

COMMUNITY AWARENESS PROGRAMME

England & Wales · Charity number 1076401

Details

Other names CAP

Status Registered

Legal form Other

Registered 1999-07-06

Register [View on the Charity Commission register](#)

Contact

Address 2-8 Market Street
Wakefield
WF1 1DH

Phone 01924381119

Email capoffice@btinternet.com

Website www.capcare.org

Activities

Objects: TO PROMOTE THE BENEFIT OF THE INHABITANTS OF WAKEFIELD, WEST YORKSHIRE AND ITS SURROUNDING AREA THROUGH THE PROVISION OF FACILITIES FOR LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND TO ADVANCE THE EDUCATION OF THE PUBLIC AND RELIEVE POVERTY IN PARTICULAR BUT NOT EXCLUSIVELY THROUGH THE PROVISION OF INFORMATION AND ADVICE AND VOCATIONAL TRAINING IN ACCORDANCE WITH CHRISTIAN PRINCIPLES.

Activities: Seeking to relieve the want and poverty in Wakefield and the surrounding areas by providing a Resource Centre. Opening 5 days a week clients from any race or background via a referral system can visit the CAP centre. Here they will find friendship, counselling, clothing, shower facility and referral to other agencies as required.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Recreation
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** WAKEFIELD, WEST YORKSHIRE
- City Of Wakefield

Finances

Period end	Income	Expenditure	Assets	Employees
2025-11-30	£161,318	£141,011	-	-
2024-11-30	£135,517	£144,610	-	-
2023-11-30	£172,374	£165,962	-	-
2022-11-30	£140,037	£173,853	-	-
2021-11-30	£99,463	£141,256	-	-
2020-11-30	£176,374	£142,004	-	-

Trustees

Name	Role	Appointed
ELISABETH HIBBERT		1999-09-05
JEFFREY RHODES CANNINGS		2022-03-15
JOANNA CARROLL		2011-04-05
JOHNATHON ERIC GLEDHILL		2022-03-15
JULIE HEMSWORTH		2021-03-23
KAY COX		2021-03-23
Luke Crompton		2024-03-26

COMMUNITY AWARENESS PROGRAMME

England & Wales - Charity number 1076401

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2025
FOR
COMMUNITY AWARENESS PROGRAMME**

Harrison & Co
Chartered Accountants
531 Denby Dale Road West
Calder Grove
Wakefield
West Yorkshire
WF4 3ND

COMMUNITY AWARENESS PROGRAMME

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2025

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COMMUNITY AWARENESS PROGRAMME

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2025

The trustees present their report with the financial statements of the charity for the year ended 30 November 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aim of the Charity is to see lives changed by helping to relieve the suffering caused by want and poverty in the Wakefield Five Towns and beyond. Facilitating a resource centre in the city does this. The centre is open weekdays 10am - 3pm with clients visiting on a daily basis via a referral system from other service providers and agencies. The Charity not only provides food, clothing, toiletries, furniture, housewares but help and support in every avenue, either in house or by referral to other specific agencies.

The Charity was founded in 1997 by Ernest and Elisabeth Hibbert and provides a safe, clean, warm and friendly, non-judgmental environment and a wide variety of support services throughout the week

Specifically, the types of support and services offered include:

- o Provision of emergency basic needs i.e. cooked hot meal, clothing, household goods and furniture
- o Friendship and restoration of self-worth
- o Specialist Counselling, emotional and interpersonal support
- o Employment and education help and advice
- o Help to find long term permanent housing solutions.
- o Help with form filling and internet-based applications.
- o Basic life skills development e.g., how to shop, cook, manage money etc
- o Hosting of weekly AA meetings - Mon a.m. & Thursday p.m.
- o Wednesday p.m. Hobby club
- o Thursday evening is our friendship night when approx. 40 clients return to share food, fun and listen to a short relevant talk.
- o Signposting to other agencies for further help e.g., health, mental health, benefits, including hosting of many of those services onsite to create a one-stop-shop service provision

To quantify a successful year is difficult. The statistics show that the service users have increased this would also mean however that need and poverty in the area is on the increase.

The centre saw 948 individuals visiting a total of 23,137 times and 23,061 meals being served. 310 new users crossed the threshold This gives an average daily attendance of 91.8. 4161 items of clothing were issued and 52 pieces of furniture. 26 clients were excluded for anti-social reasons and 113 were 'moved on' having no longer need for the services offered by the Charity. These 113 are now able to live independently but should their circumstances change there is opportunity to return.

The 'Drop-in' initiative continues to be a success with following organisations, some of who attend the centre on a regular basis and hold a 'surgery' whilst others accept referrals and give specialist help to our clients.

Foundation Housing, Bridge It Housing, Informal Learning, Stonham Housing, Rent Deposit Scheme, Vulnerable Adults, Marsh Way Housing, Care CFE, Fusion Housing, CAP/Cashwise, CAB, "Live Well", Headways Specialist, Solicitors, Alcoholics Anon, Turning Point, Richmond Fellowship, Rethink, Benefits Warm, Rough Sleeper Team, WY-F. The Charity is also an active member of the Wakefield Food Bank Network.

For the 13th consecutive year and in partnership with the Wakefield Express and Wakefield Chantry Rotary, this year CAP has provided 503 hampers for families who are experiencing poverty.

Throughout the year the Charity was represented at many organisations including Churches and Schools as well as community groups. Many of these groups have helped in the fundraising activities. These include a Preloved clothing sale, Dragon Boat Race, and Supper club

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

COMMUNITY AWARENESS PROGRAMME

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is governed by the chair and a board of 7 trustees as accounted for in the constitution and meet 4 times per year, with other meetings as required. All new trustees are invited by the board and are provided with the previous annual accounts, governing documents and standard operation procedure as well as the relevant documents on trusteeship as required by the Charity Commission.

