

# NEIGHBOURHOOD ACTION IN FARNLEY NEW FARNLEY AND MOOR TOP

England & Wales · Charity number 1110016

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2005-06-15

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

## Contact

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**Address** 307 Lower Wortley Road  
Leeds  
LS12 4QA

**Phone** 01132632945

**Email** [neighbourhoodaction@hotmail.com](mailto:neighbourhoodaction@hotmail.com)

## Activities

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**Objects:** TO PROVIDE FOR THE PUBLIC, PARTICULARLY THOSE WHO ARE ELDERLY OR HAVE A LEARNING DISABILITY OR PHYSICAL OR SENSORY DISABILITY, IN THE AREA OF BENEFIT IN THE INTEREST OF SOCIAL WELFARE, FACILITIES FOR RECREATION AND LEISURE-TIME OCCUPATION, FOR THE PURPOSE OF RELAXATION AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID INHABITANTS. TO PROMOTE AND PROTECT THE GOOD HEALTH OF THE PUBLIC, PARTICULARLY THOSE WHO ARE ELDERLY OR HAVE A LEARNING DISABILITY OR PHYSICAL OR SENSORY DISABILITY, IN THE AREA OF BENEFIT. TO ADVANCE THE EDUCATION OF THE PUBLIC, PARTICULARLY THOSE WHO ARE ELDERLY OR HAVE A LEARNING DISABILITY OR PHYSICAL OR SENSORY DISABILITY, IN THE AREA OF BENEFIT BY THE PROVISION OF FACILITIES FOR LIFELONG LEARNING.

**Activities:** Supporting the elderly to enable them to maintain their independence & health to combat social isolation and enhance their quality of life by providing groups, activities, signposting and one to one support. Current groups include: 2 x Gentle Exercise classes, Pub Lunches, Shopping, Coffee Morning, Dementia Support Group, Befriending Project, 6-week exercise classes, Digital Inclusion

## Classification

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

## Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE FARNLEY, NEW FARNLEY AND MOOR TOP
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£71,654	£77,102	-	-
2024-03-31	£67,475	£81,608	-	-
2023-03-31	£66,213	£74,350	-	-
2022-03-31	£74,204	£67,285	-	-
2021-03-31	£83,933	£60,541	-	-

## Trustees

Name	Role	Appointed
CHRISTINE TOWLER		2023-01-10
DIANE LYNN SHIPMAN		
Yvonne Ellen Chadwick		2025-11-25

**NEIGHBOURHOOD ACTION IN FARNLEY NEW FARNLEY AND MOOR TOP**

England & Wales - Charity number 1110016

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# Accounts

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

Charity Assist Accountants Ltd

Certified Public Accountants and Charity Independent Examiners

Unit 27 Batley Enterprise Centre

513 Bradford Road Batley West Yorkshire

WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

**Basic information**

**Address**

307 Lower Wortley Road

Leeds

LS12 4QA

**Bank**

CAF Bank

25 Kings Hill Avenue

Kings Hill

Kent

MF19 4JQ

**Accountants**

Charity Assist Accountants Ltd

Unit 27 Batley Enterprise Centre

513 Bradford Road

Batley

WF17 8LL

**Charity registration number**

1110016

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
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Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 <sup>st</sup>	April	2024		31 <sup>st</sup>	March

**Section A Reference and administration details**

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

307 Lower Wortley Road	
Leeds	
Postcode	LS12 4QA

**Names of the charity trustees who manage the charity**

	Trustee name
1	Diane Lynn Shipman
3	Christine Towler

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
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**Section B                      Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Standard registration :15 June 2005
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Potential Trustees meet with the Chair and the Manager before being invited to observe a Committee Meeting. New Trustees are appointed when required and to broaden the base of experience and skills available within the Committee. On appointment all new Trustees will receive any required training and an induction pack containing: <ul style="list-style-type: none"> <li>a) publicity leaflet</li> <li>b) the latest annual accounts and annual review</li> <li>c) minutes of the latest Committee Meeting</li> <li>d) details of all Committee Members and Staff</li> <li>e) relevant Charity Commission publications and a copy of our Equality and Diversity policy</li> </ul>

**Section C                      Objects and activities**

**Summary of the objects of the charity set out in its governing document**

The objects of the charity are <ol style="list-style-type: none"> <li>1. To provide for the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit in the interest of social welfare, facilities for recreation and leisure-time occupation, for the purpose of relaxation and with the object of improving the condition of life of the said inhabitants.</li> <li>2. To promote and protect the good health of the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit.</li> <li>3. To advance the education of the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit by the provision of facilities for lifelong learning.</li> </ol>
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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Neighbourhood Action runs a wide range of activities and services, which include the following: telephone support, home visits and referrals, signposting, volunteering, a Memory Loss Support group, a Befriending service, various exercise classes, a weekly online Zoom quiz, 6-week courses, minibus outings and coach trips, pub lunches, events, a quarterly newsletter, Digital Inclusion work and partnership working with many of the voluntary, community and statutory organisations who provide services for older people in this area. Membership to Neighbourhood Action is free and each member (or household) receives the quarterly newsletter. There is an option to pay a voluntary subscription fee, which entitles the member to reductions on regular groups and outings.

Charity commission requires the trustees of a charity to:

- Select suitable accounting policies, apply them consistently, make judgement and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless there is a reason to believe that the Association will not continue for the foreseeable future.

The Trustees are responsible for the keeping of proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act 2011. They are also responsible for safeguarding the assets of the association and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

**Section D                      Achievements and performance**

The areas covered by Neighbourhood Action are part urban, which includes a nationally recognised Super Output (deprived) area, and many rural and wide-spread locations with a mixture of social and private housing. 10% of our members live in the Super Output Area.

There are 487 older people on our database at the end of March 2025, of which a third are active members and regular attendees of our activities. We also provide direct and indirect support to their families, Carers and friends.

Our main achievements this year were to continue our groups and services with our usual high standard despite the challenging economic circumstances faced by our members and the organisation itself on a daily basis. We have also managed to set up 2 new groups, which proved to be extremely successful.

- 'Friendly Fridays' Memory Loss Support Group: A group with a light lunch and activities /speakers and free transport provided by the Leeds Access Bus. Every Friday for 2.5 hours (38 weeks in 2024/25) average attendance **8**; on register **12**
- New Farnley Gentle Exercise: An instructor-led, chair-based exercise group, 1 hour activity with a social afterwards. Every Wednesday (37 weeks in 2024/25) average attendance **6**; on register **14**
- Farnley Gentle Exercise: Same format as New Farnley above. Every Thursday (38 weeks in 2024/25) average attendance **9**; on register **20**, though steadily rising. The reduction in the amount of Exercise sessions held throughout the year in Farnley & New Farnley compared to last year, was due to a scheduled instructor absence. The group permanently moved to the Farnley Scout Hut in April 2024, thus cementing our excellent partnership work with the local Scout Group.
- The Zoom Quiz group continued to meet almost every Wednesday, with an average of **5** participants taking it in turn to set questions; on register **8**
- We started and ran two 7 week-long Singing courses, with funding from Leeds City Council's Cultural Investment Fund, which was enjoyed by an average of **7** members (**15** on register). They ended each course with a short performance at our major events.
- The monthly Pub Lunch minibus outing occurred **6** times during the year with an average of **10** Members enjoying a door-to-door drive out to a pub within a 10-mile radius, even though we experienced difficulties in the hiring of minibuses throughout the year.
- The annual coach trip took **39** members to Whitby. We went on 2 minibus outings, one to Hebden Bridge (**12**) and one to Roundhay Park (**8**).
- We held **2** major events last year- the AGM (attendance **41**) and the annual Christmas Party (attendance **41**).
- We started a new free event called 'The Info Social' where we combined a social get-together with disseminating relevant information in a relaxed setting. The first session in May '24 saw us host speakers from Leeds City Council Telecare and Lindsey from 'Ear To Hear' give 30-minute presentations to **8** of our members. This number steadily increased throughout the next 2 sessions- October '25 (**15** attendees) with talks on Diabetic Foot Health and Internet Banking safety to March '25 (**24** attendees) with Maeve from Public Health and Melanie from LCC Presto Services.
- The Digital Inclusion work continues to be steady- **26** issues throughout the year with each issue being solved within 1 one-to-one session but many taking up to 3

## **Neighbourhood Action in Farnley, New Farnley & Moor Top** **Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

sessions to resolve. The main work revolves around filling in online applications with the member(s), as many have not got adequate or any access to the internet, as well as being worried about going digital in the first place.

We received funding to buy a tablet, with which we can help people access the internet at home.

- We continue to produce and distribute our own quarterly newsletter, which goes out to every household on our membership list. We also send it out via email to encourage more digital involvement.
- **142** home visits and around **158** one-to-one advice and support meetings were carried out throughout the year.
- We received **31** new referrals, either by family, self or external agencies and **102** existing members were referred to services within Neighbourhood Action.
- We made **48** referrals to outside agencies.

Each new and existing Member Referral requires one or more home visits to assess their needs and suitability for our activities and subsequent work is done trying to find appropriate services, be that via Neighbourhood Action or through other agencies; ensuring the physical and mental wellbeing of the older person is our main priority.

Throughout the year the volume of work may shift into different areas and directions but never dissipates, meaning that the workload covered by the small staff team, who are all part-time, totalling 67 hours per week, is continuously high.

Our **Volunteers** continue to play a major part in our organisation; without them we would not be able to regularly and continually provide the activities that we do. We have a core of very dedicated volunteers with many others giving their time on an ad hoc basis and all of them are DBS checked. In total they gave around 1030 hours last year. We recruited 3 new volunteers and 4 left, bringing the number of volunteers to **26** at the end of the year 2024/25. In June 2024 we organised a social afternoon for all our volunteers- 10 attended.

Our **partnership working** is going from strength to strength; in 2024/25 we have successfully maintained existing bonds and established new ones to make the service for older people in this area more cohesive and accessible. Partners include: all West Leeds Neighbourhood Network Schemes, in particular Armley Helping Hands; 24th South West Leeds Scout Group, Lower Wortley Community Centre, Farnley Community Centre; New Farnley Community Centre; The West Leeds Walking Group; Voluntary Action-Leeds; Leeds Older People's Forum, Connect Housing Hawthorn Mill Supported Housing Complex; St.John's the Evangelist Church; Out Together (LGBT Support Group), OPAL, 100% Digital Leeds; HOPS; Lancasterian Schoolroom, Farnley Academy, Photography with Stephen Cole, Leeds University, The Hanover Public House, Janet from 'Rhodes Ahead' minibus hire, Dementia Action Alliance.

We still work closely with GP's practices from Wortley Beck Medical Centre (Hawthorn and Whitehall), Thornton and Beechfield; Health practitioners, LINK Workers and Social Prescribers from Armley Moor Medical Centre. We have established a particularly successful partnership with the local Occupational Therapist at Beechfield Medical Centre.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
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66 members left the service having either passed away or moved out of the area.

We gained 31 new Members.

There was no Student Placement this year.

The organisation, as a whole, continued to demonstrate our resilience, flexibility and inventiveness, working individually as a Scheme for the older people in our geographical areas, as well as working in partnership with the citywide provision for older people in Leeds even through these uncertain times of continuing financial austerity. Our prices have remained the same to reflect this. We realise that we will eventually have to include the reality of the general economic situation within our fee charging structure as currently and in conjunction to less positive funding application outcomes, these fees no longer cover our costs.

The Trustees and Management Committee are very grateful for the contribution the Staff and Volunteers make on a daily basis and for their ongoing commitment in maintaining a quality service to older people, their families and other members of the community, where relevant.

### **Funders**

We would like to thank all our funders - their contributions allow us to carry on helping older people, including the more vulnerable ones in our communities, to access and receive the support they need. Our main funder continues to be Leeds City Council Adult Social Care. Additionally, in 2024/25 we received or continued with grants and donations from:

The Charles Brotherton Foundation, The Charles Hayward Foundation, the WG Edwards Charitable Foundation, 100% Digital Leeds, LCC Cultural Investment Fund and Wade's Charity.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

**Section E**

**Financial review**

**Brief statement of the charity's policy on reserves**



The charity holds £15,000 in reserve in case of an emergency expense and to cover running costs.

