

# ARMLEY HELPING HANDS

England & Wales · Charity number 1076692

## Details

---

**Status** Registered

**Legal form** Other

**Registered** 1999-07-22

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

## Contact

---

**Address** Armley Helping Hands  
Sheltered Housing Community Centre  
Cross Grasmere Street  
LS12 1PU

**Phone** 01132799292

**Email** [admin@armleyhelpinghands.org](mailto:admin@armleyhelpinghands.org)

**Website** [www.armleyhelpinghands.org.uk](http://www.armleyhelpinghands.org.uk)

## Activities

---

**Objects:** THE PROVISION OF SUCH FACILITIES FOR THE ADVANCEMENT OF EDUCATION, RECREATION AND LEISURE TIME ACTIVITIES FOR THE ELDERLY IN AND AROUND THE ARMLEY DISTRICT OF LEEDS IN THE INTERESTS OF SOCIAL WELFARE WITH A VIEW TO IMPROVING THEIR CONDITIONS OF LIFE

**Activities:** Armley Helping Hands is supports older people in deprived inner-city Leeds, We were set up in 1995, by a group of local people and community activists. They were concerned about the welfare of local older people. by providing a range of services, advice, support and varied social and healthy living activities, enabling older people to live independently and to pro-actively participate.

## Classification

---

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Amateur Sport, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** ARMLEY DISTRICT OF LEEDS
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£330,089	£284,027	-	-
2024-03-31	£300,914	£310,421	-	-
2023-03-31	£308,924	£301,929	-	-
2022-03-31	£270,924	£250,019	-	-
2021-03-31	£391,691	£278,987	-	-

## Trustees

Name	Role	Appointed
<b>Hazel Boutle</b>	Chair	2015-04-30
Alex Clayton		2024-07-31
Andrew Parnham		2017-06-05
David Boutle		2014-01-31
Helen Fay		2021-01-01
Louisa Cunningham		2021-06-05
Michelle Atkinson		2021-01-01
Nichola Clayton		2021-01-01
Sue Sanders		2017-06-05

**ARMLEY HELPING HANDS**

England & Wales - Charity number 1076692

---

# Accounts

---



Registered Charity 1076692

**ARMLEY HELPING HANDS  
FINANCIAL STATEMENTS  
AND  
ANNUAL REPORT  
FOR THE YEAR ENDED 31ST MARCH 2025**

ACCOUNTANTS AND INDEPENDENT EXAMINERS

Astraea Accountants Ltd

81A Town Street, Armley, Leeds, LS12 3HD

**ARMLEY HELPING HANDS**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2025**

CONTENTS

	Page
Company Information	3
Trustees' Report	4-13
Independent Examiner's report	15
Statement of Financial Activities	16
Balance sheet	17
Notes to the accounts	20

**ARMLEY HELPING HANDS**  
**COMPANY INFORMATION FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

<b>TRUSTEES</b>	<p>Mrs Hazel Boutle                      Chair  Mrs Sue Sander                      Vice Chair  Mr David Boutle                      Secretary, Retired September 2024  Councillor Andrew Parnham  Councillor Lou Cunningham  Christina Taylor  Helen Fay  Michelle Atkinson  Niki Clayton  Alex Clayton                      Secretary, September 2024</p>
<b>CHIEF EXECUTIVE OFFICER</b>	Miss Dawn Newsome
<b>REGISTERED OFFICE</b>	<p>Strawberry Lane Community Centre  Strawberry Lane  Leeds  LS12 1SF</p>
<b>CHARITY NUMBER</b>	1076692
<b>BANK</b>	Virgin Money
<b>CHARITY BOOKKEEPER</b>	Miss Lou Cannon
<b>ACCOUNTANTS AND INDEPENDENT EXAMINERS</b>	<p>Astraea Accountants Ltd  81A Town Street  Armley  Leeds  LS12 3HD</p>

## ARMLEY HELPING HANDS

### TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2025

The Board of Trustees present their report for the year ended 31st March 2025.

#### **Objects and principal activities of the charity**

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities of the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

#### **Organisational Structure**

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on bimonthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Chief Executive Officer, Miss Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

#### **Trustees' responsibilities for the financial statements**

Charity law requires the trustees:-

- To prepare financial statements which show a true and fair view
- In preparing financial statements
- To select suitable accounting policies and apply them on a consistent basis
- To make judgments and estimates that are prudent and reasonable
- To prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities

Trustees are further required.

- To keep proper accounting records
- To safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities

## ARMLEY HELPING HANDS

### TRUSTEES REPORT 2025

Armley Helping Hands (Charity No 1076692) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, in response to the Community Care Act by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local older people. We have carefully listened to our members (older people) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling older people to live independently and to pro-actively participate within their own communities. At the same time, we have worked very hard, to raise the necessary resources – people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Key issues faced by people as they get older in Armley and Wortley are: increasing frailty, increase of individuals with memory loss, dementia and other health issues, victim of crime reduced income and, often, less resilience to the changes and challenges of these issues leading to loneliness and isolation.

We provide a high quality, cost effective, sustainable service and activities within the community, which are courteous, flexible, and responsive to individual needs. We deliver a person-centred approach which enable's the older person to identify what key goals they would like to achieve and facilitate them to have choice and control with a view to improve quality of life, reduce social isolation.

We identify and make connections with the older person and their carers/family, whose circumstances mitigate against the prospect of a healthy and active old age, with a view to encourage the older person and their family to foster a positive attitude towards being active within their home, their community and develop a vision for the future.

We identify, provide, and help put services and activities in place that people need to re start their lives after long term illness, or periods of social isolation. Enabling the older person to develop a self-care program, promoting earlier intervention, independence as they 'move on' with their lives.

Armley Helping Hands is committed in addressing these issues by providing a quality and effective service to older people. The charities pride themselves on being able to consult with Service Users, Carers, Partnership agencies, professionals and the general public to evaluate existing services and identify the needs of the local community. The charity's protocol is to be the first point of contact for older people, carers looking back over our many years of neighbourhood work with older people, we are proud of our achievements and below are samples of our successes and key strengths.

- o Working in a way that values the contributions of older people, empowers our local communities and promotes reciprocity.
- o We are classified as a Neighbourhood Network (NNs) by Leeds City Council, the Charity has a long-established relationship with Leeds City Council in which we have succeeded in maintaining a Service

Level Agreement from 1995 to 2010; In 2010 we secured 5 years Commissioned Contracts with a 3 Year extension. Which was reviewed and re commissioned 2018

- Consistently raising funds/grants from national charitable trusts and other agencies and including Leeds City Council Contract and local community fundraising events/activities and working closely with local care partnership
- Armley Helping Hands is highly recognised both locally and nationally and we have been presented with a selection of awards including Award of excellence from Leeds Adult and Health
- Community Engagement and Diversity:- working in partnership with the community and listening to what people in the community need. Enabling them to maintain their independence and develop a sense of community ownership. A key element of this work is the partnership with local schools, educational facilities and faith establishments where we have enabled all groups to engage and develop relationships within the local community and tackle key issues and concerns.
- Enthusiastic partnership and engagement with local business in the city:- Developing volunteer programmes with Farnell's PLC, Leeds Teaching Hospital, Leeds City College and local business, to develop staff outside of the workplace format and to improve their competencies as well as their relationship with the community that they live and work in and also to improve the company's relationship and reputation within the city.
- Ability to secure 'in-kind' offers for social and community activities from a wide range of partners including strength and balance Sessions run by Active Leeds and Leeds united
- Reputation:- Our reputation is strong, offering a high-quality service to people has enabled us to gain respect, trust and belief in us, within our local communities and city wide
- Excellent knowledge of the community sector and empowering local people to be active within their local communities.

The charity prides themselves on providing cost effective service to our older people, enabling individuals to access service without the financial barriers. As Government budget cuts hit statutory providers of care we are picking up the pieces and working with older people with multiple health and social problems. We are successfully involving them in activity groups and also giving relevant advice and support and liaising with other agencies on their behalf. We have been able to deliver all existing services and activities to older people in the community, when many services in Leeds and nationally were under review and restructured, enabling the older person and the community to have some continuity in their day to day living.

We have a proven track record, in terms of working successfully with local older people over 30 years. We are confident, in our ability to engage with younger older people and provide a range of interesting opportunities, if we have the added capacity of a dedicated member of staff, Our work will not be in isolation as we have strong links with Statutory service, Thirds sector and local health services and we will be part of the mix of services in the future that will form the proposed New Models of Care. We offer services that can prevent demand on primary and secondary health care, providing support for individuals with non-medical issues and creating positive pathways for individuals to make the most of their lives.

Understanding the community, within the area of benefit of our organisations is an essential starting point We help older people, carers, family members and the local community to build the confidence and motivation they need to be able to reach their potential and lead positive lives.

We harness and grow the talents and skills in our population, give residents the confidence to participate and build social networks and create a safer and stronger community where older people and residents feel

empowered and confident to be part of a community, we will offer supported access to a range of activities and volunteering opportunities.

### **Main objective of Armley Helping Hands in 2024-25**

- To maintain long term funding and work in collaboration with our key statutory and voluntary partner to secure funding to enhance the quality of care and services to our older people.
- To provide and expand provision to deliver community base services and activities that meets the need of our older people, families, carers and the ever change needs of our community
- To continue accessing additional funding to cover running cost to reduce the financial cost to the older person and carer
- To continue to secure funding to provide job security and living wages
- To implement a robust financial plan taking into account the present financial climate, Statutory service core funding and Minibus deprivation
- To start the pathway for the charity to becoming a community interest organisation in line with charity commission guidelines

## ARMLEY HELPING HANDS BOARD OF TRUSTEES

Armley Helping Hands Board of Trustees are a group of elected or appointed individuals. They're all responsible for the governance and strategic direction of an organisation and hold legal liability.

To govern a charity means to:

- Furthering the charity's overall purpose, as set out in its governing document, and setting its direction and strategy.
- Making sure the work of the charity is effective, responsible and legal.
- Safeguarding people as well as finances, resources and property and making sure they're used to further the charity's purposes.
- Being 'accountable' to those with an interest or stake in or who regulate the charity.
- Being clear about the people who carry out work for the charity – trustees, staff, volunteers – setting up and respecting boundaries between the governance role of the board and operational or day to day matters.

The Charity Trustees, who served during the year and up to the date of this report

<b>Name</b>	<b>Role</b>	<b>Experience</b>
Mrs Hazel Boutle	Chair	Local older resident, Community Representative
Mrs Susan Sander	Vice Chair	Local resident/Carer, Human resource, Armley Helping Hands Volunteer
Mr David Boutle	Secretary	Local older resident/Carer, Armley Helping Hands Volunteer Community representative and Trustee
Councillor Lou Cunningham		Local Resident, nurse and elected Councillor
Miss Niki Clayton		Local Resident with Long term disabilities Armley Helping Hands Volunteer
Councillor Andrew Parham		Local Resident, Paid Carer and elected Councillor
Miss Helen Fay		Local Resident, Paid Carer
Michelle Atkinson		Retired Commissioner of Adult and Health Leeds Care Association
Alex Clayton	Secretary	Local Resident with Long term disabilities Armley Helping Hands Volunteer
Christina Taylor		Solicitor

## ARMLEY HELPING HANDS STAFF TEAM (PAID)

Armley Helping Hands employed 10 paid workers in 2025-26 financial year to enable us to provide a quality support and interactive service to older people living in Armley and Wortley and west wide through the Enhance project. Paid staff is dependent on core funding resource from which the salary is paid. The Chief Executive officer and Staff Funded by Leeds City Council are on a permanent contract subject to funding. All other staff are on limited period contract of 12 month. All Support Workers and Transport Drivers employees are paid a living wage, staff in roles with management responsibilities and responsibilities are paid in accordance with local Authority NJC scale.

<b>Role</b>	<b>Working paid hrs</b>	<b>Funded by</b>
Chief Executive Officer	37.5hrs	Leeds City Council
Enhance Coordinator	37.5hrs	Leeds Community Health Care Trust & LOPF
Enhance Support worker	28 hrs	Leeds Community Health Care Trust & LOPF **
Enhance Support worker	21 hrs	Leeds Community Health Care Trust & LOPF**
Enhance Chaperone Support worker	21hrs	Leeds Community Health Care Trust & LOPF**
Community Activity Lead Officer	28 hrs	Leeds City Council
Transport Lead Officer	26 hrs	Leeds City Council
Transport Driver	26 hrs	Self-Funded by client contribution
Transport Driver	28 hrs	Leeds City Council
Community Engagement Worker	28 hrs	Leeds City Council

\*\*\* Reference to the Financial Challenges – Leeds Community Health Care Trust – Enhance Project

## FINANCIAL CHALLENGES 2024-2025

City of Leeds is facing significant financial challenges going into 2025/2026, in which all services and providers including Armley Helping Hands, The Neighbourhood networks and the Third Sector across the city are enduring the impact.

Armley Helping Hands CEO Miss Dawn Newsome was at the forefront, lobbying key dignitaries with in the city and in Government in raising the awareness how we and our community partners play a pivotal role in Leeds around health and well-being and addressing loneliness and isolation, and to lose, or have reduced, our vital presence in the community will only lead, inevitably, to an upturn in the demand for council services, NHS services and can only have a negative effect on the economic position of the public sector.

### **Leeds City Council, Adult and Health**

Leeds City Council, Adult and Health proposed a 10-15% from our and the Leeds Neighbourhood Network budgets from 2025/26. Our CEO Miss Dawn Newsome presented a Deputation to full Council in January 2025, highlighting the tremendous work that the Neighbourhood Networks do across a whole range of issues from reducing social isolation to providing a responsive support and intervention at a vital time of an older person life.

Leeds City Council have overturned the reduction in budget proposal and will not be reducing our commission contract for the value of 10-15% of our core contract in 2025/2026.

### **Leeds Community Health care Trust – Enhance Project**

Leeds Community Health Care Trust following the evaluation of Year 3 and their processes they have made the decision to reduce the Enhance funding from £1m per year to £300k across the city.

