

Charity Number 1076692

ARMLEY HELPING HANDS
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022

ARMLEY HELPING HANDS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022

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ARMLEY HELPING HANDS

COMPANY INFORMATION FOR THE YEAR ENDED 31ST 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 31ST MARCH 2022

The trustees present their report for the year ended 31st 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 31st 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

9th March 2024

Armley Helping Hands

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the Year Ended 31st 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 31ST MARCH 2022

	Note	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£	£
Incoming Resources:					
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> </u>	<u>119477</u>	<u>222596</u>
Total incoming resources		<u>249624</u>	<u>21300</u>	<u>270924</u>	<u>391691</u>
Resources expended:					
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> </u>	<u>3750</u>	<u>4020</u>
Total resources expended		<u>212649</u>	<u>37370</u>	<u>250019</u>	<u>278987</u>
Net movement in funds for the year		36975	(16070)	20905	112704
Total funds at 1 April 2021		<u>198220</u>	<u>16070</u>	<u>214290</u>	<u>101586</u>
Total funds at 31st March 2022		<u>235195</u>	<u> </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 31ST MARCH 2022

	NOTES	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible fixed assets	8		7088		9293
Current Assets					
Debtors and repayments	9	1330		2066	
Cash at bank and in hand		<u>234547</u>		<u>216814</u>	
		235877		218880	
Current Liabilities					
Creditors	10	(7770)		(13883)	
NET CURRENT ASSETS			<u>228107</u>		<u>204997</u>
NET ASSETS			<u>235195</u>		<u>214290</u>
FUNDS					
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) *31 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 31ST 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 31ST 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>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 £
Grants and contracts:				
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>
Fees and contributions:				
Provision of meals	500		500	7055
Client activities and transport	<u>500</u>		<u>500</u>	<u>661</u>
				<u>7716</u>
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 31ST 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 31ST MARCH 2022

8. TANGIBLE FIXED ASSETS

	Garage Property £	Plant & Equipment £	Motor Vehicle £	Computer Equipment £	Total £
COST					
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>
DEPRECIATION					
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>
NET BOOK VALUE					
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>
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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 31ST 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.