement

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager on a monthly basis. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinised at the Committee Meetings.

The Chairperson to oversee all the yearly budget transactions and check the salaries and online payment of salaries to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Equal opportunities policy

The Directors and Trustees of the Hope Lea Project Ltd are committed to being an Equal Opportunities Organisation.

The project is committed to promoting equal opportunities and to ensure that a review of its employment policies, procedures and practices is undertaken on a regular basis to ensure all Service Users, Staff and Visitors are treated fairly.

This policy is to ensure that no Service User, Staff or any Visitor receives less favourable treatment than another on the grounds of:

- o Disability
- o Cultural-Ethnic or National Origin
- o Sex
- o Sexual Orientation
- o Age
- o Religion and Belief
- o Race
- o Marital and civil partner status
- o Gender reassignment
- o Responsibility Of Dependents
- o Pregnancy and Maternity

This applies to all Service Users and Staff employed by the project and it is our intention that no person is turned away on the grounds of any of the above. All people will be treated with respect and will not be subjected to discriminatory practices, intimidation or harassment either by other staff or service users. Each voice will be valued.

At present the Hope Lea Project Ltd is unable to provide wheelchair access to all of its buildings. There is a wheelchair access and a downstairs toilet to the building at the Day Services at Watnall Road and a stair lift to the bedrooms at Annesley Road.

We believe that all Service Users have the right to access services and activities of their choice and as such are supported in their choices.

No Service User will be denied access to the Community in which they live. Each person is supported where choice affects health and safety issues. These are worked through with the person concerned and all parties involved.

All staff employed by the project will be offered the appropriate training and promotion opportunities. Employees who believe that they have suffered from any form of discrimination or harassment will have their grievance dealt with promptly and confidentially.

The Hucknall Hope Lea Project Ltd adheres to:

- o The Code Of Practice of the Race Relations Act 1976.
- o The Disability Discrimination Act 2005
- o The Human Rights Act 1998
- o The Sex Discrimination Act 1975
- o The Commission For Racial Equality Code of Practice
- o The Care Act 2014 (Safeguarding Adults)
- o The Mental Capacity Act 2005
- o The Equality Act 2010
- o The Data Protection Act 1998
- o The Health and Safety at Work Act 1974
- o The Protection from Harassment Act 1997
- o The Civil Partnership Act 2004

It is the policy of the Hope Lea Project Ltd that no relative of any person or participants involved with the project including Service Users will be allowed to take up paid employment with the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03321416 (England and Wales)

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES for the year ended 31 March 2025

Registered Charity number
1069660

Registered office
150 Watnall Road
Hucknall
Nottingham
Nottinghamshire
NG15 7NH

Trustees
Mrs J Brinklow Retired
Ms K M Challand Chairperson
Ms J L Chambers Sales Director
Mr R Darrington
Mrs N Hatton
Mr K T Rostance Director, Security
Mrs J Simpson
Mr D Underwood Treasurer
Ms J Vere
Mrs Z A MacGregor

Independent Examiner
James Card FCCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Solicitors
Shelton & Co
388 Carlton Hill
Carlton
Nottingham
NG4 1JA

Bankers
Natwest Bank plc
134 Front Street
Arnold
Nottingham
NG5 7BF

Approved by order of the board of trustees on 9/10/24 and signed on its behalf by:


.....
Mr D Underwood - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date:09/10/2024.....

