

# HUCKNALL HOPE LEA PROJECT LTD

Providing Services For Adults With Learning  
Disabilities



TRUSTEES ANNUAL  
REPORT  
For the period 1.4.24 to 31.3.25

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

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### 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

Office and Day Services  
150 Watnall Road  
Hucknall  
Nottingham  
NG15 7NH

Supported Living  
20 Herbert Buzzard  
Court  
Hankin Street  
Hucknall  
Nottingham  
NG15 7SS

Tel. 0115 9538385

0115 9530825 (office)  
07563228376 (day services)

0115 9538385

e.mail [office@hopelea.co.uk](mailto:office@hopelea.co.uk)

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

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

Kevin Rostance – Chairperson  
Duane Underwood – Treasurer  
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 Manager  
Sandra Pietras – Day Services Support Assistant  
Claire Norman – Day Services Support Assistant  
Adele Naylor – Day Services Support Assistant  
Lyndsey Spray – Day Services Support Assistant  
Sharon Rhodes – Day Services Support Assistant

### Staff at Annesley road and 20 Herbert Buzzard Court

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



## ORGANISATIONAL STRUCTURE

### BOARD OF TRUSTEES CHAIRPERSON

<b>TREASURER</b> (Duane Underwood)	<b>FUNDRAISING</b> ( Kim Challand)	<b>GOVERNANCE PROCESS</b> (Kevin Rostance)	<b>SERVICE DELIVERY</b> (Jacky Vere)	<b>TRUSTEES</b>
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### Chief Operations Officer Jan Lees

**Day Services Manager**  
Merisa Chambers

**Office Manager**  
Sharon Saxton

**Residential Manager**  
Helen Simpson

**5 Day Service  
Support Workers**

**5 Residential  
Support Workers**



**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 20<sup>th</sup> 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 1<sup>st</sup> 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 four residents living in our residential home at Annesley Road in Hucknall, the newest resident moved into the property in October 2024. 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. A new bungalow has been found in Hucknall which the residents hope to be moving into in July 2025. The bungalow is owned by Golden Lane Housing Ltd who will be the landlords and Hope Lea the Support Provider. 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. The Home manager /Registered Manager is currently working through the lengthy process with CQC to register the new bungalow and herself as the Registered Manager to enable the supported living service to go ahead.



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 have held our usual 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. We had a wonderful celebration in July to commemorate 40 years of the Hucknall Hope Lea Project Ltd which was very well supported by parents, carers, friends of Hope Lea, Rotary Club members and local councillors.

Gemma Chambers stepped down from the role of Chairperson in May 2024 with the vice-chair Kevin Rostance taking on the new role of Chairperson. The Annual General Meeting was held on Monday 27<sup>th</sup> January 2025. There were no changes to the Board of Trustees at this meeting.

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, visit to Matlock, and attended local coffee mornings and joined in with many community group activities. We have a fortnightly seated exercise session which proves to be lots of fun for the Service Users. We have courses running in maths, IT, English and history with tutors coming in from West Notts College to deliver the courses. 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. A favourite with the service users is the mobile mini zoo which we have had visit our Day Service a couple of time in the last year. All these extra activities are paid for from our fundraising events and donations.

We are very grateful for all the donations we receive and would like to give thanks to Byron's Rest, Kim Challand, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Linda Perks, George Street Working Mens Club, Gordon Mann, Torkard Ensemble, Hucknall Ukulele Group, Mr Brooks, Branson's, Mr & Mrs Ingall, Byron Lodge, Sherwood Lodge and Cllr Wilmott. Also we must give a mention to all the local community who support us very generously at our fundraising events.

### 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.

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 staff wages and increased running costs.

The national minimum wage was increased by 9.8% in April – this effects the majority of staff at the project. The management team have also been awarded the same percentage increase this year in order to keep them in line with the other members of staff. This increase also means an increase in the amount of Employers National Insurance payments for each member of staff plus an increase to the Employers pension contributions which all has to come out of the Hope Lea budget.

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.

There has been a shortfall in the Day Services and Residential budget for the 24/25 financial year caused by several vacancies we have for Service User placements in the Day Services and for several months only 3

residents were living at the residential home resulting in a loss of funding, however from October 2024 a new resident moved in and this made a considerable difference to the income at the residential service.

Long term absence due to sickness – involving 3 individual members of the staff team has also had a detrimental effect on the project's finances in this financial year.

Professional negligence cover is now a requirement that Nottinghamshire County Council has stipulated must be covered in our insurance policy for the project to continue to be an accredited support provider. This along with the usual annual increase in the premium has increased the cost significantly this year.



**Hucknall Hope Lea Project Ltd.**  
**Residential Services Annual Report 2024/25**

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 six staff, comprising one Home Manager and five Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which had three Service Users up to October when David moved in, we currently now have four Service Users. and the Outreach Support Project at Herbert Buzzard Court which now has one Tenant.

The Home Manager is qualified at A1 Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Four staff are qualified to NVQ level 2 in Health and Social Care and all staff have the 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 using the Training DVD's from BVS.

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.

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.

