

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

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ARMLEY HELPING HANDS

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

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

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.

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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.

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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
				£
Incoming resources:				
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		220,100	2,496	222,596
3				104,021
Total incoming resources		<u>368,195</u>	<u>23,496</u>	<u>391,691</u>
				<u>257,801</u>
Resources expended:				
Staff salaries		170,877	-	170,877
				145,412
Staff travel, and training		1,656	-	1,656
				3,639
Volunteers' expenses		830	-	830
				809
Rent, rates, heat and light		-	14,850	14,850
4				14,500
Office running costs		8,043	-	8,043
				6,595
Motor vehicle insurance & expenses		9,692	-	9,692
				17,332
Other insurances		1,607	-	1,607
				1,441
Mini bus overnight parking		-	6,150	6,150
4				6,000
Repairs and renewals		5,579	-	5,579
				174
Client activities:				
Provision of meals		21,423	2,496	23,919
				12,665
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>
Total resources expended	<u>255,491</u>	<u>23,496</u>	<u>278,987</u>	<u>254,315</u>
Net movement in funds for the year	112,704	-	112,704	3,486
Total funds at 1 April 2020	<u>85,516</u>	<u>16,070</u>	<u>101,586</u>	<u>98,100</u>
Total funds at 31 March 2021	<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		
			£	£
FIXED ASSETS				
Tangible fixed assets		9,293		12,675
8				
Current Assets				
9 Debtors and prepayments	2,066		15,673	
Cash at bank and in hand	<u>216,814</u>		<u>77,240</u>	
	218,880		92,913	
Current Liabilities				
10 Creditors	<u>(13,883)</u>		<u>(4,002)</u>	
NET CURRENT ASSETS		<u>204,997</u>		<u>88,911</u>
NET ASSETS		<u>214,290</u>		<u>101,586</u>
FUNDS				
Restricted funds		16,070		16,070
Unrestricted funds		<u>198,220</u>		<u>85,516</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		6,150		6,000
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
	£	£	£	£
Grants and contracts:				
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>32,200</u>	<u>13,904</u>
	<u>212,384</u>	<u>-</u>	<u>214,880</u>	<u>69,388</u>
		<u>2,496</u>		
Fees and contributions:				
Provision of meals	7,055		7,055	12,492
Client activities and transport	<u>661</u>		<u>661</u>	<u>22,141</u>
	<u>7,716</u>		<u>7,716</u>	<u>34,633</u>
Total incoming resources from				
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 Property	Plant & Equipment	Motor Vehicles	Computer Equipment	
	£	£	£	£	£
COST					
Balance at 31 March 2020	5,250	4,658	57,150	8,117	75,175
Additional (disposals)	-	-
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>
DEPRECIATION					
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				-	-
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>
NET BOOK VALUE					
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

	Balance 1 April 2020	Movement in Resources		Balance 31 March
		Incoming	Outgoing	
2021				
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.

