

**CHRIST CHURCH ARMLEY  
COMMUNITY PROJECTS LIMITED  
Annual Report and Financial Statements  
For the period 1 April 2020 to 31 March 2021**

Registered charity number 1137501  
A company limited by guarantee number 06864933

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED



## Annual Report and Financial Statements

For the period 1 April 2020 to 31 March 2021

### Contents

	Page
Trustees' Report	
Chair's introduction	1
Reference and administrative information	2
History and governance	3
Charity objectives and public benefit	4
Key performance measures	4
Meeting Point	5-10
Financial review	11
Statement of trustees' responsibilities	12
Independent examiner's report	13
Financial statements	
Statement of financial activities	14
Balance sheet	15
Notes to the accounts	16-20

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Trustees' report for the period 1 April 2020 to 31 March 2021

### Chair's introduction



Steve Appleton  
Chair of Directors

I am pleased to introduce the Trustees' Annual Report and Financial Statements for 2020/21. The report sets out how Christ Church Armley Community Projects Limited ('the Charity') have fulfilled its charitable objectives during the past year through the Meeting Point project.

We have all experienced the most challenging and disruptive of years due to the Covid-19 pandemic. The impact on the Meeting Point project has been unprecedented. Following Government restrictions from March 2020 to reduce the spread of the virus the Charity quickly put in place safe working arrangements to maintain essential provision focused on a food bank style operation based at Christ Church. We were able to continue this vital support for refugees and asylum seekers throughout the year. This required staff, volunteers and beneficiaries to exhibit the highest degrees of creativity and adaptability to sustain services coupled with self-discipline and commitment to ensure a safe working environment. Whilst some face-to-face activities including social events had to be suspended staff and volunteers developed alternative approaches to provide ongoing support as best as possible.

The project is underpinned by a Christian ethos which is an important legacy from the foundation of the project by Christ Church Upper Armley Parochial Church Council ('the PCC'). Although the Charity is separate from the PCC, we maintain good working relationships and I am very thankful for the continuing support of the PCC and the church congregation particularly during the Covid-19 restrictions.

The trustees remain conscious of our responsibilities as a charity to have full regard to public benefit in planning and delivering our activities. The Charity provides services without regard to race, religion, culture, gender or sexual orientation. For me, one of the strengths of Meeting Point is the willingness to reach out to those in need without prejudice or judgement. Our ability to do so effectively is considerably enhanced by working in partnership with others. Our report sets out more information about how we work with our partners and the difference it makes to our beneficiaries.

On behalf of the trustees, I wish to thank our funding partners and individual donors who give generously to enable our work to take place. The financial statements show the grant-making bodies that supported us during the year. I also wish to thank many other partners who regularly provide us with food and other items for distribution for refugees and asylum seekers.

The trustees have assessed the Charity's finances for the year ahead and have reasonable grounds for considering that the Charity remains a going concern able to meet its financial liabilities as they fall due and able to continue core activities as planned.

I also wish to thank staff and volunteers who are the backbone of Meeting Point and make extensive and varied contributions to the project's many achievements. I have been incredibly impressed by the commitment of staff and volunteers alike to respond creatively to the challenge of finding alternative ways to support refugees and asylum seekers during the current pandemic.

I am also grateful for the support and wisdom of my fellow trustees and the valuable contribution to trustee meetings made by the Project Manager and the volunteer and beneficiary representatives.

In conclusion, despite the impact of Covid-19 I am much encouraged by the outstanding response by staff and volunteers which places Meeting Point in a good position for the year ahead to continue the excellent and much-needed work with refugees and asylum seekers.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## 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	Notes	Dates
Steve Appleton	Chair		Re-appointed June 2019
Philip Arnold		Christ Church PCC appointee	Appointed September 2020
Laurence Dilworth		Christ Church PCC appointee	Appointed December 2012
Kathleen Hynes	Finance Director		Re-appointed September 2020
Joyce Le Masurier			Appointed June 2019
Philip Le Masurier		Christ Church PCC appointee	Appointed November 2009
Helen Radelaar			Appointed September 2020 (first co-opted March 2020)
Ann Weir			Re-appointed September 2018
Elaine Wyatt		Christ Church PCC appointee	Appointed December 2020