For us, this decision means Leeds Community Health Care Trust terminated our Pudsey Enhance Locality from Thursday 6th February 2025. They were a 12-week transition period to withdraw services from active enhance service users in the Pudsey locality. Our Leeds community Health care enhance contract for Pudsey locality ceased Wednesday 5<sup>th</sup> May 2025.

In relation to our Armley Enhance Allocation, Leeds Community Health Care Trust implemented a new Enhance model (subject to LCH Board approval 6 February 2025). The new model commenced with effect from the 6 May 2025 and Armley Helping hands have secured £55,000 to continue to deliver early intervention and engagement to individuals after discharge, who are receiving care from our Neighbourhood Team or do not have long term support from family or care providers.

The charity had to terminate two Enhance Support worker post and reduce the Enhance Chaperone Support worker post hours from 21hrs to 16 hrs

### **Impact assessment on services 2025/2026**

We have tried to try and avoid at all costs implementing an increase in service/ activity charges directly to our members especially in the present financial climate. (Last increment was 2018), Unfortunately, our present funding streams are not considering cost of living increment and increase National insurance contributions. The Board of trustees have no option but to review our present activities and transport cost and present an increment from April 2025.

The Community Transport Drivers' salaries is not fully funded by the Leeds City Council NNS contract. A percentage of the service users transport contribution support the Community Transport driver's salary and day to day running cost. The proposed increment will embrace the present deficit due to national Insurance contribution, increase living wage and running cost.

The Board of Trustees financial assessment of service user transport contribution 2025/2026 will have to evaluate a reasonable uplift in charge which does not cause a financial barrier for the service user to participate in service and activities.

The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As it can be seen from the financial statements the charity is almost wholly reliant of Leeds City Council for its core funding. Due to the present financial strain in statutory service and no commissioned contract increment in line with the present cost of living, to ensure the charity continue to provide a living wage and the increment of national insurance contribution to their employees, the charity will be taking a £ 12,954.97 out of our reserves in financial year 2025/26.

#### **Employees Reserve Policy and Risk Management – Charity reserves 2025-26**

Cost of Living Salary increment 2025/26 not covered by core cost	12,954.97
Staff Contract termination (based on 12-week notification)	37,831.70
Staff Redundancy	38339.11
Total	89,125.78

### Armley Helping Hands Freelance Worker

Armley helping hands continue to appoint 3 freelance worker who all have a key role within the organisation to ensure a seamless service

Philip Cave	IT Consultant and Specialist providing the charity IT, Telephone, Charity Database social media platforms and IT training. Average engagement within the organisation a minimum 3 hrs per week
Lou Cannon	Charity bookkeeper providing on average 4 hrs per week financial management
Audrey William	Our Health and Wellbeing coordinator delivering a minimum 5 exercise and tai chi session to our older person on a weekly basis

### Armley Helping Hands Volunteers

Our 28 volunteers (all ages and ranging in age from 18 to 90s years old) are our most valuable resource help us provide a very successful activities and service 5 days a week to older people and help us run groups, trips, parties and administrative help when needed. Our volunteers' projects enable us to respond to community need in innovative ways and meet social gaps, provide social, environmental and economic benefits. Overall, this contributes to economic regeneration reversing the spiral of decline within our communities and opening up opportunities to employment.

### Corporate Social Responsibility

We work in collaborate with Farnell PLC, QTS and Homestead in which our key commitment is giving their workforce community volunteer programs. In 2023, 67 employees were given volunteer work hours from their work commitments and given the opportunity to deliver vital service and intervention to older people including:-

Farnell Plc- Advent	Developing a community garden and dementia friendly garden at centre and participated in the annual Christmas party,
QTS Group	Delivered Christmas parties and participated community event days

## ARMLEY HELPING HANDS ACTIVITIES AND SERVICES

Armley Helping Hands have 1950 older people registered in March 2025

We provide a comprehensive support service and weekly activity programmes to 270 older people with a view to improving quality of life, reduce social isolation and promote independence and enable the older generation to engage with their local community. Over the last year we have delivered the following:-

### Activities and services

- Gentleman club
- Tuesday and Wednesday Friendship Group
- Arts and craft sessions
- Tia chi,
- Chair base exercise sessions,
- Shopping Bus
- Emergency shopping service
- Emergency food support
- Hygiene Bank
- Monthly exercise session at Armley Moor Medical Centre
- fall Prevention program in collaboration with Active Leeds Strength and balance program
- Cinema Club
- Fish and Chip supper club providing a Home Delivery service
- Time for tea Dementia service
- Health Hub in collaboration with Leeds Community Health Care Trust Self-Management Team
- Day Trips and designated day trips for our most frail older people and patients referred via the Enhance project and our core services
- Community cost of living events (500 attendees)
- Men's Mental health support Group
- Share the warmth- Stay well in Winter Pop up events addressing cost of living pop up across Leeds 12
- Halloween Party (125 attendees)
- Christmas Party and events (200 attendees)
- Easter Egg Event (across three days 125 participate)
- West Leeds Dying Matter Event in collaboration with full circle funerals
- Blood pressure campaign engaging with over 550 people across Leeds 12
- Listening well session, enabling the community to have a voice
- Frail Trail- engaging with the faith community
- Refresh Carers Reaching Out Wellbeing Project
- Beach party with 30 key community partners, 120 older people, 18 adults with learning disabilities
- Vaccination program in collaboration with Armley Primary care Network
- Intergenerational work

## Enhance Program

In collaboration with Leeds community healthcare trust and Leeds older People Forum we continue to deliver the Enhance project. Our objective is to provide a person centred and holistic one to one support service to older people in their vital first few days after discharge. The LCHT investment enables us to bridge the gaps and cultivate links at hospital levels, enabling us to offer a wraparound service. We aim to bridge this gap and be a first point of contact by offering proxy service on their return home. The Enhanced Community Engagement Worker role is to support older people after discharge, who many are living alone with frailty and with complex issues who are often socially isolated, to improve their wellbeing and independence and reduce preventable admissions and readmissions. We respond to the needs and aspirations of the older person, will carefully listen to them, and try to respond appropriately, by providing a holistic assessment of what matters to the older person in that point of time. They will offer the older person the opportunity to concentrate on their personal goals and ambition rather than focusing on their health needs and provide a support service in their first days after having a period of time in hospital.

## Armley Helping Hands Household Fund

In these difficult times we know the need to provide responsive services to people at time of need, to ensure we could do this we secured £5,000 funding from the LCAN, Voluntary Action Leeds the Household Fund is supporting people facing poverty, deprivation, and health equality across Wortley and Farnley. The funding is person centred funding to enable us to meet the needs of the individual, by offering support and intervention for example:-

- food and emergency supplies – the provision of hot meals, including subsidised cost to individuals accessing our services where their clear finance is a barrier. Emergency food parcels, clothes or toiletries and additional chaperone shopping services.
- warmth – support to top up someone's utilities who are struggling financially, provide portable heaters, buy warm bedding. Over winter period we provided a warm space support individual
- Provide a wider essential support- provide transport or cover cost of transport to an older person who need access to medical care and intervention and transport a barrier. This especially captures supporting older people who have been signposted to non-NHS facilities and cannot access passenger transport i.e. local mobile scanning units the fund as paid for volunteer mileage to support that person.
- Purchase small white goods to support older people to maintain their independence within their home and have cooking facilities to maintain a balanced diet and hot food.

As part of the LCAN anchor we distributed a contribution of the funding to local organisations to ensure we could target the most vulnerable people in the community

## ARMLEY HELPING HANDS

### RESERVE POLICY AND RISK MANAGEMENT

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of the resources expended on unrestricted activities and termination costs should they be required.

At this level, the Trustees feel that they would be able to continue in the event of a sudden decrease in funding, to operate the charity whilst alternative funding was sought. A 31st March 2025 the requirement was £220,230.84 and the reserves were £ 228745. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As it can be seen from the financial statements the charity is almost wholly reliant of Leeds City Council for its core funding. Due to the present financial strain in statutory service and no commissioned contract increment in line with the present cost of living, to ensure the charity continue to provide a living wage to their employees, the charity will be taking a £12,954.97 out of our reserves in financial year 2025/26.

#### Reserve Policy and Risk Management

Cost of Living Salary increment 2025/26 not covered by core cost	12,954.97
Staff Contract termination (based on 12-week notification)	37,831.70
Staff Redundancy	38339.11
Transition to close service (based on 6 Months- step down service program)	101,105.06
Minibus Depreciation	30,000.00
<b>Total</b>	<b>220,230.84</b>

Unrestricted reserve 31<sup>st</sup> March 2025

Approved by Trustees

And signed on their behalf by

*H Boutle*

Mrs Hazel Boutle

Chair of Trustees

Date

7-7-2025

## ARMLEY HELPING HANDS INDEPENDENT EXAMINER'S REPORT

### Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the Year Ended 31<sup>st</sup> March 2025 which are set out on pages 16 to 22.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The Charity is preparing accounts accrued accounts and I am qualified to undertake the examination by being a qualified member of International Association of Accounting Professionals.

It is my responsibility to: -

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) of the 2011 Act; and
- To State whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting periods kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention.

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with s. 130 of the Charities Act 2011; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ms Linda Daniels MIAAP,FIAB,MICB,PM.dip

Astraea Accountants Ltd

81A Town Street

Armley

Leeds

LS12 3HD

Signed



Date

07/07/25

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025

	Note	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
<b>Incoming Resources:</b>					
Donations and similar Incoming resources	2	116447	23000	139447	147317
Activities to further the Charity's objects. Grants, contracts and fees	3	<u>39703</u>	<u>150939</u>	<u>190642</u>	<u>153597</u>
<b>Total incoming resources</b>		<u>156150</u>	<u>173939</u>	<u>330089</u>	<u>300914</u>
<b>Resources expended:</b>					
Staff Salaries		46647	144925	191572	186951
Staff travel and training			1316	1316	6448
Volunteers' expenses			1096	1096	838
Rent, rates, heat and light	4		16000	16000	15500
Office running costs		10913		10913	10128
Motor vehicle insurance & expenses		11017		11017	12562
Other insurances		1305		1305	1176
Minibus overnight parking	4		7000	7000	6600
Repairs and renewals		-	-	-	-
Client activities:					
Provision of meals		23622		23622	23121
Social activities and transport		1789	1549	3338	15112
IT Support		4917	2053	6970	8709
Sundry expenses					12255
Depreciation		3222		3222	2282
<b>Seasonal workers</b>		-	-		61
Accounts preparation & Independent Examination		<u>6656</u>	-	<u>6656</u>	<u>8678</u>
<b>Total resources expended</b>		<u>110088</u>	<u>173939</u>	<u>284027</u>	<u>310421</u>
<b>Net movement in funds for the year</b>		46062	0	46062	(9507)
<b>Total funds at 1 April 2024</b>		<u>232683</u>	0	<u>232683</u>	<u>242190</u>
<b>Total funds at 31<sup>st</sup> March 2025</b>		<u>278745</u>	0	<u>278745</u>	<u>232683</u>

The notes on pages 17 to 24 form part of these accounts.

**ARMLEY HELPING HANDS**  
**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2025**

	NOTES	2025 £	2024 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	8	9101	9427
<b>Current Assets</b>			
Debtors and prepayments	9	31579	3600
Cash at bank and in hand		<u>244363</u>	<u>227194</u>
		<u>275942</u>	<u>230794</u>
<b>Current Liabilities</b>			
Creditors & Accruals	10	(6298)	(7538)
<b>NET CURRENT ASSETS</b>		<u>269644</u>	<u>223256</u>
<b>NET ASSETS</b>		<u>278745</u>	<u>232683</u>
<b>FUNDS</b>			
Restricted funds		-	
Unrestricted funds		<u>278745</u>	<u>232683</u>

Approved by the trustees on

And signed on their behalf by:

*H Boutle*

H Boutle  
Chair of the Trustees

(28<sup>th</sup> May 2025)

The notes of pages 17 to 24 form part of these accounts

## ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025

## 1. ACCOUNTING POLICIES

**a. Basis of preparation of accounts**

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

**b. Tangible fixed assets and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following basis:

Property	16.67%	straight line basis
Plant and Equipment	20%	reducing balance
Motor Vehicles	25%	reducing balance
Computer Equipment	33.33%	straight line

**c. Income**

Grants receivables are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

**d. Resources expended**

Resources expended are recognised in the period in which they are incurred.  
Resources expended include attributable VAT which cannot be recovered.

**e. Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**f. Restricted funds**

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

## ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025

## 2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Leeds Adult Social Care/NHS Leeds	115962		115962	115962
General Donations	485		485	9255
Intangible Income: Accommodation		16000	16000	15500
Minibus Parking		<u>7000</u>	<u>7000</u>	<u>6600</u>
Total Donations	<u>116447</u>	<u>23000</u>	<u>139447</u>	<u>147317</u>

## 3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
<b>Grants and contracts:</b>				
Leeds Older People Forum	0	130140	130140	83000
Leeds Bereavement Forum	0		0	1000
Armley Primary Care	0		0	11290
Armley Action Team	0		0	3925
Other Grants	<u>0</u>	<u>20799</u>	<u>20799</u>	<u>16563</u>
	<u>0</u>	<u>150939</u>	<u>150939</u>	<u>115778</u>
<b>Fees and contributions:</b>				
Provision of meals	20487		20487	30332
Grants and Donations	4235		4235	
Client activities and transport	<u>14981</u>		<u>14981</u>	<u>7487</u>
	<u>39703</u>	<u>0</u>	<u>39703</u>	<u>37819</u>
<b>Total incoming resources from Activities to further the charity's Objects</b>	<u>39703</u>	<u>150939</u>	<u>190642</u>	<u>153597</u>

## ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**4. INTANGIBLE INCOME**

Intangible income (accommodation) £16000, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (minibus parking) £7000 represents the costs of free overnight parking for the charity's minibuses at the premises of Farnell's Electronics. The same amount is included in expenditure.

