

**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**

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## **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.

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## **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<br/>funds<br/>£</b> | <b>Restricted<br/>funds (as<br/>per note 7)<br/>£</b> | <b>Total<br/>funds<br/>£</b> | <b>Prior period<br/>total funds<br/>£</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>                  |             |                                     |   |                              |   |
| Unrestricted general funds         |             | 31,310                              |   |                              |   |
| Unrestricted designated funds      | 8           | 12,991                              |   |                              |   |
|                                    |             | <b>44,301</b>                       |   |                              |   |



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## BALANCE SHEET AS AT 31st MARCH 2021

|   | Note | 2021<br>£     | 2020<br>£     |
|---|------|---------------|---------------|
| <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.....

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31st MARCH 2021**

|   | <b>Note</b> | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|---|-------------|-------------------|-------------------|
| <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  
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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.

**2. INCOMING RESOURCES**

|   | Unrestricted<br>General<br>£ | Unrestricted<br>Designated<br>£ | Restricted<br>£ | 2021<br>£ | 2020<br>£ |
|---|------------------------------|---------------------------------|-----------------|-----------|-----------|
| <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<br>Day of Older People | -                            | -                               | -               | -         | 180       |
| National Citizenship Service                              | -                            | -                               | -               | -         | 380       |
|   | 695                          | -                               | 3,130           | 3,825     | 1,828     |
| <b>Summary unrestricted:</b>                              |                              |                                 |                 |           |           |
| Unrestricted general                                      | 695                          |                                 |                 |           |           |
| Unrestricted designated                                   | -                            |                                 |                 |           |           |
| Total unrestricted  | 695                          |                                 |                 |           |           |

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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| <b>2. INCOMING RESOURCES ( ctd.)</b>                                 | <b>Unrestricted<br/>General<br/>£</b> | <b>Unrestricted<br/>Designated</b> | <b>Restricted<br/>£</b> | <b>2021</b> | <b>2020<br/>£</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               |
| <br>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             |
|  | 62,908                                | 446                                | 16,162                  | 79,516      | 71,164            |
| <b>Summary unrestricted:</b>   |                                       |                                    |                         |             |                   |
| Unrestricted general   | 62,908                                |                                    |                         |             |                   |
| Unrestricted designated  | 446                                   |                                    |                         |             |                   |
| Total unrestricted   | 63,354                                |                                    |                         |             |                   |
| <br><b>Other primary purpose trading:</b>                            |                                       |                                    |                         |             |                   |
| Fundraising activities   | -                                     | -                                  | -                       | -           | 395               |
| Membership   | 360                                   | -                                  | -                       | 360         | 451               |
|  | 360                                   | -                                  | -                       | 360         | 846               |
| <br><b>Other income:</b>   |                                       |                                    |                         |             |                   |
| Bank interest  | -                                     | 232                                | -                       | 232         | 133               |
|  | -                                     | 232                                | -                       | 232         | 133               |

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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| <b>3. EXPENDITURE</b>                                     | <b>Unrestricted<br/>General</b> | <b>Unrestricted<br/>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         |
|   | 824                             | -                                  | -                 | 824         | 4,071       |
| <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      |
|   | 53,089                          | 905                                | 5,723             | 59,717      | 69,342      |
| <b>Summary unrestricted:</b>                              |                                 |                                    |                   |             |             |
| Unrestricted general                                      | 53,089                          |                                    |                   |             |             |
| Unrestricted designated                                   | 905                             |                                    |                   |             |             |
| Total unrestricted  | 53,994                          |                                    |                   |             |             |

**NEIGHBOURHOOD ACTION IN FARNLEY,  
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| <b>4</b> | <b>ACTIVITY EXPENSES</b>                | <b>Unrestricted<br/>General<br/>£</b> | <b>Unrestricted<br/>Designated<br/>£</b> | <b>Restricted<br/>£</b> | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|----------|---|---------------------------------------|--|-------------------------|-------------------|-------------------|
|          | 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**

|                       | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|-----------------------|-------------------|-------------------|
| Wages and salaries    | 44,824            | 43,178            |
| Social security costs | -                 | -                 |
| Pension contributions | 1,345             | 1,111             |
|                       | <u>46,169</u>     | <u>44,289</u>     |

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<br/>31.3.20<br/>£</b> | <b>Transfers<br/>£</b> | <b>Incoming<br/>Resources<br/>£</b> | <b>Expenditure<br/>£</b> | <b>At<br/>31.3.21<br/>£</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<br/>31.3.20<br/>£</b> | <b>Transfers from<br/>(to) general<br/>Unrestricted<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Expenditure<br/>£</b> | <b>At<br/>31.3.21</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,  
NEW FARNLEY & MOOR TOP  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31st MARCH 2021**

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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<br/>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>  |