Service Users attend the Day Centre two days per week and on their stay-at-home days we support them with their leisure activities, as well as going out into the community for drinks and to socialize. All Service Users do their personal household jobs with staff support on the days they are not at Day Placement.

The annual holiday was enjoyed by all our Service Users in September to Skegness.

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.

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 continues to review using available evidence regarding Hope Lea.

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

Our move to the New Bungalow and onto Supported Living is currently ongoing.

All the Statutory Notification Forms for change of location and move from Residential Care to Supported Living were completed and sent to CQC on 17/02/2025 and the notice of acceptance received from CQC on 19/02/2025. The CQC Inspector informed us she has been assigned to our case on 13/03/2025 and will be in touch with the final decision in due time.

A new Service Manager has been appointed ready to be in place when the CQC approval is completed and the move is confirmed. She will start as Service Manager and work towards her qualifications to become Registered Manager in due course.

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 2024-31 March 2025  
Day Service Manager — 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 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 a monthly Quality Assurance Health and Safety form checks. All monitoring and recordings of findings available for inspection within the Day Service Manager's office.

The Day Services currently employs 6 staff — the Day Service Manager 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 Manager. The performance of the Day Service Manager is monitored by the Chief Operations Officer. The staff team have 1 to 2 monthly 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 21 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 Manager. 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 13<sup>th</sup> March 2003    Passed by Committee 2<sup>nd</sup> April 2003

Reviewed 12<sup>th</sup> 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 8<sup>th</sup> 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..... K. M. Chakraborty

Full Name..... Kim MARIE CHAKRABORTY

Position..... TRUSTEE (Fund Raiser)

Date..... 14/07/25

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 2025  
FOR  
HUCKNALL HOPE LEA PROJECT LIMITED

this is  
the  
latest one.

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 2025**

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 2025. 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 2025**

#### **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 provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Hucknall and the surrounding area,
- II. 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.
- III. 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.
- IV. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers
- V. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

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.
- o To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
- o 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 953 8385

##### **Office and Day services**

150 Watnall Road  
Hucknall Nottingham

**HUCKNALL HOPE LEA PROJECT LIMITED**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2025**

NG15 7NH  
Tel: 0115 953 0825 (office)  
Tel: 07563228376 (day services)  
Email: [office@hopelea.co.uk](mailto:office@hopelea.co.uk)

**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 2025

#### ACHIEVEMENTS 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, a one year extension was granted during this year. 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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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 have held our usual 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. We had a wonderful celebration july to commemorate 40 years of Hucknall Hope Lea Project Ltd which was very well supported by parents, carers, friends of Hope Lea Rotary Club members and local councillors.

Gemma Chambers stepped down from the role of Chairperson in May 2024 with the vice-chair Kevin Rostance taking on the new role of Chairperson. The Annual General Meeting was held on Monday 27th January 2025. There were no changes to the board of Trustees at this meeting.

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, visit to Matlock, and attended local coffee mornings and joined in with many community group activities. We have a fortnightly seated exercise session which proves to be lots of fun for the Service Users. We have courses running in maths, IT, English and history with tutors coming from West Notts College to deliver the courses. 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 money fundraised or donated by the community. A favourite with the service users is the mobile mini zoo which we have had visit our Day Service a couple of times in the last year. All these extra activities are paid for from out fundraising events and donations.

We are very grateful for all the donations we receive and would like to give thanks to Byron's Rest, Kim Challand, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Linda Perks, George Street Working Men's Club, Gordon Mann, Torkard Ensemble, Hucknall Ukulele Group, Mr Brooks, Branson's, Mr & Mrs Ingall, Bryon Lodge, Sherwood Lodge and Cllr Wilmott. Also we must give a mention to all the local community who support us very generously at our fundraising events.

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 2025

#### FINANCIAL REVIEW

##### Financial position

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

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 designated funds are designated to specific use.

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 staff wages and increased running costs.

The national minimum wage was increased by 9.8% in April - this affects the majority of staff at the project. The management team have also been awarded the same percentage increase this year on order to keep them in line with the other members of staff. This increase also means an increase in the amount of Employers National Insurance payments for each member of staff plus an increase to the Employers pension contributions which all has to come out of the Hope Lea budget.

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.

there has been a shortfall in the Day Services and Residential budget for the 24/25 financial year caused by several vacancies we have for Service User placements in the Day Services and for several months only 3 residents were living at the residential home resulting in a loss of funding, however from October 2024 a new resident moved in and this made a considerable difference to the income at the residential service.

Long term absence due to sickness - involving 3 individual members of the staff team has also had a detrimental effect on the project's finances in this financial year.

Professional negligence cover is now a requirement that Nottinghamshire County Council has stipulated must be covered in our insurance policy for the project to continue to be accredited support provider. This along with the usual annual increase in the premium has increased the cost significantly this year.

##### 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 2025 the charity had free reserves of £78,262 equivalent to approximately 4 months running costs.

In addition to free reserves there were designated reserves of £127,721 at the year end. Of these designated reserves £35,447 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 £22,274 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..