**5. NET OUTGOING RESOURCES FOR THE YEAR**

The net outgoing resources for the year are stated after charging:

	2025	2024
	£	£
Depreciation of tangible assets for use by the charity	3222	2282
Accountancy	3000	3000
Independent Examiner's fee	750	750

**6. STAFFING COST AND NUMBERS**

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	175375	171141
Social security costs	12471	12172
Pension Contributions	<u>3726</u>	<u>3638</u>
	<u>191572</u>	<u>186951</u>

The average weekly number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2025	2024
Charitable work- activities for the elderly	6.00	6.00
Administration	<u>1.50</u>	<u>1.50</u>
	<u>7.50</u>	<u>7.50</u>

**7. TRUSTEES**

No remuneration or expenses were paid to trustees in the year.

## ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025

## 8. TANGIBLE FIXED ASSETS

	Garage Property £	Plant & Equipment £	Motor Vehicle £	Computer Equipment £	Total £
<b>COST</b>					
Balance at 31/03/24	5250	10139	57150	10809	83348
Additional (disposals)		<u>261</u>	<u>      </u>	<u>2635</u>	<u>2896</u>
Balance at 31/03/25	<u>5250</u>	<u>10400</u>	<u>57150</u>	<u>13444</u>	<u>86244</u>
<b>DEPRECIATION</b>					
Balance at 31/03/24	5250	5817	53846	9008	73921
Charges for the year		917	826	1479	3222
On disposals	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Balance at 31/03/25	<u>5250</u>	<u>6734</u>	<u>54672</u>	<u>10487</u>	<u>77143</u>
<b>NET BOOK VALUE</b>					
At 31/03/25	-	<u>3666</u>	<u>2478</u>	<u>2957</u>	<u>9101</u>
At 31/03/24	-	<u>4322</u>	<u>3304</u>	<u>1801</u>	<u>9427</u>

## 9. DEBTORS AND PREPAYMENTS

	2025 £	2024 £
Prepayments & Debtors	<u>31579</u>	<u>3600</u>
	<u>31579</u>	<u>3600</u>

## 10. CREDITORS

Accruals & Creditors	<u>6298</u>	<u>7538</u>
----------------------	-------------	-------------

## 11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	9101		9101
Current assets	275942		275942
Current liabilities	<u>(6298)</u>		<u>(6298)</u>
	<u>278745</u>	<u>0.00</u>	<u>278745</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025

#### 12. MOVEMENTS IN FUNDS

	Balance 01/04/2024 £	Movement in Resources		Balance 31/03/2025 £
		Incoming £	Outgoing £	
Leeds Older People Forum	0.00	130140	130140	0.00
Other Grants		20799	20799	0.00
Over Night Parking		16000	16000	0.00
Premises Expense		7000	7000	0.00
Restricted Funds	0.00	173939	173939	0.00
Unrestricted Funds	<u>232683</u>	<u>1561</u>	<u>110088</u>	<u>278745</u>
	<u>232683</u>	<u>330089</u>	<u>284027</u>	<u>278745</u>

#### 12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £1305 (2024 £1176) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.



**ARMLEY HELPING HANDS**

England & Wales - Charity number 1076692

---

# Accounts

---

ARMLEY HELPING HANDS  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

ARMLEY HELPING HANDS  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

CONTENTS

	Page
Company Information	3
Trustees' Report	4-11
Reserve Policy and Risk Management	12
Independent Examiner's report	13
Statement of Financial Activities	14
Balance sheet	15
Notes to the accounts	14-20

## ARMLEY HELPING HANDS

### COMPANY INFORMATION FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

#### TRUSTEES

Hazel Boutle - Chair  
David Boutle  
Sue Sander  
Louise Pashley  
Michael Wood  
Andrew Parnham  
Councillor Lou Cunningham  
Councillor Ann Forsaith  
Helen Fay  
Michelle Atkinson  
Niki Clayton

#### CHIEF EXECUTIVE OFFICER

Ms Dawn Newsome

#### REGISTERED OFFICE

Strawberry Lane Community Centre  
Strawberry Lane  
Leeds  
LS12 1SF

#### CHARITY NUMBER

1076692

#### ACCOUNTANTS AND INDEPENDENT EXAMINERS

Astraea Accountants Ltd  
81A Town Street  
Armley  
Leeds  
LS12 3HD

# ARMLEY HELPING HANDS

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

The trustees present their report for the year ended 31<sup>st</sup> March 2024.

### **Objects and principal activities of the charity**

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

### **Organisational Structure**

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on a Bi- monthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Chief Executive Officer , Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

### **Trustees' responsibilities for the financial statements**

Charity law requires the trustees:-

- To prepare financial statements which show a true and fair view
- In preparing financial statements
- To select suitable accounting policies and apply them on a consistent basis
- To make judgments and estimates that are prudent and reasonable
- To prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities

Trustees are further required;

- To keep proper accounting records
- To safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities

## Armley Helping Hands Trustees Report 2023-24

Armley Helping Hands (Charity No 1076692) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, in response to the Community Care Act by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local older people. We have carefully listened to our members (older people) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling older people to live independently and to pro-actively participate within their own communities. At the same time, we have worked very hard, to raise the necessary resources – people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Key issues faced by people as they get older in Armley and Wortley are: increasing frailty, increase of individuals with memory loss, dementia and other health issues, victim of crime reduced income and, often, less resilience to the changes and challenges of these issues leading to loneliness and isolation.

Armley Helping Hands is committed in addressing these issues by providing a quality and effective service to older people. The charities pride themselves on being able to consult with Service Users, Carers, Partnership agencies, professionals and the general public to evaluate existing services and identify the needs of the local community. The charity's protocol is to be the first point of contact for older people, carers looking back over our many years of neighbourhood work with older people, we are proud of our achievements and below are samples of our successes and key strengths.

- Working in a way that values the contributions of older people, empowers our local communities and promotes reciprocity.
- We are classified as a Neighbourhood Network (NNs) by Leeds City Council, the Charity has a long-established relationship with Leeds City Council in which we have succeeded in maintaining a Service Level Agreement from 1995 to 2010; In 2010 we secured a 5 years Commissioned Contracts with a 3 Year extension. Which was reviewed and re commissioned 2018
- Consistently raising funds/grants from national charitable trusts and other agencies and including Leeds City Council Contract and local community fundraising events/activities and working closely with local care partnership
- Armley Helping Hands is highly recognised both locally and nationally and we have been presented with a selection of awards including Award of excellence from Leeds Adult and Health
- Community Engagement and Diversity: - working in partnership with the community and listening to what people in the community need. Enabling them to maintain their independence and develop a sense of community ownership. A key element of this work is the partnership with local schools, educational facilities and faith establishments where we have enabled all groups to engage and develop relationships within the local community and tackle key issues and concerns.
- Enthusiastic partnership and engagement with local business in the city: - Developing volunteer programmes with Farnell's PLC, Leeds Teaching Hospital, Leeds City College and

local business, to develop staff outside of the workplace format and to improve their competencies as well as their relationship with the community that they live and work in and also to improve the company's relationship and reputation within the city.

- Ability to secure 'in-kind' offers for social and community activities from a wide range of partners including strength and balance Sessions run by Active Leeds and Leeds United
- Reputation: - Our reputation is strong, offering a high-quality service to people has enabled us to gain respect, trust and belief in us, within our local communities and city wide
- Excellent knowledge of the community sector, and empowering local people to be active within their local communities.

The charity prides themselves on providing cost effective service to our older people, enabling individuals to access service without the financial barriers. As Government budget cuts hit statutory providers of care we are picking up the pieces and working with older people with multiple health and social problems. We are successfully involving them in activity groups and also giving relevant advice and support and liaising with other agencies on their behalf. We have been able to deliver all existing services and activities to older people in the community, when many services in Leeds and nationally were under review and restructured, enabling the older person and the community to have some continuity in their day to day living.

We have a proven track record, in terms of working successfully with local older people over 29 years. We are confident, in our ability to engage with younger older people and provide a range of interesting opportunities, if we have the added capacity of a dedicated member of staff, Our work will not be in isolation as we have strong links with Statutory service, Thirds sector and local health services and we will be part of the mix of services in the future that will form the proposed New Models of Care. We offer services that can prevent demand on primary and secondary health care, providing support for individuals with non-medical issues and creating positive pathways for individuals to make the most of their lives.

Understanding the community, within the area of benefit of our organisations is an essential starting point We help older people, carers, family members and the local community to build the confidence and motivation they need to be able to reach their potential and lead positive lives.

We harness and grow the talents and skills in our population, give local residents the confidence to participate and build social networks and create a safer and stronger community where older people and residents feel empowered and confident to be part of a community, we will offer supported access to a range of activities and volunteering opportunities.

#### **Main objective of Armley Helping Hands in 2023-24**

- To maintain long term funding and work in collaboration with our key statutory and voluntary partner to secure funding to enhance the quality of care and services to our older people.
- To provide and expand provision to deliver community base services and activities that meets the need of our older people, families, carers and the ever change needs of our community
- To continue accessing additional funding to cover running cost to reduce the financial cost to the older person
- To continue to secure funding to provide job security and living wages
- To implement a robust financial plan taking into account the present financial climate, Statutory service core funding and Minibus deprivation
- To start the legal pathway in charity becoming a Community Interest Organisation in line with charity commission guidelines. This will be completed with the guidance and instruction of Wrigley Solicitors.

## Armley Helping Hands Board of Trustees

Armley Helping Hands Board of Trustees are a group of elected or appointed individuals. They're all responsible for the governance and strategic direction of an organisation, and hold legal liability.

To govern a charity means to:

- Furthering the charity's overall purpose, as set out in its governing document, and setting its direction and strategy.
- Making sure the work of the charity is effective, responsible and legal.
- Safeguarding people as well as finances, resources and property and making sure they're used to further the charity's purposes.
- Being 'accountable' to those with an interest or stake in or who regulate the charity.
- Being clear about the people who carry out work for the charity – trustees, staff, volunteers – setting up and respecting boundaries between the governance role of the board and operational or day to day matters.

The Charity Trustees, who served during the year and up to the date of this report

<b>Name</b>	<b>Role</b>	<b>Experience</b>
Mrs Hazel Boutle Representative	Chair	Local older resident, Community
Mrs Susan Sander	Vice Chair	Local resident/Carer, Human resource
Mr David Boutle	Secretary	Local older resident/Carer, Community representative and Trustee
Councillor Lou Cunningham		Local Resident, nurse and elected Councillor
Ann Forsaith		Retired Teacher and elected Councillor
Miss Niki Clayton		Local Resident with Long term disabilities
Councillor Andrew Parham		Local Resident, Paid Carer and elected Councillor
Miss Helen Fay		Local Resident, Paid Carer
Michelle Atkinson		Retired Commissioner of Adult and Health

## Armley Helping Hand Appointed Team members (paid)

Armley Helping Hands employed 10 paid worker in 2023-24 financial year to enable us to provide a quality support and interactive service to older people living in Armley and Wortley and west wide through the Enhance project. Paid staff is dependent on core funding resource from which the salary is paid. The Chief Executive officer and Staff Funded by Leeds City Council are on a permanent contract subject to funding. All other staff are on limited period contract of 12 month. All Support Workers and Transport Drivers employees are paid a living wage, staff in roles with management responsibilities and responsibilities are paid in accordance with local Authority NJC scale.

<b>Role</b>	<b>Working paid hrs</b>	<b>Funded by</b>
Chief Executive Officer	37.5hrs	Leeds City Council
Enhance Coordinator	37.5hrs	Leeds Community Health Care Trust & LOPF

Enhance Support worker	28 hrs	Leeds Community Health Care Trust & LOPF
Enhance Support worker	21 hrs	Leeds Community Health Care Trust & LOPF
Community Activity lead Officer	28 hrs	Leeds City Council
Transport Lead Officer	26 hrs	Leeds City Council
Transport Driver	26 hrs	Self-Funded by client contribution
Transport Driver	28 hrs	Leeds City Council
Community Engagement Worker	28 hrs	Leeds City Council
Community Engagement Worker	30 hrs	Armley Primary Care Network -NHS England

The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As it can be seen from the financial statements the charity is almost wholly reliant of Leeds City Council for its core funding. Due to the present financial strain in statutory service and no commissioned contract increment in line with the present cost of living, to ensure the charity continue to provide a living wage to their employees, the charity will be taking a £4655.32 out of our reserves in financial year 2024/25.

#### **Employees Reserve Policy and Risk Management – Charity reserves 2023-24**

Cost of Living Salary increment 2024/25 not covered by core cost	4,655.32
Staff Contract termination (based on 12-week notification)	54,105.44
Staff Redundancy	38,339.11
Total	97,099.87

#### **Armley Helping Hands Freelance Worker**

Armley helping hands continue to appoint 3 freelance worker who all have a key role within the organisation to ensure a seamless service

Philip Cave	IT Consultant and Specialist providing the charity IT, Telephone, Charity Database social media platforms and IT training. Average engagement with in the organisation a minimum 3 hrs per week
Lou Cannon	Charity bookkeeper providing on average 4 hrs per week financial management
Audrey William	Our Health and Wellbeing coordinator delivering a minimum 5 exercise and tai chi session to our older person on a weekly basis

#### **Armley Helping Hands Volunteers**

Our 23 volunteers (all ages and ranging in age from 18 to 90s years old) are our most valuable resource help us provide a very successful activities and service 5 days a week to older people and help us run groups, trips, parties and administrative help when needed. Our volunteers' projects enable us to respond to community need in innovative ways and meet social gaps, provide social, environmental and economic benefits. Overall, this contributes to economic regeneration reversing the spiral of decline within our communities and opening up opportunities to employment.

