

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 2024

Richmond Hill Elderly Action Limited

Annual Report and Financial Statements

for the year ended 31 March 2024

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Richmond Hill Elderly Action Limited

Trustees' report for the year ended 31 March 2024

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	
Mr Roger Shooter	Treasurer	
Ms Pam Walker		
Mrs Frances Brett		
Cllr. Asghar Khan	Co-opted	
Mr Andrew Milburn		
Miss Bernie Gahan		
Mr Nicholas Clements		Appointed September 2023

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	United Trust Bank	Cambridge & Counties Bank
94-96 Briggate	One Ropemaker Street	Charnwood Court
Leeds	London	5B New Walk
LS1 6NP	EC2Y 9AW	Leicester LE1 6TE

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 2024

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.

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

It was another enjoyable and busy year for RHEA. Achievements during the year include:

The doors were open and the offices and activity spaces were staffed for all of the 250 working days of the year. 480 people called in with their questions during the year and all were supported, RHEA created 110 spaces on average every week at the daily activities where people continue to come to be part of a friendly community that is engaging and vibrant. Over the year 5,500 spaces were created. As part of RHEA's daily activity offer, 1,850 freshly cooked meals were served. 142 return trips were made on the accessible minibus, picking people up from their front door and taking them back again. This service created 1,092 accessible trips and greatly helped people who need accessible transport.

Regular one-off events were hosted. 32 events held over the year attracted 672 people. RHEA helped 7 people with their benefit claims, securing £55,354 towards care and general living costs. 6 people were helped to find, secure and move into a new home that better suited their personal needs, was more manageable, or which was adapted to help with independence. 6 people were helped to have care assessments completed or re-assessed so they could get more support at home to help them live as independently as possible. Free legal advice was given to 5 people from a supporting law firm. The out of hours telephone befriending scheme was relaunched. 4 volunteers contacted 22 members every Wednesday evening for a social chat and catch up. Volunteers gave an amazing 2,205 hours of their time to help with delivering activities, being a trustee, befriending, gardening, assisting at events and social calls to members. RHEA continued to be part of the local Community Anchor Network where other local organisations work together for the benefit of the wider community and everyone in it. Across the city RHEA also continued positive relationships with Adult Social Care, Leeds Safeguarding Board and Leeds Older People's Forum to represent the voice of RHEA members.

Richmond Hill Elderly Action Limited

Trustees' report (continued) for the year ended 31 March 2024

Financial review

The deficit for the year was £54,888, made up of net expenditure of £45,373 on unrestricted funds and net expenditure of £9,515 on restricted funds.

Reserves policy

Reserves are made up of total unrestricted funds less fixed assets. Within reserves there are funds designated towards the cost of securing the adapted transport system for the future. The amount designated is £30,000, leaving free reserves at the year end of £173,148.

The policy is to hold a minimum of six month's running costs to cover future funding uncertainties. At the current level of spending the reserve equates to approximately 8 months. The additional amount is being used to fund activities in 2024/25. The reserve should be at the target level by 31/03/25.

Plans for the future

Looking ahead to the rest of 2024 and the biggest part of 2025, one of our ongoing priorities is to keep the benchmark of services that we have set ourselves. RHEA has a history of improving and expanding services rather than ending them when a funding stream comes to a close. One of these funding streams finishes in March 2025, and the future of our contract with Adult Social Care is uncertain. A lot of our focus will continue to be on financial security for the coming years to ensure that RHEA continues to be a key service provider. Access to fresh and healthy foods has always been an issue in the ward. We are looking at proposals to establish a community grocer to address the problems of not having a supermarket anywhere in the ward. We are engaging with local residents for input into how the scheme might work, and the next stage is to apply for funding.

Trustees agreed to future proof our accessible transport offer by designating £30,000 from our reserves to go towards the upkeep and eventual replacement of our minibus. The scheme has been a big asset to RHEA and allowed us to support people, and their additional access needs, much better.

With the recent announcements of cuts to Winter Fuel Payments and a rise in energy prices on top of that, we are expecting an increase in demand for help with understanding and applying for Pension Credit. Like any other benefit application, applying for Pension Credit is something we do with people. We aim to support everyone with our one to one service as enquiries come in.