**Charity Number** 1137501 Registered in England and Wales

**Company Number** 06864933 Registered in England and Wales

Registered Address	Working Address	Postal Address	Bankers
22 Hill End Crescent LEEDS LS12 3PW	Christ Church Upper Armley Armley Ridge Road LEEDS LS12 3LE	CCACP Ltd 81 Blue Hill Lane LEEDS LS12 4NT	Unity Trust Bank plc Four Brindleyplace BIRMINGHAM B1 2JB

**Independent Examiner**  
 Claire Welling  
 West Yorkshire Community Accounting Service  
 Stringer House  
 34 Lupton Street  
 LEEDS  
 LS10 2QW

**Insurers**  
 Ecclesiastical Insurance Group  
 Beaufort House  
 Brunswick Road  
 GLOUCESTER  
 GL1 1JZ

# **CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED**

## **Brief history of the Meeting Point project**

Meeting Point was set up by Christ Church in 2003 initially in partnership with the local Further Education College, to provide social support to asylum seeker and refugee students. The funding for this lasted only a few months, but Christ Church continued the drop-in on a voluntary basis.

In 2004/05 grants were received to develop the project and employ staff. Meeting Point has always operated from its base at Christ Church, Upper Armley in West Leeds and celebrated its 15-year anniversary during July 2018.

The Charity assumed responsibility for Meeting Point on 1 January 2011. The ever-changing needs of the project have been identified by consultation with beneficiaries, community members and partner agencies and this continues to be the case for Meeting Point. A detailed report on Meeting Point's work for the year is set out on pages 5 to 10.

## **Structure and Governance**

The Charity is a Company Limited by Guarantee and was incorporated on 31 March 2009 and registered as a charity on 16 August 2010. It is governed by a Memorandum and Articles of Association as amended on 1 November 2010. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.

## **Method of recruitment and appointment of trustees**

The trustees of the Charity are also the directors for the purpose of company law and are appointed by the members at the Annual General Meeting (AGM). The Memorandum and Articles give the right to Christ Church Parochial Church Council to appoint four trustees. A third of the trustees, appointed by members, retires by rotation each year at the AGM and may offer themselves for re-election. Co-opted trustees retire at the next AGM and may seek election.

The Charity primarily recruits trustees by personal contact through the Charity's 'Meeting Point' project and through Christ Church Upper Armley. New trustees receive guidance about their role and responsibilities as charity trustees and company directors.

All trustees give their time voluntarily and receive no remuneration or other benefits.

## **Management**

The trustees met virtually eight times during the year to oversee the strategic direction of the Charity and to exercise stewardship and governance of Meeting Point, the Charity's sole project. The trustees agreed in March 2020 that meetings could be held virtually using technology so that decision-making and management processes could continue during Covid-19 restrictions.

The Project Manager and representatives of service users and volunteers attend Board meetings as non-voting members to improve engagement and to ensure Board decision-making is better informed.

The Project Manager has responsibility for the day-to-day management.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Charity objectives and public benefit

### Public Benefit

#### The Charity's Objects

The Objects, as set out in the Memorandum and Articles of Association are:

- 1) to develop the capacity and skills of the members of the socially and economically disadvantaged community of Armley and the surrounding area in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society; and
- 2) the provision of facilities for recreation or other leisure time occupation in Armley and the surrounding area with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social or economic circumstances.

#### The Charity's main activities

The trustees give serious consideration to the Charity Commission's guidance on public benefit in planning and delivering the Charity's activities. The trustees seek to fulfil the Charity's objectives primarily through Meeting Point, a project working with refugees and asylum seekers.

#### 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. The Charity's achievements and performance are set out in detail in the Meeting Point project report on pages 5 to 10.

Key performance measures	2020/21	2019/20	2018/19
Beneficiary attendances at the drop-in or food bank	3,720	4,553	3,745
Food parcels distributed to beneficiaries	4,209	2,498	2,138
Hot meals or take-away meals provided to beneficiaries	5,070	4,097	3,344

#### Risk

The trustees assessed the risks associated with use of the church building during the Covid-19 pandemic taking into account the legal position and both Government and Church of England guidelines for the use of church buildings for provision of essential services. The trustees put in place a number of arrangements to reduce the risks identified in consultation with Christ Church PCC and staff to enable the ongoing safe use of the building for provision of a food bank style operation for refugees and asylum seekers. The trustees monitored progress at its meetings during the year and adapted the safe working arrangements to respond to changes in assessed risk.