## Corporate Social Responsibility

We work in collaborate with Farnell PLC, QTS and Homestead in which our key commitment is giving their workforce community volunteer programs. In 2023, 67 employees were given volunteer work hours from their work commitments and given the opportunity to deliver vital service and intervention to older people including:-

Farnell Plc- Advent	Developing a community garden and dementia friendly garden at centre and participated in the annual Christmas party,
QTs Group	Delivered Christmas parties and participated community event days
Homestead	Provide 50 hamper to our most frail older people and participated in the pantomime session

## Our Services

Armley Helping Hands have 1845 older people registered in March 2024

We provide a comprehensive support service and weekly activity programmes to 260 older people with a view to improving quality of life, reduce social isolation and promote independence and enable the older generation to engage with their local community. Over the last year we have delivered the following: -

### Activities and services

- Gentleman club
- Tuesday and Wednesday Friendship Group
- Arts and craft sessions
- Tia chi, 3 Chair base exercise session,
- Shopping bus and emergency shopping service
- Monthly exercise session at Armley Moor Medical Centre
- fall Prevention program in collaboration with Active Leeds
- Cinema Club
- Fish and Chip supper club providing a Home Delivery service
- Time for tea Dementia service in Collaboration with memory service
- Health Hub in collaboration with Leeds Community Health Care Trust Self-Management Team
- Day Trips and designated day trips for our most frail older people and patients referred via the Enhance project
- Community cost of living events (500 attendees)
- Share the warmth - Stay well in Winter Pop up events addressing cost of living pop up across Leeds 12
- Halloween Party (105 attendees )
- Christmas Party (135attendees)
- Easter Egg Event ( across three days 105 participate)
- West Leeds Dying Matter Event in collaboration with full circle funerals (approx. 230 attendees across west Leeds)
- In collaboration with Armley action team, we distributing 900 sandwiches free to the community at the Armley festival and transported 32 older people to the event
- Community Pantomime (110 Attendees)

## **Enhance Program**

In collaboration with Leeds community healthcare trust and Leeds older People Forum we continue to deliver the Enhance project. Our objective is to provide a person centred and holistic one to one support service to older people in their vital first few days after discharge. In 2023 we expanded our service across west Leeds appointing two enhance support worker. The LCHT investment enables us to bridge the gaps and cultivate links at hospital levels, enabling us to offer a wraparound service. We aim to bridge this gap and be a first point of contact by offering proxy service on their return home. The Enhanced Community Engagement Worker role is to support older people after discharge, who many are living alone with frailty and with complex issues who are often socially isolated, to improve their wellbeing and independence and reduce preventable admissions and readmissions. We respond to the needs and aspirations of the older person, will carefully listened to them, and try to respond appropriately, by providing a holistic assessment of what matters to the older person in that point of time. They will offer the older person the opportunity to concentrate on their personal goals and ambition rather than focusing on their health needs and provide a support service in their first days after having a period of time in hospital.

**The Leeds 12 cost of living event** – In the present financial climate it was important that we could bring Statutory and voluntary services together to support the community in whole. We hosted two events over the financial period in which both events had a high capacity of attendance. Each event was attended with approx. 30 key community providers from statutory, voluntary and community and approximate was visited by over 500 members of public.

## **Armley Helping Hands Household Fund**

In these difficult times we know the need to provide responsive services to people at time of need, to ensure we could do this we secured £5,000 funding from the LCAN, Voluntary Action Leeds The household Fund is supporting people facing poverty, deprivation, and health equality across Wortley and farnley. The funding is person centred funding to enable us to meet the needs of the individual, by offering support and intervention for example: -

- food and emergency supplies – the provision of hot meals, including subsidise cost to individuals accessing our services were its clear finance is a barrier. Emergency food parcels, clothes or toiletries and additional chaperone shopping services.
- warmth –support to top up someone utilities who are struggling financially, provide portable heaters, buy warm bedding. Over winter period we provided a warm space support individuals
- Provide a wider essential support- provide transport or cover cost of transport to an older person who need access to medical care and intervention and transport a barrier. This especially capture supporting older people who have been signposted to non NHS facilities and cannot access passenger transport i.e. local mobile scanning units the fund as paid for volunteer mileage to support that person.
- Purchase small white good to support older people to maintain their independence within their home and have cooking facilities to maintain a balanced diet and hot food.

As part of the LCAN anchor we distributed a contribution of the funding to local organisation to ensure we could target the most vulnerable people in the community

## Allocated Household Funding

### Organisation

### Funding allocated

Neighbourhood Action in Farnley, New Farnley and Moor Top	£1,000:00 to engaging with older People
New Farnley community centre	£ 500.00 to provide warm Space
Old Farnley community centre	£ 500.00 to provide Warm Space

**The Season of Giving Project** ambition was to build trust within our community, break down barriers and lack of understanding between generations and promote community engagement. We aim to deliver a creative and digital community project which will recall memories, exchanging skills and helping each other to get to understand the different generation, disabilities and understand barriers people face in life. The project brought young people, adults with learning disabilities and our older people together with in the community.

### Sharing The warmth

The “Share the warmth campaign” enabled us and partners to work together within the community to improve awareness and offer gateway to services that are relevant and delivered at the most local level possible Our ambition was to raise the awareness of staying warm, healthy and safe over the winter period by delivering seven pop up awareness and engagement session across the area.

These sessions were in collaboration with our community partners and delivered within our health centres, local churches local asda, aldi and post office carpark and on the Armley Town street. The pop-up session offered older people the opportunity to speak to our team, access information and engage with local services i.e Green Doctor and Money Buddies and practitioners including our frailty nurse who completed health checks on the day, We offered hot refreshment and distribute 150 winter warmth bags containing public health and local service/ organisation information including the Stay warm Book, Leeds directory. The bags were reusable bag and have key organisation contact details.

and telephone numbers printed on. The bags will contain Fleece Blanket, Thermomug, Hot Water Bottle, Thermal Socks, Thermometer, Woolly Hat & Gloves, Addition to the winter warmth bags our local knitting group Hookers and Clickers knitting us lap blankets and ponchos which were distributed to our most frail and vulnerable clients who have limited mobility and are at high risk.

### Lakeland Charity Trust Crisis and Discharge Packs.

We Secured funding with Lakeland Charity Trust to provide older people with emergency care packs at a time of crisis either when admitted into hospital, due to ill health or due to circumstance out of their control, each pack would be up to the value of £50 and would be personalised to the individual needs. this would be just an example.

Emergency Hospital admission pack – Hospital Discharge/ Period of ill health	New Pyjamas, slippers, and toiletries A5-day ready meal and fruit pack to ensure they have easy to make food in over the recovery period.
Cost of living pack	emergency food parcel for individual financially struggling.
Incident Pack security	Crime prevention aid for example door chain, locks – lock, key safe etc
Heat Warms Pack-	Blanket, water bottle, portable heater.

## Reserve Policy and Risk Management

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of the resources expended on unrestricted activities and termination costs should they be required.

At this level, the Trustees feel that they would be able to continue in the event of a sudden decrease in funding, to operate the charity whilst alternative funding was sought. A 31 March 2024 the requirement was £223,549.61 and the reserves were £232683. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

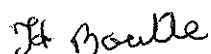
As it can be seen from the financial statements the charity is almost wholly reliant of Leeds City Council for its core funding. Due to the present financial strain in statutory service and no commissioned contract increment in line with the present cost of living, to ensure the charity continue to provide a living wage to their employees, the charity will be taking a £4655.32 out of our reserves in financial year 2024/25.

## Reserve Policy and Risk Management

Cost of Living Salary increment 2024/25 not covered by core cost	4655.32
Staff Contract termination (based on 12-week notification)	54105.44
Staff Redundancy	38339.11
Transition to close service (based on 6 Months- step down service program )	101,105.06
Minibus Depreciation	30,000.00
<b>Total</b>	<b>228,204.93</b>
Unrestricted reservice 31 <sup>st</sup> March 2024	232683.00

Approved by Trustees

And signed on their behalf by



Mrs Hazel Boutle

Chair of Trustees

Date

## ARMLEY HELPING HANDS

### **Independent Examiner's Report to the Trustees**

I report on the accounts of the Trust for the Year Ended 31<sup>st</sup> March 2024 which are set out on pages 13 to 19.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The Charity is preparing accounts accrued accounts and I am qualified to undertake the examination by being a qualified member of International Association of Accounting Professionals.

It is my responsibility to:-

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) of the 2011 Act; and
- To State whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting periods kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention.

1. Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with s. 130 of the Charities Act 2011; and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ms Linda Daniels MIAAP, FIAB, MICB, PM.dip  
Astraea Accountants Ltd  
81A Town Street  
Armley  
Leeds  
LS12 3HD

Signed



Date

01/03/24

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

	Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£	£
<b>Incoming Resources:</b>					
Donations and similar Incoming resources	2	125217	22100	147317	153957
Activities to further the Charity's objects;					
Grants, contracts and fees	3	<u>137382</u>	<u>16215</u>	<u>153597</u>	<u>154967</u>
<b>Total incoming resources</b>		<u>262599</u>	<u>38315</u>	<u>300914</u>	<u>308924</u>
<b>Resources expended:</b>					
Staff Salaries		176513	10438	186951	162615
Staff travel and training		6448		6448	4893
Volunteers expenses		838		838	952
Rent, rates, heat and light	4		15500	15500	15500
Office running costs		10128		10128	15703
Motor vehicle insurance & expenses		12562		12562	22955
Other insurances		1176		1176	1090
Mini bus overnight parking	4		6600	6600	6600
Repairs and renewals		-	-	-	1500
Client activities:					
Provision of meals		23121		23121	19085
Social activities and transport		6009	9103	15112	6103
IT Support		6663	2046	8709	6081
Sundry expenses		2701	9554	12255	18245
Depreciation		2282		2282	3265
Seasonal workers		61		61	13592
Accounts preparation & Independent Examination		<u>8678</u>	<u>          </u>	<u>8678</u>	<u>3750</u>
<b>Total resources expended</b>		<u>257180</u>	<u>53241</u>	<u>310421</u>	<u>301929</u>
<b>Net movement in funds for the year</b>		5419	(14926)	(9507)	6995
<b>Total funds at 1 April 2023</b>		<u>227264</u>	<u>14926</u>	<u>242190</u>	<u>235195</u>
<b>Total funds at 31<sup>st</sup> March 2024</b>		<u>232683</u>	<u>0.00</u>	<u>232683</u>	<u>242190</u>

The notes on pages 14 to 20 form part of these accounts.

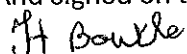
# ARMLEY HELPING HANDS

## BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2024

	NOTES		2024		2023
		£	£	£	£
<b>FIXED ASSETS</b>					
<b>Tangible fixed assets</b>	8		9427		9771
<b>Current Assets</b>					
Debtors and repayments	9	3600		1330	
Cash at bank and in hand		<u>227194</u>		<u>234839</u>	
		<u>230794</u>		<u>236169</u>	
<b>Current Liabilities</b>					
Creditors & Accruals	10	(7538)		(3750)	
<b>NET CURRENT ASSETS</b>			<u>273256</u>		<u>232419</u>
<b>NET ASSETS</b>			<u>232683</u>		<u>242190</u>
<b>FUNDS</b>					
Restricted funds			-		
Unrestricted funds			<u>232683</u>		<u>242190</u>

Approved by the trustees on

And signed on their behalf by:



H Boutle

Chair of the Trustees

(DATE)

The notes of pages 14 to 20 form part of these accounts.

# ARMLEY HELPING HANDS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

### 1. ACCOUNTING POLICIES

#### a. Basis of preparation of accounts

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

#### b. Tangible fixed assets and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following basis:

Property	16.67%	straight line basis
Plant and Equipment	20%	reducing balance
Motor Vehicles	25%	reducing balance
Computer Equipment	33.33%	straight line

#### c. Income

Grants receivable are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

#### d. Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

#### e. Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### f. Restricted funds

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

#### 2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Leeds Adult Social Care/NHS Leeds	115962		115962	115962
General Donations	9255		9255	15895
Intangible Income: Accommodation		15500	15500	15500
Mini Bus Parking	<u>        </u>	<u>6600</u>	<u>6600</u>	<u>6600</u>
<b>Total Donations</b>	<b><u>125217</u></b>	<b><u>22100</u></b>	<b><u>147317</u></b>	<b><u>153957</u></b>

#### 3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Grants and contracts:</b>				
Leeds Older People Forum	83000		83000	
Leeds Bereavment Forum		1000	1000	
Armley Primary Care		11290	11290	12500
Armley Action Team		3925	3925	34751
Other Grants	<u>16563</u>		<u>16563</u>	<u>105536</u>
	<u>99563</u>	16215	<u>115778</u>	<u>152787</u>
<b>Fees and contributions:</b>				
Provision of meals	30332		30332	2180
Client activities and transport	7487		7487	
	37819		37819	2180
<b>Total incoming resources from Activities to further the charity's Objects</b>	<b><u>137382</u></b>	<b><u>16215</u></b>	<b><u>153597</u></b>	<b><u>154967</u></b>

# ARMLEY HELPING HANDS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

### 4. INTANGIBLE INCOME

Intangible income (accommodation) £15500, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (mini bus parking) £6600 represents the costs of free overnight parking for the charity's mini buses at the premises of Farnell's Electronics. The same amount is included in expenditure.

### 5. NET OUTGOING RESOURCES FOR THE YEAR

The net outgoing resources for the year are stated after charging:

	2024	2023
	£	£
Depreciation of tangible assets for use by the charity	2282	3265
Accountancy	3000	3000
Independent Examiner's fee	750	750

### 6. STAFFING COST AND NUMBERS

Staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	171141	147896
Social security costs	12172	11655
Pension Contributions	<u>3638</u>	<u>3064</u>
	<u>186951</u>	<u>162615</u>

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2024	2023
Charitable work- activities for the elderly	6.00	6.00
Administration	<u>1.50</u>	<u>1.50</u>
	<u>7.50</u>	<u>7.50</u>

### 7. TRUSTEES

No remuneration or expenses were paid to trustees in the year.