Richmond Hill Elderly Action Limited

Trustees' report (continued) for the year ended 31 March 2024

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: 01/10/24

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 2024, 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: Simon Bostrom

Date: 16/10/24

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 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Charitable activities	(2)	138,096	46,208	184,304	203,664
Investments		8,569	-	8,569	2,077
Total income		<u>146,665</u>	<u>46,208</u>	<u>192,873</u>	<u>205,741</u>
Expenditure on charitable activities:					
Salaries and NI	(3)	147,343	38,397	185,740	159,106
Premises and office costs		11,406	228	11,634	10,104
Recruitment, training and other staff costs		558	150	708	309
Resources and other project costs		26,743	16,948	43,691	50,320
Independent examination		880	-	880	840
Legal and professional costs		-	-	-	1,386
Depreciation		5,108	-	5,108	5,107
Total expenditure		<u>192,038</u>	<u>55,723</u>	<u>247,761</u>	<u>227,172</u>
Net income / (expenditure)		<u>(45,373)</u>	<u>(9,515)</u>	<u>(54,888)</u>	<u>(21,431)</u>
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(45,373)</u>	<u>(9,515)</u>	<u>(54,888)</u>	<u>(21,431)</u>
Fund balances brought forward		<u>251,927</u>	<u>30,676</u>	<u>282,603</u>	<u>304,034</u>
Fund balances carried forward	(4)	<u>206,554</u>	<u>21,161</u>	<u>227,715</u>	<u>282,603</u>

All incoming resources and resources expended derive from continuing activities.

Richmond Hill Elderly Action Limited

Balance sheet

as at 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	3,406	-	3,406	8,514
Total fixed assets		<u>3,406</u>	<u>-</u>	<u>3,406</u>	<u>8,514</u>
Current assets					
Debtors and prepayments	(6)	1,413	500	1,913	7,750
Cash at bank and in hand	(7)	210,249	21,231	231,480	273,985
Total current assets		<u>211,662</u>	<u>21,731</u>	<u>233,393</u>	<u>281,735</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	8,514	570	9,084	7,646
Total current liabilities		<u>8,514</u>	<u>570</u>	<u>9,084</u>	<u>7,646</u>
Net current assets / (liabilities)		<u>203,148</u>	<u>21,161</u>	<u>224,309</u>	<u>274,089</u>
Total assets less current liabilities		<u>206,554</u>	<u>21,161</u>	<u>227,715</u>	<u>282,603</u>
Net assets		<u>206,554</u>	<u>21,161</u>	<u>227,715</u>	<u>282,603</u>
Funds					
Unrestricted funds	(12)	206,554	-	206,554	251,927
Restricted funds		-	21,161	21,161	30,676
Total funds		<u>206,554</u>	<u>21,161</u>	<u>227,715</u>	<u>282,603</u>

For the year ending 31 March 2024 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: 01/10/24

Signed: Roger Shooter

(Trustee)

Name ... Roger Shooter

Richmond Hill Elderly Action Limited

Notes to the accounts

for the year ended 31 March 2024

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 2024

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 2024

2 Income from charitable activities

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Forum Central	-	-	-	5,000
Groundwork	-	-	-	1,000
Leeds Benevolent Society For Single Ladies	-	-	-	21,000
Leeds City Council	111,719	663	112,382	122,079
Leeds Community Foundation	-	5,562	5,562	7,938
Leeds Older People's Forum	-	14,017	14,017	1,170
National Lottery Community Fund	-	10,666	10,666	-
Space 2	-	-	-	4,500
Voluntary Action Leeds	-	13,300	13,300	8,700
Windmill	-	2,000	2,000	-
Events proceeds	741	-	741	1,364
Income from activities	24,240	-	24,240	26,943
Donations	726	-	726	2,616
Other income	670	-	670	1,354
	<u>138,096</u>	<u>46,208</u>	<u>184,304</u>	<u>203,664</u>

3 Staff costs and numbers

	2024	2023
	£	£
Gross salaries	166,302	143,468
Social security costs	12,834	11,258
Employment allowance	(5,000)	(5,000)
Pensions	11,604	9,380
	<u>185,740</u>	<u>159,106</u>

The average number employees during the year was 9, being an average of 5.8 full time equivalent (2023: 9, 5.2 FTE).