**Section F**

**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		CHRISTINE TOWLER
Position (eg Secretary, Chair, etc)	TREASURER BROOK	TRUSTEE
Date	30/9/25	

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**



**CHARITY COMMISSION**  
**FOR ENGLAND AND WALES**

**Independent examiner's report on  
the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Neighbourhood Action In Farnley, New Farnley & Moor Top

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

**Charity no  
(if any)**

1110016

**Set out on pages**

12-13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2025**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

Charity Name Neighbourhood Action In Farnley, New Farnley & Moor Top		Charity No	1110016	
Annual accounts for the period				
Period start date	01.04.24	To	Period end date	31.03.25

**Section A Statement of financial activities (including summary income and expenditure account)**

Recommended categories by activity	Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds	Prior year funds (restated)
	£ F01	F02	£ F03	£ F04	£ F05	£ F06
<b>Income (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	65,752	-	-	-	65,752	61,385
Charitable activities	5,651	-	-	-	5,651	5,801
Other trading activities	-	-	-	-	-	-
Investments	-	-	-	-	-	-
Separate material item of income	-	-	-	-	-	-
Other	251	-	-	-	251	289
<b>Total</b>	<b>71,654</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>71,654</b>	<b>67,475</b>
<b>Expenditure (Notes 6)</b>						
<b>Expenditure on:</b>						
Raising funds	5,508	-	-	-	5,508	5,699
Charitable activities	65,417	776	5,387	-	71,580	75,909
Separate material expense item	-	-	-	-	-	-
Other	14	-	-	-	14	-
<b>Total</b>	<b>70,939</b>	<b>776</b>	<b>5,387</b>	<b>-</b>	<b>77,102</b>	<b>81,608</b>
<b>Net income/(expenditure) before tax for the reporting period</b>	<b>715</b>	<b>- 776</b>	<b>- 5,387</b>	<b>-</b>	<b>- 5,449</b>	<b>- 14,133</b>
Tax payable						
<b>Net income/(expenditure) after tax before investment gains/(losses)</b>	<b>715</b>	<b>- 776</b>	<b>- 5,387</b>	<b>-</b>	<b>- 5,449</b>	<b>- 14,133</b>
Net gains/(losses) on investments						
<b>Net income/(expenditure)</b>	<b>715</b>	<b>- 776</b>	<b>- 5,387</b>	<b>-</b>	<b>- 5,449</b>	<b>- 14,133</b>
<b>Extraordinary items</b>						
<b>Transfers between funds</b>						
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use						
Other gains/(losses)						
<b>Net movement in funds</b>	<b>715</b>	<b>- 776</b>	<b>- 5,387</b>	<b>-</b>	<b>- 5,449</b>	<b>- 14,133</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	20,015	4,835	19,770	-	44,620	58,752
<b>Total funds carried forward</b>	<b>20,729</b>	<b>4,059</b>	<b>14,383</b>	<b>-</b>	<b>39,171</b>	<b>44,619</b>

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

Charity Name Neighbourhood Action In Farnley New Farnley & Moor Top	Charity No 1110016

**Section B**

	Unrestricted funds £ F01	Unrestricted designated £ F02	Restricted income funds £ F03	Endowment funds £ F04	Total this year £ F05	Total last year (restated) £ F06
<b>Fixed assets</b>						
Intangible assets (Note 15)					-	-
Tangible assets (Note 14)	-				-	-
Heritage assets (Note 16)					-	-
Investments (Note 17)					-	-
<b>Total fixed assets</b>	-		-	-	-	-
<b>Current assets</b>						
Stocks (Note 18)	-				-	-
Debtors (Note 19)	-				-	-
Investments (Note 17.4)					-	-
Cash at bank and in hand (Note 24)	22,814	4,059	14,383		41,256	46,474
<b>Total current assets</b>	22,814	4,059	14,383	-	41,256	46,474
<b>Creditors: amounts falling due within one year (Note 20)</b>	2,085				2,085	1,855
<b>Net current assets/(liabilities)</b>	20,729	4,059	14,383	-	39,171	44,619
<b>Total assets less current liabilities</b>	20,729	4,059	14,383	-	39,171	44,619
<b>Creditors: amounts falling due after one year (Note 20)</b>	-				-	-
<b>Provisions for liabilities</b>	-		-	-	-	-
<b>Total net assets or liabilities</b>	20,729	4,059	14,383	-	39,171	44,619
<b>Funds of the Charity</b>						
Endowment funds (Note 27)					-	-
Restricted income funds (Note 27)		-	14,383		14,383	19,770
Unrestricted funds	20,729			-	20,729	20,014
Unrestricted designated		4,059			4,059	4,835
Revaluation reserve					-	
<b>Total funds</b>	20,729	4,059	14,383	-	39,171	44,619

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	J. BROOK	30/9/25
	C. TOWLER	1/10/25

## **Neighbourhood Action in Farnley, New Farnley & Moor Top**

### **Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

**Section C**

**Notes to the accounts**

**(cont)**

**Note 3**

**Income**

<b>Analysis of income</b>		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds £	Prior year £
<b>Donations and legacies:</b>	Donations and gifts	296	-			296	881
	Gift Aid					-	
	Legacies					-	
	General grants provided by government/other charities	58,907	780	5,068		64,755	60,004
	Membership subscriptions and sponsorships which are in substance donations	700				700	500
	Donated goods, facilities and services					-	
	Other					-	
<b>Total</b>		59,904	780	5,068	-	65,752	61385
<b>Charitable activities:</b>	Coffe Morning	-	-			-	10
	Farnley gentle exercise	382	-	1,114		1,496	1,203
	Friendly Friday	-	-	1,594		1,594	1,782
	Fundraising/events	312	20			332	947
	Minibus	434	-			434	479
	New Farnley gentle exercise	1,114	-			1,114	815
	Singing group	218				218	
	Trips	-	463			463	565
<b>Total</b>		2,460	483	2,708	-	5,651	5,801
<b>Other:</b>	Bank interest	161				161	289
	Gain on disposal of a tangible fixed asset held for charity's own use					-	
	Gain on disposal of a programme related investment					-	
	Royalties from the exploitation of intellectual property rights					-	
	Other	90				90	-
	<b>Total</b>		251		-	-	251
<b>TOTAL INCOME</b>		62,615	1,263	7,776	-	71,654	67,475

## Neighbourhood Action in Farnley, New Farnley & Moor Top Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025

Note 6

### Expenditure

Analysis of expenditure	Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds £	Prior year (restated) £
<b>Expenditure on raising funds:</b>						
Incurring seeking donations	-				-	-
Incurring seeking legacies					-	
Incurring seeking grants					-	
Rent collection, property repairs and maintenance charges	5,508				5,508	5,699
					-	
<b>Total expenditure on raising funds</b>	<b>5,508</b>		-	-	<b>5,508</b>	<b>5,699</b>
<b>Expenditure on charitable activities</b>						
Accountancy fees	550				550	550
Activities expenses	-	-			-	266
Annual return	180				180	125
Bank charges	60				60	62
Employment costs	310				310	118
Entertainment costs	800	-	30		830	400
Equipment expensed	1,280	-	222		1,502	1,231
Friendly friday	-	-			-	11
Food	451	4	1,107		1,563	1,954
Hall hire	1,455	-	2,520		3,975	4,958
Independent examination	425				425	300
Instructor fees	1,290		1,230		2,520	2,820
Insurance	550				550	544
Light and heat	1,507				1,507	2,201
Mileage expenses	44				44	42
Minibus costs	56	-			56	193
Office expenses	118				118	110
Payroll costs	450				450	432
Pension contributions	-				-	126
Printing, postage & stationery	1,458		1		1,459	2,151
Prizes	5	-	10		15	39
Refreshments	82	-			82	50
Staff cost	-	-			-	42
Subscriptions	40	-	-		40	207
Subsistence	195	42			237	192
Telephone & Internet	2,170	-	-		2,170	4,298
Transport	407	730			1,137	1,027
Staff training	45	-			45	144
Staff travel	300	-	6		306	415
Voluntary Action Leeds membership fees	-				-	25
Volunteers expenses	92	-			92	144
Volunteers travel	33	-	261		294	225
Wages	50,676	-	-		50,676	49,757
Water	388				388	750
<b>Total expenditure on charitable activities</b>	<b>65,417</b>	<b>776</b>	<b>5,387</b>	-	<b>71,580</b>	<b>75,909</b>
<b>Other</b>						
Other	14				14	-
	-				-	
	-				-	
	-				-	
<b>Total other expenditure</b>	<b>14</b>	-	-	-	<b>14</b>	-
<b>TOTAL EXPENDITURE</b>	<b>70,939</b>	<b>776</b>	<b>5,387</b>	-	<b>77,102</b>	<b>81,608</b>

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2025**

Note 10		Details of certain types of expenditure			
Note 10.1 Fees for examination of the accounts					
<i>Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).</i>					
				<b>This year</b>	<b>Last year</b>
				<b>£</b>	<b>£</b>
Independent examiner's fees				425	300
Assurance services other than independent examination					
Tax advisory fees					
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner					

**Note 20**                      **Creditors and accruals**

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable				
Bank loans and overdrafts				
Trade creditors				
Payments received on account for contracts or performance-related grants				
Accruals and deferred income	2,085	1,855	-	-
Taxation and social security	-	-		
Other creditors	-	-		
<b>Total</b>	<b>2,085</b>	<b>1,855</b>	<b>-</b>	<b>-</b>

**Note 24**    **Cash at bank and in hand**

	This year £	Last year (restated) £
Short term cash investments (less than 3 months maturity date)	-	-
Bank savings account	26,895	26,782
Bank current account	14,236	19,549
Cash in hand	125	143
<b>Total</b>	<b>41,256</b>	<b>46,474</b>

**NEIGHBOURHOOD ACTION IN FARNLEY NEW FARNLEY AND MOOR TOP**

England & Wales - Charity number 1110016

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# Accounts

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

Charity Assist Accountants Ltd

Certified Public Accountants and Charity Independent Examiners

Unit 27 Batley Enterprise Centre

513 Bradford Road Batley West Yorkshire

WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Basic information**

**Address**

307 Lower Wortley Road

Leeds

LS12 4QA

**Bank**

CAF Bank

25 Kings Hill Avenue

Kings Hill

Kent

MF19 4JQ

**Accountants**

Charity Assist Accountants Ltd

Unit 27 Batley Enterprise Centre

513 Bradford Road

Batley

WF17 8LL

**Charity registration number**

1110016

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 <sup>st</sup>	April	2023		31 <sup>st</sup>	March

**Section A Reference and administration details**

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

307 Lower Wortley Road	
Leeds	
Postcode	LS12 4QA

**Names of the charity trustees who manage the charity**

	Trustee name
1	Diane Lynn Shipman
3	Christine Towler

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Section B                      Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Standard registration :15 June 2005
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Potential Trustees meet with the Chair and the Manager before being invited to observe a Committee Meeting. New Trustees are appointed when required and to broaden the base of experience and skills available within the Committee. On appointment all new Trustees will receive any required training and an induction pack containing: <ul style="list-style-type: none"> <li>a) publicity leaflet</li> <li>b) the latest annual accounts and annual review</li> <li>c) minutes of the latest Committee Meeting</li> <li>d) details of all Committee Members and Staff</li> <li>e) relevant Charity Commission publications and a copy of our Equality and Diversity policy</li> </ul>

**Section C                      Objects and activities**

**Summary of the objects of the charity set out in its governing document**

The objects of the charity are <ol style="list-style-type: none"> <li>1. To provide for the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit in the interest of social welfare, facilities for recreation and leisure-time occupation, for the purpose of relaxation and with the object of improving the condition of life of the said inhabitants.</li> <li>2. To promote and protect the good health of the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit.</li> <li>3. To advance the education of the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit by the provision of facilities for lifelong learning.</li> </ol>
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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Supporting the older to enable them to maintain their independence & health to combat social isolation and enhance their quality of life by providing groups, activities, signposting and one to one support. Current groups include: 2 x Gentle Exercise classes, Pub Lunches, Shopping, Dementia Support Group, Befriending Project, 6-week classes.