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

#### 8. TANGIBLE FIXED ASSETS

	Garage Property £	Plant & Equipment £	Motor Vehicle £	Computer Equipment £	Total £
<b>COST</b>					
Balance at 31/03/23	5250	9083	57150	9927	81410
Additional (disposals)		<u>1056</u>	<u>          </u>	<u>882</u>	<u>1938</u>
Balance at 31/03/24	<u>5250</u>	<u>10139</u>	<u>57150</u>	<u>10809</u>	<u>83348</u>
<b>DEPRECIATION</b>					
Balance at 31/03/23	5250	5537	52744	8108	71639
Charges for the year		280	1102	900	2282
On disposals	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Balance at 31/03/24	<u>5250</u>	<u>5817</u>	<u>53846</u>	<u>9008</u>	<u>73921</u>
<b>NET BOOK VALUE</b>					
At 31/03/24	-	<u>4322</u>	<u>3304</u>	<u>1801</u>	<u>9427</u>
At 31/03/23	-	<u>3546</u>	<u>4406</u>	<u>1819</u>	<u>9771</u>

#### 9. DEBTORS AND PREPAYMENTS

	2024 £	2023 £
Prepayments & Debtors	<u>3600</u>	<u>1330</u>
	<u>3600</u>	<u>1330</u>

#### 10. CREDITORS

Accruals & Creditors	<u>7538</u>	<u>3750</u>
----------------------	-------------	-------------

#### 11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	9427		9427
Current assets	230794		230794
Current liabilities	<u>(7538)</u>	<u>          </u>	<u>(7538)</u>
	<u>232683</u>	<u>0.00</u>	<u>232683</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024

#### 12. MOVEMENTS IN FUNDS

	Balance 01/04/2023 £	Movement in Resources		Balance 31/03/2024 £
		Incoming £	Outgoing £	
Leeds Bereavement Forum	0.00	1000	1000	0.00
Armley Primary Care		11290	11290	0.00
Armley Action Team		3925	3925	0.00
NHS Health Equality	14926	0.00	14926	0.00
Over Night Parking		15500	15500	0.00
Premises Expense		6600	6600	0.00
Restricted Funds	14926	38315	53241	0.00
Unrestricted Funds	<u>227264</u>	<u>262599</u>	<u>257180</u>	<u>232683</u>
	<u>242190</u>	<u>300914</u>	<u>310421</u>	<u>232683</u>

#### 12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £1176 (2023 £1090) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.

**ARMLEY HELPING HANDS**

England & Wales - Charity number 1076692

---

# Accounts

---

Charity Number 1076692

**ARMLEY HELPING HANDS**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

# **ARMLEY HELPING HANDS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

### **CONTENTS**

	Page
Company Information	1
Trustees' Report	2 – 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Accounts	10-14

## **ARMLEY HELPING HANDS**

### **COMPANY INFORMATION FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

#### **TRUSTEES**

Hazel Boutle - Chair  
David Boutle  
Sue Sander  
Louise Pashley  
Michael Wood  
Andrew Parnham  
Councillor Lou Cunningham  
Councillor Ann Forsaith  
Helen Fay  
Michelle Atkinson  
Niki Clayton

#### **CHIEF EXECUTIVE OFFICER**

Ms Dawn Newsome

#### **REGISTERED OFFICE**

Strawberry Lane Community Centre  
Strawberry Lane  
Leeds  
LS12 1SF

#### **CHARITY NUMBER**

1076692

#### **ACCOUNTANTS AND INDEPENDENT EXAMINERS**

Astraea Accountants Ltd  
81A Town Street  
Armley  
Leeds  
LS12 3HD

# **ARMLEY HELPING HANDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

The trustees present their report for the year ended 31<sup>st</sup> March 2023.

### **Objects and principal activities of the charity**

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities of the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

### **Organisational Structure**

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on a monthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Project Manager, Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

### **Trustees' responsibilities for the financial statements**

Charity law requires the trustees:-

- To prepare financial statements which show a true and fair view
- In preparing financial statements
- To select suitable accounting policies and apply them on a consistent basis
- To make judgments and estimates that are prudent and reasonable
- To prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities

Trustees are further required;

- To keep proper accounting records
- To safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities

## TRUSTEE'S REPORT 2022-23

Armley Helping Hands (Charity No 1076692)) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, in response to the Community Care Act by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local older people. We have carefully listened to our members (older people) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling older people to live independently and to pro-actively participate within their own communities. At the same time, we have worked very hard, to raise the necessary resources – people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Key issues faced by people as they get older in Armley and Wortley are: increasing frailty, increase of individuals with memory loss, dementia and other health issues, victim of crime reduced income and, often, less resilience to the changes and challenges of these issues leading to loneliness and isolation.

Armley Helping Hands is committed in addressing these issues by providing a quality and effective service to older people. The charities pride themselves on being able to consult with Service Users, Carers, Partnership agencies, professionals and the general public to evaluate existing services and identify the needs of the local community. The charity's protocol is to be the first point of contact for older people, carers looking back over our many years of neighbourhood work with older people, we are proud of our achievements and below are samples of our successes and key strengths.

- Working in a way that values the contributions of older people, empowers our local communities and promotes reciprocity.
- Armley Helping Hands have 2093 older people registered in March 2023
- We provide a comprehensive support service and weekly activity programmes to 269 older people with a view to improving quality of life, reduce social isolation and promote independence and enable the older generation to engage with their local community.
- We are classified as a Neighbourhood Network (NNs) by Leeds City Council, the Charity has a long-established relationship with Leeds City Council in which we have succeeded in maintaining a Service Level Agreement from 1995 to 2010; In 2010 we secured a 5 years Commissioned Contracts with a 3 Year extension. Which was reviewed and re commissioned 2018
- Consistently raising funds/grants from national charitable trusts and other agencies and including Leeds City Council Contract and local community fundraising events/activities and working closely with local care partnership
- Armley Helping Hands is highly recognised both locally and nationally and we have been presented with a selection of awards including Award of excellence from Leeds Adult and Health
- Recruiting volunteers of all ages and ranging in age from 18 to 90s years old. Volunteers help us provide a very successful activities and service 5 days a week to older people and help us run groups, trips, parties and administrative help when needed. Our volunteers' projects enable us to respond to community need in innovative ways and meet social gaps, provide social, environmental and economic benefits. Overall, this contributes to economic regeneration reversing the spiral of decline within our communities and opening up opportunities to employment.

- o Community Engagement and Diversity: - working in partnership with the community and listening to what people in the community need. Enabling them to maintain their independence and develop a sense of community ownership. A key element of this work is the partnership with local schools, educational facilities and faith establishments where we have enabled all groups to engage and develop relationships within the local community and tackle key issues and concerns.
- o Enthusiastic partnership and engagement with local business in the city: - Developing volunteer programmes with Farnell's PLC, Leeds Teaching Hospital, Leeds City College and local business, to develop staff outside of the workplace format and to improve their competencies as well as their relationship with the community that they live and work in and also to improve the company's relationship and reputation within the city.
- o Ability to secure 'in-kind' offers for social and community activities from a wide range of partners including strength and balance Sessions run by Active Leeds and Leeds united
- o Reputation: - Our reputation is strong, offering a high-quality service to people has enabled us to gain respect, trust and belief in us, within our local communities and city wide
- o Excellent knowledge of the community sector, and empowering local people to be active within their local communities.

The charity prides themselves on providing cost effective service to our older people, enabling individuals to access service without the financial barriers. As Government budget cuts hit statutory providers of care we are picking up the pieces and working with older people with multiple health and social problems. We are successfully involving them in activity groups and also giving relevant advice and support and liaising with other agencies on their behalf. We have been able to deliver all existing services and activities to older people in the community, when many services in Leeds and nationally were under review and restructured, enabling the older person and the community to have some continuity in their day to day living. We have a proven track record, in terms of working successfully with local older people over 28 years. We are confident, in our ability to engage with younger older people and provide a range of interesting opportunities, if we have the added capacity of a dedicated member of staff, Our work will not be in isolation as we have strong links with Statutory service, Thirds sector and local health services and we will be part of the mix of services in the future that will form the proposed New Models of Care. We offer services that can prevent demand on primary and secondary health care, providing support for individuals with non-medical issues and creating positive pathways for individuals to make the most of their lives.

Understanding the community, within the area of benefit of our organisations is an essential starting point We help older people, carers, family members and the local community to build the confidence and motivation they need to be able to reach their potential and lead positive lives.

We harness and grow the talents and skills in our population, give local residents the confidence to participate and build social networks and create a safer and stronger community where older people and residents feel empowered and confident to be part of a community, we will offer supported access to a range of activities and volunteering opportunities.

Over the last year we have delivered the following: -

### **Enhance Program**

In collaboration with Leeds Community healthcare Trust and Leeds older People Forum we are delivering the Enhance project. Our objective is to provide a person centred and holistic one to one support service to older people in their vital first few days after discharge. Our ambition is LCHT investment will bridge the gaps and cultivate links at hospital levels, enabling us to offer a wraparound service. We aim to bridge this gap and be a first point of contact by offering proxy service on their return home. The Enhanced Community Engagement Worker role is to support older people after discharge, who many are living alone with frailty and with complex issues who are often socially isolated, to improve their wellbeing and independence and

reduce preventable admissions and readmissions. We respond to the needs and aspirations of the older person, will carefully listened to them, and try to respond appropriately, by providing a holistic assessment of what matters to the older person in that point of time. They will offer the older person the opportunity to concentrate on their personal goals and ambition rather than focusing on their health needs and provide a support service in them first days after having a period of time in hospital.

**Fall prevention Service** - In collaboration with Active Leeds we host and support two falls prevention programs within our services to enable us to build a relationship with older people who are at high risk of falls and provide a seamless referral into our health and wellbeing program after the initial 8 weeks fall program

**Men's Mental Health Social Group & Community garden Project** .- we establish a Community Gardening Project enabling the community centre service users and the community to Build, Talk and Grow. "Our Garden" is a community project funded by Wades Charity Trust, that aims to operates a therapeutic year-round garden project at Strawberry Lane Community Centre. The project is intergenerational initiative bringing older people who are socially isolated, ASPIRE (Adults with learning disabilities) and adults living with mild to moderate mental health issues difficulties such as depression, anxiety, and stress. Th Project aims to provide an impartial and safe space for people to improve their mental and physical wellbeing in a friendly environment which in the present climate is more needed than ever. Our community garden brings a wide range of benefits, not only to have a nice bright community garden that can be used by all community centre users and provide the centre users and community recreational and open space, but connecting people with each other to growing fruit, vegetables and plants to making a community space a place to enjoy and relax as well more importantly have a place to go when they are feeling lonely and stressed

**The Leeds 12 Community Get Together** – In the present financial climate it was important that we could bring Statutory and voluntary services together to support the community in whole. We hosted two events over the financial period in which both events had a high capacity of attendance. Each event was attended with approx. 30 key community providers from statutory, voluntary and community and approximate was visited by over 500 members of public.

**Armley Helping Hands Discretionary Fund** In these difficult times we know the need to provide responsive services to people at time of need, to ensure we could do this we secured funding from the Local Care Partnership, Household fund and Housing Advisory Panel to develop the Discretionary fund. The Discretionary Fund is supporting people facing poverty, deprivation, and health equality. The funding is person centred funding to enable us to meet the needs of the individual, by offering support and intervention for example: -

- Topping up their gas and electric when an older person struggling to use the heating in peak winter periods.
- Provide warm clothing, winter coat or bedding, thermal curtains to keep a person warm.
- Offer portable heating when, heating facilities are unusable or require repair.
- Access to food and our supper club when we are concerned about person nutrient and diet. This will also increase social interaction and engagement.
- Pay for a deep clean when a people struggled, and the house is in poor condition.
- Provide intervention to maintain home to reduce exposure too cold for example draft excluders.
- Provide a safe to reduce older person been a victim of financial abuse.
- In collaboration with our community social workers, our intermediate care team and our social prescribers with in our local general practices we will identify people within the community who need the support and intervention.

**The Season of Giving Project** ambition was to build trust within the community, break down barriers and lack of understanding between generations and promote community engagement. We aim to deliver a creative and digital community project which will recall memories, exchanging skills and helping each other to get to understand the different generation, disabilities and understand barriers people face in life. The project brought young people, adults with learning disabilities and our older people together with in the community.

**Sharing The Warmth** The “Share the warmth campaign” enable us and partners to work together within the community to improve awareness and offer gateway to services that are relevant and delivered at the most local level possible. Our ambition was to raise the awareness of staying warm, healthy and safe over the winter period by delivering seven pop up awareness and engagement session across the area. These sessions were in collaboration with our community partners and delivered within our Health Centres, Local Churches, Local Asda and Post Office Car Park and on the Armley Town Street. The pop-up session will offer older people the opportunity to speak to our team, access information and engage with local services, i.e. Green Doctor and Money Buddies and practitioners including our Frailty Nurse who will do health checks on the day. We will offer hot refreshment and distribute 150 winter warmth bags containing public health and local service / organisation information including the Stay Warm Book, Leeds Directory. The bags will be Reusable Bag and will have key organisation contact details and telephone numbers printed on. The bags will contain Fleece Blanket, Thermomug, Hot Water Bottle, Thermal Socks, Thermometer, Woolly Hat & Gloves, Addition to the winter warmth bags our local knitting group Hookers and Clickers knitting us lap blankets and ponchos to be distributed to our most frail and vulnerable clients who have limited mobility and are at high risk.

**The Leeds 12 Access to transport** The Leeds 12 community transport leaflet was in collaboration with Armley LCP, in collaboration with our community Partners, business and older people we designed a easy to read leaflet that would enable people easy access to local transport facilities with a view to encourage people to access medical intervention, care and support. We produced 15,000 leaflets that were distributed within the community, Community establishment medical practices and hospital. This leaflet as now been used as a template across the city to provide clear directive information to older people.

#### **Reserve Policy and Risk Management**

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of resources expended on unrestricted activities and also termination costs should they be required.