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

Defined contribution pension scheme

	2024	2023
	£	£
Costs of the scheme to the charity for the year	11,604	9,380

4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Brighter Days	-	1148	1,148	-	-
Community Arts Project	1,170	12,869	6,600	-	7,439
Household Support Fund	1,919	13,300	3,438	-	11,781
Housing Advisory Panel	2,567	-	2,567	-	-
Innovation Fund	1,413	-	82	-	1,331
Leeds Benevolent Society	22,848	-	22,848	-	-
Lunch Clubs	-	2,732	2,732	-	-
Mice	-	663	560	-	103
Minibus Driver	-	10,666	10,159	-	507
Stay Well This Winter	759	2,830	3,589	-	-
Trips	-	2,000	2,000	-	-
	<u>30,676</u>	<u>46,208</u>	<u>55,723</u>	<u>-</u>	<u>21,161</u>

Richmond Hill Elderly Action Limited

Notes to the accounts continued

for the year ended 31 March 2024

4 Restricted funds continued

Fund name	Purpose of restriction
Brighter Days	To help older people with the cost of living crisis.
Community Arts Project	To support the exercise in disguise class.
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.
Innovation Fund	This fund enables us to provide resources for the members we are supporting.
Leeds Benevolent Society	To fund the Wellbeing Worker post.
Lunch Clubs	To set up and provide a befriending service.
Mice	The Mice grants support the cost of events.
Minibus Driver	This is a project to support wellbeing and independence amongst frail people.
Stay Well This Winter	To run activities over the winter months.
Trips	This was a contribution from Windmill Community Transport towards the cost of trips.

5 Tangible assets

	Motor vehicles	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2023	34,049	4,078	38,127
At 31 March 2024	34,049	4,078	38,127
<u>Depreciation</u>			
At 1 April 2023	25,535	4,078	29,613
Charge for year	5,108	-	5,108
At 31 March 2024	30,643	4,078	34,721
<u>Net book value</u>			
At 31 March 2024	3,406	-	3,406
At 31 March 2023	8,514	-	8,514

6 Debtors and prepayments

	2024	2023
	£	£
Prepayments and accrued income	1,913	7,750
	<u>1,913</u>	<u>7,750</u>

7 Cash at bank and in hand

	2024	2023
	£	£
Virgin Bank	22,295	30,394
Allica Bank	-	90,000
Cambridge and Counties Building Society	97,088	92,818
United Trust Bank	111,631	60,690
Equals prepaid card	434	-
Petty cash	32	83
	<u>231,480</u>	<u>273,985</u>

Richmond Hill Elderly Action Limited

Notes to the accounts continued

for the year ended 31 March 2024

8 Creditors and accruals	2024	2023
	£	£
Other creditors and accruals	9,084	7,646
Deferred income	-	-
	<u>9,084</u>	<u>7,646</u>

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 £36,554 (2023: £35,884).

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 2023	Income	Expenditure	Transfers	As at 31 March 2024
	£	£	£	£	£
General fund	243,413	146,665	186,930	(30,000)	173,148
Tangible fixed assets	8,514	-	5,108	-	3,406
Minibus fund	-	-	-	30,000	30,000
	<u>251,927</u>	<u>146,665</u>	<u>192,038</u>	<u>-</u>	<u>206,554</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
Minibus fund	£30,000 has been designated to secure the adapted transport service for the future.

13 Analysis of net assets between funds

	General fund	Designated funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	-	3,406	-	3,406
Net current assets/(liabilities)	173,148	30,000	21,161	224,309
Total	<u>173,148</u>	<u>33,406</u>	<u>21,161</u>	<u>227,715</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 2024

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Charitable activities	138,096	143,777	46,208	59,887	184,304	203,664
Investments	8,569	2,077	-	-	8,569	2,077
Total income	146,665	145,854	46,208	59,887	192,873	205,741
Expenditure						
Salaries and NI	147,343	105,123	38,397	53,983	185,740	159,106
Premises and office costs	11,406	7,432	228	2,672	11,634	10,104
Recruitment, training, other staff costs	558	290	150	19	708	309
Resources and other project costs	26,743	30,652	16,948	19,668	43,691	50,320
Independent examination	880	840	-	-	880	840
Legal and professional costs	-	1,386	-	-	-	1,386
Depreciation	5,108	5,107	-	-	5,108	5,107
Total expenditure	192,038	150,830	55,723	76,342	247,761	227,172
Net income / (expenditure)	(45,373)	(4,976)	(9,515)	(16,455)	(54,888)	(21,431)
Transfers between funds	-	-	-	-	-	-
Net movement in funds	(45,373)	(4,976)	(9,515)	(16,455)	(54,888)	(21,431)
Fund balances brought forward	251,927	256,903	30,676	47,131	282,603	304,034
Fund balances carried forward	206,554	251,927	21,161	30,676	227,715	282,603