

Richmond Hill Elderly Action Limited

Charity number 1114792

A company limited by guarantee number 05738091

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

Richmond Hill Elderly Action Limited

Annual Report and Financial Statements

for the year ended 31 March 2021

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Richmond Hill Elderly Action Limited

Trustees' report for the year ended 31 March 2021

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

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

Name	Position	Dates
Father Darren Percival	Chair	
Mrs Jean Townsend		
Mr Roger Shooter	Treasurer	
Mr David Wharton		
Ms Pam Walker		
Mrs Frances Brett		
Cllr. Asghar Khan	Co-opted	
Cllr. Denise Ragan	Co-opted	
Mr John Boyd		
Mr Andrew Milburn		
Miss Bernie Gahan		

Key personnel	Position
Darrell Xavier	Project Manager

Charity number 1114792 Registered in England and Wales

Company number 05738091 Registered in England and Wales

Registered and principal address

Richmond Hill Community Centre
Long Close Lane
Leeds
LS9 8NP

Bankers

Virgin Bank	Hodge Bank	Cambridge & Counties Bank
329 Harehills Lane	One Central Square	Charnwood Court
Leeds	Cardiff	5B New Walk
LS9 8NP	CF10 1FS	Leicester LE1 6TE

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 10 March 2006. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Richmond Hill Elderly Action Limited

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

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

1. To promote the welfare of elderly residents of the Richmond Hill area of Leeds and surrounding areas, in any manner which now or in the future may be deemed to be charitable in law.
2. To relieve poverty and to promote good health amongst elderly, disabled and otherwise disadvantaged people, and their carers, in the Richmond Hill area of Leeds and surrounding areas.
3. To advance the education of the public with particular reference to the financial, health, housing and welfare entitlements and the needs in relation to fuel, heat and light, of elderly, disabled and otherwise disadvantaged people.
4. To further any other charitable purpose or purposes.

The charity's main activities

RHEA provides social opportunities and a range of support services for people aged 55 and over to enable independence, to live well at home, to tackle isolation, and to promote physical and mental wellbeing.

RHEA provides 13 different activities every week; from healthy lunch clubs to dance classes, exercise, social groups, dementia friendly groups, men's activities and more, all to promote community cohesion and reduce any feelings of isolation and loneliness.

A lot of work is done around one-to-one support, working with people who need advice, practical support and with people who are facing difficult times or are in crisis.

Throughout the year RHEA hosts over 25 one-off events which are designed to bring the community together, to celebrate special occasions or campaign on issues that involve older people.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the wellbeing of older people.

Achievements and performance

This accounting period coincides with the nationwide lockdown that came into force as the Coronavirus pandemic took hold.

Before the government officially announced that 24th March 2020 would be the start of the first lockdown period, RHEA were already addressing concerns from members who were worried about having no support if everyone had to stay at home. The community centre which is RHEA's main base was ordered to close in line with restrictions although thankfully, after some negotiation, the office was allowed to stay open but just for staff to operate from.

Within days, funding had been secured to set up a food hub as one major concern for people was about getting food when they were advised not to and had nobody to shop for them. Deliveries were made by staff and volunteers three times a week to members who were shielding and they received a supply of groceries for that week, completely free of charge. This service continued for 14 months, securing further funding to take away the worry and risk from our members but there were many more needs that arose from lockdown.

As key workers, home visits continued in the safest way possible to people who couldn't get out but (as we all do regardless of age) needed support or advice around getting to much needed health appointments, communicating with friends and family, prescription deliveries, coping with bereavement, getting to appointments for vaccinations, understanding what the latest legislation was, and even organising funerals.

Richmond Hill Elderly Action Limited

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

Achievements and performance (continued)

When lockdown relaxed for the first time, the RHEA team took to the streets to organise events such as Street Bingo and Picnic in the Park to safely get people out of their homes, into a controlled environment to break some of the isolation that people were experiencing.

The full RHEA team of staff and volunteers had to work on a rota basis to keep each other safe but whether the team was working from home or not, we're proud that we were able to physically and emotionally support people throughout this financial year. Whether it was something as simple as delivering books to give members something to do, or organising end of life care, the entire team of staff, trustees and volunteers were working to ensure RHEA was still active and supporting individual need in a very unique and distressing time and still being completely accountable to funders and stakeholders as a grassroots charity.

Father Darren Percival, Chair

Financial review

The surplus for the year was £4,046, including a shortfall of £3,650 on unrestricted funds and net income of £7,696 on restricted funds.

These figures are stated after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £223,286.

The policy is to hold a minimum of six month's running costs to cover future funding uncertainties. Reserves are currently above this level, and the trustees have approved a deficit budget for 2020/21, which allows a programme of activities to be offered at a higher level than would otherwise be possible from existing funding streams.