## **HUCKNALL HOPE LEA PROJECT LIMITED**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2025**

#### **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.

#### **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**

Chairperson is line manager to Chief Operations Officer. Chief Operations Officer is line manager to Day Service , ManagerOffice Manager and Residential Home Manager. Day Service Manager is line manager to support staff at Watnall Road Day Service and the Residential Home Manager is the line manager to the support workers at the residential home.

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 Manager  
Sandra Pietras - Day Services Support Assistant  
Claire Norman - Day Services Support Assistant  
Adele Naylor - Day Services Support Assistant  
Lyndsey Spray - Day Services Support Assistant  
Sharon Rhodes - Day Services Support Assistant

##### Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager  
Marjorie Emson - Support Worker  
Sarah Wroblewski - 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 2025

#### 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.

The Office Manager and Operations Officer have financial controls in place to identify and minimise 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 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/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 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 2025**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT Equality, Diversity and Inclusion policy**

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 out 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:
  - o Age
  - o Disability
  - o Gender reassignment
  - o Marriage and civil partnership
  - o Pregnancy and maternity
  - o Race (including colour, nationality, and ethnic or national origin)
  - o Religion or belief
  - o Sex
  - o Sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
  - o Pay and benefits
  - o Terms and conditions of employment
  - o Dealing with grievances and discipline
  - o Dismissal
  - o Redundancy
  - o Leave for parents
  - o 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.
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 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 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.

**HUCKNALL HOPE LEA PROJECT LIMITED**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2025**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03321416 (England and Wales)

**Registered Charity number**  
1069660

**Registered office**  
150 Watnall Road  
Hucknall  
Nottingham  
Nottinghamshire  
NG15 7NH

**Trustees**  
Mrs J Brinklow  
Ms K M Challand  
Ms J L Chambers (resigned 14.2.25)  
Mr R Darrington  
Mrs N Hatton  
Mr K T Rostance Chairperson  
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 ..... 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 2025.

**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: .....

# HUCKNALL HOPE LEA PROJECT LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) for the year ended 31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		11,720	6,816	18,536	26,979
<b>Charitable activities</b>	2				
Spent on care services		-	-	-	270,990
Care services		<u>284,907</u>	<u>-</u>	<u>284,907</u>	<u>-</u>
<b>Total</b>		<u>296,627</u>	<u>6,816</u>	<u>303,443</u>	<u>297,969</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	3				
Spent on care services		<u>316,017</u>	<u>7,766</u>	<u>323,783</u>	<u>317,020</u>
<b>NET INCOME/(EXPENDITURE)</b>		(19,390)	(950)	(20,340)	(19,051)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		99,676	128,671	228,347	247,398
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>80,286</u>	<u>127,721</u>	<u>208,007</u>	<u>228,347</u>

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

# HUCKNALL HOPE LEA PROJECT LIMITED

## BALANCE SHEET 31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	2,024	-	2,024	3,197
<b>CURRENT ASSETS</b>					
Debtors	11	3,905	-	3,905	6,230
Cash at bank and in hand		<u>77,576</u>	<u>127,721</u>	<u>205,297</u>	<u>221,242</u>
		81,481	127,721	209,202	227,472
<b>CREDITORS</b>					
Amounts falling due within one year	12	(3,219)	-	(3,219)	(2,322)
<b>NET CURRENT ASSETS</b>		<u>78,262</u>	<u>127,721</u>	<u>205,983</u>	<u>225,150</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>80,286</u>	<u>127,721</u>	<u>208,007</u>	<u>228,347</u>
<b>NET ASSETS</b>		<u>80,286</u>	<u>127,721</u>	<u>208,007</u>	<u>228,347</u>
<b>FUNDS</b>	14				
Unrestricted funds				80,286	99,676
Designated funds				<u>127,721</u>	<u>128,671</u>
<b>TOTAL FUNDS</b>				<u>208,007</u>	<u>228,347</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.



**HUCKNALL HOPE LEA PROJECT LIMITED**

**BALANCE SHEET - continued**  
**31 March 2025**

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 on ..... and were signed on its behalf by:

.....  
Mr K T Rostance - Trustee

.....  
Mr D Underwood - Trustee

**HUCKNALL HOPE LEA PROJECT LIMITED**

**CASH FLOW STATEMENT  
for the year ended 31 March 2025**

	Notes	31.3.25 £	31.3.24 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(15,945)</u>	<u>(17,566)</u>
Net cash used in operating activities		<u>(15,945)</u>	<u>(17,566)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>-</u>	<u>(1,774)</u>
Net cash provided by/(used in) investing activities		<u>-</u>	<u>(1,774)</u>
		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(15,945)</b>	<b>(19,340)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b><u>221,242</u></b>	<b><u>240,582</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b><u>205,297</u></b>	<b><u>221,242</u></b>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE CASH FLOW STATEMENT for the year ended 31 March 2025

