

Company registration number: 04155890

Charity registration number: 1085498

# The Helpful Bureau

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# **The Helpful Bureau**

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## **The Helpful Bureau**

### **Reference and Administrative Details**

<b>Trustees</b>	John Fox, Chair
	Margaret Bowen
	Susan Paterson
	Steph Reston
	Stephon Jeremiah
<b>Charity Registration Number</b>	1085498
<b>Company Registration Number</b>	04155890
<b>Registered Office</b>	145-147 Derby Road Stapleford Nottingham NG9 7AS
<b>Independent Examiner</b>	Eva Stevens, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **The Helpful Bureau**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	John Fox, Chair
	Elizabeth Newby, Treasurer (resigned 5 September 2024)
	Margaret Bowen
	Susan Paterson
	Steph Reston
	Ray Wilkins (resigned 25 July 2024)
	David Glover (appointed 11 May 2024 and resigned 5 September 2024)
	Stephon Jeremiah (appointed 18 November 2024)

### **Structure, governance and management**

#### ***Nature of governing document***

Memorandum and Articles of Association incorporated 7 February 2001 as amended by special resolutions dated 01 November 2004 and 22 September 2006. Certificate of incorporation on change of name dated 20 January 2009. It has no share capital and the liability of each member in the event of winding-up is limited to £10.

#### ***Recruitment and appointment of trustees***

Applications for membership are considered at each committee meeting. Trustees are elected at the AGM.

### **Objectives and activities**

#### ***Objects and aims***

To undertake voluntary work in particular but not exclusively in the advancement of education, the promotion and protection of good health, the provision of facilities for recreation and leisure time activities in the interests of social welfare with the object of improving the conditions of life of the community and other similar charitable activities amongst those people in need thereof in Nottinghamshire and surrounding areas ("the area of benefit").

# **The Helpful Bureau**

## **Trustees' Report**

### ***Objectives, strategies and activities***

In order to achieve these objectives, The Helpful Bureau as a registered charity and not-for-profit organisation is committed to supporting people to live safely, independently, and happily in their own homes. We work primarily with older adults and individuals living with disabilities across Broxtowe and the surrounding areas. Our work is delivered through four key service areas:

1. Home Support Services
2. Volunteer Transport Scheme
3. Befriending Support
4. Social and Community Activities

#### **Home Support Services**

We offer a range of support including a handyman service to assist with small DIY tasks. Our Home Support team also provides help with day-to-day domestic tasks such as light cleaning, meal preparation, shopping and wellbeing checks, offering reassurance and practical help to those living alone or with limited mobility.

#### **Transport Scheme:**

Our wheelchair accessible vehicle (WAV) enables clients to attend essential appointments, go shopping, or participate in social activities. In addition to our WAV, we have a team of volunteer drivers who use their own vehicles to ensure our clients stay connected to their communities through reliable, door-to-door transport. We also offer local day trips on our minibus or for longer journeys we hire a coach.

#### **Befriending and Reconnect:**

Loneliness and isolation are real challenges for many of our clients. Our befriending scheme matches volunteers with older people for regular visits and phone calls. Volunteers can also accompany individuals on outings to help rebuild confidence and support social engagement. We host our fortnightly Reconnect Coffee Mornings, providing a friendly and welcoming space to boost social interaction and community connection.

#### **Resource Centre and Social Events:**

Our weekly Resource Centre offers movement-to-music classes, access to information and advice, a freshly cooked two-course lunch, and a variety of activities to promote wellbeing. We also run regular groups, including games afternoons and Wellbeing Wednesdays, craft-based social sessions that support creativity and connection.

**Additional Services:** We also host a regular foot care clinic at our offices and signpost clients to other local services and organisations when their needs extend beyond our remit. We are proud to offer a holistic, community-based approach to care and support, empowering people to stay active, independent, and socially connected.