All Trustee board members have a personal area of responsibility with the relevant charity job description.

The annual accounts are independently examined, ratified by the board and then presented to the members and public at the annual general meeting held in the spring of each year. Attendance to this meeting is open to the public although members, volunteers and staff are invited and given the opportunity to vote by proxy.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

10766401

Principal address

2 - 8 Market Street
Wakefield
West Yorkshire
WF1 1DH

Trustees

Mr L Crompton Trustee
Mrs J Brearton Trustee
Ms J Cannings Trustee
Mr J Gledhill Trustee
Mr J Hemsworth Trustee
Ms K Cox Trustee
Ms J Carroll Trustee
Mrs E Hibbert Chair

Independent Examiner

Harrison & Co
Chartered Accountants
531 Denby Dale Road West
Calder Grove
Wakefield
West Yorkshire
WF4 3ND

Bankers

Virgin Money
Northgate
Wakefield

Approved by order of the board of trustees on 20 March 2026 and signed on its behalf by:



Mrs E Hibbert - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNITY AWARENESS PROGRAMME

Independent examiner's report to the trustees of Community Awareness Programme

I report to the charity trustees on my examination of the accounts of Community Awareness Programme (the Trust) for the year ended 30 November 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Sherice Parfitt FCCA

Harrison & Co
Chartered Accountants
531 Denby Dale Road West
Calder Grove
Wakefield
West Yorkshire
WF4 3ND

20 March 2026

COMMUNITY AWARENESS PROGRAMME

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 NOVEMBER 2025**

	Notes	2025 Unrestricted fund £	2024 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		160,287	135,517
Investment income	2	1,031	1,816
Total		<u>161,318</u>	<u>137,333</u>
EXPENDITURE ON			
Charitable activities			
GENERAL		<u>143,176</u>	<u>144,610</u>
NET INCOME/(EXPENDITURE)		18,142	(7,277)
RECONCILIATION OF FUNDS			
Total funds brought forward		146,719	153,996
TOTAL FUNDS CARRIED FORWARD		<u><u>164,861</u></u>	<u><u>146,719</u></u>


The notes form part of these financial statements

COMMUNITY AWARENESS PROGRAMME

**BALANCE SHEET
30 NOVEMBER 2025**

	Notes	2025 Unrestricted fund £	2024 Total funds £
FIXED ASSETS			
Social investments	6	100,000	50,000
CURRENT ASSETS			
Cash at bank		65,582	96,719
CREDITORS			
Amounts falling due within one year	7	(721)	-
NET CURRENT ASSETS		<u>64,861</u>	<u>96,719</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>164,861</u>	<u>146,719</u>
NET ASSETS		<u>164,861</u>	<u>146,719</u>
FUNDS			
Unrestricted funds	8	<u>164,861</u>	<u>146,719</u>
TOTAL FUNDS		<u>164,861</u>	<u>146,719</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 20 March 2026 and were signed on its behalf by:



Mrs E Hibbert - Trustee



Mr J Gledhill - Trustee

COMMUNITY AWARENESS PROGRAMME

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, 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 Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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.

2. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	1,031	1,816

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 November 2025 nor for the year ended 30 November 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 November 2025 nor for the year ended 30 November 2024.

COMMUNITY AWARENESS PROGRAMME

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 NOVEMBER 2025**

4. STAFF COSTS

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

	2025	2024
Support and Admin	<u>5</u>	<u>5</u>

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	135,517
Investment income	<u>1,816</u>
Total	<u>137,333</u>
EXPENDITURE ON	
Charitable activities	
GENERAL	<u>144,610</u>
NET INCOME/(EXPENDITURE)	(7,277)
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>153,996</u>
TOTAL FUNDS CARRIED FORWARD	<u>146,719</u>

6. SOCIAL INVESTMENTS

	Other investments £
MARKET VALUE	
At 1 December 2024	50,000
Additions	<u>50,000</u>
At 30 November 2025	<u>100,000</u>
NET BOOK VALUE	
At 30 November 2025	<u>100,000</u>
At 30 November 2024	<u>50,000</u>

COMMUNITY AWARENESS PROGRAMME

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 NOVEMBER 2025**

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Other creditors	721	-
	<u>721</u>	<u>-</u>

8. MOVEMENT IN FUNDS

	At	Net	At
	1.12.24	movement	30.11.25
	£	in funds	£
		£	
Unrestricted funds			
General fund	146,719	18,142	164,861
	<u>146,719</u>	<u>18,142</u>	<u>164,861</u>
TOTAL FUNDS	<u>146,719</u>	<u>18,142</u>	<u>164,861</u>

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

	Incoming	Resources	Movement
	resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	161,318	(143,176)	18,142
	<u>161,318</u>	<u>(143,176)</u>	<u>18,142</u>
TOTAL FUNDS	<u>161,318</u>	<u>(143,176)</u>	<u>18,142</u>

Comparatives for movement in funds

	At	Net	At
	1.12.23	movement	30.11.24
	£	in funds	£
		£	
Unrestricted funds			
General fund	153,996	(7,277)	146,719
	<u>153,996</u>	<u>(7,277)</u>	<u>146,719</u>
TOTAL FUNDS	<u>153,996</u>	<u>(7,277)</u>	<u>146,719</u>

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

	Incoming	Resources	Movement
	resources	expended	in funds
	£	£	£
Unrestricted funds			
General fund	137,333	(144,610)	(7,277)
	<u>137,333</u>	<u>(144,610)</u>	<u>(7,277)</u>
TOTAL FUNDS	<u>137,333</u>	<u>(144,610)</u>	<u>(7,277)</u>

COMMUNITY AWARENESS PROGRAMME

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 NOVEMBER 2025**

8. MOVEMENT IN FUNDS - continued

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

	At 1.12.23 £	Net movement in funds £	At 30.11.25 £
Unrestricted funds			
General fund	153,996	10,865	164,861
TOTAL FUNDS	<u>153,996</u>	<u>10,865</u>	<u>164,861</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	298,651	(287,786)	10,865
TOTAL FUNDS	<u>298,651</u>	<u>(287,786)</u>	<u>10,865</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 November 2025.

