

Neighbourhood Action in Farnley, New Farnley & Moor Top
Income and Expenditure Accounts for the year ended 31st 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
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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

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| Trustees' Annual Report for the period | | | | | | |
|--|-------------------|-------|------|----|------------------|------------|
| From | Period start date | | | To | Period end date | |
| | 1 st | April | 2022 | | 31 st | March 2023 |

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 |
| 2 | Diane Shipman |
| 3 | Christine Towler |

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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) | <p>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:</p> <ul style="list-style-type: none"> 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

The objects of the charity are

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.
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.
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.

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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 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.

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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 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 29th 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.

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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.

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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

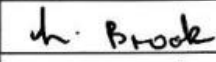

Brief statement of the charity's policy on reserves

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) |  |  |
| Full name(s) | LYNNE BROOK | CHRISTINE TOWLER. |
| Position (eg Secretary, Chair, etc) | SECRETARY | TRUSTEE |
| Date | 19/9/23. | 19/9/23 |

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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**

31st 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.

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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:

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

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| | | | | | | |
|--|----------|--|------------|-----------------|----------|--|
| 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 £ F01 | Unrestricted designated F02 | Restricted income funds £ F03 | Endowment funds £ F04 | Total funds £ F05 | Prior year funds (restated) £ F06 |
|--|--------------------------------|--------------------------------|-------------------------------------|-----------------------------|-------------------------|---|
| Income (Note 3) | | | | | | |
| Income and endowments from: | | | | | | |
| 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 | - |
| Total | 63,571 | 2,642 | - | - | 66,213 | 74,204 |
| Expenditure (Notes 6) | | | | | | |
| Expenditure on: | | | | | | |
| 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 |
| Total | 68,219 | 4,712 | 1,419 | - | 74,350 | 67,286 |
| Net income/(expenditure) before tax for the reporting period | - 4,649 | - 2,069 | - 1,419 | - | - 8,137 | 6,918 |
| Tax payable | | | | | - | |
| Net income/(expenditure) after tax before investment gains/(losses) | - 4,649 | - 2,069 | - 1,419 | - | - 8,137 | 6,918 |
| Net gains/(losses) on investments | | | | | - | |
| Net income/(expenditure) | - 4,649 | - 2,069 | - 1,419 | - | - 8,137 | 6,918 |
| Extraordinary items | | | | | - | |
| Transfers between funds | | | | | - | |
| Other recognised gains/(losses): | | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | | | | | - | |
| Other gains/(losses) | | | | | - | |
| Net movement in funds | - 4,649 | - 2,069 | - 1,419 | - | - 8,137 | 6,918 |
| Reconciliation of funds: | | | | | | |
| Total funds brought forward | 32,078 | 13,590 | 21,221 | | 66,889 | 59,971 |
| Total funds carried forward | 27,429 | 11,521 | 19,802 | - | 58,752 | 66,889 |

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| | |
|---|-----------------------|
| 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 |
|---|--|--------------------------------|-------------------------------------|-------------------------------------|-----------------------------|-----------------------------|---|
| Fixed assets | | | | | | | |
| Intangible assets (Note 15) | | | | | | - | - |
| Tangible assets (Note 14) | | - | | | | - | - |
| Heritage assets (Note 16) | | | | | | - | - |
| Investments (Note 17) | | | | | | - | - |
| Total fixed assets | | - | | - | - | - | - |
| Current assets | | | | | | | |
| 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 |
| Total current assets | | 29,143 | 11,521 | 19,802 | - | 60,466 | 68,453 |
| Creditors: amounts falling due within one year (Note 20) | | 1,714 | | | | 1,714 | 1,564 |
| Net current assets/(liabilities) | | 27,429 | 11,521 | 19,802 | - | 58,752 | 66,889 |
| Total assets less current liabilities | | 27,429 | 11,521 | 19,802 | - | 58,752 | 66,889 |
| Creditors: amounts falling due after one year (Note 20) | | - | | | | - | - |
| Provisions for liabilities | | - | | - | - | - | - |
| Total net assets or liabilities | | 27,429 | 11,521 | 19,802 | - | 58,752 | 66,889 |
| Funds of the Charity | | | | | | | |
| 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 | | | | | | - | - |
| Total funds | | 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>[Signature]</i> | CHRISTINE TOWSE | 19/9/23 |

LB
Secretary

Gr
Trustee

19/9/23

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 |
|---|--|--------------------|-------------------------|-------------------------|-----------------|---------------|---------------|
| | | | | | | £ | £ |
| Donations and legacies: | Donations and gifts | 990 | | | | 990 | 322 |
| | Gift Aid | | | | | - | |
| | Legacies | | | | | - | |
| | General grants provided by government/other charities | 58,379 | 500 | - | | 58,879 | 68,492 |
| | Membership subscriptions and sponsorships which are in substance donations | 424 | | | | 424 | 667 |
| | Donated goods, facilities and services | | | | | - | |
| | Other | | | | | - | |
| Total | | 59,793 | 500 | - | - | 60,293 | 69,481 |
| Charitable activities: | Coffe Morning | 400 | - | | | 400 | 98 |
| | Farnley gentle exercise | 1,103 | - | | | 1,103 | 918 |
| | Friendly Friday | - | 1,280 | | | 1,280 | 1,560 |
| | Fundraising/events | 690 | - | | | 690 | 427 |
| | Minibus | - | 389 | | | 389 | 136 |
| | New Farnley gentle exercise | 1,190 | - | | | 1,190 | 1,154 |
| | Trips | - | 352 | | | 352 | 430 |
| Total | | 3,383 | 2,021 | - | - | 5,404 | 4,723 |
| Separate material item of income | Interest receivable | 123 | 121 | | | 244 | - |
| | | - | | | | - | - |
| | | | | | | - | - |
| Total | | 123 | 121 | - | - | 244 | - |
| Other: | Other | 272 | | | | 272 | |
| | Total | 272 | | - | - | 272 | - |
| TOTAL INCOME | | 63,571 | 2,642 | - | - | 66,213 | 74,204 |

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

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 | 5,561 | | | | 5,561 | 5,400 |
| | | | | | | - | |
| | Total expenditure on raising funds | 5,561 | | - | - | 5,561 | 5,400 |
| Expenditure on charitable activities | 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 |
| | Total expenditure on charitable activities | 62,561 | 4,705 | 1,419 | - | 68,685 | 61,800 |
| Other | Sundry | - | | | | - | 86 |
| | Other | 98 | 6 | | | 104 | |
| | Total other expenditure | 98 | 6 | - | - | 104 | 86 |
| TOTAL EXPENDITURE | | 68,219 | 4,712 | 1,419 | - | 74,350 | 67,286 |

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| 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> | | | | | |
| | | | | This year | Last year |
| | | | | £ | £ |
| 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 | - | - | | |
| Total | 1,714 | 1,564 | - | - |

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 |
| Total | 60,466 | 68,453 |