# **The Helpful Bureau**

## **Trustees' Report**

### ***Public benefit***

People are healthier:

People who access our services are able to maintain a good standard of living, thus improving quality of life. They are given peace of mind, knowing that there is help when it is needed. They feel supported and safe and this promotes well-being both physically and mentally, and prevents the need for other more costly services.

People live in vibrant and supportive communities:

Our services help our clients to feel less vulnerable in the community, providing home security and maintaining gardens mean that they are less likely to be targeted for crime. They have more pride in their surroundings and can maintain a sense of dignity.

People are encouraged and supported to access local community and social groups.

Volunteers use their experience and life skills to help with the provision of practical services, keeping them active within the community and helping us to provide a value for money service.

People live independently for as long as possible:

We will encourage people to make the most of their later years and enable them to access the right support when they need it. We will focus on preventative services for conditions that often affect people in later life, including falls prevention, depression, arthritis etc.

We will provide practical services such as a Handyman, Gardener, Decorator and Domestic support for people who are older, and/or disabled to help them remain living independently in their homes.

Carers are more supported and we signpost people to other services appropriate to their needs whether physical, emotional or financial.

People can access the right care and support, at the right time:

Through regular contact with our organisation, through the practical services team, we are able to highlight when a client may need additional support, act upon it immediately and signpost them to any other appropriate service.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **The Helpful Bureau**

## **Trustees' Report**

### **Achievements and performance**

We have well over 2,000 registered clients using our services. There are more clients registering who are over 75 years young and a bigger percentage are being referred by health professionals, family or friends. We are seeing more who have memory or mental health issues.

We have looked at our Funding strategy and have increased our Trusts & Foundations Applications. We were successful in receiving funding from the Local Communities Fund, Broxtowe Borough Council and from Nottinghamshire County Council, which partly enables us to continue with our services. However, there was a reduction from the previous funding, which means more funding has been requested from Trusts and Foundations. A very generous Deed of Gift from The Edward Gostling Foundation, along with a surprise much appreciated funding award from The Postcode Lottery, has allowed us to be confident in expanding and moving forward. Our recent leasing of new premises has now given us a visible and accessible presence on the high street and is a significant factor in our growth in clients and services this year and hopefully into the future. Our befriending service continues courtesy of funding from the Lottery Communities Fund. We will be looking for further funding to continue this valuable and much needed service in our local community. Our 16 seater minibus, purchased in 2019, is very well used and our trips are regularly at full capacity. We have received many donations to purchase a new replacement, which will be a fully wheelchair and disability accessible vehicle. We are hopeful for further funding and to purchase in the next financial year. Our website is now more user-friendly and we also use Social Media as a way to expand, advertise and celebrate our achievements.

Home support continues to be a core part of our charity and grows year by year with 10 part time workers, providing 480 hours per month to our clients. As our Home Support, Grumpy Old Men's Club and The Golden Girls grow, they all provide a very successful avenue into our other services.

We are greatly helped by our most valuable financial asset, our volunteers, who are at the very heart of the charity. The figures speak for themselves in the hours per month they contribute: Befriending 94; Transport 92; Mini bus escorts 16; Lunch club and Activities 184 and Admin & Office 20; making a grand total of 406 hours per month. These are the recorded hours and do not include the very many hours our trustees give so freely, nor does it include the extra hours, so many our staff and volunteers offer, when needs matter.

### **Financial review**

After looking at our financial position we are making ourselves more sustainable and have reviewed the charges for our services and this has brought 33% of our income. 57% of this financial year's income has come from trusts and foundation grants and other charities; 6% from government grants and the remainder comes from individual donations and bank interest. Our financial position at the year-end was good, leaving a healthy reserve.

### ***Policy on reserves***

The charity's policy is to retain reserves equivalent to 3 months operating costs. We have also set up a reserve for our vehicles and one for future developments.

## **The Helpful Bureau**

### **Trustees' Report**

#### ***Principal risks and uncertainties***

##### ***Funding***

The main risks are funding cuts, cost/wage increases due to inflation and the reduction of volunteers. Volunteer drivers did not all return after COVID lockdowns, and generally recruiting volunteers has been more difficult. We advertise in free local papers and throughout website, social media, and notice boards for volunteers.