Charity commission requires the trustees of a charity to:

- Select suitable accounting policies, apply them consistently, make judgement and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless there is a reason to believe that the Association will not continue for the foreseeable future.

The Trustees are responsible for the keeping of proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act 2011. They are also responsible for safeguarding the assets of the association and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Section D                      Achievements and performance**

The areas covered by Neighbourhood Action are part urban, which includes a nationally recognised Super Output (deprived) area, and many rural and wide-spread locations with a mixture of social and private housing. 10% of our members live in the Super Output Area.

There were 521 older people on our database at the end of March 2024, of which a third are active members and regular attendees of our activities. We also provide direct and indirect support to their families, carers and friends.

Our main achievements this year was to continue our groups and services at our usual high standard despite of the wide-reaching effects of Brexit and the rising economic challenges our members and the organisation itself faces.

- ‘Friendly Fridays’ Memory Loss Support Group: A memory loss support group with a light lunch and activities /speakers with free transport provided by the Leeds Access Bus. Every Friday for 2.5 hours (44 weeks in 2023/24) average attendance **8**; on register **12**.
- New Farnley Gentle Exercise: An instructor-led, chair-based exercise group, 1 hour activity with a social afterwards. Every Wednesday (43 weeks in 2023/24) average attendance **5**; on register **13**
- Farnley Gentle Exercise: Same format as New Farnley above. Every Thursday (46 weeks in 2023/24) average attendance **8**; on register **16**, though steadily rising.
- The Zoom Quiz group continued to meet almost every Wednesday, with an average of **6** participants taking it in turn to set questions; on register **8**
- Farnley Coffee Morning: Unfortunately, the volunteer who had been running the Coffee Morning retired from this post after recovery from illness, and this group is currently on hold due to staff/volunteer capacity.
- The monthly Pub Lunch minibus outing occurred **8** times during the year with an average of **11** Members enjoying a door-to-door drive out to a pub within a 10-mile radius.
- We took **12** people to the Leeds Playhouse to see ‘Oliver’ and **3** people made their way to Headingley Cricket grounds to take advantage of watching a County Match for free.
- The annual coach trip took **21** members to Bridlington; **30** members booked on.
- We held **6** events throughout the year- the Coronation Coffee Morning (attendance **11**), the 20<sup>th</sup> Anniversary Event for Neighbourhood Action, A Strawberries & Cream Garden Get-Together in memory of our late Trustee Ann Braviner (attendance **28**), the Halloween Tea Party (attendance **9**), the annual Christmas Party (attendance **40**) and the St.Valentine’s Soup & Roll Event (attendance **20**). The 20<sup>th</sup> Anniversary Event (attendance **85**) was held instead of the AGM with voting being conducted during the event and by post.
- The Digital Inclusion work is steadily increasing, with more people asking for help with completing online forms, such as Blue Badge application; we still have an average of **1** enquiry per week. **17** one-to-one sessions were conducted throughout the year, either in their own homes or in the office and **2** individuals were helped with more advanced learning issues.

## **Neighbourhood Action in Farnley, New Farnley & Moor Top** **Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

- As well as producing and distributing our own quarterly newsletter, which goes out to every household on our membership list, we delivered the last issue of the Shine magazines to **55** members.
- **123** home visits and around **200** one-to-one advice and support meetings were carried out throughout the year.
- **24** new referrals were made, either by family, self or external agencies and **43** existing members were referred to services within Neighbourhood Action.

Each new and existing Member Referral requires one or more home visits to assess their needs and suitability for our activities and subsequent work is done trying to find appropriate services, be that via Neighbourhood Action or through other agencies; ensuring the physical and mental wellbeing of the older person is our main priority.

Many of our existing Members, who in the past have not been 'active', have started accessing services, due to changes in circumstances, health and economics, increasing our already substantial workload covered by a small staff team, who are all part-time, totalling 67 hours per week.

Our Volunteers continue to play a major part in our organisation, without them we would not be able to regularly and continually provide the activities that we do. We have a core of very dedicated volunteers with many others giving their time on an ad hoc basis, though all of them are DBS checked. In total they gave around 900 hours last year. We recruited 2 new volunteers and 2 left, bringing the number of volunteers to 27 at the end of the year 2023/24. Staff and Volunteers participated in the following training: Food Safety Level 2, Intro to Web Design, Emergency First Aid at Work, Dementia Awareness.

Our partnership working is going from strength to strength; in 2023/24 we have successfully maintained existing bonds and established new ones to make the service for older people in this area more cohesive and accessible. Partners include: all West Leeds Neighbourhood Network Schemes, in particular Armley Helping Hands; Hawksworth Older People's Services (HOPS) ; the Lower Wortley, New Farnley and Farnley Community Centres; Hawthorn Mill Assisted Housing Complex (Connect Housing); Housing Officers from Leeds Homes; staff from Farnley Academy and all local Councillors.

We still work closely with GP's practices from Wortley Beck Medical Centre (Hawthorn and Whitehall), Thornton and Beechfield; Health practitioners, LINK Workers and Social Prescribers from Armley Moor Medical Centre. We have been getting many more referrals since the pilot for the Social Prescribing Scheme started in summer of 2023.

We added the Farnley Scout Hut to the venues we can utilise in our area and used it for 2 of our events after establishing this positive link with the 24<sup>th</sup> South West Leeds Scouts Group.

Sadly, this year we lost a couple of our long-standing volunteers: Ray Wicks and Dennis Harrison

**38** members left the service having either passed away or moved out of the area. We gained **25** new Members.

There was no Student Placement this year.

The Organisation, as a whole, continued to demonstrate our resilience, flexibility and inventiveness, working individually as a scheme for the older people of our geographical areas, as well as working in partnership with the citywide provision for older people in Leeds even through these uncertain times of continuing financial austerity. Our prices have remained the same to reflect this, though we took the decision to raise the price of the

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

voluntary membership from £8 to £10. Even this increase barely covers the general rise in prices and costs to the charity.

The Trustees and Management Committee are very grateful for the contribution the staff and volunteers make on a daily basis and for their ongoing commitment in maintaining a quality service to older people, their families and other members of the community, where relevant.

**Funders**

We would like to thank all our funders - their contributions allow us to carry on helping older people, including the more vulnerable ones in our communities, to access and receive the support they need. Our main funder continues to be Leeds City Council Adult Social Care. Additionally, in 2023/24 we received or continued with grants and donations from: The Charles Brotherton Foundation, The Windmill Community Transport Trust, Leeds Convalescence Society, The West Leeds Household Fund, Friends of the Elderly and Oddfellows.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

The charity holds £15,000 in reserve in case of an emergency expense and to cover running costs.

**Section F Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	L. Brook	J. Brook
<b>Full name(s)</b>	LYNNE BROOK	TREVAR BROOK
<b>Position (eg Secretary, Chair, etc)</b>	SECRETARY	TREASURER.
<b>Date</b>	19/9/24	

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on  
the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Neighbourhood Action In Farnley, New Farnley & Moor Top

**On accounts for the year  
ended**

31<sup>st</sup> March 2024

**Charity no  
(if any)**

1110016

**Set out on pages**

12-13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2024**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:** *A. Q. Khan.*      **Date:** 07/01/2025

**Name:** Abdul Qudeir Khan

**Relevant professional qualification(s) or body (if any):** FMAAT  
FCPA

**Address:** Unit 27, Batley Enterprise Centre  
513 Bradford Road  
Batley  
WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

Charity Name Neighbourhood Action In Farnley, New Farnley & Moor Top		Charity No	1110016	
Annual accounts for the period				
Period start date	01.04.23	To	Period end date	31.03.24

**Section A Statement of financial activities (including summary income and expenditure account)**

Recommended categories by activity	Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds	Prior year funds (restated)
	£ F01	F02	£ F03	£ F04	£ F05	£ F06
<b>Income (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	61,385	-	-	-	61,385	60,293
Charitable activities	5,801	-	-	-	5,801	5,404
Other trading activities	-	-	-	-	-	-
Investments	-	-	-	-	-	-
Separate material item of income	289	-	-	-	289	245
Other	-	-	-	-	-	272
<b>Total</b>	<b>67,475</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,475</b>	<b>66,214</b>
<b>Expenditure (Notes 6)</b>						
<b>Expenditure on:</b>						
Raising funds	5,699	-	-	-	5,699	5,561
Charitable activities	69,192	6,686	32	-	75,910	68,685
Separate material expense item	-	-	-	-	-	-
Other	-	-	-	-	-	105
<b>Total</b>	<b>74,890</b>	<b>6,686</b>	<b>32</b>	<b>-</b>	<b>81,608</b>	<b>74,351</b>
<b>Net income/(expenditure) before tax for the reporting period</b>	<b>- 7,415</b>	<b>- 6,686</b>	<b>- 32</b>	<b>-</b>	<b>- 14,133</b>	<b>- 8,137</b>
Tax payable						
<b>Net income/(expenditure) after tax before investment gains/(losses)</b>	<b>- 7,415</b>	<b>- 6,686</b>	<b>- 32</b>	<b>-</b>	<b>- 14,133</b>	<b>- 8,137</b>
Net gains/(losses) on investments						
<b>Net income/(expenditure)</b>	<b>- 7,415</b>	<b>- 6,686</b>	<b>- 32</b>	<b>-</b>	<b>- 14,133</b>	<b>- 8,137</b>
<b>Extraordinary items</b>						
<b>Transfers between funds</b>						
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use						
Other gains/(losses)						
<b>Net movement in funds</b>	<b>- 7,415</b>	<b>- 6,686</b>	<b>- 32</b>	<b>-</b>	<b>- 14,133</b>	<b>- 8,137</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	27,429	11,521	19,802		58,752	66,889
<b>Total funds carried forward</b>	<b>20,014</b>	<b>4,835</b>	<b>19,770</b>	<b>-</b>	<b>44,619</b>	<b>58,752</b>

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

Charity Name Neighbourhood Action in Farnley New Farnley & Moor Top	Charity No 1110016
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**Section B**

	Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total this year	Total last year (restated)
	£		£	£	£	£
	F01		F02	F03	F04	F05
<b>Fixed assets</b>						
Intangible assets (Note 15)						
Tangible assets (Note 14)	-				-	-
Heritage assets (Note 16)					-	-
Investments (Note 17)					-	-
<b>Total fixed assets</b>	-		-	-	-	-
<b>Current assets</b>						
Stocks (Note 18)					-	-
Debtors (Note 19)					-	-
Investments (Note 17.4)					-	-
Cash at bank and in hand (Note 24)	21,869	4,835	19,770		46,474	60,466
<b>Total current assets</b>	21,869	4,835	19,770	-	46,474	60,466
<b>Creditors: amounts falling due within one year</b> (Note 20)	1,855				1,855	1,714
<b>Net current assets/(liabilities)</b>	20,014	4,835	19,770	-	44,619	58,752
<b>Total assets less current liabilities</b>	20,014	4,835	19,770	-	44,619	58,752
<b>Creditors: amounts falling due after one year</b> (Note 20)						
<b>Provisions for liabilities</b>						
<b>Total net assets or liabilities</b>	20,014	4,835	19,770	-	44,619	58,752
<b>Funds of the Charity</b>						
Endowment funds (Note 27)					-	-
Restricted income funds (Note 27)			19,770		19,770	19,802
Unrestricted funds	20,014				20,014	27,429
Unrestricted designated		4,835			4,835	11,521
Revaluation reserve					-	-
<b>Total funds</b>	20,014	4,835	19,770	-	44,619	58,752

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
<i>L Brook</i>	LYNNE BROOK	09/10/24
<i>T Brook</i>	TREVOR BROOK	09/10/24