At this level the Trustees feel that they would be able to continue in the event of a sudden decrease in funding to operate a charity whilst alternative funding was sought. At 31<sup>st</sup> March 2023 the requirement was £74845 and the reserves were £242190. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As can be seen from the financial statements the charity is almost wholly reliant on Leeds City Council for its core funding.

#### **Independent Examiners**

As resolution to re-appoint Astraea Accountants Ltd as the independent examiner of the charity’s accounts will be proposed at the Annual General Meeting.

Hazel Boutle



Chair of Trustees

Date

17-3-2024

## ARMLEY HELPING HANDS

### **Independent Examiner's Report to the Trustees**

I report on the accounts of the Trust for the Year Ended 31<sup>st</sup> March 2023 which are set out on pages 7 to 14.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The Charity is preparing accounts accrued accounts and I am qualified to undertake the examination by being a qualified member of International Association of Accounting Professionals.

It is my responsibility to:-

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) of the 2011 Act; and
- To State whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting periods kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention.

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with s. 130 of the Charities Act 2011; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ms Linda Daniels MIAAP,FIAB,MICB,PM.dip  
Astraea Accountants Ltd  
81A Town Street  
Armley  
Leeds  
LS12 3HD

Signed



Date

14/3/24

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£	£
<b>Incoming Resources:</b>					
Donations and similar Incoming resources	2	131857	22100	153957	151447
Activities to further the Charity's objects;					
Grants, contracts and fees	3	<u>120216</u>	<u>34751</u>	<u>154967</u>	<u>119477</u>
<b>Total incoming resources</b>		<u>252073</u>	<u>56851</u>	<u>308924</u>	<u>270924</u>
<b>Resources expended:</b>					
Staff Salaries		162615		162615	156188
Staff travel and training		4893		4893	1388
Volunteers expenses		952		952	1085
Rent, rates, heat and light	4		15500	15500	15000
Office running costs		8698	7005	15703	6908
Motor vehicle insurance & expenses		10135	12820	22955	13804
Other insurances		1090		1090	1098
Mini bus overnight parking	4		6600	6600	6300
Repairs and renewals		1500	-	1500	-
Client activities:					
Provision of meals		19085		19085	11788
Social activities and transport		6103		6103	1520
IT Support		6081		6081	4487
Sundry expenses		18245		18245	13760
Depreciation		3265		3265	2492
Seasonal workers		13592		13592	10451
Accounts preparation & Independent Examination		<u>3750</u>	_____	<u>3750</u>	<u>3750</u>
<b>Total resources expended</b>		<u>260004</u>	<u>41925</u>	<u>301929</u>	<u>250019</u>
<b>Net movement in funds for the year</b>	(7931)		14926	6995	20905
<b>Total funds at 1 April 2022</b>		<u>235195</u>	_____	<u>235195</u>	<u>214290</u>
<b>Total funds at 31<sup>st</sup> March 2023</b>		<u>227264</u>	<u>14926</u>	<u>242190</u>	<u>235195</u>

The notes on pages 11 to 14 form part of these accounts.

**ARMLEY HELPING HANDS**  
**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2023**

	NOTES	2023	2022
		£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	8	9771	7088
<b>Current Assets</b>			
Debtors and repayments	9	1330	1330
Cash at bank and in hand		<u>234839</u>	<u>234547</u>
		<u>236169</u>	<u>235877</u>
<b>Current Liabilities</b>			
Creditors	10	(3750)	(7770)
<b>NET CURRENT ASSETS</b>		<u>232419</u>	<u>228107</u>
<b>NET ASSETS</b>		<u>242190</u>	<u>235195</u>
<b>FUNDS</b>			
Restricted funds		-	235195
Unrestricted funds		<u>242190</u>	<u>235195</u>

Approved by the trustees on

And signed on their behalf by:

H Boutle *H Boutle*  
 Chair of the Trustees

(DATE) *14.3.2024*

The notes of pages 10 to 14 form part of these accounts.

# ARMLEY HELPING HANDS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

### 1. ACCOUNTING POLICIES

#### a. Basis of preparation of accounts

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

#### b. Tangible fixed assets and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following basis:

Property	16.67%	straight line basis
Plant and Equipment	20%	reducing balance
Motor Vehicles	25%	reducing balance
Computer Equipment	33.33%	straight line

#### c. Income

Grants receivable are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

#### d. Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

#### e. Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### f. Restricted funds

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

#### 2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2023 £
Leeds Adult Social Care/NHS Leeds	115962		115962	121963
General Donations	15895		15895	8184
Intangible Income: Accommodation		15500	15500	15000
Mini Bus Parking		<u>6600</u>	<u>6600</u>	<u>6300</u>
Total Donations	<u>131857</u>	<u>22100</u>	<u>153957</u>	<u>151447</u>

#### 3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>Grants and contracts:</b>				
LCC Don't call me old	-	-	0	40000
LCC SWIFT	12500		12500	30000
NHS Health Equality		34751	34751	-
Other Grants	<u>105536</u>		<u>105536</u>	<u>48977</u>
	<u>118036</u>	<u>34751</u>	<u>152787</u>	<u>118977</u>
<b>Fees and contributions:</b>				
Provision of meals	2180		2180	500
Client activities and transport	-	-	-	-
	<u>2180</u>		<u>2180</u>	<u>500</u>
Total incoming resources from Activities to further the charity's Objects	<u>120216</u>	<u>34751</u>	<u>154967</u>	<u>119477</u>

# ARMLEY HELPING HANDS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

### 4. INTANGIBLE INCOME

Intangible income (accommodation) £15500, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (mini bus parking) £6600 represents the costs of free overnight parking for the charity's mini buses at the premises of Farnell's Electronics. The same amount is included in expenditure.

### 5. NET OUTGOING RESOURCES FOR THE YEAR

The net outgoing resources for the year are stated after charging:

	2023	2022
	£	£
Depreciation of tangible assets for use by the charity	3265	2492
Accountancy	3000	3000
Independent Examiner's fee	750	750

### 6. STAFFING COST AND NUMBERS

Staff costs were as follows:

	2023	2022
	£	£
Wages and salaries	147896	142326
Social security costs	11655	11094
Pension Contributions	<u>3064</u>	<u>2768</u>
	<u>162615</u>	<u>156188</u>

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2023	2022
Charitable work- activities for the elderly	6.00	6.00
Administration	<u>1.50</u>	<u>1.50</u>
	<u>7.50</u>	<u>7.50</u>

### 7. TRUSTEES

No remuneration or expenses were paid to trustees in the year.

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

#### 8. TANGIBLE FIXED ASSETS

	Garage Property £	Plant & Equipment £	Motor Vehicle £	Computer Equipment £	Total £
<b>COST</b>					
Balance at 31/03/22	5250	4945	57150	8117	75462
Additional (disposals)		<u>4138</u>	<u>          </u>	<u>1810</u>	<u>5948</u>
Balance at 31/03/23	<u>5250</u>	<u>9083</u>	<u>57150</u>	<u>9927</u>	<u>81410</u>
<b>DEPRECIATION</b>					
Balance at 31/03/22	5250	4650	51275	7199	68374
Charges for the year		887	1469	909	3265
On disposals	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Balance at 31/03/23	<u>5250</u>	<u>5337</u>	<u>52744</u>	<u>8108</u>	<u>71639</u>
<b>NET BOOK VALUE</b>					
At 31/03/23	-	<u>3546</u>	<u>4406</u>	<u>1819</u>	<u>9771</u>
At 31/03/22	-	<u>295</u>	<u>5875</u>	<u>918</u>	<u>7088</u>

#### 9. DEBTORS AND PREPAYMENTS

	2023 £	2022 £
Prepayments	<u>1330</u>	<u>1330</u>
	<u>1330</u>	<u>1330</u>

#### 10. CREDITORS

Accruals	<u>3750</u>	<u>7770</u>
----------	-------------	-------------

#### 11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	9771		9771
Current assets	221243	14926	236169
Current liabilities	<u>(3750)</u>	<u>          </u>	<u>(3750)</u>
	<u>227264</u>	<u>14926</u>	<u>242190</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

#### 12. MOVEMENTS IN FUNDS

	Balance 01/04/2022 £	Movement in Resources Incoming      Outgoing £                      £		Balance 31/03/2023 £
Restricted funds:				
NHS Health Equality		34751	19825	14926
Over Night Parking		15500	15500	
Premises Expense		6600	6600	
Restricted Funds	-	56851	41925	14926
Unrestricted Funds	<u>235195</u>	<u>252073</u>	<u>260004</u>	<u>227264</u>
	<u>235195</u>	<u>308924</u>	<u>301929</u>	<u>242190</u>

#### 12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £1090 (2022 £1098) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.

**ARMLEY HELPING HANDS**

England & Wales - Charity number 1076692

---

# Accounts

---

Charity Number 1076692

**ARMLEY HELPING HANDS**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

# ARMLEY HELPING HANDS

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

### CONTENTS

	Page
Company Information	1
Trustees' Report	2-5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9-13

## **ARMLEY HELPING HANDS**

### **COMPANY INFORMATION FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

#### **TRUSTEES**

Hazel Boutle - Chair  
David Boutle  
Sue Sander  
Louise Pashley  
Michael Wood  
Andrew Parnham  
Councillor Lou Cunningham  
Councillor Ann Forsaith  
Helen Fay  
Michelle Atkinson  
Niki Clayton

#### **CHIEF EXECUTIVE OFFICER**

Ms Dawn Newsome

#### **REGISTERED OFFICE**

Strawberry Lane Community Centre  
Strawberry Lane  
Leeds  
LS12 1SF

#### **CHARITY NUMBER**

1076692

#### **ACCOUNTANTS AND INDEPENDENT EXAMINERS**

Astraea Accountants Ltd  
81A Town Street  
Armley  
Leeds  
LS12 3HD

# ARMLEY HELPING HANDS

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

The trustees present their report for the year ended 31<sup>st</sup> March 2022.

### **Objects and principal activities of the charity**

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities of the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

### **Organisational Structure**

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on a monthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Project Manager, Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

### **Trustees' responsibilities for the financial statements**

Charity law requires the trustees:-

- To prepare financial statements which show a true and fair view
- In preparing financial statements
- To select suitable accounting policies and apply them on a consistent basis
- To make judgments and estimates that are prudent and reasonable
- To prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities

Trustees are further required;

- To keep proper accounting records
- To safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities

Armley Helping Hands (Charity No 1076692)) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, in response to the Community Care Act by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local people aged 50 plus. We have carefully listened to our members' (people aged 50 plus) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling our older citizens to live independently and to pro-actively participate within their own communities.

Armley Helping Hands provided support and service to people aged 60 plus and their families living in Armley and Wortley district of Leeds 12. These older people are at highest risk of adverse outcomes such as falls, disability, admission to hospital, or the need for long-term care. Leeds 12 average life expectancy is 77.7 yrs., the majority of early deaths in our area is related to unhealthy lifestyles, smoking (higher than the overall proportion of smokers in Leeds) excessive alcohol use, poor diet and low levels of physical activity. Armley has a high level of deprivation in which 20.12% of older people have existing health problems compared with 17.3% in the city as a whole and future health problems, based on current conditions and lifestyle 46.3% compared with 17.3%.

We are engaging with older people with increased frailty, which restricted them and their carers/spouse to their homes. Every day we are seeing disadvantaged older people (50+) with poor diet and chronic health (3.3% compared with 0.5%) 7.4% of the housing in our area has no central heating (city average = 2.7%), leading to high heating costs, fuel poverty and winter health issues.

The primary objective of the charity is to counteract loneliness and isolation, we provide intervention and services within the community to enable us to build trust and friendship, provide emotional support and understand a person and their carers/families day to day life.

We offer the person the opportunity to discuss their barriers and frustrations in life, what intervention, and what ambition they would like to achieve now circumstances are different. The charity intervention is none prescriptive and enables people to achieve personal goals in line with their choice and preferences and in a way which is socially inclusive, reduce anxiety, implement support pathways promote independence and a positive vision after long period ill health, bereavement and palliative care. At the same time, we have worked very hard, to raise the necessary resources – people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Armley Helping Hands is committed in addressing these issues by providing a quality and effective service to older people. The charities pride themselves on being able to consult with Service Users, Carers, Partnership agencies', professionals, and the public to evaluate existing services and identify the needs of the local community. The charities protocol is to be the first point of contact for older people, carers looking back over our many years of neighbourhood work with older people, we are proud of our achievements and below are samples of our successes and key strengths.

The pandemic has highlighted how important Armley helping hands work is within the community, from the beginning of the pandemic the charity step forward and became a responsive service to our older people, carers, and the community as whole. In collaboration with Leeds Adult & Health, Public Health Leeds and our Community Partners we have delivered the COVID 19 Community Hub since March 2020 to December 2021 when we started the transition of recovery. As a hub we delivered vital service to the community 7 day a week, ensuring that our most vulnerable people and people isolating still had access to food and support.

As we go into 2021/22 we have revised our work with a remit to support people with the transition of recovery from the pandemic., we continue to support individuals within the community to reduce the risk of contracting coronavirus, continue to provide support and mechanism for people who are self-isolating or continue to shield which meets the needs individuals and family's needs who are struggling day to day. We have

- Continue to provide the Community Hub service for existing and new referrals to people of all ages living in the district of Leeds 12 until the community hubs closed in December 2021. Thereafter in collaboration with our Community partners and Armley Local Care Partnership we have source additional funding and resources through the Voluntary Action Leeds household fund to enable us to provide a responsive service to our community
- Check on the person welfare and if they are managing to stay safe and well within their homes.
- Distribution of emergency food parcels, baby product and utility vouchers,
- Shopping service,
- Reestablish our face to face community services
- Continue to deliver Welfare & Befriending calls
- Provide a wrap-around service and be a gateway to addition support service and intervention within the community including access to benefits, food, and long-term interventions.
- Identify any support they may need from collecting prescription, contact medical service for alter appointments and provide safe reliable transport to access essential appointments etc.
- Make them aware of community Service and activities been delivered by ourselves and our community partners, local business, and key partners,
- To deal with payment which traditional they would complete at the post office, bank etc and assist with access to cash. (Staff are completing online) and supporting older people to establish bank accounts after the DWP changes with post office accounts.