We are going to set up a reserve for the cost of living increases as we are conscious that our current funding has no inflationary links and therefore will not cover any cost increases such as minimum wage which has a knock on effect to the remainder of our salary costs. We are also conscious that our clients will be particularly affected by increase in fuel costs and we will need to be cautious about increasing costs for paid services. We are grateful to all our funders and supporters and are aware that their funds are also squeezed; we will continue to look at improved efficiency in our delivery without impacting on service delivery.



## **The Helpful Bureau**

### **Trustees' Report**

#### **Statement of Responsibilities**

The trustees (who are also the directors of The Helpful Bureau for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 22.12.2025... and signed on its behalf by:



John Fox  
Trustee

## **The Helpful Bureau**

### **Independent Examiner's Report to the trustees of The Helpful Bureau ('the Company')**

#### **Independent examiner's report to the trustees of The Helpful Bureau ('the Company')**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

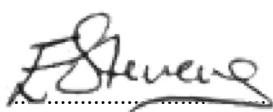
#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Public Finance and Accountancy (CIPFA), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Eva Stevens, BSc, CPFA, employee of Community Accounting Plus  
member of the Chartered Institute of Public Finance and Accountancy (CIPFA)

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 23/12/2025

## The Helpful Bureau

### Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Endowment £	Total 2025 £	Total 2024 £
<b>Income and Endowments from:</b>						
Donations and legacies	2	61,363	-	-	61,363	41,378
Charitable activities	3	123,755	114,767	70,000	308,522	230,405
Investment income	5	<u>1,785</u>	<u>-</u>	<u>-</u>	<u>1,785</u>	<u>1,064</u>
Total Income		<u>186,903</u>	<u>114,767</u>	<u>70,000</u>	<u>371,670</u>	<u>272,847</u>
<b>Expenditure on:</b>						
Charitable activities	6	<u>(70,988)</u>	<u>(245,225)</u>	<u>-</u>	<u>(316,213)</u>	<u>(272,011)</u>
Total Expenditure		<u>(70,988)</u>	<u>(245,225)</u>	<u>-</u>	<u>(316,213)</u>	<u>(272,011)</u>
Net income/(expenditure)		115,915	(130,458)	70,000	55,457	836
Transfers between funds		<u>(126,916)</u>	<u>126,916</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		(11,001)	(3,542)	70,000	55,457	836
<b>Reconciliation of funds</b>						
Total funds brought forward		<u>74,310</u>	<u>13,847</u>	<u>-</u>	<u>88,157</u>	<u>87,321</u>
Total funds carried forward	19	<u><u>63,309</u></u>	<u><u>10,305</u></u>	<u><u>70,000</u></u>	<u><u>143,614</u></u>	<u><u>88,157</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

The notes on pages 12 to 22 form an integral part of these financial statements.

## The Helpful Bureau

### Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	41,378	-	41,378
Charitable activities	3	108,217	122,188	230,405
Investment income	5	1,064	-	1,064
Total income		<u>150,659</u>	<u>122,188</u>	<u>272,847</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(51,007)</u>	<u>(221,004)</u>	<u>(272,011)</u>
Total expenditure		<u>(51,007)</u>	<u>(221,004)</u>	<u>(272,011)</u>
Net income/(expenditure)		99,652	(98,816)	836
Transfers between funds		<u>(96,568)</u>	<u>96,568</u>	<u>-</u>
Net movement in funds		3,084	(2,248)	836
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>71,226</u>	<u>16,095</u>	<u>87,321</u>
Total funds carried forward	19	<u><u>74,310</u></u>	<u><u>13,847</u></u>	<u><u>88,157</u></u>

The notes on pages 12 to 22 form an integral part of these financial statements.