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

**Section C**

**Notes to the accounts**

**(cont)**

**Note 3**

**Income**

Analysis of income		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds	
						£	£
<b>Donations and legacies:</b>	Donations and gifts	870	11			881	990
	Gift Aid					-	
	Legacies					-	
	General grants provided by government/other charities	58,054	950	1,000		60,004	58,879
	Membership subscriptions and sponsorships which are in substance donations	500				500	424
	Donated goods, facilities and services					-	
	Other					-	
<b>Total</b>	<b>59,424</b>	<b>961</b>	<b>1,000</b>	<b>-</b>	<b>61,385</b>	<b>60,293</b>	
<b>Charitable activities:</b>	Coffe Morning	10	-			10	400
	Farnley gentle exercise	-	1,203			1,203	1,103
	Friendly Friday	-	1,782			1,782	1,280
	Fundraising/events	947	-			947	690
	Minibus	-	479			479	389
	New Farnley gentle exercise	815	-			815	1,190
	Trips	565	-			565	352
<b>Total</b>	<b>2,337</b>	<b>3,464</b>	<b>-</b>	<b>-</b>	<b>5,801</b>	<b>5,404</b>	
<b>Separate material item of income</b>	Interest receivable	177	112			289	245
		-				-	-
						-	-
<b>Total</b>	<b>177</b>	<b>112</b>	<b>-</b>	<b>-</b>	<b>289</b>	<b>245</b>	
<b>Other:</b>	Bank interest					-	
	Gain on disposal of a tangible fixed asset held for charity's own use					-	
	Other	-				-	272
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>272</b>	
<b>TOTAL INCOME</b>	<b>61,938</b>	<b>4,537</b>	<b>1,000</b>	<b>-</b>	<b>67,475</b>	<b>66,214</b>	

## Neighbourhood Action in Farnley, New Farnley & Moor Top Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024

Note 6

Expenditure							
Analysis of expenditure		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds £	Prior year (restated) £
<b>Expenditure on raising funds:</b>	Incurring seeking donations	-				-	-
	Incurring seeking legacies					-	
	Incurring seeking grants					-	
	Rent collection, property repairs and maintenance charges	5,699				5,699	5,561
						-	
<b>Total expenditure on raising funds</b>	<b>5,699</b>			-	-	<b>5,699</b>	<b>5,561</b>
<b>Expenditure on charitable activities</b>	Accountancy fees	550				550	550
	Activities expenses	266	-			266	862
	Annual return	125				125	125
	Bank charges	62				62	75
	Employment costs	118				118	105
	Entertainment costs	190	210			400	120
	Equipment expensed	1,056	172	3		1,231	944
	Exercise sessions	1,380	1,440			2,820	2,803
	Friendly friday	11	-			11	-
	Food	767	1,159	29		1,954	445
	Hall hire	2,048	2,910			4,958	3,013
	Independent examination	300				300	300
	Insurance	544				544	741
	Light and heat	2,201				2,201	1,932
	Mileage expenses	42				42	116
	Minibus costs	100	93			193	322
	Office expenses	110				110	420
	Payroll costs	432				432	-
	Pension contributions	126				126	189
	Printing, postage & stationery	2,151				2,151	1,359
	Prizes	12	27			39	
	Refreshments	38	12			50	26
	Staff cost	30	12			42	
	Subscriptions	-	207	-		207	174
	Subsistence	144	48			192	158
	Telephone & Internet	4,298	-	-		4,298	2,009
	Transport	635	392			1,027	948
	Staff training	144	-			144	82
	Staff travel	410	5			415	291
	Voluntary Action Leeds membership fees	25				25	-
	Volunteers expenses	144	-			144	146
	Volunteers travel	225	-			225	117
	Wages	49,757	-	-		49,757	50,106
	Water	751				751	207
	<b>Total expenditure on charitable activities</b>	<b>69,192</b>	<b>6,686</b>	<b>32</b>	<b>-</b>	<b>75,910</b>	<b>68,685</b>
<b>Separate material item of expense</b>		-				-	
		-				-	
		-				-	
	<b>Total</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>	Sundry	-				-	1
	Other	-	-			-	104
		-				-	
<b>Total other expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105</b>	
<b>TOTAL EXPENDITURE</b>	<b>74,890</b>	<b>6,686</b>	<b>32</b>	<b>-</b>	<b>81,608</b>	<b>74,351</b>	

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2024**

Note 10	Details of certain types of expenditure		
<b>Note 10.1 Fees for examination of the accounts</b>			
<i>Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).</i>			
		<b>This year</b>	<b>Last year</b>
		<b>£</b>	<b>£</b>
	<b>Independent examiner's fees</b>	300	300
	<b>Assurance services other than independent examination</b>		
	<b>Tax advisory fees</b>		
	<b>Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner</b>		

**Note 20                      Creditors and accruals**

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable				
Bank loans and overdrafts				
Trade creditors				
Payments received on account for contracts or performance-related grants				
Accruals and deferred income	1,855	1,714	-	-
Taxation and social security	-	-		
Other creditors	-	-		
<b>Total</b>	<b>1,855</b>	<b>1,714</b>	<b>-</b>	<b>-</b>

**Note 24    Cash at bank and in hand**

	This year £	Last year (restated) £
Short term cash investments (less than 3 months maturity date)	-	-
Bank savings account	26,782	26,559
Bank current account	19,549	33,667
Cash in hand	143	240
<b>Total</b>	<b>46,474</b>	<b>60,466</b>

**NEIGHBOURHOOD ACTION IN FARNLEY NEW FARNLEY AND MOOR TOP**

England & Wales - Charity number 1110016

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# Accounts

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

Charity Assist Accountants Ltd

Certified Public Accountants and Charity Independent Examiners

Unit 27 Batley Enterprise Centre

513 Bradford Road Batley West Yorkshire

WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

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Trustees' annual report	4-9
Independent examiner's report on the accounts	10-11
Income and expenditure accounts	12-13
Notes	14-16

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

**Basic information**

**Address**

307 Lower Wortley Road

Leeds

LS12 4QA

**Bank**

CAF Bank

25 Kings Hill Avenue

Kings Hill

Kent

MF19 4JQ

**Accountants**

Charity Assist Accountants Ltd

Unit 27 Batley Enterprise Centre

513 Bradford Road

Batley

WF17 8LL

**Charity registration number**

1110016

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 <sup>st</sup>	April	2022		31 <sup>st</sup>	March

**Section A Reference and administration details**

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

307 Lower Wortley Road	
Leeds	
Postcode	LS12 4QA

**Names of the charity trustees who manage the charity**

	Trustee name
1	Ann Braviner
2	Diane Shipman
3	Christine Towler

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

**Section B                      Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Standard registration :15 June 2005
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Potential Trustees meet with the Chair and the Manager before being invited to observe a Committee Meeting. New Trustees are appointed when required and to broaden the base of experience and skills available within the Committee. On appointment all new Trustees will receive any required training and an induction pack containing: <ul style="list-style-type: none"> <li>a) publicity leaflet</li> <li>b) the latest annual accounts and annual review</li> <li>c) minutes of the latest Committee Meeting</li> <li>d) details of all Committee Members and Staff</li> <li>e) relevant Charity Commission publications and a copy of our Equality and Diversity policy</li> </ul>

**Section C                      Objects and activities**

**Summary of the objects of the charity set out in its governing document**

The objects of the charity are	<ol style="list-style-type: none"> <li>1. To provide for the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit in the interest of social welfare, facilities for recreation and leisure-time occupation, for the purpose of relaxation and with the object of improving the condition of life of the said inhabitants.</li> <li>2. To promote and protect the good health of the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit.</li> <li>3. To advance the education of the public, particularly those who are older or have a learning disability or physical or sensory disability, in the Area of Benefit by the provision of facilities for lifelong learning.</li> </ol>
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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Supporting the older to enable them to maintain their independence & health to combat social isolation and enhance their quality of life by providing groups, activities, signposting and one to one support. Current groups include: 2 x Gentle Exercise classes, Men's Group, Pub Lunches, Shopping, Coffee Morning, Healthy Eating Group, Dementia Support Group, Befriending Project, 6-week exercise class

Charity commission requires the trustees of a charity to:

- Select suitable accounting policies, apply them consistently, make judgement and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless there is a reason to believe that the Association will not continue for the foreseeable future.

The Trustees are responsible for the keeping of proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act 2011. They are also responsible for safeguarding the assets of the association and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

**Section D                      Achievements and performance**

The areas covered by Neighbourhood Action are part urban, which includes a nationally recognised Super Output (deprived) area, and many rural and wide-spread locations with a mixture of social and private housing. 10% of our members live in the Super Output Area. There are 541 older people on our database at the end of March 2023, of which a third are active members and regular attendees of our activities. We also provide direct and indirect support to their families, carers and friends.

With Covid restrictions over, the vaccination programme in full swing and the memory of the last 2 years slowly fading, our organisational schedule was getting back on track in 2022/23. All our groups returned to their regular slot and remained running continually throughout the year, apart from a few staff and volunteer absences.

- 'Friendly Fridays' Memory Loss Support Group: A memory loss support group with a light lunch and activities /speakers with free transport provided by the Leeds access bus. Every Friday for 2.5 hours (30 weeks in 2022/23) average attendance 8; on register 12.
- New Farnley Gentle Exercise: An instructor-led, chair-based exercise group, 1 hour activity with a social afterwards. Every Wednesday (45 weeks in 2022/23) average attendance 6; on register 12.
- Farnley Gentle Exercise: Same format as New Farnley above. Every Thursday (42 weeks in 2022/23) average attendance 7; on register 16
- The Zoom Quiz group continued to meet almost every Wednesday, with an average of 6 participants taking it in turn to set questions.
- Farnley Coffee Morning: A volunteer-led 2-hour drop-in session where members can have breakfast & chat. Every Friday (38 weeks in 2022/23) average attendance 5. In February 2023 the main volunteer had to step down due to illness and the activity was suspended until further notice.
- The Pub Lunch minibus outing occurred 6 times during the year with an average of 11 Members enjoying a door-to-door drive out to a pub within a 10-mile radius.
- The annual coach trip took 26 members to Durham.
- We held 3 events throughout the year- the Easter Coffee Morning (attendance 21), the fantastic Queen's Jubilee Celebration (attendance 61) and the annual Christmas Party (attendance 31).
- The AGM was held on 29<sup>th</sup> June 2022 in a face-to-face setting in a community centre, 25 members of the community attended.
- Following on from her performance of Indian Dance at the Annual General Meeting, Minoti Parikh led a 5-week course on Mindfulness through Indian Dance for an average of 5 attendees, with 8 people showing interest initially.
- The Digital Inclusion work slowed down again after people were able to go out as before the pandemic, though we still have an average of 1 minor enquiry per week. 17 one-to-one sessions were conducted throughout the year, either in their own homes or in the office.
- As well as producing and distributing our own quarterly newsletter, which goes out to every household in our membership, we regularly delivered all 4 issues of the Shine magazines to around 80 members.
- 158 home visits were carried throughout the year.

## **Neighbourhood Action in Farnley, New Farnley & Moor Top** **Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

Each new and existing member referral requires one or more home visits to assess their needs and suitability for our activities and subsequent is done trying to find appropriate services, through Neighbourhood Action or other agencies, as ensuring the physical and mental wellbeing of the older person is our main priority.

Many of our existing Members, who in the past have not been 'active', have started accessing services, due to changes in circumstances, health and economics, increasing our heavy workload covered by staff members, who are all part-time, totalling 67 hours per week.

Our Volunteers continue to play a major part in our organisation, without them we would not be able to regularly and continually provide the activities that we do. We have a core of very dedicated volunteers with many others giving their time on an ad hoc basis, though all of them are DBS checked. We recruited 1 new volunteer and 2 left, bringing the number of volunteers to 26 at the end of the year 2022/23.

Staff and volunteers participated in the following training: Food Safety Level 2, End of Life Care and Advocacy.

Partnership working continues to be a big part of our work, whether it be with statutory organisations and agencies or small community groups and other Neighbourhood Network Schemes, prioritising projects which take place within the physical community, rather than the virtual one.

We helped 10 people without access to the internet with online queries such as council tax and energy bills rebate and referrals to money buddies' schemes for energy and supermarket food vouchers.