COMMUNITY AWARENESS PROGRAMME

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 NOVEMBER 2025**

	2025	2024
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Public donations	70,952	77,769
Gift aid	8,779	7,567
Other fund raising	11,550	1,649
Grants	68,640	48,150
Utility warehouse	366	382
	<hr/>	<hr/>
	160,287	135,517
Investment income		
Deposit account interest	1,031	1,816
	<hr/>	<hr/>
Total incoming resources	161,318	137,333
 EXPENDITURE		
Support costs		
Management		
Wages	84,778	83,439
Security and waste	1,492	1,657
Motor expenses and travel	1,911	1,977
Rent, rates and water	32,278	33,825
Insurance	2,860	2,697
Light and heat	5,894	10,957
Telephone	725	915
Printing, post and stationery	1,695	2,583
Sundries	3,099	1,237
Catering and hospitality	554	446
Repairs and renewals	3,982	1,942
Fundraising costs	1,743	1,567
	<hr/>	<hr/>
	141,011	143,242
Finance		
Bank charges	125	-
Governance costs		
Accountancy and legal fees	2,040	1,368
	<hr/>	<hr/>
Total resources expended	143,176	144,610
	<hr/>	<hr/>
Net income/(expenditure)	18,142	(7,277)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements

Trustees Annual Report for the period 1stDecember 2024 – 30thNovember 2025

Charity Name	Community Awareness Programme
Other name known by	CAP Care
Registered Charity Number	1076401
Principal Address	2-8 Market Street
	Wakefield
	WF1 1DH

Name of Charity Trustees

Trustee Name	Office if any
Elisabeth Hibbert (Co Founder)	Chair
Jon Gledhill	Vice Chair
Jeff Cannings	
Kay Cox	
Joanna Carroll	
Judith Brearton	resigned
Julie Hemingway	
Luke Crompton	Chaplain

Name of Charity Employees

Employee Name	Job	Date appointment
Kevin Dobson	Project Manager	May 2012
Susan Knowles	Client Support Worker	May 2014
Paula Depledge	Kitchen Supervisor	Jan 2011
Shaun Gleeson	Warehouse Operative	January 2025
Emma Woofinden	Cleaner	January 2024

Names and Addresses of advisors

Type	Name	Address
Bank	Virgin Bank	Northgate Wakefield
Accountant	Harrison & Co	Denby Dale Rd West. Wakefield
Solicitor	Geldards	Pride Park. Derby. DE24 8QR

History Objectives and Activities of the Trust

The aim of the Charity is to see lives changed by helping to relieve the suffering caused by want and poverty in the Wakefield Five Towns and beyond. Facilitating a resource centre in the city does this. The centre is open weekdays 10am – 3pm with clients visiting on a daily basis via a referral system from other service providers and agencies. The Charity not only provides food, clothing, toiletries, furniture, housewares but help and support in every avenue, either in house or by referral to other specific agencies.

The Charity was founded in 1997 by Ernest and Elisabeth Hibbert and provides a safe, clean, warm and friendly, non-judgmental environment and a wide variety of support services throughout the week

Specifically, the types of support and services offered include:

- Provision of emergency basic needs i.e. cooked hot meal, clothing, household goods and furniture
- Friendship and restoration of self-worth
- Specialist Counselling, emotional and interpersonal support
- Employment and education help and advice
- Help to find long term permanent housing solutions.
- Help with form filling and internet-based applications.
- Basic life skills development e.g., how to shop, cook, manage money etc
- Hosting of weekly AA meetings - Mon a.m. & Thursday p.m.
- Wednesday p.m. Hobby club
- Thursday evening is our friendship night when approx. 40 clients return to share food, fun and listen to a short relevant talk.
- Signposting to other agencies for further help e.g., health, mental health, benefits, including hosting of many of those services onsite to create a one-stop-shop service provision

To quantify a successful year is difficult. The statistics show that the service users have increased this would also mean however that need and poverty in the area is on the increase.

The centre saw 948 individuals visiting a total of 23,137 times and 23,061 meals being served. 310 new users crossed the threshold This gives an average daily attendance of 91.8. 4161 items of clothing were issued and 52 pieces of furniture. 26 clients were excluded for anti-social reasons and 113 were 'moved on' having no longer need for the services offered by the Charity. These 113 are now able to live independently but should their circumstances change there is opportunity to return.

The 'Drop-in' initiative continues to be a success with following organisations, some of who attend the centre on a regular basis and hold a 'surgery' whilst others accept referrals and give specialist help to our clients.

Foundation Housing, Bridge It Housing, Informal Learning, Stonham Housing, Rent Deposit Scheme, Vulnerable Adults, Marsh Way Housing, Care CFE, Fusion Housing, CAP/Cashwise, CAB, "Live Well", Headways Specialist, Solicitors, Alcoholics Anon, Turning Point, Richmond Fellowship, Rethink, Benefits Warm, Rough Sleeper Team, WY-F. The Charity is also an active member of the Wakefield Food Bank Network.

For the 13th consecutive year and in partnership with the Wakefield Express and Wakefield Chantry Rotary, this year CAP has provided 503 hampers for families who are experiencing poverty.

Throughout the year the Charity was represented at many organisations including Churches and Schools as well as community groups. Many of these groups have helped in the fundraising activities. These include a Preloved clothing sale, Dragon Boat Race, and Supper club

Management and governance arrangements.