## The Helpful Bureau

(Registration number: 04155890)  
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	11	11,267	8,478
<b>Current assets</b>			
Debtors	12	2,593	4,314
Cash at bank and in hand	13	<u>131,959</u>	<u>76,999</u>
		134,552	81,313
<b>Creditors: Amounts falling due within one year</b>	14	<u>(2,205)</u>	<u>(1,634)</u>
<b>Net current assets</b>		<u>132,347</u>	<u>79,679</u>
<b>Net assets</b>		<u>143,614</u>	<u>88,157</u>
<b>Funds of the charity:</b>			
<b>Endowment funds</b>		70,000	-
<b>Restricted income funds</b>			
Restricted funds	19	10,305	13,847
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>63,309</u>	<u>74,310</u>
<b>Total funds</b>	19	<u>143,614</u>	<u>88,157</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 9 to 22 were approved by the trustees, and authorised for issue on 23/12/2025 and signed on their behalf by:



Stephon Jeremiah  
Trustee

The notes on pages 12 to 22 form an integral part of these financial statements.

# **The Helpful Bureau**

## **Notes to the Financial Statements for the Year Ended 31 March 2025**

### **1 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

The Helpful Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Exemption from preparing a cash flow statement**

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

## **The Helpful Bureau**

### **Notes to the Financial Statements for the Year Ended 31 March 2025**

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Motor vehicles	20% straight line
IT equipment	33.33% straight line
Fixture & fittings	20% straight line

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

##### Pensions

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

## 2 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	-	31,672
Donations from individuals	11,363	11,363	-
Legacies	-	-	500
Grants, including capital grants;			
Government grants	-	-	9,206
Grants from other charities	50,000	50,000	-
	<u>61,363</u>	<u>61,363</u>	<u>41,378</u>



## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Endowment funds Expendable £	Total 2025 £	Total 2024 £
Fundraising	-	-	-	-	2,381
Grants & donations	-	114,767	70,000	184,767	122,188
Fees & services	121,647	-	-	121,647	105,836
Room hire	2,108	-	-	2,108	-
	<u>123,755</u>	<u>114,767</u>	<u>70,000</u>	<u>308,522</u>	<u>230,405</u>

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total £
Nottinham County Council	-	21,664	-	21,664
TN: reaching Communities	-	37,409	-	37,409
The Lady Hind Trust	-	2,000	-	2,000
Ashley Family Foundation	-	1,000	-	1,000
The Star Trust	-	10,000	-	10,000
The Inman Charity	-	3,250	-	3,250
The Albert Hunt Charity	-	5,000	-	5,000
The Skerritt Trust	-	4,000	-	4,000
The Francis Winham Foundation	-	7,000	-	7,000
The Thomas Farr Charity	-	2,000	-	2,000
The Jones 1986 Charitable Trust	-	5,000	-	5,000
The Grocers Chairty	-	5,000	-	5,000
Forterra Building Community Fund	-	250	-	250
The Edward Gostling fund	-	-	70,000	70,000
The Boots Charitable Trust	-	9,694	-	9,694
Postcode Community	50,000	-	-	50,000
W G Edwards Charitable Foundation	-	1,500	-	1,500
General Donations	<u>11,363</u>	<u>-</u>	<u>-</u>	<u>11,363</u>
	<u>61,363</u>	<u>114,767</u>	<u>70,000</u>	<u>246,130</u>

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 5 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income;			
Interest receivable on bank deposits	1,785	1,785	1,064