<b>1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
	<b>31.3.25</b>	<b>31.3.24</b>	
	<b>£</b>	<b>£</b>	
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(20,340)	(19,051)	
Adjustments for:			
Depreciation charges	1,174	1,171	
Decrease in debtors	2,324	1,498	
Increase/(decrease) in creditors	897	(1,184)	
Net cash used in operations	<u>(15,945)</u>	<u>(17,566)</u>	
<b>2. ANALYSIS OF CHANGES IN NET FUNDS</b>			
	<b>At 1.4.24</b>	<b>Cash flow</b>	<b>At 31.3.25</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Net cash			
Cash at bank and in hand	<u>221,242</u>	<u>(15,945)</u>	<u>205,297</u>
	<u>221,242</u>	<u>(15,945)</u>	<u>205,297</u>
Total	<u>221,242</u>	<u>(15,945)</u>	<u>205,297</u>

## HUCKNALL HOPE LEA PROJECT LIMITED

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2025

#### 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 2025

### 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	31.3.25 £	31.3.24 £
Services provided under contract	Spent on care services	-	270,990
Services provided under contract	Care services	<u>284,907</u>	<u>-</u>
		<u>284,907</u>	<u>270,990</u>

### 3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Spent on care services	<u>321,497</u>	<u>2,286</u>	<u>323,783</u>

### 4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.25 £	31.3.24 £
Staff costs	241,864	220,974
Hire of plant and machinery	2,432	2,312
Rates and water	9,296	8,842
Insurance	4,057	3,083
Light and heat	10,061	19,748
Telephone	1,226	1,790
Postage and stationery	2,381	2,849
Sundries	781	708
Management fees	17,873	16,614
Housekeeping and cleaning	11,887	11,765
Repairs and renewals	3,447	11,331
Registration, materials and training	6,962	4,304
Professional fees	924	614
Travel	166	778
Charitable expenditure	6,966	7,859
Trustees' expenses	-	16
Depreciation	<u>1,174</u>	<u>1,171</u>
	<u>321,497</u>	<u>314,758</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 5. SUPPORT COSTS

		Governance costs
		£
Spent on care services		<u>2,286</u>

Included within accountancy is the independent examiner's remuneration totalling £2,286 (2024: £2,262).

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

	31.3.25	31.3.24
	Spent on	Total
	care	activities
	services	
	£	£
Accountancy fees	<u>2,286</u>	<u>2,262</u>

### 6. NET INCOME/(EXPENDITURE)

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

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	1,173	1,171
Hire of plant and machinery	<u>2,432</u>	<u>2,312</u>

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

#### 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:

	31.3.25	31.3.24
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 £74,894 (2024: £48,219)



# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

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

### 10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>				
At 1 April 2024 and 31 March 2025	<u>24,271</u>	<u>10,816</u>	<u>17,787</u>	<u>52,874</u>
<b>DEPRECIATION</b>				
At 1 April 2024	24,270	9,642	15,765	49,677
Charge for year	<u>-</u>	<u>432</u>	<u>741</u>	<u>1,173</u>
At 31 March 2025	<u>24,270</u>	<u>10,074</u>	<u>16,506</u>	<u>50,850</u>
<b>NET BOOK VALUE</b>				
At 31 March 2025	<u>1</u>	<u>742</u>	<u>1,281</u>	<u>2,024</u>
At 31 March 2024	<u>1</u>	<u>1,174</u>	<u>2,022</u>	<u>3,197</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

<b>11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	31.3.25	31.3.24	
	£	£	
Other debtors	3,558	5,807	
Prepayments and accrued income	<u>347</u>	<u>423</u>	
	<u>3,905</u>	<u>6,230</u>	
<b>12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	31.3.25	31.3.24	
	£	£	
Accrued expenses	<u>3,219</u>	<u>2,322</u>	
<b>13. LEASING AGREEMENTS</b>			
Minimum lease payments under non-cancellable operating leases fall due as follows:			
	31.3.25	31.3.24	
	£	£	
Within one year	<u>7,407</u>	<u>9,336</u>	
<b>14. MOVEMENT IN FUNDS</b>			
	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
<b>Unrestricted funds</b>			
General fund	99,676	(19,390)	80,286
<b>Designated funds</b>			
Social fund	8,263	(96)	8,167
Watnall Road fund	7,143	(1,289)	5,854
Workshop fund	830	-	830
Repair fund	34,997	450	35,447
Contingency fund	70,000	-	70,000
Garden fund	<u>7,438</u>	<u>(15)</u>	<u>7,423</u>
	<u>128,671</u>	<u>(950)</u>	<u>127,721</u>
<b>TOTAL FUNDS</b>	<u>228,347</u>	<u>(20,340)</u>	<u>208,007</u>
Net movement in funds, included in the above are as follows:			
	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	296,627	(316,017)	(19,390)
<b>Designated funds</b>			
Social fund	1,410	(1,506)	(96)
Watnall Road fund	3,169	(4,458)	(1,289)
Repair fund	1,250	(800)	450
Garden fund	<u>987</u>	<u>(1,002)</u>	<u>(15)</u>
	<u>6,816</u>	<u>(7,766)</u>	<u>(950)</u>
<b>TOTAL FUNDS</b>	<u>303,443</u>	<u>(323,783)</u>	<u>(20,340)</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 14. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	121,201	(22,633)	1,108	99,676
<b>Designated funds</b>				
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	<u>7,599</u>	<u>(161)</u>	<u>-</u>	<u>7,438</u>
	<u>126,197</u>	<u>3,582</u>	<u>(1,108)</u>	<u>128,671</u>
<b>TOTAL FUNDS</b>	<u>247,398</u>	<u>(19,051)</u>	<u>-</u>	<u>228,347</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	278,991	(301,624)	(22,633)
<b>Designated funds</b>			
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	<u>536</u>	<u>(697)</u>	<u>(161)</u>
	<u>18,978</u>	<u>(15,396)</u>	<u>3,582</u>
<b>TOTAL FUNDS</b>	<u>297,969</u>	<u>(317,020)</u>	<u>(19,051)</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 14. MOVEMENT IN FUNDS - continued