The Charity is governed by the chair and a board of 7 trustees as accounted for in the constitution and meet 4 times per year, with other meetings as required. All new trustees are invited by the board and are provided with the previous annual accounts, governing documents and standard operation procedure as well as the relevant documents on trusteeship as required by the Charity Commission. All Trustee board members have a personal area of responsibility with the relevant charity job description.

The annual accounts are independently examined, ratified by the board and then presented to the members and public at the annual general meeting held in the spring of each year. Attendance to this meeting is open to the public although members, volunteers and staff are invited and given the opportunity to vote by proxy.

Statement of Trustee Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

Select suitable accounting policies and apply them consistently

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.

Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Signed on behalf of the trustees

Mrs E Hibbert

Chair



Mr J Gledhill

Trustee



COMMUNITY AWARENESS PROGRAMME

England & Wales - Charity number 1076401

Accounts

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2024

BELDENN LTD

CHARTERED ACCOUNTANTS

COMMUNITY AWARENESS PROGRAMME

CHARITY INFORMATION

REGISTERED OFFICE

2-8 Market Street
Wakefield
WF1 1DH

CHARITY NUMBER

1076401

TRUSTEES

Mrs E Hibbert - Chair
Mrs S Hornby Mould - Vice Chair
Mr L Crompton - Chaplain
Mrs J Breaton
Mrs J Carroll
Mr J Gledhill
Mrs K Cox
Mr J Cannings
Mrs J Hemsworth

HONORARY TRUSTEES

Mrs N Denison
Mrs J Phillips
Mr J McGuire

REPORTING ACCOUNTANTS

Beldenn Ltd
Townend House
8 Springwell Court
Leeds
West Yorkshire
England
LS12 1AL

SOLICITORS

Geldards
Number One Pride Place
Pride Park
Derby
DE24 8QR

BANKERS

Virgin Money
6 - 10 Northgate
Wakefield
WF1 1TA

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2024

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2024

Aims and Objectives of the Trust

The aim of the Charity is to see lives changed by helping to relieve the suffering caused by want and poverty in the Wakefield Five Towns and beyond. Facilitating a resource centre in the city does this. The centre is open weekdays 10am – 2pm with clients visiting daily via a referral system from other service providers and agencies. The Charity not only provides food, clothing, toiletries, furniture, housewares but help and support in every avenue, either in house or by referral to other specific agencies.

The Charity was founded in 1997 by Ernest and Elisabeth Hibbert.

The day to day running of the charity is done by the project manager Kevin Dobson 4 members of paid staff and 34 volunteers. 8 of these volunteers are client helpers. Working for the clients in the various departments gives them a sense of well being but also experience to put on a CV. 292 (272) clients have moved on to independent living and in no need of our services.

To quantify a successful year is difficult. The statistics show that the service users have increased by 2.9% during the year proving that need and poverty in the area are still very prevalent.

The centre saw 1029 (1022) individuals visiting a total of 24373 (23689) times and 24282 (23566) meals being served. 391 (389) new users crossed the threshold This gives an average daily attendance of 95.6 (94.1). 4837 (4946) items of clothing were issued. [the figure in brackets refer to 2023 figures]

The 'Drop-in' initiative continues to be a success with daily surgeries in house from many agencies. Turning Point, Housing needs; Rough Sleeper; Universal credit; hairdressers and several specialist health services to name but a few. 634 (669) clients were referred to 3rd party agencies for more support.

The room upstairs is used twice a week by Alcoholics Anon.

Yet again this year and in partnership with the Wakefield Express and Wakefield Chantry Rotary, CAP has provided 545 (630) hampers for families who are experiencing poverty.

Fund Raising this last year has been varied with 2 Preloved sales; Christmas Fayre; Murder mystery evening; Sleepout; but we are also so grateful for the continued giving of individuals and organisations. The 100 club and One Multiplied continues to bring in revenue.

Management and Governance Arrangements.

The Charity is governed by the chair and a board of 9 trustees as accounted for in the constitution and meet 4 times per year, with other meetings as required. All new trustees are invited by the board and are provided with the previous annual accounts, governing documents, and standard operation procedure as well as the relevant documents on trusteeship as required by the charity commission. All Trustee board members have a relevant job description. At the AGM 2023 2 new trustees were welcomed and appointed to the Board. – Mrs J Brearton and Mr Luke Crompton. Elisabeth Hibbert was elected as Chair following the retirement of Kevin Foster. A presentation was made to Mr Foster in honour of his time as Chair

The annual accounts are independently examined, ratified by the board, and then presented to the member and public at the annual general meeting held in the spring of each year. Attendance to this meeting is open to the public although members, volunteers and staff are invited and given the opportunity to vote by proxy.

COMMUNITY AWARENESS PROGRAMME

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)

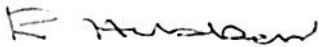
Statement of Trustee Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to :

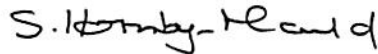
- Select suitable accounting policies and apply them consistently;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees



Mrs E Hibbert
Chair



Mrs S Hornby Mould
Vice Chair

Dated: 7/3/25

COMMUNITY AWARENESS PROGRAMME**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COMMUNITY AWARENESS PROGRAMME**

We report to the Trustees on our examination of the accounts of The Community Awareness Programme for the year ended 30 November 2024, which are set out on pages 4 to 6.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any respect:

- accounting records have not been kept in respect of the Trust as required by section 130 of the Act; or
- the accounts did not accord with those records.
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

We 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.