We enabled some of our members to participate in the '1001 Stories' project, which is a collaboration between The Performance Ensemble, Leeds Playhouse, LEEDS 2023, Leeds Museums and Galleries and Leeds Older People's Forum, collecting stories from older people.

We added another community hall to our regular venues, supporting and utilizing more of the few venues we have in our areas, but, unfortunately, the building is now closed to community usage.

Sadly, this year we lost quite a few of the members who joined Neighbourhood Action at the very beginning or were instrumental in its inception, including Ann Braviner, one of our Trustees and long-serving volunteer. 30 members left the service having either passed away or moved out of the area. We gained 14 new Members. There was no student placement this year.

As an organisation, we continued to demonstrate our resilience, flexibility and inventiveness, working individually as a scheme for the older people of our geographical areas, as well as working in partnership with the citywide provision for older people in Leeds, in these uncertain times of financial austerity. Our prices have remained the same to reflect this.

The Trustees and Management Committee are very grateful for the contribution the staff and volunteers make on a daily basis and for their ongoing commitment in maintaining a quality service to older people, their families and other members of the community, where relevant.

### **Funders**

We would like to thank all our funders - their contributions allow us to carry on helping older people, including the more vulnerable ones in our communities, to access and receive the support they need. As usual, our main funder is Leeds City Council Adult Social Care. Additionally, in 2021/22 we received or continued with grants from: The Charles Brotherton Foundation, The Windmill Community Transport Trust, Leeds Convalescence Society, The Allen Lane Foundation (y2) and The Co-op Community Fund.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

At the end of 2022/23 we received notice that the core funding from Leeds City Council Adult Social Care is being extended, which gives us further financial stability for another 2 years.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

The charity holds £15,000 in reserve in case of an emergency expense and to cover running costs.

**Section F Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>L. Brook</i>	<i>Christine Towler</i>
Full name(s)	LYNNE BROOK	CHRISTINE TOWLER.
Position (eg Secretary, Chair, etc)	SECRETARY	TRUSTEE
Date	19/9/23.	19/9/23

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on  
the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Neighbourhood Action In Farnley, New Farnley & Moor Top

**On accounts for the year  
ended**

31<sup>st</sup> March 2023

**Charity no  
(if any)**

1110016

**Set out on pages**

12-13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2023**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

*A. Q. Khan*

Date:

4.10.23

Name:

Abdul Qudeir Khan

Relevant professional  
qualification(s) or body  
(if any):

FMAAT  
FCPA

Address:

Unit 27, Batley Enterprise Centre  
513 Bradford Road  
Batley  
WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

Charity Name Neighbourhood Action In Farnley, New Farnley & Moor Top		Charity No	1110016	
Annual accounts for the period				
Period start date	01.04.22	To	Period end date	31.03.23

**Section A Statement of financial activities (including summary income and expenditure account)**

Recommended categories by activity	Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds	Prior year funds (restated)
	£ F01	F02	£ F03	£ F04	£ F05	£ F06
<b>Income (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	59,793	500	-	-	60,293	69,481
Charitable activities	3,383	2,021	-	-	5,404	4,723
Other trading activities	-	-	-	-	-	-
Investments	-	-	-	-	-	-
Separate material item of income	123	121	-	-	244	-
Other	272	-	-	-	272	-
<b>Total</b>	<b>63,571</b>	<b>2,642</b>	<b>-</b>	<b>-</b>	<b>66,213</b>	<b>74,204</b>
<b>Expenditure (Notes 6)</b>						
<b>Expenditure on:</b>						
Raising funds	5,561	-	-	-	5,561	5,400
Charitable activities	62,561	4,705	1,419	-	68,685	61,800
Separate material expense item	-	-	-	-	-	-
Other	98	6	-	-	104	86
<b>Total</b>	<b>68,219</b>	<b>4,712</b>	<b>1,419</b>	<b>-</b>	<b>74,350</b>	<b>67,286</b>
<b>Net income/(expenditure) before tax for the reporting period</b>	<b>- 4,649</b>	<b>- 2,069</b>	<b>- 1,419</b>	<b>-</b>	<b>- 8,137</b>	<b>6,918</b>
Tax payable					-	
<b>Net income/(expenditure) after tax before investment gains/(losses)</b>	<b>- 4,649</b>	<b>- 2,069</b>	<b>- 1,419</b>	<b>-</b>	<b>- 8,137</b>	<b>6,918</b>
Net gains/(losses) on investments					-	
<b>Net income/(expenditure) Extraordinary items</b>	<b>- 4,649</b>	<b>- 2,069</b>	<b>- 1,419</b>	<b>-</b>	<b>- 8,137</b>	<b>6,918</b>
<b>Transfers between funds</b>					-	
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use					-	
Other gains/(losses)					-	
<b>Net movement in funds</b>	<b>- 4,649</b>	<b>- 2,069</b>	<b>- 1,419</b>	<b>-</b>	<b>- 8,137</b>	<b>6,918</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	32,078	13,590	21,221	-	66,889	59,971
<b>Total funds carried forward</b>	<b>27,429</b>	<b>11,521</b>	<b>19,802</b>	<b>-</b>	<b>58,752</b>	<b>66,889</b>

**Neighbourhood Action in Farnley, New Farnley & Moor Top  
Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

Charity Name Neighbourhood Action In Farnley New Farnley & Moor Top	Charity No 1110016

**Section B**

	Unrestricted funds £ F01	Unrestricted designated	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year (restated) £ F05
<b>Fixed assets</b>						
Intangible assets (Note 15)					-	-
Tangible assets (Note 14)	-				-	-
Heritage assets (Note 16)					-	-
Investments (Note 17)					-	-
<b>Total fixed assets</b>	-		-	-	-	-
<b>Current assets</b>						
Stocks (Note 18)	-				-	-
Debtors (Note 19)	-				-	-
Investments (Note 17.4)					-	-
Cash at bank and in hand (Note 24)	29,143	11,521	19,802		60,466	68,453
<b>Total current assets</b>	29,143	11,521	19,802	-	60,466	68,453
<b>Creditors: amounts falling due within one year (Note 20)</b>	1,714				1,714	1,564
<b>Net current assets/(liabilities)</b>	27,429	11,521	19,802	-	58,752	66,889
<b>Total assets less current liabilities</b>	27,429	11,521	19,802	-	58,752	66,889
<b>Creditors: amounts falling due after one year (Note 20)</b>	-				-	-
Provisions for liabilities	-		-	-	-	-
<b>Total net assets or liabilities</b>	27,429	11,521	19,802	-	58,752	66,889
<b>Funds of the Charity</b>						
Endowment funds (Note 27)					-	-
Restricted income funds (Note 27)		-	19,802		19,802	21,221
Unrestricted funds	27,429			-	27,429	32,078
Unrestricted designated		11,521			11,521	13,590
Revaluation reserve					-	-
<b>Total funds</b>	27,429	11,521	19,802	-	58,752	66,889

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
<i>[Handwritten Signature]</i>	CHRISTINE TOWNS	19/9/23

*LB*  
*Secretary*

*GT*  
*Trustee*

*19/9/23*



## Neighbourhood Action in Farnley, New Farnley & Moor Top Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023

Note 6

### Expenditure

Analysis of expenditure		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds £	Prior year (restated) £
<b>Expenditure on raising funds:</b>	Incurring seeking donations	-				-	-
	Incurring seeking legacies					-	
	Rent collection, property repairs and maintenance charges	5,561				5,561	5,400
						-	
<b>Total expenditure on raising funds</b>	<b>5,561</b>			-	-	<b>5,561</b>	<b>5,400</b>
<b>Expenditure on charitable activities</b>	Accountancy fees	550				550	475
	Activities expenses	69	793			862	1,154
	Annual return	125				125	100
	Bank charges	75				75	96
	Christmas	-				-	150
	DBS checks	-				-	29
	Employment costs	105				105	59
	Entertainment costs	60	60			120	40
	Equipment expensed	199	206	539		944	176
	Events	-				-	56
	Exercise sessions	2,800	3			2,803	2,835
	Fire protection services	-				-	124
	Friendly friday	-				-	135
	Food	-	445			445	
	Hall hire	2,373	640			3,013	811
	Independent examination	300				300	250
	Insurance	741				741	757
	Light and heat	1,932				1,932	1,318
	Mileage expenses	116				116	104
	Minibus costs	-	322			322	245
	Office expenses	420				420	276
	Payroll costs	-				-	614
	Pension contributions	189				189	
	Printing, postage & stationery	1,359				1,359	1,858
	Refreshments	8	18			26	
	Subscriptions	-	-	174		174	258
	Subsistence	86	72			158	39
	Telephone & Internet	1,953	-	56		2,009	1,644
	Transport	-	948			948	
	Staff training	29	53			82	77
	Staff travel	291				291	776
	Ukraine donation	-				-	50
	Voluntary Action Leeds membership fees	-				-	35
	Volunteers expenses	140	6			146	153
Volunteers travel	106	11			117		
Wages	48,328	1,128	650		50,106	46,955	
Water	207				207	151	
<b>Total expenditure on charitable activities</b>	<b>62,561</b>	<b>4,705</b>	<b>1,419</b>	-	<b>68,685</b>	<b>61,800</b>	
<b>Other</b>	Sundry	-				-	86
	Other	98	6			104	
	<b>Total other expenditure</b>	<b>98</b>	<b>6</b>	-	-	<b>104</b>	<b>86</b>
<b>TOTAL EXPENDITURE</b>	<b>68,219</b>	<b>4,712</b>	<b>1,419</b>	-	<b>74,350</b>	<b>67,286</b>	

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2023**

Note 10	Details of certain types of expenditure		
<b>Note 10.1 Fees for examination of the accounts</b>			
<i>Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).</i>			
		<b>This year</b>	<b>Last year</b>
		<b>£</b>	<b>£</b>
	Independent examiner's fees	300	250
	Assurance services other than independent examination		
	Tax advisory fees		
	Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner		

**Note 20 Creditors and accruals**

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable				
Bank loans and overdrafts				
Trade creditors				
Payments received on account for contracts or performance-related grants				
Accruals and deferred income	1,714	1,564	-	-
Taxation and social security	-	-		
Other creditors	-	-		
<b>Total</b>	<b>1,714</b>	<b>1,564</b>	<b>-</b>	<b>-</b>

**Note 24 Cash at bank and in hand**

	This year £	Last year (restated) £
Short term cash investments (less than 3 months maturity date)	-	-
Bank savings account	26,559	26,374
Bank current account	33,667	41,898
Cash in hand	240	181
<b>Total</b>	<b>60,466</b>	<b>68,453</b>

**NEIGHBOURHOOD ACTION IN FARNLEY NEW FARNLEY AND MOOR TOP**

England & Wales - Charity number 1110016

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# Accounts

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

Charity Assist Accountants Ltd

Certified Public Accountants and Charity Independent Examiners

Unit 27 Batley Enterprise Centre

513 Bradford Road Batley West Yorkshire

WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

**Basic information**

**Address**

307 Lower Wortley Road

Leeds

LS12 4QA

**Bank**

CAF Bank

25 Kings Hill Avenue

Kings Hill

Kent

MF19 4JQ

**Accountants**

Charity Assist Accountants Ltd

Unit 27 Batley Enterprise Centre

513 Bradford Road

Batley

WF17 8LL

**Charity registration number**

1110016

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 <sup>st</sup>	April	2021		31 <sup>st</sup>	March

**Section A Reference and administration details**

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

307 Lower Wortley Road	
Leeds	
Postcode	LS12 4QA

**Names of the charity trustees who manage the charity**

	Trustee name
1	Ann Braviner
3	Diane Shipman

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

**Section B                      Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution adopted 20 December 2004
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Potential Trustees meet with the Chair and the Manager before being invited to observe a Committee Meeting. New Trustees are appointed when required and to broaden the base of experience and skills available within the Committee. On appointment all new Trustees will receive any required training and an induction pack containing: a) publicity leaflet b) the latest annual accounts and annual review c) minutes of the latest Committee Meeting d) details of all Committee Members and Staff e) relevant Charity Commission publications and a copy of our Equality and Diversity policy

**Section C                      Objects and activities**

**Summary of the objects of the charity set out in its governing document**

<p>The objects of the charity are</p> <ol style="list-style-type: none"><li>1. To provide for the public, particularly those who are elderly or have a learning disability or physical or sensory disability, in the Area of Benefit in the interest of social welfare, facilities for recreation and leisure-time occupation, for the purpose of relaxation and with the object of improving the condition of life of the said inhabitants.</li><li>2. To promote and protect the good health of the public, particularly those who are elderly or have a learning disability or physical or sensory disability, in the Area of Benefit.</li><li>3. To advance the education of the public, particularly those who are elderly or have a learning disability or physical or sensory disability, in the Area of Benefit by the provision of facilities for lifelong learning.</li></ol>
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**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Supporting the elderly to enable them to maintain their independence & health to combat social isolation and enhance their quality of life by providing groups, activities, signposting and one to one support. Current groups include: 2 x Gentle Exercise classes, Men's Group, Pub Lunches, Shopping, Coffee Morning, Healthy Eating Group, Dementia Support Group, Befriending Project, 6-week exercise class

Charity commission requires the trustees of a charity to:

- Select suitable accounting policies, apply them consistently, make judgement and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless there is a reason to believe that the Association will not continue for the foreseeable future.