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

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
<b>Unrestricted funds</b>				
General fund	121,201	(42,023)	1,108	80,286
<b>Designated funds</b>				
Social fund	8,440	(273)	-	8,167
Watnall Road fund	10,561	(4,707)	-	5,854
Workshop fund	830	-	-	830
Repair fund	28,767	7,788	(1,108)	35,447
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(176)	-	7,423
	<u>126,197</u>	<u>2,632</u>	<u>(1,108)</u>	<u>127,721</u>
<b>TOTAL FUNDS</b>	<u>247,398</u>	<u>(39,391)</u>	<u>-</u>	<u>208,007</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 £
<b>Unrestricted funds</b>			
General fund	575,618	(617,641)	(42,023)
<b>Designated funds</b>			
Social fund	2,801	(3,074)	(273)
Watnall Road fund	5,345	(10,052)	(4,707)
Repair fund	16,125	(8,337)	7,788
Garden fund	1,523	(1,699)	(176)
	<u>25,794</u>	<u>(23,162)</u>	<u>2,632</u>
<b>TOTAL FUNDS</b>	<u>601,412</u>	<u>(640,803)</u>	<u>(39,391)</u>

### 15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

### 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 that 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 2025**

**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 2025

	31.3.25 £	31.3.24 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	7,936	19,979
Grants	<u>10,600</u>	<u>7,000</u>
	18,536	26,979
<b>Charitable activities</b>		
Services provided under contract	<u>284,907</u>	<u>270,990</u>
<b>Total incoming resources</b>	<b>303,443</b>	<b>297,969</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	225,885	208,112
Social security	10,307	7,575
Pensions	5,672	5,287
Hire of plant and machinery	2,432	2,312
Rates and water	9,296	8,842
Insurance	4,057	3,083
Light and heat	10,061	19,748
Telephone	1,226	1,790
Postage and stationery	2,381	2,849
Sundries	781	708
Management fees	17,873	16,614
Housekeeping and cleaning	11,887	11,765
Repairs and renewals	3,447	11,331
Registration, materials and training	6,962	4,304
Professional fees	924	614
Travel	166	778
Charitable expenditure	6,966	7,859
Trustees' expenses	-	16
Plant and machinery	433	388
Fixtures and fittings	<u>741</u>	<u>783</u>
	321,497	314,758
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	<u>2,286</u>	<u>2,262</u>
<b>Total resources expended</b>	<b>323,783</b>	<b>317,020</b>
<b>Net expenditure</b>	<b><u>(20,340)</u></b>	<b><u>(19,051)</u></b>



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 2025  
FOR  
HUCKNALL HOPE LEA PROJECT LIMITED

*this is  
the  
latest one.*

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 2025**

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 2025. 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 2025**

#### **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 provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Hucknall and the surrounding area,
- II. 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.
- III. 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.
- IV. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers
- V. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

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.
- o To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
- o 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 953 8385

##### **Office and Day services**

150 Watnall Road  
Hucknall Nottingham

**HUCKNALL HOPE LEA PROJECT LIMITED**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2025**

NG15 7NH  
Tel: 0115 953 0825 (office)  
Tel: 07563228376 (day services)  
Email: [office@hopelea.co.uk](mailto:office@hopelea.co.uk)

**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 2025

#### ACHIEVEMENTS 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, a one year extension was granted during this year. 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 four residents living in our residential home at Annesley Road in Hucknall, the newest resident moved into the property in October 2024. 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. A new bungalow has been found in Hucknall which the residents hope to be moving into in July 2025. The bungalow is owned by Golden Land Housing Ltd who will be the landlords and Hope Lea the Support Provider. 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. the Home manager / registered manager is currently working through the lengthy process with CQC to register the new bungalow and herself as the registered manager to enable the supported living service to go ahead.

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 have held our usual 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. We had a wonderful celebration july to commemorate 40 years of Hucknall Hope Lea Project Ltd which was very well supported by parents, carers, friends of Hope Lea Rotary Club members and local councillors.

Gemma Chambers stepped down from the role of Chairperson in May 2024 with the vice-chair Kevin Rostance taking on the new role of Chairperson. The Annual General Meeting was held on Monday 27th January 2025. There were no changes to the board of Trustees at this meeting.

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, visit to Matlock, and attended local coffee mornings and joined in with many community group activities. We have a fortnightly seated exercise session which proves to be lots of fun for the Service Users. We have courses running in maths, IT, English and history with tutors coming from West Notts College to deliver the courses. 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 money fundraised or donated by the community. A favourite with the service users is the mobile mini zoo which we have had visit our Day Service a couple of times in the last year. All these extra activities are paid for from out fundraising events and donations.

