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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 voluntarily 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 :

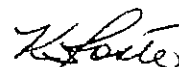
- select suitable accounting policies and apply them consistently;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going 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").

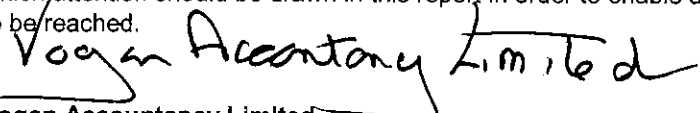
We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

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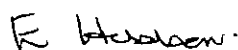
NOTES TO THE FINANCIAL STATEMENTS

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