Ash Bruce

Ashley Bruce (May 13, 2025 11:05 GMT+1)

Ashley Bruce
Beldenn Ltd
Chartered Accountants
Townend House
8 Springwell Court
Leeds
West Yorkshire
England
LS12 1AL

COMMUNITY AWARENESS PROGRAMME
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 NOVEMBER 2024

	2024 Unrestricted £	2023 Total £
Income:		
Public donations	77,769	75,428
Gift Aid	7,567	7,098
Utility Warehouse	382	777
Other fund raising	1,649	14,571
Grants received	48,150	74,500
	<u>135,517</u>	<u>172,374</u>
Less Overhead expenditure:		
Wages	83,439	84,773
Security	798	403
Fund-raising costs	1,567	2,009
Rent and rates	33,825	35,123
Heat and light	10,957	28,001
Telephone	915	1,093
Repairs and renewals	1,942	3,507
Printing, postage and stationery	2,583	3,697
Accountancy	1,368	1,332
Sundries	1,237	622
Motor	1,977	1,790
Insurance	2,697	2,392
Waste	859	811
Catering and hospitality	446	409
Capital expenditure		-
	<u>144,610</u>	<u>165,962</u>
Net surplus/(deficit) on normal activities	(9,093)	6,412
Interest received	1,816	581
Net surplus/(deficit) for the year	(7,277)	6,993
Total cash funds brought forward	63,703	38,674
Transfer from deposit account	-	18,036
Total cash funds carried forward	<u>56,426</u>	<u>63,703</u>

No restricted income or expenditure in 2024 or prior year (2023).

COMMUNITY AWARENESS PROGRAMME
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 NOVEMBER 2024

ASSETS

	2024	2023
	Unrestricted	Total
	£	£
Bank Account	56,426	63,703
Deposit account with Kingdom Bank	40,293	58,036
Investments	50,000	50,000
	<u>146,719</u>	<u>171,739</u>

The investments of £50,000 represents the purchase of a right to buy the current premises at any time and at a price that has been agreed.

In addition the charity also owns a motor vehicle which was purchased in May 2022 and small items of office furniture and computer equipment.

LIABILITIES

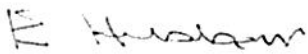
At 30 November 2024 the charity had a total future commitment of £0 (2023: £20,417) under a non-cancellable lease for the premises from which it operates. The lease was a rolling contract and therefore did not get renewed.

COMMUNITY AWARENESS PROGRAMME
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2024

1. BASIS OF PREPARATION

The accounts have been prepared on a receipts and payments basis.

Approved by the Trustees and signed on their behalf:



Mrs E Hibbert



Mrs S Homby Mould

Dated: 7/3/25

COMMUNITY AWARENESS PROGRAMME

England & Wales - Charity number 1076401

Accounts

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2023

VOGAN ACCOUNTANCY LIMITED

CHARTERED ACCOUNTANTS

COMMUNITY AWARENESS PROGRAMME

CHARITY INFORMATION

REGISTERED OFFICE

2-8 Market Street
Wakefield
WF1 1DH

CHARITY NUMBER

1076401

TRUSTEES

Mrs E Hibbert - Chair
Mrs S Hornby Mould - Vice Chair
Mrs Judith Breaton - Finance
Mr L Crompton - Chaplain
Mrs J Carroll
Mr J Gledhill
Mrs K Cox
Mr J Cannings
Mrs J Hemsworth

HONORARY TRUSTEES

Mrs N Denison
Mrs J Phillips
Mr J McGuire

REPORTING ACCOUNTANTS

Vogan Accountancy Limited
2 Chancery Lane
Wakefield
WF1 2SS

SOLICITORS

Geldards
Number One Pride Place
Pride Park
Derby
DE24 8QR

BANKERS

Virgin Money
6 - 10 Northgate
Wakefield
WF1 1TA


COMMUNITY AWARENESS PROGRAMME**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)****Statement of Trustee Responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to :

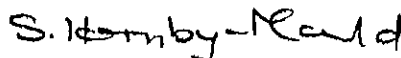
- Select suitable accounting policies and apply them consistently;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees



Mrs E Hibbert
Chair



Mrs S Hornby Mould
Vice Chair

Dated:

4/3/2024

COMMUNITY AWARENESS PROGRAMME**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COMMUNITY AWARENESS PROGRAMME**

We report to the Trustees on our examination of the accounts of The Community Awareness Programme for the year ended 30 November 2023, which are set out on pages 4 to 6.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any respect:

- accounting records have not been kept in respect of the Trust as required by section 130 of the Act; or
- the accounts did not accord with those records.
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

We 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.

Vogan Accountancy Limited

Vogan Accountancy Limited
Chartered Accountants
2 Chancery Lane
Wakefield
WF1 2SS

4th March 2024

COMMUNITY AWARENESS PROGRAMME**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 30 NOVEMBER 2023**

	2023	2022
	Unrestricted	Total
	£	£
Income:		
Public donations	75,428	84,238
Gift Aid	7,098	5,906
Utility Warehouse	777	656
Other fund raising	14,571	20,719
Grants received	74,500	28,518
	<hr/>	<hr/>
	172,374	140,037
	<hr/>	<hr/>
Less Overhead expenditure:		
Wages	84,773	81,246
Security	403	655
Fund-raising costs	2,009	2,034
Rent and rates	35,123	35,466
Heat and light	28,001	16,842
Telephone	1,093	1,012
Repairs and renewals	3,507	1,473
Printing, postage and stationery	3,697	2,712
Accountancy	1,332	1,278
Sundries	622	1,624
Motor	1,790	2,476
Insurance	2,392	2,241
Waste	811	699
Catering and hospitality	409	831
Capital expenditure	-	23,264
	<hr/>	<hr/>
	165,962	173,853
	<hr/>	<hr/>
Net surplus/(deficit) on normal activities	6,412	(33,816)
Interest received	581	65
	<hr/>	<hr/>
Net surplus/(deficit) for the year	6,993	(33,751)
Total cash funds brought forward	38,674	22,490
Transfer from deposit account	18,036	49,935
	<hr/>	<hr/>
Total cash funds carried forward	63,703	38,674
	<hr/>	<hr/>

No restricted income or expenditure in 2023 or prior year (2022).

