

# **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 2023**

# **Richmond Hill Elderly Action Limited**

## **Annual Report and Financial Statements**

**for the year ended 31 March 2023**

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# **Richmond Hill Elderly Action Limited**

## **Trustees' report for the year ended 31 March 2023**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Father Darren Percival	Chair	
Mr Roger Shooter	Treasurer	
Ms Pam Walker		
Mrs Frances Brett		
Cllr. Asghar Khan	Co-opted	
Mr Andrew Milburn		
Miss Bernie Gahan		

<b>Key personnel</b>	<b>Position</b>
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	Allica Bank	Cambridge & Counties Bank
94-96 Briggate	164 Bishopsgate	Charnwood Court
Leeds	London	5B New Walk
LS1 6NP	EC2M 4LX	Leicester LE1 6TE

United Trust Bank  
One Ropemaker Street  
London  
EC2Y 9AW

### **Independent examiner**

Simon Bostron

### **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 2023**

### **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 11 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 on average 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**

In 2022/23, we welcomed two new employees; a Driver for our minibus and a Volunteer Coordinator. This has increased the staff team to its biggest ever and is reflective of the need and demand for services. The Driver offers a consistent transport scheme and manages all aspects of that and the Volunteer Coordinator is looking at expanding services through volunteers skills. 2022 also saw our Chair awarded the BME for his community work and our Project Manager winning an award from the BBC for work during the pandemic.

#### **Financial review**

The deficit for the year was £21,431, made up of net expenditure of £4,976 on unrestricted funds and net expenditure of £16,455 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £243,413.

The policy is to hold a minimum of six month's running costs to cover future funding uncertainties. The trustees approved a budget deficit for 2023/24, which would reduce the free reserve to around £190,000. With inflation running high, the reserve is likely to fall further in 2024/25.

# **Richmond Hill Elderly Action Limited**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **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 *Roger Shooter*

Name ROGER SHOOTER

Date 19/09/2023

# **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 2023, which are set out on pages 6 to 13.

### **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: Simon Bostrom

Date: 19/10/2023

### **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 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Charitable activities	(2)	143,777	59,887	203,664	201,154
Investments		2,077	-	2,077	4,211
<b>Total income</b>		<b>145,854</b>	<b>59,887</b>	<b>205,741</b>	<b>205,365</b>
<b>Expenditure on charitable activities:</b>					
Salaries and NI	(3)	105,123	53,983	159,106	133,536
Premises and office costs		7,432	2,672	10,104	8,621
Recruitment, training and other staff costs		290	19	309	127
Resources and other project costs		30,652	19,668	50,320	24,464
Independent examination		840	-	840	800
Legal and professional costs		1,386	-	1,386	2,021
Depreciation		5,107	-	5,107	5,107
<b>Total expenditure</b>		<b>150,830</b>	<b>76,342</b>	<b>227,172</b>	<b>174,676</b>
<b>Net income / (expenditure)</b>		<b>(4,976)</b>	<b>(16,455)</b>	<b>(21,431)</b>	<b>30,689</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(4,976)</b>	<b>(16,455)</b>	<b>(21,431)</b>	<b>30,689</b>
<b>Fund balances brought forward</b>		<b>256,903</b>	<b>47,131</b>	<b>304,034</b>	<b>273,345</b>
<b>Fund balances carried forward</b>	(4)	<b>251,927</b>	<b>30,676</b>	<b>282,603</b>	<b>304,034</b>

All incoming resources and resources expended derive from continuing activities.