The pandemic as had a massive impact on older people physical and mental health, in which we are seeing high levels of fall, increase hospital admission and higher level of social isolation due to limited mobility. In collaboration with Leeds United Community Foundation we established the fit generation program, This is a new initiative between LUFC and AHH in which the success of the project as enabled LUFC to use the model across the city. We have been Highly recognised for the work received the Leeds City council Award of Excellence 2022

The program delivered sessions in each of our retirement complex and within our community centre where older people will look at their diet, nutrition, mental and physical wellbeing with trained physio and occupational therapist from Leeds united.

These sessions have been invaluable in the rehabilitation of the older people and increase community interaction and engagement in our community. Older people will be introduced to chair base exercises, which includes a range of motion work without weight-bearing. These exercises have been achieved in a group setting and within their own home with the support of Community Exercise facilitator. Additional to the exercise session the older people can participate in other community events and activities, access preventative services within the community and access information and health promotion Theses session will achieves the following outcomes: -

- Increase strength, power and flexibility.
- Increase older people's ability to perform everyday task.
- Improves Balance
- Reduces depression and anxiety especially after a long period of isolation.
- Address weight management.
- Essential in supporting people with Arthritis pain and osteoporosis.

- Reduce risk of fall
- Increase community interaction and engagement

The project has been a catalyst in the community to steer residents how they go forward after lockdown and deliver services and activities to meet the needs of the community. We aim to start conversation and encourage the community to talk to each other by breaking down barriers.

- An introduction into Armley Helping Hands Services and introduction to our Health and Wellbeing Program.
- Referral process into the Falls Prevention Service – Strength and balance, to individual identified with limited mobility and high risk of falls delivered by Active Leeds at Armley Helping Hands.
- Enable individuals to share experience and skills and develop a understanding our communities needs.
- Activities forgetting to know each other and understanding individuals' liabilities.
- A key element of this work is the partnership where we will engage and develop relationships within the local community and tackle key issues and concerns, reduce inequalities within the community.
- Bring people of different generations together in mutually beneficial, purposeful activities.
- Changes in way older people and people with disabilities are perceived and build up community engagement and social development improving the relationship within the community develops the trust and goodwill of local residents.

We have worked closely with GP's and Public Health Leeds to engage people in the Covid Vaccination program, participated in the Covid Vaccine pop up clinics and delivered clinics within the Charities facilities.

We are constantly consulting with our members, community partners and the community and take the role as the catalyst in the community to steer the community how they go forward after lockdown, with a view to deliver services and activities that meet the needs of older people and the community. We envisage that is the perfect opportunity to bring these communities together, to form a stronger community network and to help themselves to create local solutions for service provision at a time of significant financial challenge for everyone.

#### **Reserve Policy and Risk Management**

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of resources expended on unrestricted activities and also termination costs should they be required.

At this level the Trustees feel that they would be able to continue in the event of a sudden decrease in funding to operate a charity whilst alternative funding was sought. At 31<sup>st</sup> March 2022 the requirement was £72087 and the reserves were £235195. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As can be seen from the financial statements the charity is almost wholly reliant on Leeds City Council for its core funding.

#### **Independent Examiners**

As resolution to appoint Astraea Accountants Ltd as the independent examiner of the charity's accounts will be proposed at the Annual General Meeting.

Hazel Boutle

*H. Boutle*

Chair of Trustees

Date

9<sup>th</sup> March 2024

## Armley Helping Hands

### **Independent Examiner's Report to the Trustees**

I report on the accounts of the Trust for the Year Ended 31<sup>st</sup> March 2022 which are set out on pages 6 to 10.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The Charity is preparing accounts accrued accounts and I am qualified to undertake the examination by being a qualified member of International Association of Accounting Professionals.

It is my responsibility to:-

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) of the 2011 Act; and
- To State whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting periods kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention.

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with s. 130 of the Charities Act 2011; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ms Linda Daniels MIAAP,FIAB,MICB,PM.dip  
Astraea Accountants Ltd  
81A Town Street  
Armley  
Leeds  
LS12 3HD

Signed



Date

5/3/24

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

	Note	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£	£
<b>Incoming Resources:</b>					
Donations and similar Incoming resources	2	130147	21300	151447	169095
Activities to further the Charity's objects;					
Grants, contracts and fees	3	<u>119477</u>	—	<u>119477</u>	<u>222596</u>
<b>Total incoming resources</b>		<u>249624</u>	<u>21300</u>	<u>270924</u>	<u>391691</u>
<b>Resources expended:</b>					
Staff Salaries		156188		156188	170877
Staff travel and training		1388		1388	1656
Volunteers expenses		1085		1085	830
Rent, rates, heat and light	4		1500	1500	14850
Office running costs		6639	269	6908	8043
Motor vehicle insurance & expenses		9225	4579	13804	9692
Other insurances		1098		1098	1607
Mini bus overnight parking	4		6300	6300	6150
Repairs and renewals					5579
Client activities:					
Provision of meals		11788		11788	23919
Social activities and transport			1520	1520	13169
IT Support		4487		4487	4917
Sundry expenses		4058	9702	13760	3450
Depreciation		2492		2492	3382
Sessional workers		10451		10451	6846
Accounts preparation & Independent Examination		<u>3750</u>	—	<u>3750</u>	<u>4020</u>
<b>Total resources expended</b>		<u>212649</u>	<u>37370</u>	<u>250019</u>	<u>278987</u>
<b>Net movement in funds for the year</b>		36975	(16070)	20905	112704
<b>Total funds at 1 April 2021</b>		<u>198220</u>	<u>16070</u>	<u>214290</u>	<u>101586</u>
<b>Total funds at 31<sup>st</sup> March 2022</b>		<u>235195</u>	—	<u>235195</u>	<u>214290</u>

The notes on pages 11 to 15 form part of these accounts.

**ARMLEY HELPING HANDS**  
**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2022**

	NOTES	£	2022 £	£	2021 £
<b>FIXED ASSETS</b>					
<b>Tangible fixed assets</b>	8		7088		9293
<b>Current Assets</b>					
Debtors and repayments	9	1330		2066	
Cash at bank and in hand		<u>234547</u>		<u>216814</u>	
		235877		218880	
<b>Current Liabilities</b>					
Creditors	10	(7770)		(13883)	
<b>NET CURRENT ASSETS</b>			<u>228107</u>		<u>204997</u>
<b>NET ASSETS</b>			<u>235195</u>		<u>214290</u>
<b>FUNDS</b>					
Restricted funds			-		16070
Unrestricted funds			235195		198220
			<u>235195</u>		<u>214290</u>

Approved by the trustees on

And signed on their behalf by:

H Boutle *H Boutle*  
 Chair of the Trustees

(DATE) *5<sup>th</sup> March 2024*

The notes of pages 9 to 13 form part of these accounts.

# ARMLEY HELPING HANDS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

### 1. ACCOUNTING POLICIES

#### a. Basis of preparation of accounts

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

#### b. Tangible fixed assets and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following basis:

Property	16.67%	straight line basis
Plant and Equipment	20%	reducing balance
Motor Vehicles	25%	reducing balance
Computer Equipment	33.33%	straight line

#### c. Income

Grants receivable are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

#### d. Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

#### e. Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### f. Restricted funds

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

#### 2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Leeds Adult Social Care/NHS Leeds	121963		121963	143496
General Donations	8184		8184	4599
Intangible Income: Accommodation		15000	15000	14850
Mini Bus Parking	<u>          </u>	<u>6300</u>	<u>6300</u>	<u>6150</u>
Total Donations	<u>130147</u>	<u>21300</u>	<u>151447</u>	<u>169095</u>

#### 3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Grants and contracts:</b>				
LCC Don't call me old	40000		40000	38344
LCC SWIFT	30000		30000	22500
LCC Community Hub				69608
National Lottery				29998
LCC Covid Food Services				19734
LCC provision of meals				2496
Other Grants	<u>48977</u>		<u>48977</u>	<u>32200</u>
	<u>118977</u>		<u>118977</u>	<u>214880</u>
<b>Fees and contributions:</b>				
Provision of meals	500		500	7055
Client activities and transport	<u>          </u>		<u>          </u>	<u>661</u>
	500		500	7716
Total incoming resources from Activities to further the charity's Objects	<u>119477</u>		<u>119477</u>	<u>222596</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

#### 4. INTANGIBLE INCOME

Intangible income (accommodation) £15000, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (mini bus parking) £6300 represents the costs of free overnight parking for the charity's mini buses at the premises of Farnell's Electronics. The same amount is included in expenditure.

#### 5. NET OUTGOING RESOURCES FOR THE YEAR

The net outgoing resources for the year are stated after charging:

	2022	2021
	£	£
Depreciation of tangible assets for use by the charity	2492	3382
Accountancy	3000	3300
Independent Examiner's fee	750	720

#### 6. STAFFING COST AND NUMBERS

Staff costs were as follows:

	2022	2021
	£	£
Wages and salaries	142326	165480
Social security costs	11094	4217
Pension Contributions	<u>2768</u>	<u>1180</u>
	<u>156188</u>	<u>170877</u>

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2022	2021
Charitable work- activities for the elderly	6.00	6.00
Administration	<u>1.50</u>	<u>1.50</u>
	<u>7.50</u>	<u>7.50</u>

#### 7. TRUSTEES

No remuneration or expenses were paid to trustees in the year.

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

#### 8. TANGIBLE FIXED ASSETS

	Garage Property £	Plant & Equipment £	Motor Vehicle £	Computer Equipment £	Total £
<b>COST</b>					
Balance at 31/03/21	5250	4658	57150	8117	75175
Additional (disposals)	<u>          </u>	<u>287</u>	<u>          </u>	<u>          </u>	<u>287</u>
Balance at 31/03/22	<u>5250</u>	<u>4945</u>	<u>57150</u>	<u>8117</u>	<u>75462</u>
<b>DEPRECIATION</b>					
Balance at 31/03/21	5249	4576	49317	6740	65882
Charges for the year	1	74	1958	459	2492
On disposals	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Balance at 31/03/22	<u>5250</u>	<u>4650</u>	<u>51275</u>	<u>7199</u>	<u>68374</u>
<b>NET BOOK VALUE</b>					
At 31/03/22	-	<u>295</u>	<u>5875</u>	<u>918</u>	<u>7088</u>
At 31/03/21	<u>1</u>	<u>82</u>	<u>7833</u>	<u>1377</u>	<u>9293</u>

#### 9. DEBTORS AND PREPAYMENTS

	2022 £	2021 £
Prepayments	<u>1330</u>	<u>2066</u>
	<u>1330</u>	<u>2066</u>

#### 10. CREDITORS

Accruals	<u>7770</u>	<u>13833</u>
----------	-------------	--------------

#### 11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	7088		7088
Current assets	235877		235877
Current liabilities	<u>(7770)</u>		<u>(7770)</u>
	<u>239195</u>		<u>235195</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022

#### 12. MOVEMENTS IN FUNDS

	Balance 01/04/2021 £	Movement in Resources		Balance 31/03/2022 £
		Incoming £	Outgoing £	
Restricted funds:				
LCC – Meals				
LCC Gardening	1520		1520	
Mini Bus Appeal	4579		4579	
Over Night Parking		6300	6300	
Premises Expense		15000	15000	
Dementia Collaborative	9702		9702	
Web Development	<u>269</u>		<u>269</u>	
Restricted Funds	16070	21300	37370	239195
Unrestricted Funds	<u>198220</u>	<u>249624</u>	<u>212649</u>	<u>235195</u>
	<u>214290</u>	<u>270924</u>	<u>250019</u>	<u>235195</u>

#### 12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £1098 (2021 £430) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.

**ARMLEY HELPING HANDS**

England & Wales - Charity number 1076692

---

# Accounts

---

**Charity Number 1076692**

**ARMLEY HELPING HANDS  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

# **ARMLEY HELPING HANDS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

### **CONTENTS**

	<b>Page</b>
Company Information	1
Trustees' Report	2 - 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9-13

## **ARMLEY HELPING HANDS**

### **COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2021**

<b>TRUSTEES</b>	Hazel Boutle - Chair David Boutle Sue Sander Louise Pashley Michael Wood Andrew Parnham Councillor Lou Cunningham Councillor Ann Forsaith Helen Fay Michelle Atkinson Niki Clayton
<b>CHIEF EXECUTIVE OFFICER</b>	Ms Dawn Newsome
<b>REGISTERED OFFICE</b>	Strawberry Lane Community Centre Strawberry Lane Leeds LS12 1SF
<b>CHARITY NUMBER</b>	1076692
<b>ACCOUNTANTS AND INDEPENDENT EXAMINERS</b>	G L Barker & Co LLP 49 Austhorpe Road Cross Gates Leeds LS15 8BA



## **ARMLEY HELPING HANDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report for the year ended 31 March 2021.

#### **Objects and principal activities of the charity**

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities of the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

#### **Organisational Structure**

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on a monthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Project Manager, Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

#### **Trustees' responsibilities for the financial statements**

Charity law requires the trustees:

- to prepare financial statements which show a true and fair view;
- in preparing financial statements;
- to select suitable accounting policies and apply them on a consistent basis.
- to make judgements and estimates that are prudent and reasonable.
- to prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities.

Trustees are further required;

- to keep proper accounting records.
- to safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities.



## **TRUSTEE'S REPORT**

Armley Helping Hands (Charity No 1076692) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, in response to the Community Care Act by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local people aged 50 plus. We have carefully listened to our members (people aged 50 plus) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling our older citizens to live independently and to pro-actively participate within their own communities.