COVID-19

The trustees have reviewed the financial impact of the coronavirus. As part of this review, which included an update of the budget forecast and cash flow, and an assessment of whether the charity will be able to continue for at least twelve months after the accounts are approved, the trustees concluded that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Richmond Hill Elderly Action Limited

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

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed: R Shooter (Trustee)

Name: R Shooter

Date: 6/10/2021

Richmond Hill Elderly Action Limited

Independent examiner's report to the trustees of Richmond Hill Elderly Action Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 7 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Signed: Name: Claire Welling

Date: 6/10/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Richmond Hill Elderly Action Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Charitable activities	(2)	134,471	45,516	179,987	177,222
Investments		1,130	-	1,130	2,805
Total income		<u>135,601</u>	<u>45,516</u>	<u>181,117</u>	<u>180,027</u>
Expenditure on charitable activities:					
Salaries and NI	(3)	120,751	24,412	145,163	124,693
Premises and office costs		3,357	1,738	5,095	4,093
Recruitment, training and other staff costs		156	162	318	1,415
Resources and other project costs		5,904	7,348	13,252	40,141
Independent examination		800	-	800	800
Legal and professional costs		5,976	-	5,976	5,425
Depreciation		6,467	-	6,467	6,467
Total expenditure		<u>143,411</u>	<u>33,660</u>	<u>177,071</u>	<u>183,034</u>
Net income / (expenditure)		<u>(7,810)</u>	<u>11,856</u>	<u>4,046</u>	<u>(3,007)</u>
Transfers between funds		<u>4,160</u>	<u>(4,160)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(3,650)</u>	<u>7,696</u>	<u>4,046</u>	<u>(3,007)</u>
Fund balances brought forward		<u>245,664</u>	<u>23,635</u>	<u>269,299</u>	<u>272,306</u>
Fund balances carried forward	(4)	<u>242,014</u>	<u>31,331</u>	<u>273,345</u>	<u>269,299</u>

All incoming resources and resources expended derive from continuing activities.

Richmond Hill Elderly Action Limited

Balance sheet

as at 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	18,728	-	18,728	25,195
Total fixed assets		<u>18,728</u>	<u>-</u>	<u>18,728</u>	<u>25,195</u>
Current assets					
Debtors and prepayments	(6)	463	500	963	1,654
Cash at bank and in hand	(7)	226,172	31,401	257,573	248,837
Total current assets		<u>226,635</u>	<u>31,901</u>	<u>258,536</u>	<u>250,491</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	3,349	570	3,919	6,387
Total current liabilities		<u>3,349</u>	<u>570</u>	<u>3,919</u>	<u>6,387</u>
Net current assets / (liabilities)		<u>223,286</u>	<u>31,331</u>	<u>254,617</u>	<u>244,104</u>
Total assets less current liabilities		<u>242,014</u>	<u>31,331</u>	<u>273,345</u>	<u>269,299</u>
Net assets		<u>242,014</u>	<u>31,331</u>	<u>273,345</u>	<u>269,299</u>
Funds					
Unrestricted funds	(12)	242,014	-	242,014	245,664
Restricted funds		-	31,331	31,331	23,635
Total funds		<u>242,014</u>	<u>31,331</u>	<u>273,345</u>	<u>269,299</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 6/10/2021

Signed: R Shooter

(Trustee)

Name: R Shooter

Richmond Hill Elderly Action Limited

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

As a consequence, there has been no change to the accounting policies since last year.

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

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

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

Richmond Hill Elderly Action Limited

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies continued

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computers and equipment: 33% straight line

Motor vehicles: 15% straight line

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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

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

Richmond Hill Elderly Action Limited
Notes to the accounts continued
for the year ended 31 March 2021

2 Income from charitable activities	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Community Foundation	-	-	-	2,608
Forum Central	1,500	-	1,500	-
Groundwork	-	500	500	-
HMRC (CJRS grant)	1,326	-	1,326	-
Leeds City Council	129,069	35,100	164,169	137,472
Leeds Community Foundation	-	3,825	3,825	-
Leeds Mencap	400	-	400	-
Leeds Older People's Forum	-	4,760	4,760	-
Localgiving	-	-	-	500
Rotary Club	-	-	-	500
Liz & Terry Bramall Foundation	-	-	-	7,518
Events proceeds	-	-	-	11,909
Income from activities	546	-	546	15,792
Donations	1,630	1,331	2,961	898
Other income	-	-	-	25
	<u>134,471</u>	<u>45,516</u>	<u>179,987</u>	<u>177,222</u>

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	131,072	114,900
Social security costs	9,729	7,951
Employment allowance	(4,000)	(3,000)
Pensions	8,362	4,842
	<u>145,163</u>	<u>124,693</u>