# Richmond Hill Elderly Action Limited

## Balance sheet

as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 8,514	-	8,514	13,621
<b>Total fixed assets</b>	<u>8,514</u>	<u>-</u>	<u>8,514</u>	<u>13,621</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 7,250	500	7,750	653
Cash at bank and in hand	(7) 243,239	30,746	273,985	296,846
<b>Total current assets</b>	<u>250,489</u>	<u>31,246</u>	<u>281,735</u>	<u>297,499</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 7,076	570	7,646	7,086
<b>Total current liabilities</b>	<u>7,076</u>	<u>570</u>	<u>7,646</u>	<u>7,086</u>
<b>Net current assets / (liabilities)</b>	<u>243,413</u>	<u>30,676</u>	<u>274,089</u>	<u>290,413</u>
<b>Total assets less current liabilities</b>	<u>251,927</u>	<u>30,676</u>	<u>282,603</u>	<u>304,034</u>
<b>Net assets</b>	<u>251,927</u>	<u>30,676</u>	<u>282,603</u>	<u>304,034</u>
<b>Funds</b>				
Unrestricted funds	(12) 251,927	-	251,927	256,903
Restricted funds	-	30,676	30,676	47,131
<b>Total funds</b>	<u>251,927</u>	<u>30,676</u>	<u>282,603</u>	<u>304,034</u>

For the year ending 31 March 2023 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: 19/09/2023

Signed: Roger Shooter

(Trustee)

Name ROGER SHOOTER



# **Richmond Hill Elderly Action Limited**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **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 2023**

#### **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 2023**

**2 Income from charitable activities**

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Burmanofts Senior Action	-	-	-	4,000
Forum Central	-	5,000	5,000	-
Groundwork	1,000	-	1,000	-
HMRC (CJRS grant)	-	-	-	670
Leeds Benevolent Society For Single Ladies	-	21,000	21,000	20,000
Leeds City Council	106,000	16,079	122,079	156,093
Leeds Community Foundation	-	7,938	7,938	3,175
Leeds Mencap	-	-	-	-
Leeds Older People's Forum	-	1,170	1,170	550
Space 2	4,500	-	4,500	-
Voluntary Action Leeds	-	8,700	8,700	1,801
Events proceeds	1,364	-	1,364	893
Income from activities	26,943	-	26,943	7,463
Donations	2,616	-	2,616	849
Staff secondment	-	-	-	5,357
Other income	1,354	-	1,354	303
	<u>143,777</u>	<u>59,887</u>	<u>203,664</u>	<u>201,154</u>

**3 Staff costs and numbers**

	2023 £	2022 £
Gross salaries	143,468	121,058
Social security costs	11,258	8,848
Employment allowance	(5,000)	(4,000)
Pensions	9,380	7,630
	<u>159,106</u>	<u>133,536</u>

The average number employees during the year was 9, being an average of 5.2 full time equivalent (2022: 8, 4.7 FTE).

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

**Defined contribution pension scheme**

	2023 £	2022 £
Costs of the scheme to the charity for the year	9,380	7,630

**4 Restricted funds**

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Community Arts Project	-	1,170	-	-	1,170
Community Champions Fund	-	5,000	5,000	-	-
Covid-19 grant	2,736	-	2,736	-	-
Exercise in Disguise	3,504	-	3,504	-	-
Household Support Fund	-	8,700	6,781	-	1,919
Housing Advisory Panel	-	3,579	1,012	-	2,567
Innovation Fund	4,090	-	2,677	-	1,413
Leeds Benevolent Society	20,000	21,000	18,152	-	22,848
Lunch Clubs	-	3,488	3,488	-	-
SWIFt	16,801	12,500	29,301	-	-
Stay Well This Winter	-	4,450	3,691	-	759
	<u>47,131</u>	<u>59,887</u>	<u>76,342</u>	<u>-</u>	<u>30,676</u>

**Richmond Hill Elderly Action Limited**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**4 Restricted funds continued**

<b>Fund name</b>	<b>Purpose of restriction</b>
Community Arts Project	To support the exercise in disguise class
Community Champions Fund	To support the cost of preparing and printing newsletters
Covid-19 grant	This is funding to help with the acquisition of IT equipment for members.
Exercise in Disguise	To run classes in gentle exercise, dance and movement
Household Support Fund	To support families at the highest risk from increased living expenses
Housing Advisory Panel	To cover the cost of equipment and blankets
Leeds Benevolent Society	To fund the Wellbeing Worker post
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.
Stay Well This Winter	To run activities over the winter months