The Trustees are responsible for the keeping of proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act 2011. They are also responsible for safeguarding the assets of the association and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

**Section D                      Achievements and performance**

The areas covered by Neighbourhood Action are part urban, which includes a nationally recognised Super Output (deprived) area, and many rural and wide-spread locations with a mixture of social and private housing. 10% of our members live in the Super Output Area. There are 545 older people on our database to date, of which a third are active members and regular attendees of our activities. We also provide indirect support to their families, Carers and friends.

2021/22 continued to bring fresh challenges to our organisation, which could still be attributed to the Covid-19 pandemic. As usual, Neighbourhood Action staff were flexible in the response to ever-changing legislation and restrictions, having to ensure that all Covid-19 rules were followed to keep staff and members safe. All staff members agreed to have all Covid-19 immunisation available.

A lot of hard work was done 'behind the scenes' to follow correct procedure and to simultaneously 'return the organisation to normal'. Luckily, we laid the foundations to a closer, more personal contact with all our members and their families during 2020/21, which could then be used in going forward in '21-'22. We now experience a higher level of trust from our members to provide quality services, especially when the circumstances for a lot of our members had changed.

We also noticed an increasing uptake in certain areas of our services, such as referrals, home visiting and access to living aids, shortly after the end of restrictions.

At the beginning of 2021 the office working hours had gone back to normal, all throughout the year the groups still had to be suspended due to staff absences, external agencies' service suspensions or perceived Health & Safety risks. Members were slow to return to the groups, having lost confidence and mobility over the long period of time spent in isolation and having to be careful about going out, using public transport and being in a bigger group setting.

When the third lockdown finished, we staggered the re-opening of the groups:

- 'Friendly Fridays' Memory Loss Support Group: 6 members attended in April '21 rising to 11 members in March '22. The decision to re-open this group first was made in order to return some routine and social contact to the members with memory loss and also to alleviate the pressure on the carers/relatives. Unfortunately, the Access Bus, who had provided the door-to-door transport before lockdown, was not back in service.
- New Farnley Gentle Exercise: 5 members attended in June '21; 11 in March '22
- Farnley Gentle Exercise: 10 members attended in July '21 remaining steady with 11 by March '22
- Farnley Coffee Morning restarted in November '21 with 2 new volunteers and average 6 members weekly.
- Coach Trip: The first Coach trip in 20 months took 42 people and 3 staff members to Southport in September 21 and was very much enjoyed by all.
- The Monthly Minibus trip resumed in November '21 with a pub lunch outing, with 10 members attending each month (except December '21).
- We held 2 events throughout the year- the Digital Drop-In and Jigsaw Sale was attended by 16 people and the Christmas Party, the first in 2 years, was enjoyed by 34.

## **Neighbourhood Action in Farnley, New Farnley & Moor Top** **Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

- The Zoom Quiz group continued to meet almost every Wednesday, with an average of 8 participants taking it in turn to set questions.
- The Digital Inclusion work picked up when staff were able to visit members in their homes or they were able to visit the office, where a weekly Digital Drop-In was held. In total 61 digital issues have been resolved, sometimes each taking more than one session. In May 2021 we conducted a survey to establish how many of our members have access to the internet and in October Neighbourhood Action held specific Drop-In sessions as part of Digital Inclusion Week.
- 211 home visits were carried out throughout the year.
- As well as producing and distributing our own quarterly newsletter, we regularly delivered the monthly Shine magazines to around 50 members for all 12 issues.

As the immediate need dwindled, both the Telephone Support service and the individual Shopping Service were scaled down with the re-opening of the groups, to free staff members' time. These two services had provided a lifeline to all members during lockdown. We still contact many members by phone throughout the working week and arrange shopping if it is deemed necessary.

A decision was made to not re-start the Healthy Eating group in its pre-Covid format, as it relied heavily on very committed volunteers. Zoom Bingo was stopped once members were free and able to go to face-to-face Bingo groups, available throughout the community.

As with our members, the circumstances of many of our older volunteer (28 in total) have changed, wanting to reduce the amount of time they donate, mainly due to age and health concerns. During this year 2 new Volunteers were recruited and one of our Volunteers completed their Emergency First Aid at Work training. One member of staff refreshed their MiDAS (minibus driving) certificate and another completed a course with Trading Standards.

Partnership working continues to be a big part of our work, whether it be with statutory organisations and agencies or small community groups and other Neighbourhood Network Schemes. Many of the meetings have slowly returned into a face-to-face setting, though many remain online on Zoom meetings. We regularly publish information on partner organisation activities if it is in the interest of our members, either on our Facebook Page, on email or in the quarterly newsletter. The Staff Team attended the Neighbourhood Network Skill Sharing Zoom meetings run by Ali Kaye from Leeds Older People's Forum and the Digital Working Group Zoom meetings monthly, as well as attending Zoom workshops, meetings and training sessions with existing partnerships of both statutory and voluntary agencies within our area.

Sadly, 27 members left the service having either passed away or moved out of the area. We gained 36 new Members, of which a third appeared to experience memory loss at that time.

There was no Student Placement this year.

Overall, 2021/22 remained challenging, due to our members' individual situations and needs changing as a direct outcome of having been socially isolated for such a long time. As an Organisation on a whole, we continued to demonstrate our resilience, flexibility and inventiveness, working individually as a Scheme for the older people of our geographical areas, as well as such working in partnership with the citywide provision for older people in Leeds in a time of such crisis.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

The Trustees and Management Committee are very grateful for the contribution the Staff and Volunteers make on a daily basis and for their ongoing commitment in maintaining a quality service to older people, their families and other members of the community, where relevant, especially throughout the Covid-19 pandemic.

**Funders**

We would like to thank all our funders - their contributions allow us to carry on helping older people, including the more vulnerable ones in our communities, to access and receive the support they need. As usual, our main funder is Leeds City Council Adult Social Care. Additionally, in 2021/22 we received or continued with grants from: The Charles Brotherton Foundation, The Windmill Community Transport Trust, The Co-op Local Community Fund, Public Health, LOPF NN Digital Fund, The Allen Lane Foundation, The Sobell Trust, Leeds Outer West Covid Response Fund.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

The charity holds £15,000 in reserve in case of an emergency expense and to cover running costs.

**Section F Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	DL Shipman	E A Braviner
Full name(s)	DIANE LYNN SHIPMAN	ELIZABETH ANN BRAVINER
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	9-12-22	

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**



**CHARITY COMMISSION**  
**FOR ENGLAND AND WALES**

**Independent examiner's report on  
the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Neighbourhood Action In Farnley, New Farnley & Moor Top

**On accounts for the year  
ended**

31<sup>st</sup> March 2022

**Charity no  
(if any)**

1110016

**Set out on pages**

12-13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2022**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

A. Q. Khan

**Date:**

27/12/2022

**Name:**

Abdul Qudeir Khan

**Relevant professional  
qualification(s) or body  
(if any):**

FMAAT  
FCPA

**Address:**

Unit 27, Batley Enterprise Centre  
513 Bradford Road  
Batley  
WF17 8LL

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

Charity Name Neighbourhood Action In Farnley, New Farnley & Moor Top		Charity No	1110016	
Annual accounts for the period				
Period start date	01.04.21	To	Period end date	31.03.22

**Section A Statement of financial activities (including summary income and expenditure account)**

Recommended categories by activity	Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds	Prior year funds (restated)
	£ F01	F02	£ F03	£ F04	£ F05	£ F06
<b>Income (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	63,856	-	5,625	-	69,481	83,255
Charitable activities	-	4,723	-	-	4,723	446
Other trading activities	-	-	-	-	-	-
Investments	-	-	-	-	-	-
Separate material item of income	-	-	-	-	-	-
Other	-	-	-	-	-	232
<b>Total</b>	<b>63,856</b>	<b>4,723</b>	<b>5,625</b>	<b>-</b>	<b>74,204</b>	<b>83,933</b>
<b>Expenditure (Notes 6)</b>						
<b>Expenditure on:</b>						
Raising funds	5,400	-	-	-	5,400	5,655
Charitable activities	57,676	4,124	-	-	61,800	54,782
Separate material expense item	-	-	-	-	-	-
Other	85	-	-	-	85	104
<b>Total</b>	<b>63,161</b>	<b>4,124</b>	<b>-</b>	<b>-</b>	<b>67,285</b>	<b>60,541</b>
<b>Net income/(expenditure) before tax for the reporting period</b>	<b>695</b>	<b>599</b>	<b>5,625</b>	<b>-</b>	<b>6,919</b>	<b>23,392</b>
Tax payable					-	
<b>Net income/(expenditure) after tax before investment gains/(losses)</b>	<b>695</b>	<b>599</b>	<b>5,625</b>	<b>-</b>	<b>6,919</b>	<b>23,392</b>
Net gains/(losses) on investments					-	
<b>Net income/(expenditure)</b>	<b>695</b>	<b>599</b>	<b>5,625</b>	<b>-</b>	<b>6,919</b>	<b>23,392</b>
<b>Extraordinary items</b>					-	
<b>Transfers between funds</b>					-	
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use					-	
Other gains/(losses)					-	
<b>Net movement in funds</b>	<b>695</b>	<b>599</b>	<b>5,625</b>	<b>-</b>	<b>6,919</b>	<b>23,392</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	31,310	12,991	15,596	-	59,897	36,505
<b>Total funds carried forward</b>	<b>32,005</b>	<b>13,590</b>	<b>21,221</b>	<b>-</b>	<b>66,816</b>	<b>59,897</b>

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

Charity Name Neighbourhood Action In Farnley New Farnley & Moor Top	Charity No 1110016
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**Section B Balance sheet**

	Unrestricted funds £ F01	Unrestricted designated £ F02	Restricted income funds £ F03	Endowment funds £ F04	Total this year £ F05	Total last year (restated) £ F06
<b>Fixed assets</b>						
Intangible assets (Note 15)					-	-
Tangible assets (Note 14)	-				-	-
Heritage assets (Note 16)					-	-
Investments (Note 17)					-	-
<b>Total fixed assets</b>	-		-	-	-	-
<b>Current assets</b>						
Stocks (Note 18)	-				-	-
Debtors (Note 19)	-				-	-
Investments (Note 17.4)					-	-
Cash at bank and in hand (Note 24)	33,569	13,590	21,221		68,380	60,297
<b>Total current assets</b>	33,569	13,590	21,221	-	68,380	60,297
<b>Creditors: amounts falling due within one year (Note 20)</b>	1,564				1,564	400
<b>Net current assets/(liabilities)</b>	32,005	13,590	21,221	-	66,816	59,897
<b>Total assets less current liabilities</b>	32,005	13,590	21,221	-	66,816	59,897
<b>Creditors: amounts falling due after one year (Note 20)</b>	-				-	-
<b>Provisions for liabilities</b>	-		-	-	-	-
<b>Total net assets or liabilities</b>	32,005	13,590	21,221	-	66,816	59,897
<b>Funds of the Charity</b>						
Endowment funds (Note 27)					-	-
Restricted income funds (Note 27)		-	21,221		21,221	15,596
Unrestricted funds	32,005			-	32,005	31,310
Unrestricted designated		13,590			13,590	12,991
Revaluation reserve					-	-
<b>Total funds</b>	32,005	13,590	21,221	-	66,816	59,897

