

**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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**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	2021		31 <sup>st</sup>	March 2022

**Section A Reference and administration details**

**Charity name**

Neighbourhood Action In Farnley, New Farnley & Moor Top

**Other names charity is known by**

**Registered charity number (if any)**

1110016

**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

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**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)	<p>Potential Trustees meet with the Chair and the Manager before being invited to observe a Committee Meeting.</p> <p>New Trustees are appointed when required and to broaden the base of experience and skills available within the Committee.</p> <p>On appointment all new Trustees will receive any required training and an induction pack containing:</p> <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

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.
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.
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.

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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)**

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.

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**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.

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- 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.



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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	EA Braviner
Full name(s)	DIANE LYNN SHIPMAN	ELIZABETH ANN BRAVINER
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	9.12.22	

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**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.

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**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

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Charity Name		Charity No	1110016		
Neighbourhood Action In Farnley, New Farnley & Moor Top					
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 £ F01	Unrestricted designated F02	Restricted income funds £ F03	Endowment funds £ F04	Total funds £ F05	Prior year funds (restated) £ F06
<b>Income (Note 3)</b>						
Income and endowments from:						
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>						
Expenditure on:						
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**  
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Charity Name Neighbourhood Action In Farnley New Farnley & Moor Top	Charity No 1110016

**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
ED Brawner	ELIZABETH	
	ANN BRAVNER	9-12-22

**Neighbourhood Action in Farnley, New Farnley & Moor Top**  
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**Section C                      Notes to the accounts                      (cont)**

**Note 3**

**Income**

Analysis of income		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds	Prior year
						£	£
<b>Donations and legacies:</b>	Donations and gifts	322				322	520
	Gift Aid					-	
	Legacies					-	
	General grants provided by government/other charities	62,867		5,625		68,492	82,375
	Membership subscriptions and sponsorships which are in substance donations	667				667	360
	Donated goods, facilities and services					-	
	Other					-	
<b>Total</b>		<b>63,856</b>		<b>5,625</b>	<b>-</b>	<b>69,481</b>	<b>83,255</b>
<b>Charitable activities:</b>	Coffe Morning	-	98			98	
	Farnley gentle exercise	-	918			918	217
	Friendly Friday	-	1,560			1,560	229
	Fundraising/events	-	427			427	
	Minibus	-	136			136	
	New Farnley gentle exercise	-	1,154			1,154	
	Trips	-	430			430	
<b>Total</b>		<b>-</b>	<b>4,723</b>	<b>-</b>	<b>-</b>	<b>4,723</b>	<b>446</b>
<b>Other:</b>	Bank interest					-	232
	<b>Total</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>232</b>
<b>TOTAL INCOME</b>		<b>63,856</b>	<b>4,723</b>	<b>5,625</b>	<b>-</b>	<b>74,204</b>	<b>83,933</b>

# 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

Analysis of expenditure		Unrestricted funds	Unrestricted designated	Restricted income funds	Endowment funds	Total funds £	Prior year (restated) £
Expenditure on raising funds:	Incurred seeking donations	-				-	-
	Incurred 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>-</b>	<b>-</b>	<b>5,400</b>	<b>5,655</b>
Expenditure on charitable activities	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>-</b>	<b>-</b>	<b>61,800</b>	<b>54,782</b>
Other	Sundry	85				85	104
	<b>Total other expenditure</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85</b>	<b>104</b>
<b>TOTAL EXPENDITURE</b>		<b>63,161</b>	<b>4,124</b>	<b>-</b>	<b>-</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>
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**

	<b>This year £</b>	<b>Last year £</b>
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>