**5 Tangible assets**

	Motor vehicles	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2022	34,049	4,078	38,127
At 31 March 2023	34,049	4,078	38,127
<u>Depreciation</u>			
At 1 April 2022	20,428	4,078	24,506
Charge for year	5,107	-	5,107
At 31 March 2023	25,535	4,078	29,613
<u>Net book value</u>			
At 31 March 2023	8,514	-	8,514
At 31 March 2022	13,621	-	13,621

**6 Debtors and prepayments**

	2023	2022
	£	£
Prepayments and accrued income	7,750	653
	<u>7,750</u>	<u>653</u>

**7 Cash at bank and in hand**

	2023	2022
	£	£
Virgin Bank	30,394	84,810
Allica Bank	90,000	-
Cambridge and Counties Building Society	92,818	91,672
Julian Hodge Bank	-	60,360
United Trust Bank	60,690	60,000
Petty cash	83	4
	<u>273,985</u>	<u>296,846</u>

**8 Creditors and accruals**

	2023	2022
	£	£
Other creditors and accruals	7,646	6,136
Deferred income	-	950
	<u>7,646</u>	<u>7,086</u>

# Richmond Hill Elderly Action Limited

## Notes to the accounts continued

### for the year ended 31 March 2023

#### 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 £35,884 (2022: £35,897).

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 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	243,282	145,854	145,723	-	243,413
Tangible fixed assets	13,621	-	5,107	-	8,514
	<u>256,903</u>	<u>145,854</u>	<u>150,830</u>	<u>-</u>	<u>251,927</u>

#### Name of Description, nature and purposes of the fund

General fund	The free reserves after allowing for all designated funds.
Tangible fixed assets	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	-	8,514	-	8,514
Net current	243,413	-	30,676	274,089
Total	<u>243,413</u>	<u>8,514</u>	<u>30,676</u>	<u>282,603</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 2023

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Charitable activities	143,777	142,990	59,887	58,164	203,664	201,154
Investments	2,077	4,211	-	-	2,077	4,211
<b>Total income</b>	<b>145,854</b>	<b>147,201</b>	<b>59,887</b>	<b>58,164</b>	<b>205,741</b>	<b>205,365</b>
<b>Expenditure</b>						
Salaries and NI	105,123	106,119	53,983	27,417	159,106	133,536
Premises and office costs	7,432	6,233	2,672	2,388	10,104	8,621
Recruitment, training, other staff costs	290	127	19	-	309	127
Resources and other project costs	30,652	11,905	19,668	12,559	50,320	24,464
Independent examination	840	800	-	-	840	800
Legal and professional costs	1,386	2,021	-	-	1,386	2,021
Depreciation	5,107	5,107	-	-	5,107	5,107
<b>Total expenditure</b>	<b>150,830</b>	<b>132,312</b>	<b>76,342</b>	<b>42,364</b>	<b>227,172</b>	<b>174,676</b>
<b>Net income / (expenditure)</b>	<b>(4,976)</b>	<b>14,889</b>	<b>(16,455)</b>	<b>15,800</b>	<b>(21,431)</b>	<b>30,689</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(4,976)</b>	<b>14,889</b>	<b>(16,455)</b>	<b>15,800</b>	<b>(21,431)</b>	<b>30,689</b>
<b>Fund balances brought forward</b>	<b>256,903</b>	<b>242,014</b>	<b>47,131</b>	<b>31,331</b>	<b>304,034</b>	<b>273,345</b>
<b>Fund balances carried forward</b>	<b>251,927</b>	<b>256,903</b>	<b>30,676</b>	<b>47,131</b>	<b>282,603</b>	<b>304,034</b>