We are very grateful for all the donations we receive and would like to give thanks to Byron's Rest, Kim Challand, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Linda Perks, George Street Working Men's Club, Gordon Mann, Torkard Ensemble, Hucknall Ukulele Group, Mr Brooks, Branson's, Mr & Mrs Ingall, Bryon Lodge, Sherwood Lodge and Cllr Wilmott. Also we must give a mention to all the local community who support us very generously at our fundraising events.

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 2025

#### FINANCIAL REVIEW

##### Financial position

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

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 designated funds are designated to specific use.

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 staff wages and increased running costs.

The national minimum wage was increased by 9.8% in April - this affects the majority of staff at the project. The management team have also been awarded the same percentage increase this year on order to keep them in line with the other members of staff. This increase also means an increase in the amount of Employers National Insurance payments for each member of staff plus an increase to the Employers pension contributions which all has to come out of the Hope Lea budget.

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.

there has been a shortfall in the Day Services and Residential budget for the 24/25 financial year caused by several vacancies we have for Service User placements in the Day Services and for several months only 3 residents were living at the residential home resulting in a loss of funding, however from October 2024 a new resident moved in and this made a considerable difference to the income at the residential service.

Long term absence due to sickness - involving 3 individual members of the staff team has also had a detrimental effect on the project's finances in this financial year.

Professional negligence cover is now a requirement that Nottinghamshire County Council has stipulated must be covered in our insurance policy for the project to continue to be accredited support provider. This along with the usual annual increase in the premium has increased the cost significantly this year.

##### 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 2025 the charity had free reserves of £78,262 equivalent to approximately 4 months running costs.

In addition to free reserves there were designated reserves of £127,721 at the year end. Of these designated reserves £35,447 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 £22,274 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..

## **HUCKNALL HOPE LEA PROJECT LIMITED**

### **REPORT OF THE TRUSTEES for the year ended 31 March 2025**

#### **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.

#### **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**

Chairperson is line manager to Chief Operations Officer. Chief Operations Officer is line manager to Day Service , ManagerOffice Manager and Residential Home Manager. Day Service Manager is line manager to support staff at Watnall Road Day Service and the Residential Home Manager is the line manager to the support workers at the residential home.

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 Manager  
Sandra Pietras - Day Services Support Assistant  
Claire Norman - Day Services Support Assistant  
Adele Naylor - Day Services Support Assistant  
Lyndsey Spray - Day Services Support Assistant  
Sharon Rhodes - Day Services Support Assistant

##### Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager  
Marjorie Emson - Support Worker  
Sarah Wroblewski - 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 2025

#### 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.

The Office Manager and Operations Officer have financial controls in place to identify and minimise 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 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/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 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 2025**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT Equality, Diversity and Inclusion policy**

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 out 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:
  - o Age
  - o Disability
  - o Gender reassignment
  - o Marriage and civil partnership
  - o Pregnancy and maternity
  - o Race (including colour, nationality, and ethnic or national origin)
  - o Religion or belief
  - o Sex
  - o Sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
  - o Pay and benefits
  - o Terms and conditions of employment
  - o Dealing with grievances and discipline
  - o Dismissal
  - o Redundancy
  - o Leave for parents
  - o 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.
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 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 on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equity 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.

**HUCKNALL HOPE LEA PROJECT LIMITED**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2025**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03321416 (England and Wales)

**Registered Charity number**  
1069660

**Registered office**  
150 Watnall Road  
Hucknall  
Nottingham  
Nottinghamshire  
NG15 7NH

**Trustees**  
Mrs J Brinklow  
Ms K M Challand  
Ms J L Chambers (resigned 14.2.25)  
Mr R Darrington  
Mrs N Hatton  
Mr K T Rostance Chairperson  
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 ..... 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 2025.

**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: .....



# HUCKNALL HOPE LEA PROJECT LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) for the year ended 31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		11,720	6,816	18,536	26,979
<b>Charitable activities</b>	2				
Spent on care services		-	-	-	270,990
Care services		<u>284,907</u>	<u>-</u>	<u>284,907</u>	<u>-</u>
<b>Total</b>		<u>296,627</u>	<u>6,816</u>	<u>303,443</u>	<u>297,969</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	3				
Spent on care services		<u>316,017</u>	<u>7,766</u>	<u>323,783</u>	<u>317,020</u>
<b>NET INCOME/(EXPENDITURE)</b>		(19,390)	(950)	(20,340)	(19,051)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		99,676	128,671	228,347	247,398
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>80,286</u>	<u>127,721</u>	<u>208,007</u>	<u>228,347</u>

