

**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

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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	8		
Unrestricted funds		<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

The notes form part of these financial statements

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	<u>1,031</u>	<u>1,816</u>

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 1.12.24 £	Net movement in funds £	At 30.11.25 £
Unrestricted funds			
General fund	146,719	18,142	164,861
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 £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	161,318	(143,176)	18,142
TOTAL FUNDS	<u>161,318</u>	<u>(143,176)</u>	<u>18,142</u>

Comparatives for movement in funds

	At 1.12.23 £	Net movement in funds £	At 30.11.24 £
Unrestricted funds			
General fund	153,996	(7,277)	146,719
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 £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	137,333	(144,610)	(7,277)
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/>

This page does not form part of the statutory financial statements

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

Charity Name

Other name known by

Registered Charity Number

Principal Address

Community Awareness Programme

CAP Care

1076401

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
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- 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.

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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