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
<i>E. Braviner</i>	ELIZABETH	
	ANN BRAVINER	9-12-22



## Neighbourhood Action in Farnley, New Farnley & Moor Top Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022

Note 6

Expenditure							Prior year (restated)
Analysis of expenditure		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds £	£
<b>Expenditure on raising funds:</b>	Incurring seeking donations	-				-	-
	Incurring seeking legacies					-	
	Rent collection, property repairs and maintenance charges	5,400				5,400	5,655
						-	
<b>Total expenditure on raising funds</b>	<b>5,400</b>			-	-	<b>5,400</b>	<b>5,655</b>
<b>Expenditure on charitable activities</b>	Accountancy fees	475				475	-
	Activities expenses		1,154			1,154	1,803
	Annual return	100				100	-
	Bank charges	96				96	-
	Christmas expenses	150				150	-
	DBS checks	29				29	-
	Employment costs	59				59	246
	Entertainment costs	40				40	-
	Equipment expensed	176				176	411
	Events	56				56	-
	Exercise sessions			2,835		2,835	-
	Fire protection services	124				124	-
	Friendly friday			135		135	-
	Hall hire	811				811	-
	Independent examination	250				250	400
	Insurance	757				757	726
	Light and heat	1,318				1,318	1,211
	Mileage expenses	104				104	-
	Minibus costs	245				245	-
	Office expenses	276				276	71
	Payroll costs	614				614	513
	Printing, postage & stationery	1,858				1,858	1,313
	Subscriptions	258				258	-
	Subsistence	39				39	-
	Telephone & Internet	1,644				1,644	1,250
	Staff training	77				77	99
	Staff travel	776				776	222
	Ukraine donation	50				50	-
	Voluntary Action Leeds membership fees	35				35	-
	Volunteers expenses	153				153	348
	Wages	46,955				46,955	46,169
	Water	151				151	-
<b>Total expenditure on charitable activities</b>	<b>57,676</b>	<b>4,124</b>	-	-	<b>61,800</b>	<b>54,782</b>	
<b>Other</b>	Sundry	85				85	104
	<b>Total other expenditure</b>	<b>85</b>	-	-	-	<b>85</b>	<b>104</b>
<b>TOTAL EXPENDITURE</b>	<b>63,161</b>	<b>4,124</b>	-	-	<b>67,285</b>	<b>60,541</b>	

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
**Income and Expenditure Accounts for the year ended 31<sup>st</sup> March 2022**

Note 10		Details of certain types of expenditure			
Note 10.1 Fees for examination of the accounts					
<i>Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).</i>					
				<b>This year</b>	<b>Last year</b>
				<b>£</b>	<b>£</b>
Independent examiner's fees				250	400
Assurance services other than independent examination					
Tax advisory fees					
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner					

**Note 20**                      **Creditors and accruals**

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable				
Bank loans and overdrafts				
Trade creditors				
Payments received on account for contracts or performance-related grants				
Accruals and deferred income	1,564	400	-	-
Taxation and social security	-	-		
Other creditors	-	-		
<b>Total</b>	<b>1,564</b>	<b>400</b>	<b>-</b>	<b>-</b>

**Note 24**    **Cash at bank and in hand**

	This year £	Last year £
Short term cash investments (less than 3 months maturity date)	-	-
Bank savings account	26,301	21,301
Bank current account	41,898	38,925
Cash in hand	181	71
<b>Total</b>	<b>68,380</b>	<b>60,297</b>

**NEIGHBOURHOOD ACTION IN FARNLEY NEW FARNLEY AND MOOR TOP**

England & Wales - Charity number 1110016

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# Accounts

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**REGISTERED CHARITY  
NUMBER 1110016**

**NEIGHBOURHOOD ACTION IN FARNLEY,  
NEW FARNLEY & MOOR TOP**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
NEIGHBOURHOOD ACTION IN FARNLEY, NEW FARNLEY &  
MOOR TOP**

I report to the trustees on my examination of the accounts of Neighbourhood Action In Farnley, New Farnley & Moor Top ('Neighbourhood Action') for the year ended 31 March 2021, which are set out on pages 7 to 15.

**Responsibilities and basis of report**

As the charity's 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 carried out under section 145 of the 2011 Act and 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

R. Jackson,  
Accountant,  
18 Plane Tree Croft,  
Leeds LS17 8UQ.

2021

**NEIGHBOURHOOD ACTION IN FARNLEY,  
NEW FARNLEY & MOOR TOP**

**Page 2**

**TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021**

**Reference and administrative information**

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

**Trustees:**

Ann Braviner  
Diane Shipman - Chair  
Pauline Moore

**Principal staff:**

Manager - Karen Buckland

**Charity number:**

1110016

**Registered and principal address:**

307 Lower Wortley Road  
Leeds  
LS12 4QA

**Accountant and Independent Examiner**

Rod Jackson,  
18 Plane Tree Croft,  
Leeds,  
LS17 8UQ

**Bankers:**

CAF Bank,  
25 Kings Hill Avenue,  
Kings Hill,  
West Malling,  
Kent, ME19 4JQ

**TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

**Structure, governance and management**

Neighbourhood Action registered as a charity on 15 June 2005.

In accordance with its constitution the charity is managed by the trustees and the management committee, who are elected by the Neighbourhood Action members at the AGM.

The day to day running of the organisation is overseen by the Manager, Karen Buckland.

**Method of recruitment and appointment of trustees**

Potential trustees meet with the Chair and the Manager before being invited to observe a committee meeting.

New trustees are appointed when required and to broaden the base of experience and skills available within the committee.

On appointment all new trustees will receive any required training and an induction pack containing: publicity leaflet; the latest annual accounts and annual review; minutes of the latest committee meeting; details of all committee members and staff; relevant Charity Commission publications; and a copy of our Equality and Diversity policy.

**Objectives and Activities**

Neighbourhood Action is a local charity working with and for older people over the age of 60 in the communities of Farnley, New Farnley & Moor Top. It is one of the 37 independent Neighbourhood Network Schemes in Leeds, initially set up with funding from Leeds City Council and the NHS in 2003.

Our main aims are:

- to support and empower people to be able to remain independently in their own homes and communities for longer
- to provide services which promote a healthy and active lifestyle
- to combat social isolation
- to give a voice to older people's needs and the opportunity for them to exercise their choice and control

Neighbourhood Action runs a wide range of activities and services, which include the following: telephone support, home visits and referrals, signposting, volunteering, a memory loss support group, a befriending service, various exercise classes, a healthy eating group, monthly shopping trips, minibus outings and coach trips, pub lunches, events, a quarterly newsletter, a weekly coffee morning and partnership working with many of the voluntary, community and statutory organisations who provide services for older people in this area. Membership to Neighbourhood Action is free and each member (or household) receives the quarterly newsletter. There is an option to pay a voluntary subscription fee, which entitles the member to reductions on regular groups and outings.

Obviously, a majority of these activities had to be suspended for most of the year during the Covid-19 pandemic lockdowns.

**TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

**Achievements and Performance**

The areas covered by Neighbourhood Action are part urban, which includes a nationally recognised Super Output (deprived) area, and many rural and wide-spread locations with a mixture of social and private housing. 10% of our members live in the Super Output Area.

There are 536 older people on our database to date, of which a third are active members and regular attendees of our activities. We also provide indirect support to their families, carers and friends.

2020/21 brought challenges that were unprecedented. From one week to the next all our group activities, outings and home visits had to be suspended indefinitely and different work practices established. Flexibility and resilience are strong characteristics of the Neighbourhood Network Schemes and our Organisation's Manager Karen Buckland, together with the Management Committee, reacted quickly and decisively. It was decided that our office would stay open as a Covid-safe workplace, manned by 2 members of staff during the first lockdown to provide consistent support to our Members, 160 of whom were shielding. The option of home-working was given to staff, which the other Team Member took up, returning to the office in August 2020.

A telephone support system was quickly established and Deborah Williamson, not long into her role as Community Activity Coordinator, made between 70 and 100 phone calls per week meaning that each Member got at least one phone call every 5-6 weeks. Some of the phone calls got increasingly complex as lockdown progressed and general mental health deteriorated. We also had to deal with more Referrals and community issues during this time, as an outcome of the increased contact. Generally speaking, these phone calls were a life line for many Members and created a new bond between the members and the Staff Team of Neighbourhood Action, which is of great benefit going forward.

A shopping service was added concurrently to provide at least 10 members without a support network a weekly shop of essential items until the end of July, when lockdown restrictions were eased. The service was continued until the beginning of September for a couple of the more vulnerable Members.

As most of our 29 Volunteers were directly affected by the restrictions due to age and health concerns, only a few continued to be involved, mainly with the delivery of shopping and, in time, with the Friendly Friday Memory Loss Support group. During this year 2 new Volunteers were recruited and 3 of our Volunteers completed their Food Hygiene Level 2 training online.

In September 2020 three of our face-to-face groups restarted and ran until the end of October:  
9 Members attended the Farnley Gentle Exercise Group for 4 sessions;  
6 attended New Farnley Gentle Exercise for 6 sessions at a different location due to unavailability of the usual venue;  
6 Members regularly attended our Friendly Fridays Memory Loss Support group for 8 sessions.  
This group reconvened after the November Lockdown twice more before Christmas and provided a much needed respite for some of the Carers of the service users.

Covid-safe doorstep and home visits restarted to the more vulnerable and isolated members after the first lockdown, though halted again at the end of November- in total 187 throughout the year, not including the shopping services.

Many members made use of the book and jigsaw exchange we ran from the office, either in person or via home delivery.

**TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

Another area which vastly improved during this period, was the Digital Inclusion, alongside it being flagged up on a national level, that older people faced being excluded from many areas of society due to not being 'digitally literate' enough to access services such as online shopping, video conferencing, contactless payments, booking appointments through apps etc. In May 2020 we started a weekly Zoom Quiz Group, combining learning with fun. An average of 8 members participated up to the end of the year, when we added a weekly Zoom Bingo session, which also has 8 regular participants. At the same time we updated our records to include 'digital' information and subsequently developed this into one-to-one work with Members using the 100% Digital Leeds iPads and 2 gifted tablets. We currently use an iPad to help members fill in online forms, from Organisations such as Leeds Homes, Leeds City Council, 2021 Census, DWP, etc, during home visits.

Due to the pandemic, all partnership working took place online, whether through Zoom meetings or dissemination of information on partner organisation activities. We regularly emailed or put information on our Facebook page for Your Back Yard Zoom activities, Yorkshire Cricket Foundation Sporting Memories, West Yorkshire Trading Standards 'SAFER' scheme about scams and more recently West Yorkshire Playhouse activities and events. The Staff Team attended the Neighbourhood Network Skill Sharing Zoom meetings run by Ali Kaye from Leeds Older People's Forum and the Digital Working Group Zoom meetings monthly, as well as attending Zoom workshops, meetings and training sessions with existing partnerships of both statutory and voluntary agencies within our area.

Neighbourhood Action is an active part of the Community Care Hub in West Leeds run by Armley Helping Hands.

As well as producing and distributing our own quarterly newsletter, we regularly delivered the monthly Time To Shine magazines to around 50 members for all 6 issues.

Sadly, 60 members left the service having either passed away or moved out of the area. We gained 31 new Members, with many self-referrals, including those experiencing a crisis.

There was no Student Placement this year.

Overall, 2020/21 was challenging yet extremely successful in a way where we, as an Organisation on a whole, could demonstrate our resilience, flexibility and inventiveness, working individually as a Scheme for the older people of our geographical areas, as well as such working in partnership with the citywide provision for older people in Leeds in a time of such crisis.