#### 6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Activities & service providers	3,022	9,977	12,999	13,520
Bank charges	224	526	750	519
Communications	2,274	3,142	5,416	3,979
Fundraising & publicity	219	-	219	711
Equipment, repairs & renewals	1,332	2,692	4,024	3,184
Insurance	67	729	796	634
Legal & professional	10,139	5,962	16,101	7,585
Printing, postage & stationery	561	766	1,327	1,905
Memberships & subscriptions	-	-	-	600
Refreshments & lunches	309	6,155	6,464	5,623
Rent & room hire	2,568	20,916	23,484	12,227
Staff training	-	268	268	899
Utilities	2,966	-	2,966	1,050
Staff travel	76	2,373	2,449	2,903
Vehicle expenditure	1,137	6,741	7,878	9,322
Wages, NI & pension	28,561	177,125	205,686	195,081
General expenses	-	-	-	362
Volunteer expenses	466	350	816	888
Building & garden supplies	1,471	758	2,229	629
Donations given	-	-	-	410
Garage rent	-	613	613	570
Mentoring	-	1,502	1,502	1,448
Volunteer driver reimbursement	99	220	319	20
Depreciation	6,854	-	6,854	7,706
Sundry expenditure	592	794	1,386	-
Cleaning & hygiene	-	-	-	236
Service provider	59	235	294	-
Office move expense	9,159	2,214	11,373	-
Reallocating running costs	(1,167)	1,167	-	-
	70,988	245,225	316,213	272,011

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2025 £	2024 £
Depreciation of fixed assets	<u>6,854</u>	<u>7,706</u>

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
<b>Staff costs during the year were:</b>		
Wages and salaries	199,801	191,111
Social security costs	3,808	2,371
Pension costs	<u>2,077</u>	<u>1,599</u>
	<u>205,686</u>	<u>195,081</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2025 No	2024 No
The average number of employees during the year	<u>17</u>	<u>15</u>

8 (2024 - 8) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £2,077 (2024 - £1,599).

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £Nil (2024 - £18,110).

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2025 £	2024 £
Independent examination	940	900
Other financial services	405	1,294
	<u>1,345</u>	<u>2,194</u>

#### 11 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2024	-	26,757	7,062	33,819
Additions	<u>9,643</u>	<u>-</u>	<u>-</u>	<u>9,643</u>
At 31 March 2025	<u>9,643</u>	<u>26,757</u>	<u>7,062</u>	<u>43,462</u>
<b>Depreciation</b>				
At 1 April 2024	-	20,225	5,116	25,341
Charge for the year	<u>1,929</u>	<u>3,535</u>	<u>1,390</u>	<u>6,854</u>
At 31 March 2025	<u>1,929</u>	<u>23,760</u>	<u>6,506</u>	<u>32,195</u>
<b>Net book value</b>				
At 31 March 2025	<u>7,714</u>	<u>2,997</u>	<u>556</u>	<u>11,267</u>
At 31 March 2024	<u>-</u>	<u>6,532</u>	<u>1,946</u>	<u>8,478</u>

#### 12 Debtors

	2025 £	2024 £
Trade debtors	874	1,264
Prepayments	1,719	1,690
Other debtors	<u>-</u>	<u>1,360</u>
	<u>2,593</u>	<u>4,314</u>

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 13 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	606	232
Cash at bank	<u>131,353</u>	<u>76,767</u>
	<u>131,959</u>	<u>76,999</u>

#### 14 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	967	-
Other creditors	110	180
Accruals	<u>1,128</u>	<u>1,454</u>
	<u>2,205</u>	<u>1,634</u>

#### 15 Obligations under leases and hire purchase contracts

##### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2025 £
<b>Land and buildings</b>	
Within one year	22,000
Between one and five years	<u>100,000</u>
	<u>122,000</u>

#### 16 Taxation

The charity is a registered charity and is therefore exempt from corporation taxation.

#### 17 Related party transactions

There were no related party transactions in the year.

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 18 Analysis of net assets between funds

	Unrestricted			Endowment	2025 Total funds
	General £	Designated £	Restricted £	Expendable £	£
Tangible fixed assets	11,267	-	-	-	11,267
Current assets	39,090	15,157	10,305	70,000	134,552
Current liabilities	<u>(2,205)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,205)</u>
Total net assets	<u>48,152</u>	<u>15,157</u>	<u>10,305</u>	<u>70,000</u>	<u>143,614</u>

	Unrestricted			2024 Total funds
	General £	Designated £	Restricted £	£
Tangible fixed assets	8,478	-	-	8,478
Current assets	52,309	15,157	13,847	81,313
Current liabilities	<u>(1,634)</u>	<u>-</u>	<u>-</u>	<u>(1,634)</u>
Total net assets	<u>59,153</u>	<u>15,157</u>	<u>13,847</u>	<u>88,157</u>