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) for the year ended 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		8,001	18,978	26,979	23,266
Charitable activities	2				
Spent on care services		270,990	-	270,990	270,686
Total		<u>278,991</u>	<u>18,978</u>	<u>297,969</u>	<u>293,952</u>
EXPENDITURE ON					
Charitable activities	3				
Spent on care services		301,624	15,396	317,020	274,941
Care services		-	-	-	80
Total		<u>301,624</u>	<u>15,396</u>	<u>317,020</u>	<u>275,021</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	14	(22,633) 1,108	3,582 (1,108)	(19,051) -	18,931 -
Net movement in funds		<u>(21,525)</u>	<u>2,474</u>	<u>(19,051)</u>	<u>18,931</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		121,201	126,197	247,398	228,467
TOTAL FUNDS CARRIED FORWARD		<u><u>99,676</u></u>	<u><u>128,671</u></u>	<u><u>228,347</u></u>	<u><u>247,398</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	10	3,197	-	3,197	2,594
CURRENT ASSETS					
Debtors	11	6,230	-	6,230	7,728
Cash at bank and in hand		92,571	128,671	221,242	240,582
		<u>98,801</u>	<u>128,671</u>	<u>227,472</u>	<u>248,310</u>
CREDITORS					
Amounts falling due within one year	12	(2,322)	-	(2,322)	(3,506)
NET CURRENT ASSETS		<u>96,479</u>	<u>128,671</u>	<u>225,150</u>	<u>244,804</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>99,676</u>	<u>128,671</u>	<u>228,347</u>	<u>247,398</u>
NET ASSETS		<u>99,676</u>	<u>128,671</u>	<u>228,347</u>	<u>247,398</u>
FUNDS	14				
Unrestricted funds				99,676	121,201
Restricted funds				128,671	126,197
TOTAL FUNDS				<u>228,347</u>	<u>247,398</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET - continued
31 March 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on9/10/24.....
and were signed on its behalf by:



.....
Mr K T Rostance - Trustee



.....
Mr D Underwood - Trustee

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

CASH FLOW STATEMENT **for the year ended 31 March 2024**

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	(17,566)	17,661
Net cash (used in)/provided by operating activities		<u>(17,566)</u>	<u>17,661</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,774)	-
Net cash (used in)/provided by investing activities		<u>(1,774)</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		<u>(19,340)</u>	<u>17,661</u>
Cash and cash equivalents at the beginning of the reporting period		<u>240,582</u>	<u>222,921</u>
Cash and cash equivalents at the end of the reporting period		<u><u>221,242</u></u>	<u><u>240,582</u></u>

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE CASH FLOW STATEMENT for the year ended 31 March 2024

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES		
	31.3.24	31.3.23
	£	£
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(19,051)	18,931
Adjustments for:		
Depreciation charges	1,171	830
Decrease/(increase) in debtors	1,498	(939)
Decrease in creditors	(1,184)	(1,161)
Net cash (used in)/provided by operations	<u>(17,566)</u>	<u>17,661</u>

2. ANALYSIS OF CHANGES IN NET FUNDS			
	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank and in hand	<u>240,582</u>	<u>(19,340)</u>	<u>221,242</u>
	<u>240,582</u>	<u>(19,340)</u>	<u>221,242</u>
Total	<u>240,582</u>	<u>(19,340)</u>	<u>221,242</u>

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity has not received any material donated goods for its own use. Small items are not recognised in the Statement of Financial Activities.

The monetary value of volunteer services are not recognised in the Statement of Financial Activities.

Income from government grants and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs involved in undertaking each activity.

Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on the basis consistent with use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	20% on cost
Plant and machinery	20% on cost
Fixtures and fittings	20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.24 £	31.3.23 £
Services provided under contract	Spent on care services	<u>270,990</u>	<u>270,686</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Spent on care services	<u>314,758</u>	<u>2,262</u>	<u>317,020</u>

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.24 £	31.3.23 £
Staff costs	220,974	200,777
Hire of plant and machinery	2,312	2,041
Rates and water	8,842	8,653
Insurance	3,083	2,595
Light and heat	19,748	10,512
Telephone	1,790	1,473
Postage and stationery	2,849	1,782
Sundries	708	1,088
Management fees	16,614	17,707
Housekeeping and cleaning	11,765	11,243
Repairs and renewals	11,331	4,920
Registration, materials and training	4,304	2,250
Professional fees	614	378
Travel	778	536
Charitable expenditure	7,859	6,086
Trustees' expenses	16	122
Depreciation	1,171	830
	<u>314,758</u>	<u>272,993</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

5. SUPPORT COSTS

	Governance costs £ <u>2,262</u>
Spent on care services	

Included within accountancy is the independent examiner's remuneration totalling £2,262 (2023: £2,028).