The average number employees during the year was 8, being an average of 5.2 full time equivalent (2020: 8, 4.6 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	8,362	4,842

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Computer group	1,698	-	570	-	1,128
Covid-19 grant	-	4,760	1,953	-	2,807
Digital Project	-	2,400	-	-	2,400
Exercise in Disguise	7,518	-	-	-	7,518
Food Bank	370	6,069	3,963	-	2,476
Lunch Clubs	-	1,538	-	-	1,538
SWIFT	11,944	30,749	25,735	(4,160)	12,798
Winter Monies	2,105	-	1,439	-	666
	<u>23,635</u>	<u>45,516</u>	<u>33,660</u>	<u>(4,160)</u>	<u>31,331</u>

Richmond Hill Elderly Action Limited

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds continued

Fund name	Purpose of restriction
Computer group	To improve computer facilities and provide support to beneficiaries
Covid-19 grant	This is funding to help with the acquisition of IT equipment for members.
Digital Project	This is funding to run classes to improve IT skills.
Exercise in Disguise	To run classes in gentle exercise, dance and movement
Food Bank	This was a donation from the Rotary Club to provide for older people during
Lunch Clubs	To set up and provide a befriending service.
SWIFt	This is a project to support wellbeing and independence amongst frail people. The transfer between funds is in respect of a management fee.
Winter Monies	To run activities over the winter months

5 Tangible assets

	Motor vehicles	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2020	34,049	4,078	38,127
At 31 March 2021	34,049	4,078	38,127
<u>Depreciation</u>			
At 1 April 2020	10,214	2,718	12,932
Charge for year	5,107	1,360	6,467
At 31 March 2021	15,321	4,078	19,399
<u>Net book value</u>			
At 31 March 2021	18,728	-	18,728
At 31 March 2020	23,835	1,360	25,195

6 Debtors and prepayments

	2021	2020
	£	£
Prepayments and accrued income	963	1,654
	<u>963</u>	<u>1,654</u>

7 Cash at bank and in hand

	2021	2020
	£	£
Yorkshire Bank	67,907	60,071
Yorkshire Bank Deposit Account	40,702	40,000
Cambridge and Counties Building Society	88,108	88,108
Julian Hodge Bank	60,428	60,432
Petty cash	428	226
	<u>257,573</u>	<u>248,837</u>

8 Creditors and accruals

	2021	2020
	£	£
Other creditors and accruals	2,969	5,437
Deferred income	950	950
	<u>3,919</u>	<u>6,387</u>

Richmond Hill Elderly Action Limited

Notes to the accounts continued

for the year ended 31 March 2021

9 Trustee expenses

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

10 Trustee remuneration and benefits

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

11 Related party transactions

Key management personnel

The key management personnel of the charity comprises the Project Manager only. The total employee benefits of the key management personnel of the charity were £35,897 (2020: £31,639).

There were no other related party transactions during this year or the previous year.

12 Analysis of movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	221,829	135,601	138,304	4,160	223,286
Minibus fund	23,835	-	5,107	-	18,728
	<u>245,664</u>	<u>135,601</u>	<u>143,411</u>	<u>4,160</u>	<u>242,014</u>

Name of Description, nature and purposes of the fund

General fund	The free reserves after allowing for all designated funds.
Minibus fund	This amount relates to the net book value of the minibus

13 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed	-	18,728	-	18,728
Net current	223,286	-	31,331	254,617
Total	<u>223,286</u>	<u>18,728</u>	<u>31,331</u>	<u>273,345</u>

Richmond Hill Elderly Action Limited

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Charitable activities	134,471	148,939	45,516	28,283	179,987	177,222
Investments	1,130	2,805	-	-	1,130	2,805
Total income	135,601	151,744	45,516	28,283	181,117	180,027
Expenditure						
Salaries and NI	120,751	120,418	24,412	4,275	145,163	124,693
Premises and office costs	3,357	4,093	1,738	-	5,095	4,093
Recruitment, training and other staff	156	567	162	848	318	1,415
Resources and other project costs	5,904	30,816	7,348	9,325	13,252	40,141
Independent examination	800	800	-	-	800	800
Legal and professional costs	5,976	5,390	-	35	5,976	5,425
Depreciation	6,467	6,467	-	-	6,467	6,467
Total expenditure	143,411	168,551	33,660	14,483	177,071	183,034
Net income / (expenditure)	(7,810)	(16,807)	11,856	13,800	4,046	(3,007)
Transfers between funds	4,160	415	(4,160)	(415)	-	-
Net movement in funds	(3,650)	(16,392)	7,696	13,385	4,046	(3,007)
Fund balances brought forward	245,664	262,056	23,635	10,250	269,299	272,306
Fund balances carried forward	242,014	245,664	31,331	23,635	273,345	269,299