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 19 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
<b>Unrestricted funds</b>					
<i>General</i>					
General Fund	59,153	186,903	(70,988)	(126,916)	48,152
<i>Designated</i>					
Vehicle Maintenance	10,157	-	-	-	10,157
Charity Development	5,000	-	-	-	5,000
	<u>15,157</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,157</u>
<b>Total unrestricted funds</b>	<u>74,310</u>	<u>186,903</u>	<u>(70,988)</u>	<u>(126,916)</u>	<u>63,309</u>
<b>Restricted funds</b>					
Joint projects	386	1,000	(1,870)	484	-
Befriending	13,461	37,409	(40,565)	-	10,305
Transport	-	15,000	(20,095)	5,095	-
Practical Services	-	13,153	(26,880)	13,727	-
Grant Funded Activities	-	41,052	(77,256)	36,204	-
Home Support	-	7,153	(78,559)	71,406	-
	<u>13,847</u>	<u>114,767</u>	<u>(245,225)</u>	<u>126,916</u>	<u>10,305</u>
<b>Total restricted funds</b>	<u>13,847</u>	<u>114,767</u>	<u>(245,225)</u>	<u>126,916</u>	<u>10,305</u>
<b>Endowment funds</b>					
<i>Expendable</i>					
Edward Gostling Fund	-	70,000	-	-	70,000
	<u>-</u>	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>70,000</u>
<b>Total funds</b>	<u>88,157</u>	<u>371,670</u>	<u>(316,213)</u>	<u>-</u>	<u>143,614</u>

The transfer from the General fund to the Joint projects, Grant Funded Activities, Home Support, Practical Services and Transport fund is to cover the deficits on these activity.

## The Helpful Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2025

The specific purposes for which the funds are to be applied are as follows:

The Transport Fund enables the charity to offer a life line to those without their own transport and unable to access public transport by offering lifts.

The Practical Services Fund provides practical support for example gardening, decorating, odd jobs and home support.

Grant Funded Activities enables a variety of activities to take place on a weekly and monthly basis.

Befriending enables the charity to offer a lifeline to those who are affected by isolation and the resultant impact on their health and well-being.

Joint projects offer The Helpful Bureau the opportunity to engage with the wider community offering services such as intergenerational crafting, IT skills and community event and awareness campaigns.

The Edward Gostling Fund- This is an endowment given to support the future health of the organisation. It will accrue interest and can only be used to restore the unrestricted balance if it falls below the targeted reserves.

*These are the figures for the previous accounting period and are included for comparative purposes:*

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>					
<i>General</i>					
General Fund	56,069	150,659	(51,007)	(96,568)	59,153
<i>Designated</i>					
Vehicle Maintenance	10,157	-	-	-	10,157
Charity Development	5,000	-	-	-	5,000
	<u>15,157</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,157</u>
<b>Total unrestricted funds</b>	<u>71,226</u>	<u>150,659</u>	<u>(51,007)</u>	<u>(96,568)</u>	<u>74,310</u>
<b>Restricted</b>					
Joint projects	674	29	(317)	-	386
St. Helens	-	14,010	(29,868)	15,858	-
Befriending	8,183	41,546	(36,268)	-	13,461
Transport	7,238	12,009	(21,311)	2,064	-
Practical Services	-	38,594	(95,533)	56,939	-
Activities	<u>-</u>	<u>16,000</u>	<u>(37,707)</u>	<u>21,707</u>	<u>-</u>
<b>Total restricted funds</b>	<u>16,095</u>	<u>122,188</u>	<u>(221,004)</u>	<u>96,568</u>	<u>13,847</u>
<b>Endowment funds</b>					
<b>Total funds</b>	<u>87,321</u>	<u>272,847</u>	<u>(272,011)</u>	<u>-</u>	<u>88,157</u>