Support costs, included in the above, are as follows:

	31.3.24	31.3.23
	Spent on care services £	Total activities £
Accountancy fees	<u>2,262</u>	<u>2,028</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	1,171	830
Hire of plant and machinery	<u>2,312</u>	<u>2,041</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

Trustees expense reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

8. EMPLOYMENT COSTS

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Charitable activities	<u>14</u>	<u>14</u>

No employees received emoluments in excess of £60,000.

	2024	2023
	£	£
Wages and salaries	208,112	190,652
Social security costs	7,575	5,179
Pension costs	<u>5,287</u>	<u>4,946</u>
	<u>220,974</u>	<u>200,777</u>

The remuneration of key management personnel amounted to £48,219 (2023: £47,469)

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,707	10,559	23,266
Charitable activities			
Spent on care services	270,686	-	270,686
Total	<u>283,393</u>	<u>10,559</u>	<u>293,952</u>
EXPENDITURE ON			
Charitable activities			
Spent on care services	268,935	6,006	274,941
Care services	-	80	80
Total	<u>268,935</u>	<u>6,086</u>	<u>275,021</u>
NET INCOME	14,458	4,473	18,931
Transfers between funds	(83)	83	
Net movement in funds	14,375	4,556	18,931
RECONCILIATION OF FUNDS			
Total funds brought forward	106,826	121,641	228,467
TOTAL FUNDS CARRIED FORWARD	<u>121,201</u>	<u>126,197</u>	<u>247,398</u>

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1 April 2023	24,271	10,150	16,679	51,100
Additions	-	666	1,108	1,774
At 31 March 2024	<u>24,271</u>	<u>10,816</u>	<u>17,787</u>	<u>52,874</u>
DEPRECIATION				
At 1 April 2023	24,270	9,253	14,983	48,506
Charge for year	-	389	782	1,171
At 31 March 2024	<u>24,270</u>	<u>9,642</u>	<u>15,765</u>	<u>49,677</u>
NET BOOK VALUE				
At 31 March 2024	<u>1</u>	<u>1,174</u>	<u>2,022</u>	<u>3,197</u>
At 31 March 2023	<u>1</u>	<u>897</u>	<u>1,696</u>	<u>2,594</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Other debtors	5,807	7,515
Prepayments and accrued income	423	213
	<u>6,230</u>	<u>7,728</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Accrued expenses	<u>2,322</u>	<u>3,506</u>

13. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.24	31.3.23
	£	£
Within one year	9,336	9,312
Between one and five years	-	9,336
	<u>9,336</u>	<u>18,648</u>

During 2020, the charity entered into a 5 year lease on a property. The rent was set at £7,000 per annum and is covered by an annual grant from the landlord, Ashfield District Council.

14. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
General fund	121,201	(22,633)	1,108	99,676
Restricted funds				
Social fund	8,440	(177)	-	8,263
Watnall Road fund	10,561	(3,418)	-	7,143
Workshop fund	830	-	-	830
Repair fund	28,767	7,338	(1,108)	34,997
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(161)	-	7,438
	<u>126,197</u>	<u>3,582</u>	<u>(1,108)</u>	<u>128,671</u>
TOTAL FUNDS	<u>247,398</u>	<u>(19,051)</u>	<u>-</u>	<u>228,347</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	278,991	(301,624)	(22,633)
Restricted funds			
Social fund	1,391	(1,568)	(177)
Watnall Road fund	2,176	(5,594)	(3,418)
Repair fund	14,875	(7,537)	7,338
Garden fund	536	(697)	(161)
	<u>18,978</u>	<u>(15,396)</u>	<u>3,582</u>
TOTAL FUNDS	<u>297,969</u>	<u>(317,020)</u>	<u>(19,051)</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	106,826	14,458	(83)	121,201
Restricted funds				
Social fund	6,661	1,685	94	8,440
Watnall Road fund	8,810	1,760	(9)	10,561
Workshop fund	830	-	-	830
Repair fund	28,767	-	-	28,767
Contingency fund	70,000	-	-	70,000
Garden fund	6,573	1,028	(2)	7,599
	<u>121,641</u>	<u>4,473</u>	<u>83</u>	<u>126,197</u>
TOTAL FUNDS	<u>228,467</u>	<u>18,931</u>	<u>-</u>	<u>247,398</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	283,393	(268,935)	14,458
Restricted funds			
Social fund	2,644	(959)	1,685
Watnall Road fund	4,560	(2,800)	1,760
Garden fund	3,355	(2,327)	1,028
	<u>10,559</u>	<u>(6,086)</u>	<u>4,473</u>
TOTAL FUNDS	<u>293,952</u>	<u>(275,021)</u>	<u>18,931</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2024