COMMUNITY AWARENESS PROGRAMME
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 30 NOVEMBER 2023

ASSETS

	2023	2022
	Unrestricted	Total
	£	£
Bank Account	63,703	38,674
Deposit account with Kingdom Bank	40,000	58,036
Investments	50,000	50,000
	<hr/>	<hr/>
	153,703	146,710
	<hr/>	<hr/>

The investments of £50,000 represents the purchase of a right to buy the current premises at a price that has been agreed. The right must be exercised before 28 January 2026.

In addition the charity also owns a motor vehicle which was purchased in May 2022 and small items of office furniture and computer equipment.

LIABILITIES

At 30 November 2023 the charity had a total future commitment of £20,417 under a non-cancellable lease for the premises from which it operates. The lease expires within one year from the accounts date.

**COMMUNITY AWARENESS PROGRAMME
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2023**

1. BASIS OF PREPARATION

The accounts have been prepared on a receipts and payments basis.

Approved by the Trustees and signed on their behalf:

E Hibbert

Mrs E Hibbert

S. Homby Mould

Mrs S Homby Mould

Dated: *4th March 2024*

COMMUNITY AWARENESS PROGRAMME

England & Wales - Charity number 1076401

Accounts

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2022

VOGAN ACCOUNTANCY LIMITED

CHARTERED ACCOUNTANTS

COMMUNITY AWARENESS PROGRAMME

CHARITY INFORMATION

REGISTERED OFFICE

2-8 Market Street
Wakefield
WF1 1DH

CHARITY NUMBER

1076401

TRUSTEES

Mr K Foster - Chair
Mrs S Hornby Mould - Vice Chair
Mrs E Hibbert - Administrator
Mrs J Carroll
Mr J Gledhill
Mrs K Cox
Mr J Cannings
Mrs J Hemsworth

HONORARY TRUSTEES

Mrs N Denison
Mrs J Phillips
Mr J McGuire

SECRETARY AND TREASURER

Mrs E Hibbert

REPORTING ACCOUNTANTS

Vogan Accountancy Limited
2 Chancery Lane
Wakefield
WF1 2SS

SOLICITORS

Geldards
Number One Pride Place
Pride Park
Derby
DE24 8QR

BANKERS

Virgin Money
6 - 10 Northgate
Wakefield
WF1 1TA

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2022

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2022

History, Objectives and Activities of the Trust

The aim of the Charity is to see lives changed by helping to relieve the suffering caused by want and poverty in the Wakefield Five Towns and beyond. Facilitating a resource centre in the city does this. The centre is open weekdays 10am – 2pm with clients visiting on a daily basis via a referral system from other service providers and agencies. The Charity not only provides food, clothing, toiletries, furniture, housewares but help and support in every avenue, either in house or by referral to other specific agencies.

The Charity was founded in 1997 by Ernest and Elisabeth Hibbert and celebrated 25 years of service on the 5th September 2022. This celebration took the form of an open house with more formal proceedings from 3pm - 4pm. The Mayor and Mayoress were present plus approximately 150 friends visited during the day.

The service required during the year has recovered from the slight slump during the COVID period.

The service consists of 8 trustees; 5 paid staff; 35 volunteers and 6 client helpers. The dedication of all these is to be commended for both their hard work and loyalty. Many of these having dedicated their time for over 10 years. The trustees meet 4 times a year and an AGM is held each March.

Summary statistics for the year from December 2021 - November 2022 (Previous year figures shown in brackets): Number of client visits: 21,162 (16,446); Number of individual clients visiting: 893 (704); Number of new referrals: 310 (249); Number of requisitions: 3,153 (2,533); Number of items distributed: 10,326 (8,015).

The One-Stop-Shop is as valuable as ever with the following services in-house and available to give advice: Matt & Pam (Riverside) Rough Sleeper Workers Universal Credit Experts twice weekly; Hep C nurse testing and advice (outreach under review); Hep C support service one-to-one support; WY-FI workers intensive support; Spectrum Health sexual health support; Spectrum Health Intensive; Health Support Community Cabin general support (based in Castleford); Liaison & Diversion support for clients in chaos; Turning Point weekly (minimum) drop in sessions; Police regular visits to the centre and regular contact COVID Vaccination nurses COVID vaccinations; Haircuts for the homeless roughly every five weeks.

591 clients were referred to other services, the majority of these for benefits and housing advice. 2022 has seen many of the homeless placed in hotels, this however, can be withdrawn with no notice. Many of those in rented accommodation still find the living standards well below average as reported nationally.

The charity has been self-funding since 2018 after the last big lottery grant finished, however, due to the generosity of the general public and the facility of regular monthly donations via the One Hundred Club and One Multiplied the work has been able to continue.

Management and governance arrangements.

The Charity is governed by the chair and a board of up to 9 trustees as accounted for in the constitution and meet 4 times per year, with other meetings as required. Most of these meetings were held as Zoom meetings. All new trustees are invited by the board and are provided with the previous annual accounts, governing documents, and standard operation procedure as well as the relevant documents on trusteeship as required by the charity commission. All Trustee board members have a relevant job description.

The annual accounts are independently examined, ratified by the board, and then presented to the member and public at the annual general meeting held in the spring of each year. Attendance to this meeting is open to the public although members, volunteers and staff are invited and given the opportunity to vote by proxy.