The Trustees and Management Committee could not have foreseen the difficulties 2020/21 would bring and are aware of the stamina and flexibility the Members of Staff have mustered to support all the older Members of Neighbourhood Action. The Trustees and Management Committee are very grateful for the contribution the Staff and Volunteers make on a daily basis and for their ongoing commitment in maintaining a quality service to older people, their families and other members of the community, where relevant, especially throughout the Covid-19 pandemic.

**Funders**

We would like to thank all our funders - their contributions allow us to carry on helping older people, including the more vulnerable ones in our communities, to access and receive the support they need. As usual, our main funder is Leeds City Council Adult Social Care. Additionally, in 2020/21 we received grants from: The Co-op Community Fund, Outer West Community Fund for Digital Inclusion (Cllr. Ann Forsaith), The Sobell Foundation, The Allen Lane Foundation, and The Charles Brotherton Trust.

**TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

**Financial review**

The attached accounts show the financial status at year end 31 March 2021. The trustees are pleased to report that income from all funding streams is expected to be expended in accordance with the terms of the respective funders.

**Reserves policy**

The trustees and management committee have agreed a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserves) should be the equivalent of at least three months running costs including staffing, office rent, activities and all relevant expenditure occurring during the dissolution of the project.

This minimum amount is recalculated on a yearly basis and currently stands at £15,000.

**Statement of trustees' responsibilities**

Charity Law requires the trustees to:

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

Trustees are further required to:

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

Signed on behalf of the trustees:

Signed..... (Trustee)

Name.....

Date..... 2021

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31st MARCH 2021**

**Income and Expenditure Account**

	<b>Note</b>	<b>Unrestricted funds £</b>	<b>Restricted funds (as per note 7) £</b>	<b>Total funds £</b>	<b>Prior period total funds £</b>
<b>Income and endowments from:</b>					
Donations and legacies	2	695	3,130	3,825	1,828
Charitable activities	2	63,354	16,162	79,516	71,164
Other trading activities	2	360	-	360	846
Other	2	232	-	232	133
<b>Total</b>		<b>64,641</b>	<b>19,292</b>	<b>83,933</b>	<b>73,971</b>
<b>Expenditure on:</b>					
Raising funds	3	824	-	824	4,071
Charitable activities	3	53,994	5,723	59,717	69,342
<b>Total</b>		<b>54,818</b>	<b>5,723</b>	<b>60,541</b>	<b>73,413</b>
<b>Net income (expenditure)</b>		<b>9,823</b>	<b>13,569</b>	<b>23,392</b>	<b>558</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>9,823</b>	<b>13,569</b>	<b>23,392</b>	<b>558</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		34,478	2,027	36,505	35,947
<b>Total funds carried forward</b>		<b>44,301</b>	<b>15,596</b>	<b>59,897</b>	<b>36,505</b>
<b>Comprises:</b>					
<b>Unrestricted general funds</b>		<b>31,310</b>			
<b>Unrestricted designated funds</b>	8	<b>12,991</b>			
		<b>44,301</b>			

**NEIGHBOURHOOD ACTION IN FARNLEY,  
NEW FARNLEY & MOOR TOP**

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**BALANCE SHEET AS AT 31st MARCH 2021**

	Note	2021 £	2020 £
<b>Current assets:</b>			
Bank savings accounts	21,301	21,070	
Bank current account	38,925	15,756	
Cash in hand	71	129	
	<u>60,297</u>	<u>36,955</u>	
<b>Liabilities:</b>			
<b>Creditors: Amounts falling due within one year</b>			
Accruals	<u>(400)</u>	<u>(450)</u>	
<b>Net current assets</b>		59,897	36,505
<b>Total net assets</b>		<u>59,897</u>	<u>36,505</u>
<b>The funds of the charity:</b>			
Restricted income funds	7	15,596	2,027
Unrestricted funds (page 7)		44,301	34,478
<b>Total charity funds</b>		<u>59,897</u>	<u>36,505</u>

Approved by the trustees on

2021 and signed on their behalf by:

Signed..... (Trustee)

Name.....

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31st MARCH 2021**

	Note	2021 £	2020 £
<b>Cash generated from operating activities</b>	10	23,342	568
<b>Cash flows from investing activities</b>		-	-
<b>Cash used in financing activities</b>		-	-
Increase (decrease) in cash and cash equivalents in the year		<hr/> 23,342	<hr/> 568
Cash and cash equivalents at the beginning of the year		<hr/> 36,955	<hr/> 36,387
<b>Total cash and cash equivalents at the end of the year</b>		<hr/> 60,297	<hr/> 36,955

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31st MARCH 2021**

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**1. ACCOUNTING POLICIES**

The accounts 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) and in accordance with applicable charity law. The particular accounting policies adopted are described below:

- The accounts are prepared under the historical cost convention
- Income and expenditure is accounted for under the accruals basis.

The trustees consider that the charity is a going concern.

<b>2. INCOMING RESOURCES</b>	<b>Unrestricted General £</b>	<b>Unrestricted Designated £</b>	<b>Restricted £</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Donations and legacies:</b>					
Donations and sundry income	520	-		520	1,108
Charles Brotherton Trust	175	-	-	175	150
The Sobell Foundation			2,000	2,000	
Coop Local Community Fund	-	-	1,130	1,130	10
Leeds City Council – International Day of Older People	-	-	-	-	180
National Citizenship Service	-	-	-	-	380
	<hr/> 695	<hr/> -	<hr/> 3,130	<hr/> 3,825	<hr/> 1,828
<b>Summary unrestricted:</b>					
Unrestricted general	695				
Unrestricted designated	-				
Total unrestricted	<hr/> 695				

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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<b>2. INCOMING RESOURCES ( ctd.)</b>	<b>Unrestricted General £</b>	<b>Unrestricted Designated</b>	<b>Restricted £</b>	<b>2021</b>	<b>2020 £</b>
<b>Charitable activities:</b>					
Leeds City Council - Adult Social Care	62,908	-	-	62,908	62,908
Leeds City Council - Covid Response Grant	-	-	12,162	12,162	-
Leeds City Council – Outer West Community Fund for Digital Inclusion	-	-	1,000	1,000	-
Allen Lane Foundation	-	-	3,000	3,000	-
Leeds City Council MICE – Xmas Party	-	-	-	-	250
Windmill Community Transport Fund	-	-	-	-	700
Income from participators in activities:					
Contributions to coach trips	-	-	-	-	530
Gentle exercise sessions	-	217	-	217	2,281
Coffee mornings	-	-	-	-	787
Minibus takings	-	-	-	-	892
Pilates	-	-	-	-	16
Slim Club (Eat Well, Be Well)	-	-	-	-	1,507
Friendly Friday	-	229	-	229	1,293
	<u>62,908</u>	<u>446</u>	<u>16,162</u>	<u>79,516</u>	<u>71,164</u>
<b>Summary unrestricted:</b>					
Unrestricted general	62,908				
Unrestricted designated	446				
Total unrestricted	<u>63,354</u>				
<b>Other primary purpose trading:</b>					
Fundraising activities	-	-	-	-	395
Membership	360	-	-	360	451
	<u>360</u>	<u>-</u>	<u>-</u>	<u>360</u>	<u>846</u>
<b>Other income:</b>					
Bank interest	-	232	-	232	133
	<u>-</u>	<u>232</u>	<u>-</u>	<u>232</u>	<u>133</u>

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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<b>3. EXPENDITURE</b>	<b>Unrestricted General</b>	<b>Unrestricted Designated</b>	<b>Restricted</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Raising funds:</b>					
Wages	824	-	-	824	3,963
Fundraising activities and events	-	-	-	-	108
	<u>824</u>	<u>-</u>	<u>-</u>	<u>824</u>	<u>4,071</u>
<b>Charitable expenditure:</b>					
Wages and employer pension contributions	40,381	-	4,964	45,345	40,326
Payroll administration costs	513	-	-	513	493
Staff training	99	-	-	99	134
Staff travel	222	-	-	222	262
Sundry employment costs	246	-	-	246	276
Volunteers expenses	327	21	-	348	572
Office rent	5,400	-	-	5,400	5,400
Utilities	1,211	-	-	1,211	1,021
Office expenses	71	-	-	71	627
Insurance	726	-	-	726	1,033
Telephone and internet	1,207	-	43	1,250	2,120
Repairs and maintenance	255	-	-	255	780
Postage	408	-	4	412	610
Printing, stationery and computer ink	901	-	-	901	855
Office maintenance and equipment	411	-	-	411	315
Sundry expenses	104	-	-	104	80
Independent examiner's fees					
- for independent examination	400	-	-	400	450
Trusthouse Charitable Foundation – Unspent grant returned	-	-	-	-	3,961
Activity expenses – ( please see note 4 for breakdown)	207	884	712	1,803	10,027
	<u>53,089</u>	<u>905</u>	<u>5,723</u>	<u>59,717</u>	<u>69,342</u>
<b>Summary unrestricted:</b>					
Unrestricted general	53,089				
Unrestricted designated	905				
Total unrestricted	<u>53,994</u>				

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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4	ACTIVITY EXPENSES	Unrestricted General £	Unrestricted Designated £	Restricted £	2021 £	2020 £
	Coffee mornings – hall hire and sundry	100	-	-	100	591
	Gentle exercise sessions	-	636	-	636	2,834
	Trusthouse Charitable Foundation	-	-	-		50
	Friendly Friday	-	148	712	860	2,839
	Slim Club (Eat Well, Be Well) costs	-	100	-	100	1,286
	Pilates	-	-	-	-	100
	Trips	-	-	-	-	440
	Greggs Foundation	-	-	-	-	-
	Refreshments	-	-	-	-	21
	Xmas Party	-	-	-	-	250
	International Day of Older People Event	-	-	-	-	180
	Minibus costs	-	-	-	-	1,178
	Miscellaneous expenses	107	-	-	107	258
	Totals, please see note 3	207	884	712	1,803	10,027

**5. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	44,824	43,178
Social security costs	-	-
Pension contributions	1,345	1,111
	46,169	44,289

No employee received emoluments in excess of £60,000 p.a.

The average number of employees, all of whom were engaged on charitable activities, was 3 (2020 - 3).

No trustee received remuneration from the charity, or any related entity, during this or the previous year.

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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**6. TAXATION**

As a registered charity, the income of the association is exempt from taxation.

<b>7. RESTRICTED INCOME FUNDS</b>	<b>At 31.3.20</b>	<b>Transfers</b>	<b>Incoming Resources</b>	<b>Expenditure</b>	<b>At 31.3.21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Farnley Friendly Faces: Charles Hayward Foundation and LCF "Time to Shine"	1,327	-	-	-	1,327
Windmill Community Transport Fund	700	-	-	-	700
Leeds City Council – Covid Response Grant	-	-	12,162	3,510	8,652
Friendly Friday	-	-	5,000	1,797	3,203
– Allen Lane Foundation £3000					
– Sobell Foundation £2000					
Digital Inclusion	-	-	2,130	416	1,714
Totals, page 7	2,027	-	19,292	5,723	15,596

<b>8. UNRESTRICTED DESIGNATED FUNDS</b>	<b>At 31.3.20</b>	<b>Transfers from (to) general Unrestricted</b>	<b>Incoming resources</b>	<b>Expenditure</b>	<b>At 31.3.21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Eat Well Be Well	357	-	-	110	247
Friendly Friday	-	-	229	159	70
Minibus fund	12,442	-	232	-	12,674
Gentle Exercise	214	205	217	636	-
Total page 7	13,013	205	678	905	12,991

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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**9. ACCUMULATED SURPLUS**

A surplus has accumulated as at 31 March 2021. The trustees will take steps to ensure that the surplus funds will soon be expended in accordance with the terms of the funding.

<b>10. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Net movement in funds (page 7)	23,392	558
Increase (decrease) in creditors	(50)	10
<b>Net cash generated from operating activities</b>	<b>23,342</b>	<b>568</b>