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	106,826	(8,175)	1,025	99,676
Restricted funds				
Social fund	6,661	1,508	94	8,263
Watnall Road fund	8,810	(1,658)	(9)	7,143
Workshop fund	830	-	-	830
Repair fund	28,767	7,338	(1,108)	34,997
Contingency fund	70,000	-	-	70,000
Garden fund	6,573	867	(2)	7,438
	<u>121,641</u>	<u>8,055</u>	<u>(1,025)</u>	<u>128,671</u>
TOTAL FUNDS	<u>228,467</u>	<u>(120)</u>	<u>-</u>	<u>228,347</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	562,384	(570,559)	(8,175)
Restricted funds			
Social fund	4,035	(2,527)	1,508
Watnall Road fund	6,736	(8,394)	(1,658)
Repair fund	14,875	(7,537)	7,338
Garden fund	3,891	(3,024)	867
	<u>29,537</u>	<u>(21,482)</u>	<u>8,055</u>
TOTAL FUNDS	<u>591,921</u>	<u>(592,041)</u>	<u>(120)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

16. FUNDS

Social fund

To pay for social outings and parties for the Service Users, carers, and everyone.

Watnall Road fund

For the Service Users and staff to pay for outings, meals out, special birthdays (parties) and many other activities tat provide a better quality of service.

Workshop fund

To provide activities in the workshop, such as making bird houses and other craft items.

Repair fund

For any major repairs that occur on the property at 150 Watnall Road.

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
for the year ended 31 March 2024

16. FUNDS - continued

Contingency fund

Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund

To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take pride in.

17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	19,979	16,266
Grants	7,000	7,000
	<u>26,979</u>	<u>23,266</u>
Charitable activities		
Services provided under contract	270,990	270,686
	<u>297,969</u>	<u>293,952</u>
Total Incoming resources	<u>297,969</u>	<u>293,952</u>
EXPENDITURE		
Charitable activities		
Wages	208,112	190,652
Social security	7,575	5,179
Pensions	5,287	4,946
Hire of plant and machinery	2,312	2,041
Rates and water	8,842	8,653
Insurance	3,083	2,595
Light and heat	19,748	10,512
Telephone	1,790	1,473
Postage and stationery	2,849	1,782
Sundries	708	1,088
Management fees	16,614	17,707
Housekeeping and cleaning	11,765	11,243
Repairs and renewals	11,331	4,920
Registration, materials and training	4,304	2,250
Professional fees	614	378
Travel	778	536
Charitable expenditure	7,859	6,086
Trustees' expenses	16	122
Plant and machinery	388	424
Fixtures and fittings	783	406
	<u>314,758</u>	<u>272,993</u>
Support costs		
Governance costs		
Accountancy fees	2,262	2,028
	<u>317,020</u>	<u>275,021</u>
Total resources expended	<u>317,020</u>	<u>275,021</u>
Net (expenditure)/income	<u>(19,051)</u>	<u>18,931</u>

This page does not form part of the statutory financial statements

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 09/10/2024