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)

Statement of Trustee Responsibilities

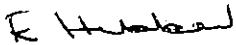
Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees

Mrs E Hibbert
Trustee



Dated: 28 March 2023



Mr K Foster
Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COMMUNITY AWARENESS PROGRAMME**

We report to the Trustees on our examination of the accounts of The Community Awareness Programme for the year ended 30 November 2022, which are set out on pages 4 to 6.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any respect:

- accounting records have not been kept in respect of the Trust as required by section 130 of the Act; or
- the accounts did not accord with those records.
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

We 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.

Vogan Accountancy Limited

**Vogan Accountancy Limited
Chartered Accountants**

2 Chancery Lane
Wakefield
WF1 2SS

28 March 2023

COMMUNITY AWARENESS PROGRAMME

4.

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 NOVEMBER 2022

	2022	2021
	Unrestricted	Total
	£	£
Income:		
Public donations	84,238	68,603
Gift Aid	5,906	6,809
Utility Warehouse	656	488
Other fund raising	20,719	12,763
Grants received	28,518	10,800
	<u>140,037</u>	<u>99,463</u>
Less Overhead expenditure:		
Wages	81,246	80,667
Security	655	257
Fund-raising costs	2,034	1,303
Rent and rates	35,466	35,887
Heat and light	16,842	10,600
Telephone	1,012	931
Repairs and renewals	1,473	776
Printing, postage and stationery	2,712	2,747
Accountancy	1,278	1,219
Sundries	1,624	1,367
Motor	2,476	2,241
Insurance	2,241	2,060
Waste	699	741
Catering and hospitality	831	460
Capital expenditure	23,264	-
	<u>173,853</u>	<u>141,256</u>
Net deficit on normal activities	(33,816)	(41,793)
Interest received	65	216
Net deficit for the year	(33,751)	(41,577)
Total cash funds brought forward	22,490	64,283
Transfer from / (to) deposit account	49,935	(216)
Total cash funds carried forward	<u>38,674</u>	<u>22,490</u>

No restricted income or expenditure in 2022 or prior year (2021).

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 30 NOVEMBER 2022

ASSETS

	2022 Unrestricted £	2021 Total £
Bank Account	38,674	22,490
Deposit account with Stewardship	-	107,755
Deposit account with Kingdom Bank	58,036	-
Investments	50,000	50,000
	<hr/> 146,710	<hr/> 180,245

The investments of £50,000 represents the purchase of a right to buy the current premises at a price that has been agreed. The right must be exercised before 28 January 2026.

Stewardship is an operating name of Stewardship Services (UKET) Limited, a registered charity in England & Wales (no. 234714).

In addition the charity also owns a motor vehicle which was purchased in May 2022 and small items of office furniture and computer equipment.

LIABILITIES

At 30 November 2022 the charity had a total future commitment of £52,500 under a non-cancellable lease for the premises from which it operates. The lease expires between one and two years from the accounts date.

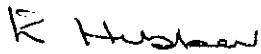
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2022

1. BASIS OF PREPARATION

The accounts have been prepared on a receipts and payments basis.

Approved by the Trustees and signed on their behalf:



Mrs E Hibbert



Mr K Foster

Dated: 28 March 2023

COMMUNITY AWARENESS PROGRAMME

England & Wales - Charity number 1076401

Accounts

SIGNED COPY

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2020

VOGAN ACCOUNTANCY LIMITED

CHARTERED ACCOUNTANTS

COMMUNITY AWARENESS PROGRAMME

CHARITY INFORMATION

REGISTERED OFFICE

2-8 Market Street
Wakefield
WF1 1DH

CHARITY NUMBER

1076401

TRUSTEES

Mr K Foster
Mrs E Hibbert
Mrs C Bimrose
Mrs S Hornby-Mould
Mrs J Carroll
Mr J McGuire

HONORARY TRUSTEES

Mrs N Denison
Mrs J Phillips

SECRETARY AND TREASURER

Mrs E Hibbert

REPORTING ACCOUNTANTS

Vogan Accountancy Limited
2 Chancery Lane
Wakefield
WF1 2SS

SOLICITORS

Geldards
Number One Pride Place
Pride Park
Derby
DE24 8QR

BANKERS

Yorkshire Bank plc
6 - 10 Northgate
Wakefield
WF1 1TA

COMMUNITY AWARENESS PROGRAMME

ACCOUNTS FOR THE YEAR ENDED

30 NOVEMBER 2020

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020

History Objectives and Activities of the Trust

The Charity was founded in 1997 by Ernest and Ellsabeth Hibbert with the aim to see lives changed by helping to relieve the suffering caused by want and poverty in the Wakefield Five Towns and beyond. Facilitating a resource centre in the city does this. The centre is open weekdays 10am – 3pm with clients visiting on a daily basis via a referral system from other service providers and agencies. During the pandemic the hours have reduced for client visits to 10am to 12.30pm. The Charity not only provides food, clothing, toiletries, furniture, house wares but help and support in every avenue, either in house or by referral to other specific agencies.

The charity employs 5 people and has at the time of writing this report 30 volunteers.

This year has been a very difficult year for all not least for the CAP team. Services have remained open throughout the pandemic with rigorous social distancing rules. The team of 50 volunteers reduced to 18 due to shielding at the beginning of the first lockdown, these remaining people doubled up their commitment to keep the service running. The client support worker worked from home with zoom meetings set up for clients wanting help with housing and referrals. Covid secure measures were introduced on the 23rd March 2020 and in the period from then to the end of the year (181 days) there were 12,368 client visits, with a total of 585 different individuals helped. The daily attendance was 68.3.

However the daily attendance for the full year was 73.6 which is 10% down on previous. During this full year there were 18,670 client visits, with 808 individuals being helped. The charity provided 18,569 meals, gave out 3,221 items of clothing, 1,539 household items and 208 items of furniture. There were no exclusions for anti-social behaviour; during the period of lockdown in particular the clients were very grateful that the doors were open for them. The 'drop in' services have obviously reduced during 2020 with the rough sleeper worker, and the hep C nurses / support attending.