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

# HUCKNALL HOPE LEA PROJECT LIMITED

## BALANCE SHEET 31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	2,024	-	2,024	3,197
<b>CURRENT ASSETS</b>					
Debtors	11	3,905	-	3,905	6,230
Cash at bank and in hand		<u>77,576</u>	<u>127,721</u>	<u>205,297</u>	<u>221,242</u>
		81,481	127,721	209,202	227,472
<b>CREDITORS</b>					
Amounts falling due within one year	12	(3,219)	-	(3,219)	(2,322)
<b>NET CURRENT ASSETS</b>		<u>78,262</u>	<u>127,721</u>	<u>205,983</u>	<u>225,150</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>80,286</u>	<u>127,721</u>	<u>208,007</u>	<u>228,347</u>
<b>NET ASSETS</b>		<u>80,286</u>	<u>127,721</u>	<u>208,007</u>	<u>228,347</u>
<b>FUNDS</b>	14				
Unrestricted funds				80,286	99,676
Designated funds				<u>127,721</u>	<u>128,671</u>
<b>TOTAL FUNDS</b>				<u>208,007</u>	<u>228,347</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

**HUCKNALL HOPE LEA PROJECT LIMITED**

**BALANCE SHEET - continued**  
**31 March 2025**

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 on ..... and were signed on its behalf by:

.....  
Mr K T Rostance - Trustee

.....  
Mr D Underwood - Trustee

**HUCKNALL HOPE LEA PROJECT LIMITED**

**CASH FLOW STATEMENT  
for the year ended 31 March 2025**

	Notes	31.3.25 £	31.3.24 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(15,945)</u>	<u>(17,566)</u>
Net cash used in operating activities		<u>(15,945)</u>	<u>(17,566)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>-</u>	<u>(1,774)</u>
Net cash provided by/(used in) investing activities		<u>-</u>	<u>(1,774)</u>
		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(15,945)</b>	<b>(19,340)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b><u>221,242</u></b>	<b><u>240,582</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b><u>205,297</u></b>	<b><u>221,242</u></b>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE CASH FLOW STATEMENT for the year ended 31 March 2025

<b>1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
	<b>31.3.25</b>	<b>31.3.24</b>	
	<b>£</b>	<b>£</b>	
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(20,340)	(19,051)	
Adjustments for:			
Depreciation charges	1,174	1,171	
Decrease in debtors	2,324	1,498	
Increase/(decrease) in creditors	897	(1,184)	
Net cash used in operations	<u>(15,945)</u>	<u>(17,566)</u>	
<b>2. ANALYSIS OF CHANGES IN NET FUNDS</b>			
	<b>At 1.4.24</b>	<b>Cash flow</b>	<b>At 31.3.25</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Net cash			
Cash at bank and in hand	<u>221,242</u>	<u>(15,945)</u>	<u>205,297</u>
	<u>221,242</u>	<u>(15,945)</u>	<u>205,297</u>
Total	<u>221,242</u>	<u>(15,945)</u>	<u>205,297</u>

## HUCKNALL HOPE LEA PROJECT LIMITED

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2025

#### 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 2025

### 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	31.3.25 £	31.3.24 £
Services provided under contract	Spent on care services	-	270,990
Services provided under contract	Care services	<u>284,907</u>	<u>-</u>
		<u>284,907</u>	<u>270,990</u>

### 3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Spent on care services	<u>321,497</u>	<u>2,286</u>	<u>323,783</u>

### 4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.25 £	31.3.24 £
Staff costs	241,864	220,974
Hire of plant and machinery	2,432	2,312
Rates and water	9,296	8,842
Insurance	4,057	3,083
Light and heat	10,061	19,748
Telephone	1,226	1,790
Postage and stationery	2,381	2,849
Sundries	781	708
Management fees	17,873	16,614
Housekeeping and cleaning	11,887	11,765
Repairs and renewals	3,447	11,331
Registration, materials and training	6,962	4,304
Professional fees	924	614
Travel	166	778
Charitable expenditure	6,966	7,859
Trustees' expenses	-	16
Depreciation	<u>1,174</u>	<u>1,171</u>
	<u>321,497</u>	<u>314,758</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 5. SUPPORT COSTS

		Governance costs
		£
Spent on care services		<u>2,286</u>

Included within accountancy is the independent examiner's remuneration totalling £2,286 (2024: £2,262).

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

	31.3.25	31.3.24
	Spent on	Total
	care	activities
	services	
	£	£
Accountancy fees	<u>2,286</u>	<u>2,262</u>

### 6. NET INCOME/(EXPENDITURE)

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

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	1,173	1,171
Hire of plant and machinery	<u>2,432</u>	<u>2,312</u>

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

#### 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:

	31.3.25	31.3.24
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 £74,894 (2024: £48,219)



# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

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

### 10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
<b>COST</b>				
At 1 April 2024 and 31 March 2025	<u>24,271</u>	<u>10,816</u>	<u>17,787</u>	<u>52,874</u>
<b>DEPRECIATION</b>				
At 1 April 2024	24,270	9,642	15,765	49,677
Charge for year	<u>-</u>	<u>432</u>	<u>741</u>	<u>1,173</u>
At 31 March 2025	<u>24,270</u>	<u>10,074</u>	<u>16,506</u>	<u>50,850</u>
<b>NET BOOK VALUE</b>				
At 31 March 2025	<u>1</u>	<u>742</u>	<u>1,281</u>	<u>2,024</u>
At 31 March 2024	<u>1</u>	<u>1,174</u>	<u>2,022</u>	<u>3,197</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Other debtors	3,558	5,807
Prepayments and accrued income	<u>347</u>	<u>423</u>
	<u>3,905</u>	<u>6,230</u>

### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Accrued expenses	<u>3,219</u>	<u>2,322</u>

### 13. LEASING AGREEMENTS

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

	31.3.25	31.3.24
	£	£
Within one year	<u>7,407</u>	<u>9,336</u>

### 14. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
<b>Unrestricted funds</b>			
General fund	99,676	(19,390)	80,286
<b>Designated funds</b>			
Social fund	8,263	(96)	8,167
Watnall Road fund	7,143	(1,289)	5,854
Workshop fund	830	-	830
Repair fund	34,997	450	35,447
Contingency fund	70,000	-	70,000
Garden fund	<u>7,438</u>	<u>(15)</u>	<u>7,423</u>
	<u>128,671</u>	<u>(950)</u>	<u>127,721</u>
<b>TOTAL FUNDS</b>	<u>228,347</u>	<u>(20,340)</u>	<u>208,007</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	296,627	(316,017)	(19,390)
<b>Designated funds</b>			
Social fund	1,410	(1,506)	(96)
Watnall Road fund	3,169	(4,458)	(1,289)
Repair fund	1,250	(800)	450
Garden fund	<u>987</u>	<u>(1,002)</u>	<u>(15)</u>
	<u>6,816</u>	<u>(7,766)</u>	<u>(950)</u>
<b>TOTAL FUNDS</b>	<u>303,443</u>	<u>(323,783)</u>	<u>(20,340)</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 14. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	121,201	(22,633)	1,108	99,676
<b>Designated funds</b>				
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	<u>7,599</u>	<u>(161)</u>	<u>-</u>	<u>7,438</u>
	<u>126,197</u>	<u>3,582</u>	<u>(1,108)</u>	<u>128,671</u>
<b>TOTAL FUNDS</b>	<u>247,398</u>	<u>(19,051)</u>	<u>-</u>	<u>228,347</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	278,991	(301,624)	(22,633)
<b>Designated funds</b>			
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	<u>536</u>	<u>(697)</u>	<u>(161)</u>
	<u>18,978</u>	<u>(15,396)</u>	<u>3,582</u>
<b>TOTAL FUNDS</b>	<u>297,969</u>	<u>(317,020)</u>	<u>(19,051)</u>

# HUCKNALL HOPE LEA PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

### 14. MOVEMENT IN FUNDS - continued

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

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
<b>Unrestricted funds</b>				
General fund	121,201	(42,023)	1,108	80,286
<b>Designated funds</b>				
Social fund	8,440	(273)	-	8,167
Watnall Road fund	10,561	(4,707)	-	5,854
Workshop fund	830	-	-	830
Repair fund	28,767	7,788	(1,108)	35,447
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(176)	-	7,423
	<u>126,197</u>	<u>2,632</u>	<u>(1,108)</u>	<u>127,721</u>
<b>TOTAL FUNDS</b>	<u>247,398</u>	<u>(39,391)</u>	<u>-</u>	<u>208,007</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 £
<b>Unrestricted funds</b>			
General fund	575,618	(617,641)	(42,023)
<b>Designated funds</b>			
Social fund	2,801	(3,074)	(273)
Watnall Road fund	5,345	(10,052)	(4,707)
Repair fund	16,125	(8,337)	7,788
Garden fund	1,523	(1,699)	(176)
	<u>25,794</u>	<u>(23,162)</u>	<u>2,632</u>
<b>TOTAL FUNDS</b>	<u>601,412</u>	<u>(640,803)</u>	<u>(39,391)</u>

### 15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

### 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 that 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 2025**

**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 2025

	31.3.25 £	31.3.24 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	7,936	19,979
Grants	<u>10,600</u>	<u>7,000</u>
	18,536	26,979
<b>Charitable activities</b>		
Services provided under contract	<u>284,907</u>	<u>270,990</u>
<b>Total incoming resources</b>	<b>303,443</b>	<b>297,969</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	225,885	208,112
Social security	10,307	7,575
Pensions	5,672	5,287
Hire of plant and machinery	2,432	2,312
Rates and water	9,296	8,842
Insurance	4,057	3,083
Light and heat	10,061	19,748
Telephone	1,226	1,790
Postage and stationery	2,381	2,849
Sundries	781	708
Management fees	17,873	16,614
Housekeeping and cleaning	11,887	11,765
Repairs and renewals	3,447	11,331
Registration, materials and training	6,962	4,304
Professional fees	924	614
Travel	166	778
Charitable expenditure	6,966	7,859
Trustees' expenses	-	16
Plant and machinery	433	388
Fixtures and fittings	<u>741</u>	<u>783</u>
	321,497	314,758
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	<u>2,286</u>	<u>2,262</u>
<b>Total resources expended</b>	<b><u>323,783</u></b>	<b><u>317,020</u></b>
<b>Net expenditure</b>	<b><u>(20,340)</u></b>	<b><u>(19,051)</u></b>