Armley Helping Hands provided support and service to people aged 50 plus and their families living in Armley and Wortley district of Leeds 12. These older people are at highest risk of adverse outcomes such as falls, disability, admission to hospital, or the need for long-term care. Leeds 12 average life expectancy is 77.7 yrs., the majority of early deaths in our area is related to unhealthy lifestyles, smoking (higher than the overall proportion of smokers in Leeds) excessive alcohol use, poor diet and low levels of physical activity. Armley has a high level of deprivation in which 20.12% of older people have existing health problems compared with 17.3% in the city as a whole and future health problems, based on current conditions and lifestyle 46.3% compared with 17.3%.

We are engaging with older people with increased frailty, which restricted them and their carers/spouse to their homes. Every day we are seeing disadvantaged older people (50+) with poor diet and chronic health (3.3% compared with 0.5%) 7.4% of the housing in our area has no central heating (city average = 2.7%), leading to high heating costs, fuel poverty and winter health issues.

The primary objective of the charity is to counteract loneliness and isolation, we provide intervention and services within the community to enable us to build trust and friendship, provide emotional support and understand a person and their carers/families day to day life.

We offer the person the opportunity to discuss their barriers and frustrations in life, what intervention, and what ambition they would like to achieve now circumstances are different. The charity intervention is none prescriptive and enables people to achieve personal goals in line with their choice and preferences and in a way which is socially inclusive, reduce anxiety, implement support pathways promote independence and a positive vision after long period ill health, bereavement and palliative care.

At the same time, we have worked very hard, to raise the necessary resources – people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Armley Helping Hands is committed in addressing these issues by providing a quality and effective service to older people. The charities pride themselves on being able to consult with Service Users, Carers, Partnership agencies, professionals, and the public to evaluate existing services and identify the needs of the local community. The charities protocol is to be the first point of contact for older people, carers looking back over our many years of neighbourhood work with older people, we are proud of our achievements and below are samples of our successes and key strengths.

-3-

The pandemic has highlighted how important Armley helping hands work is within the community, from the beginning of the pandemic the charity step forward and became a responsive service to our older people, carers, and the community as whole. In collaboration with Leeds Adult & Health, Public Health Leeds and our Community Partners we have delivered the COVID 19 Community Hub since March 2020. As a hub we delivered vital service to the community 7 day a week, ensuring that our most vulnerable people and people isolating still had access to food and support.

As we go into potentially the recovery process, we continue to support individuals within the community to reduce the risk of contracting coronavirus, continue to provide support and mechanism for people who are self-isolating or continue to shield which meets the needs individuals and family's needs who are struggling day to day.

- Continue to provide the Community Hub service for existing and new referrals to people of all ages living in the district of Leeds 12.
- Check on the person welfare and if they are managing to stay safe and well within their homes.
- Distribution of emergency food parcels, baby product and utility vouchers,
- Access to medication, transport to clinical appointments
- Shopping service,
- Hot Meals service,
- Welfare & Befriending calls
- Provide a wrap-around service and be a gateway to addition support service and intervention within the community including access to benefits, food, and long-term interventions.
- Identify any support they may need from collecting prescription, contact medical service for alter appointments and provide safe reliable transport to access essential appointments etc.
- Make them aware of community Service and activities been delivered by ourselves and our community partners, local business, and key partners,
- To deal with payment which traditional they would complete at the post office, bank etc and assist with access to cash. (Staff are completing online)

We continued to offer a person-centred approach, by meeting individuals needs from access to purchase a new fridge, provide covid safe transport to vital medical appointments, to taking the dog to the vets, to giving an older couple the opportunity to have one last holiday with their daughter who was terminally ill.

We have adapted our services, offering support, guidance, and reassurance to our community. We have delivered one to one support and intervention, social assistance with remote activities Including hot meal with the little extra sweet

treats, telephone befriending, exercise packs, activity boxes, gardening packs, digital services and a book & DVD swap shop with the view to encourage people to participate in community art project to enable people to keep active with in their home.

Our Health and wellbeing coordinator has delivered exercise programs within people's home and community to enable older people to keep fit and active, maintain strength and muscle and reduce risk of falls.

We have worked closely with our GPs and Public health Leeds to engage people in the Covid vaccination program, participated in the Covid Vaccine pop up clinics and delivered clinics within the Charities facilities.

-4-

We are constantly consulting with our members, community partners and the community and take the role as the catalyst in the community to steer the community how they go forward after lockdown, with a view to deliver services and activities that meet the needs of our older people and the community. We envisage this is the perfect opportunity to bring these communities together, to form a stronger community network and to help themselves to create local solutions for service provision at a time of significant financial challenge for everyone.

### **Reserve Policy and Risk Management**

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of the resources expended on unrestricted activities and also termination costs should they be required.

At this level the Trustees feel that they would be able to continue in the event of a sudden decrease in funding, to operate the charity whilst alternative funding was sought. A

31 March 2021 the requirement was £63,872 and the reserves were £198,220. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As can be seen from the financial statements the charity is almost wholly reliant of Leeds City Council for its core funding.

### **Independent Examiners**

As resolution to re-appoint G L Barker & Co LLP as the independent examiners of the charity's accounts will be proposed at the Annual General Meeting.

Hazel Boutle  
Chair of Trustees

Date.....

## **ARMLEY HELPING HANDS**

### **Independent Examiner's Report to the Trustees**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 6 to 10.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. [The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants]

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with s. 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Graeme Peter Greenfield  
G L Barker & Co LLP  
Chartered Certified Accountants  
49 Austhorpe Road  
Cross Gates  
Leeds  
LS15 8BA

Signed .....

Date: .....

## ARMLEY HELPING HANDS

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

Total	Note	Unrestricted	Restricted	Total
		Funds	Funds	2021
		£	£	2020
		£	£	£
<b>Incoming resources:</b>				
Donations and similar incoming resources	2	148,095	21,000	169,095
				153,780
Activities to further the charity's objects;				
Grants, contracts and fees	3	<u>220,100</u>	<u>2,496</u>	<u>222,596</u>
				<u>104,021</u>
<b>Total incoming resources</b>		<u>368,195</u>	<u>23,496</u>	<u>391,691</u>
				<u>257,801</u>
<b>Resources expended:</b>				
Staff salaries		170,877	-	170,877
Staff travel, and training		1,656	-	1,656
Volunteers' expenses		830	-	830
Rent, rates, heat and light		-	14,850	14,850
				14,500
Office running costs		8,043	-	8,043
Motor vehicle insurance & expenses		9,692	-	9,692
				17,332
Other insurances		1,607	-	1,607
Mini bus overnight parking		-	6,150	6,150
				6,000
Repairs and renewals		5,579	-	5,579
				174
Client activities:				
Provision of meals		21,423	2,496	23,919
Social activities and transport		13,169	-	13,169
				32,159

IT Support	4,917	-	4,917	2,609
Sundry expenses	3,450	-	3,450	2,782
Depreciation	3,382	-	3,382	4,448
Seasonal worker	6,846	-	6,846	-
Accounts preparation & Independent Examination	<u>4,020</u>	<u>-</u>	<u>4,020</u>	<u>3,750</u>
<b>Total resources expended</b>	<u>255,491</u>	<u>23,496</u>	<u>278,987</u>	<u>254,315</u>
<b>Net movement in funds for the year</b>	112,704	-	112,704	3,486
<b>Total funds at 1 April 2020</b>	<u>85,516</u>	<u>16,070</u>	<u>101,586</u>	<u>98,100</u>
<b>Total funds at 31 March 2021</b>	<u>198,220</u>	<u>16,070</u>	<u>214,290</u>	<u>101,586</u>

The notes on pages 11 to 15 form part of these accounts.

**ARMLEY HELPING HANDS**  
**BALANCE SHEET AS AT 31 MARCH 2021**

2020	Notes	2021	
	£	£	£
<b>FIXED ASSETS</b>			
<b>Tangible fixed assets</b>		9,293	12,675
8			
<b>Current Assets</b>			
Debtors and prepayments			15,673
9	2,066		
Cash at bank and in hand			<u>77,240</u>
	<u>216,814</u>		
	218,880	92,913	
<b>Current Liabilities</b>			
Creditors	<u>(13,883)</u>		<u>(4,002)</u>
10			
<b>NET CURRENT ASSETS</b>		<u>204,997</u>	<u>88,911</u>
<b>NET ASSETS</b>		<u>214,290</u>	<u>101,586</u>
<b>FUNDS</b>			
Restricted funds		16,070	16,070
Unrestricted funds		<u>198,220</u>	<u>85,516</u>
		<u>0</u>	
		<u>214,290</u>	<u>101,586</u>

Approved by the trustees on  
and signed on their behalf by:

H Boutle  
Chair of the Trustees

(DATE)

The notes on pages 9 to 13 form part of these accounts.



## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 1. ACCOUNTING POLICIES

a. **Basis of preparation of accounts**

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

b. **Tangible fixed assets and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following bases:

Property	16.67%	straight line basis
Plant and equipment	20%	reducing balance
Motor vehicles	25%	reducing balance
Computer equipment	33.33%	straight line

c. **Income**

Grants receivable are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

d. **Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

e. **Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

f. **Restricted funds**

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.



## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Leeds Adult Social Care/NHS Leeds	143,496			127,095
General donations	4,599			6,185
Intangible income: Accommodation		14,850		14,500
Mini Bus	<u>        </u>	<u>6,150</u>	<u>        </u>	<u>6,000</u>
Parking				
Total donations	<u>148,095</u>	<u>21,000</u>	<u>169,095</u>	<u>153,780</u>

#### 3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

Total	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
<b>Grants and contracts:</b>				
LCC Don't call me old	38,344		38,344	37,876
LCC SWIFT	22,500		22,500	15,000
LCC Community Hub	69,608		69,608	-
National Lottery	29,998		29,998	-
LCC Covid food services	19,734		19,734	-
LCC provision of meals		2,496	2,496	2,608
Other grants	<u>32,200</u>	<u>        </u>	<u>32,200</u>	<u>13,904</u>
	<u>212,384</u>	<u>        </u>	<u>214,880</u>	<u>69,388</u>
		2,496		
<b>Fees and contributions:</b>				
Provision of meals	7,055		7,055	12,492
Client activities and transport	<u>661</u>	<u>        </u>	<u>661</u>	<u>22,141</u>
	<u>7,716</u>	<u>        </u>	<u>7,716</u>	<u>34,633</u>
Total incoming resources from	<u>        </u>	<u>        </u>	<u>        </u>	
activities to further the charity's objects	<u>220,100</u>	<u>2,496</u>	<u>222,596</u>	<u>104,021</u>



## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 4. INTANGIBLE INCOME

Intangible income (accommodation), £14,500, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (mini bus parking) £6,000 represents the costs of free overnight parking for the charity's mini buses at the premises of Farnell's Electronics. The same amount is included in expenditure.

#### 5. NET OUTGOING RESOURCES FOR THE YEAR

The net outgoing resources for the year are stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets for use by the charity	3,382	4,555
Accountancy	3,300	3,100
Independent Examiner's fee	720	650

#### 6. STAFF COSTS AND NUMBERS

Staff costs were as follows:-	2021	2020
	£	£
Wages and salaries	165,480	132,737
Social security costs	4,217	10,105
Pension contributions	<u>1,180</u>	<u>2,570</u>
	<u>170,877</u>	<u>145,412</u>

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2021	2020
Charitable work - activities for the elderly	6.00	6.00
Administration	<u>1.50</u>	<u>1.50</u>
	<u>7.50</u>	<u>7.50</u>

#### 7. TRUSTEES

No remuneration or expenses were paid to trustees in the year.



## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 8. TANGIBLE FIXED ASSETS

Total	Garage	Plant &	Motor	Computer	
	Property	Equipment	Vehicles	Equipment	
	£	£	£	£	£
<b>COST</b>					
Balance at 31 March 2020	5,250	4,658	57,150	8,117	75,175
Additional (disposals)	<u>-</u>	<u>-</u>	<u>.....</u>	<u>.....</u>	<u>.....</u>
Balance at 31 March 2021	<u>5,250</u>	<u>4,658</u>	<u>57,150</u>	<u>8,117</u>	<u>75,175</u>
<b>DEPRECIATION</b>					
Balance at 31 March 2020	5,249	4,556	46,639	6,056	62,500
Charges for the year	-	20	2,678	684	3,382
On disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance at 31 March 2021	<u>5,249</u>	<u>4,576</u>	<u>49,317</u>	<u>6,740</u>	<u>65,882</u>
<b>NET BOOK VALUE</b>					
At 31 March 2021	<u>1</u>	<u>82</u>	<u>7,833</u>	<u>1,377</u>	<u>9,293</u>
At 31 March 2020	<u>1</u>	<u>102</u>	<u>10,511</u>	<u>2,061</u>	<u>12,675</u>

#### 9. DEBTORS AND PREPAYMENTS

	2021	2020
	£	£
Prepayments	<u>2,066</u>	<u>15,673</u>
	<u>2,066</u>	<u>15,673</u>

#### 10. CREDITORS

Accruals	<u>13,883</u>	<u>4,002</u>
----------	---------------	--------------

#### 11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Tangible fixed assets	9,293	-	9,293
Current assets		16,070	

	202,810		218,880
Current liabilities	<u>(13,883)</u>	<u>      </u>	<u>-</u> <u>(13,883)</u>
	<u>198,220</u>	<u>16,070</u>	<u>214,290</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### 12. MOVEMENTS IN FUNDS

2021	Balance 1 April 2020	Movement in Resources		Balance 31 March
	£	Incoming	Outgoing	£
Restricted funds:	£	£	£	£
LCC - Meals	-	2,496	2,496	-
LCC Gardening	1,520	-	-	1,520
Mini Bus Appeal	4,579	-	-	4,579
Over Night Parking	-	6,150	6,150	-
Premises Expense		14,850	14,850	-
Dementia Collaborative	9,702	-	-	-
Web Development	269	-	-	269
Restricted Funds	16,070	23,496	23,496	16,070
Unrestricted Funds	85,516	368,195	255,491	198,220
	<u>101,586</u>	<u>391,691</u>	<u>278,987</u>	<u>214,290</u>

#### 12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £430 (2020 - £430) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.