For the fifth consecutive year and in partnership with the Wakefield Express and Wakefield Chantry Rotary, CAP has provided 590 Christmas hampers for families who are experiencing poverty. This was reduced because of the restrictions both in distancing and distribution.

This financial year we have received grant funding from Wakefield Council and the Big Lottery Fund. The latter been a special fund set up to compensate charities that have not been able to fund raise during the pandemic. The good will and generosity of the public has remained constant and only slightly reduced.

Management and governance arrangements.

The Charity is governed by the chair and a board of 6 trustees as accounted for in the constitution. Mrs Poole resigned from the board at the beginning of the year. (4 new trustees were co-opted onto the board on the 9th December 2020 these will be ratified at the AGM and reported in next year's report) All new trustees are invited by the board and are provided with the previous annual accounts, governing documents and standard operation procedure as well as the relevant documents on trusteeship as required by the charity commission. All Trustee board members give their time voluntary and receive no remuneration of other benefits. They all however have a relevant job description. The AGM is held in the spring of each year.

It is with great sadness that we must report the death in November of Ernest Hibbert one of the co-founders. He is greatly missed by all involved with CAP.

A great contribution is made by member volunteers. We are grateful (especially during this difficult year) for the many hours volunteers have given, working for the service users as well as listening and encouraging them. Without their valuable contribution of time, energy and expertise we would not be able to achieve so much.

The annual accounts are independently examined, ratified by the board and then presented to the members and public at the annual general meeting held in the spring of each year. Attendance to this meeting is open to the public although members, volunteers and staff are invited and given the opportunity to vote by proxy.

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020 (continued)

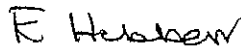
Statement of Trustee Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to :

- select suitable accounting policies and apply them consistently;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Signed on behalf of the trustees


Mrs E Hibbert
Trustee


Mr K Foster
Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COMMUNITY AWARENESS PROGRAMME**

We report to the Trustees on our examination of the accounts of The Community Awareness Programme for the year ended 30 November 2020, which are set out on pages 4 to 6.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

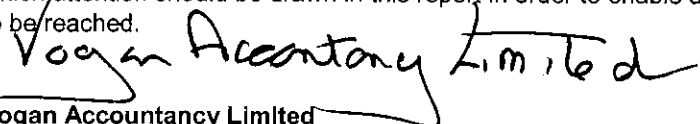
We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any respect:

- accounting records have not been kept in respect of the Trust as required by section 130 of the Act; or
- the accounts did not accord with those records.
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

We 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.


Vogan Accountancy Limited
Chartered Accountants
2 Chancery Lane
Wakefield
WF1 2SS

12 April 2021

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 NOVEMBER 2020

	2020			2019
	Restricted £	Unrestricted £	Total £	Total £
Income:				
Public donations	-	82,420	82,420	69,110
Gift Aid	-	4,985	4,985	4,263
Big Lottery Fund	-	-	-	-
Utility Warehouse	-	491	491	509
Other fund raising	-	7,528	7,528	7,819
Grants received	-	80,950	80,950	2,250
	-	176,374	176,374	83,951
Less Overhead expenditure:				
Wages		81,043	81,043	79,900
Security		289	289	378
Fund-raising costs		1,091	1,091	5,974
Rent and rates	-	36,046	36,046	36,175
Heat and light		10,055	10,055	10,717
Telephone		961	961	1,124
Repairs and renewals		1,359	1,359	3,061
Printing, postage and stationery		3,442	3,442	3,014
Training and recruitment		80	80	110
Accountancy		1,182	1,182	1,421
Sundries		1,823	1,823	1,596
Advertising	-	-	-	810
Motor		2,037	2,037	1,234
Travel	-	-	-	894
Insurance		1,964	1,964	1,876
Waste		533	533	522
Catering and hospitality		99	99	1,884
Capital expenditure	-	-	-	3,236
	-	142,004	142,004	153,926
Net surplus / (deficit) on normal activities	-	34,370	34,370	(69,975)
Interest received	-	472	472	841
Net surplus for the year	-	34,842	34,842	(69,134)
Total cash funds brought forward	-	29,913	29,913	49,047
Transfer from / (to) deposit account	-	(472)	(472)	50,000
Total cash funds carried forward	-	64,283	64,283	29,913

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 30 NOVEMBER 2020

ASSETS

	----- 2020 -----			2019
	Restricted £	Unrestricted £	Total £	Total £
Bank Account	-	64,283	64,283	29,913
Deposit account with Stewardship	-	107,755	107,755	107,283
Investments	-	50,000	50,000	50,000
	-----	-----	-----	-----
	-	222,038	222,038	187,196
	-----	-----	-----	-----

The investment of £50,000 represents the purchase of a right to buy the current premises at a price that has been agreed. The right must be exercised before 28 January 2026.

Stewardship is an operating name of Stewardship Services (UKET) Limited, a registered charity in England & Wales (no. 234714).

In addition the charity also owns a motor vehicle which was purchased during 2008 and small items of office furniture and computer equipment.

LIABILITIES

At 30 November 2020 the charity had a total future commitment of £125,416 under a non-cancellable lease for the premises from which it operates. The lease expires between two and five years from the accounts date.

COMMUNITY AWARENESS PROGRAMME

6.

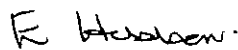
NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2020

1. BASIS OF PREPARATION

The accounts have been prepared on a receipts and payments basis.

Approved by the Trustees and signed on their behalf:



Mrs E Hibbert



Mr K Foster

Dated: 1/4/2021