

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Charity number 1096626

Annual Report and Financial Statements for the year ended 31 March 2021



West Yorkshire Community Accounting Service

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Annual Report and Financial Statements for the year ended 31 March 2021

Contents	Page
Trustees' report	2 to 3
Examiner's report	4
Receipts and payments account	5
Statement of assets and liabilities	6
Notes to the accounts	7 to 9

Prepared by West Yorkshire Community Accounting Service

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Harry Collins	Chair	Resigned 24 June 2021
Janette Nixon	Acting Chair	
Lorraine Delaney	Treasurer	
Patricia Turpin	Secretary	Appointed 5 August 2021
Vera Barker		
June Cartwright		
Annette Townend		
Colin Palmer		Resigned 6 July 2021
Cllr Helen Hayden		Resigned 5 August 2021
Cllr Nicole Sharpe		
Ann Pritchard		Appointed 5 August 2021
Cllr Debra Coupar		Appointed 5 August 2021

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1096626, on 20 March 2003.

Principal address

8a Coronation Parade
Halton Moor
Leeds
LS15 0AY

Bankers

Virgin Money	CAF Bank Ltd
329 Harehills Lane	25 Kings Hill Avenue
Harehills	West Malling
Leeds	Kent
LS9 6AX	ME19 4JQ

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 6 June 2002, as amended 29 November 2002.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

For the benefit of the elderly living in the area of benefit to relieve poverty, sickness or distress and provide or assist in the provision of facilities for general welfare, recreation and leisure time activities with the object of improving the condition of life of the said persons. The area of benefit shall be within East Leeds.

The charity's main activities

HOPE enables and supports older people in the Halton Moor, Osmondthorpe and Sutton Park areas of Leeds to retain their independence by providing practical help, advice and support. We work to address the isolation, poverty, fear of crime and poor health which impact negatively on their lives. We provide outreach, advocacy, medical appointment support and group sessions to relieve isolation and loneliness.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

HOPE enables and supports people 60 plus who live in the Halton Moor, Osmondthorpe and Sutton Park areas of Leeds. Our aims are to deliver services to meet individual and community needs; keeping safe/warm, peer support groups/sessions, shopping, debt/benefit advice, and activities to develop skills and reduce isolation. We are service user led and value the contribution of both service users and volunteers.

Achievements and performance

In March 2020 we had started to see the impact of the emerging global pandemic. Our centre was closed by Leeds City Council, and we set up offices remotely from home and made plans to visit our services user at home, in their gardens, through open windows etc. Not being able to run 'physical' groups we set up remote group sessions and delivered hundreds of hot meals, fish and chips, afternoon tea's, activity packs plus lots more.

We were also asked by our local ward councillors in Temple Newsam and Leeds City Council to support one of the 27 COVID-19 Hubs that were set up by Leeds City Council and Voluntary Action Leeds to support people affected by the pandemic. This support included collecting prescriptions, dog walking, food parcel distribution to people having to shield or affected by the pandemic.

Volunteers – Our volunteers have supported every aspect of service delivery and provided 1000's of support calls to people shielding, the most isolated and vulnerable of service users. Their dedication and support, never wavered and they have ensured all those in need have received help.

As a small charity we stepped up to the request from Leeds City Council at the start of the pandemic to operate a COVID Hub for people in the Temple Newsam Ward. As a result, we were able to secure significant funding to run this work. We were also successful in a number of other funding bids and as a result have financial security and see no risk for the next financial year plus.

Financial review

The net receipts for the year were £78,793, including net receipts of £17,569 on unrestricted funds and net receipts of £61,224 on restricted funds.

Reserves policy

The charity's free reserves at the year end were £17,854.

Halton Moor and Osmondthorpe Project for Elders aim to hold reserves amounting to between three and six months average expenditure.

This policy will be reviewed by the trustees annually in June/July.

Signed on behalf of the board of trustees on 21/01/2022

Janette Nixon (Trustee)

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Independent examiner's report to the trustees of H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 5 to 9.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

Stephen Procter

21/01/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Receipts and payments account

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	68,212	110,825	179,037	62,376
Contributions for activities		-	-	-	700
Other income		452	-	452	1,529
Total receipts		<u>68,664</u>	<u>110,825</u>	<u>179,489</u>	<u>64,605</u>
Payments					
Salaries, NIC's and pensions	(3)	46,402	19,402	65,804	50,282
Payroll costs		275	131	406	396
Recruitment		-	9	9	26
Staff travel and home working expenses		-	1,496	1,496	875
Volunteer and student expenses		-	489	489	221
COVID Hub and support costs		-	12,222	12,222	-
Training		-	544	544	138
Office expenses		-	812	812	2,154
Rent and rates		1,650	1,905	3,555	513
Utilities		-	14	14	758
Insurance		479	-	479	474
Telephone		-	2,373	2,373	554
Events and activities		-	276	276	2,180
Food and refreshments		-	13	13	448
Affiliation fees		60	-	60	95
Equipment and materials		759	6,886	7,645	3,307
Accounting and independent examination		1,200	-	1,200	600
Professional fees		-	3,029	3,029	510
Bank charges		270	-	270	582
Other expenses (including moving)		-	-	-	207
Total payments		<u>51,095</u>	<u>49,601</u>	<u>100,696</u>	<u>64,320</u>
Net receipts / (payments)		<u>17,569</u>	<u>61,224</u>	<u>78,793</u>	<u>285</u>
Fund balances brought forward		<u>285</u>	<u>-</u>	<u>285</u>	<u>-</u>
Fund balances carried forward	(4)	<u>17,854</u>	<u>61,224</u>	<u>79,078</u>	<u>285</u>

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Virgin Money current account	17,550	61,224	78,774	56
CAF Gold account	446	-	446	446
Cash in hand	(142)	-	(142)	(217)
Total cash funds	<u>17,854</u>	<u>61,224</u>	<u>79,078</u>	<u>285</u>

Assets retained for the charity's own use

HOPE retain a number of items of office equipment, computers, domestic appliances and furniture for use by the group. Full details of these items are available on an extensive register of assets maintained by the organisation.

Liabilities	£
Independent examination	<u>900</u>
	<u>900</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 21/01/2022

Janette Nixon (Trustee)

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Notes to the accounts continued

for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council (Adult Social Care)	58,348	-	58,348	58,348
Leeds City Council (Adult Social Care)	-	-	-	1,852
Leeds City Council (SWIFT)	-	22,500	22,500	-
Leeds City Council (COVID)	-	60,575	60,575	-
Leeds City Council (HAP - Art)	-	2,500	2,500	-
Leeds City Council (Trips)	-	1,000	1,000	-
Leeds City Council (MICE)	-	-	-	600
Leeds Community Foundation	-	10,000	10,000	-
LCF/LCC Digital Inclusion	-	1,250	1,250	-
Leeds University Union	-	-	-	500
National Lottery Community Fund	-	10,000	10,000	-
West Riding Masonic Lodge	-	3,000	3,000	-
Donations	9,864	-	9,864	1,076
	<u>68,212</u>	<u>110,825</u>	<u>179,037</u>	<u>62,376</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	61,513	46,723
Social security costs	5,486	4,225
Employment allowance	(4,000)	(3,000)
Pensions	2,805	2,334
	<u>65,804</u>	<u>50,282</u>

The average number employees during the year was 2, being an average of 1.8 full time equivalent (2020: 2, 1.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	2,805	2,334
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Leeds City Council (SWIFT)	-	22,500	10,262	12,238
Leeds City Council (COVID)	-	60,575	16,796	43,779
Leeds City Council (HAP - Art)	-	2,500	1,771	729
Leeds City Council (Trips)	-	1,000	100	900
Leeds Community Foundation	-	10,000	10,000	-
LCF/LCC Digital Inclusion	-	1,250	672	578
Lottery Community Fund	-	10,000	10,000	-
West Riding Masonic Lodge	-	3,000	-	3,000
	<u>-</u>	<u>110,825</u>	<u>49,601</u>	<u>61,224</u>

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds (continued)

Fund name	Purpose of restriction
Leeds City Council (SWIFT)	Towards running costs for the Supporting Wellbeing in Frailty (SWIFT) project.
Leeds City Council (COVID)	Central and Area funding towards setting up a COVID Hub and other support services.
Leeds City Council (HAP - Art)	For a Community Arts Programme to run during COVID.
Leeds City Council (Trips)	Funding from a local Councillor towards the costs of trips.
Leeds Community Foundation	Additional funding to support group work and development during COVID.
LCF/LCC Digital Inclusion	For digital inclusion work with older people.
Lottery Community Fund	COVID support funding to cover additional staff costs, equipment and resources and other running costs.
West Riding Masonic Lodge	Towards the costs of work with men.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.