#### Safeguarding

The trustees are committed to the protection, prevention of harm and promotion of the wellbeing and development of children, young people and adults. The trustees approved an updated policy for the Safeguarding of Children, Young People and Adults in January 2020. Safeguarding is a standing item on the agenda of all trustees' meetings.

During the year no safeguarding matters were reported to the relevant public authorities nor to the Charity Commission under the serious incident reporting procedure.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Meeting Point

*"The Meeting Point team is a source of inspiration and encouragement to all of us - we love and appreciate you all!"*

### Project Manager's report (Emma Crossley)

This year has been like no other. The Covid-19 pandemic has affected everybody, impacting on all aspects of life and living and, like many other small front-line charities across the country, Meeting Point has had to adapt in ways that would have been hard to imagine in the past. It has been a huge challenge for us but from the very beginning, the project decided to 'do as much as we can for as long as we can' and, true to word, we have been open and on site every single week.

Meeting Point prides itself on being a social project – a busy community space of sanctuary for people from all walks of life to come together to give, share and receive. Suddenly Covid and lockdown hit and we were faced with a situation in which we could no longer meet as a large social group - in many ways stripping away the fundamentals of our service. We had to very quickly adapt our work to meet national guidelines, public health requirements and our clients' needs and I am pleased and proud to say we achieved that.

As soon as the drop-in had to close, a socially distanced distribution of items began to take place on Mondays, along with a delivery service for those isolating at home, and as restrictions and guidelines have changed, so have we – adapting in a way that not only served beneficiaries but also empowered them to make decisions, be pro-active and get involved.

It is important to note that the majority of our beneficiaries started this pandemic already marginalised and disadvantaged in society and reliant on charities such as Meeting Point to meet their basic emotional and practical needs. The fallout of Covid has exasperated existing issues such as poverty, isolation and destitution as well as creating new ones, such as delays in appointments and applications and the inability to see professionals such as solicitors and case workers face to face, placing barriers on communication. This, along with lack of information and awareness about the changing situation has only served to increase anxiety. The need for charities and support like that at Meeting Point has in many ways never been greater.

There have also been the needs of staff and volunteers to consider – the fact that many of the team have families, underlying health issues or have been advised to isolate because of their age. Participation from the start has been entirely voluntary for all, with no expectation attached. For those of us on site, we have done our very best to make it as safe as possible and, thankfully, have had no Covid cases on site. All staff and volunteers were vaccinated early on in the rollout.

During this difficult year we have been blessed with generosity from the local community as well as funders and have been supported by our local Armley councillors from the start. We have been able to access funding streams for specifics such as food and PPE, and have continued to engage with funders and funding platforms online, accessing resilience and covid-specific grants.

It is also important to note that we would not have been able to stay open without the ongoing work done by other agencies and working partners. Penny Appeal have enabled us to provide a hot take away meal to beneficiaries each week, and our food distribution partners such as FareShare have continued to supply us with food donations to enable food parcels to be made up. You can read about the services we have provided in this report but fundamentally, by remaining open we have been there to provide emotional support and reassurance at such an uncertain time. We have provided a level of continuity, reassurance and certainty to some of the most vulnerable.

## CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

I am really proud to manage such a wonderful group of people and cannot express in words the commitment and dedication that has gone into keeping Meeting Point open during the past twelve months. We may not have been able to do some of our planned trips and activities but it has made us even stronger, even more determined and even more grateful to continue our work.

*"Thank you for all you are doing, Meeting Point. We really thank you for our food package every week. You've got our family very happy today. We cry from happiness. We thank God that we live in a country where the people are very good and kind".*

### **Staff and volunteers**

Staff and volunteers have remained on site working throughout. The furlough scheme was not taken up by any Meeting Point staff. A number of volunteers had to withdraw from duties and participation by anyone has been optional from the start. The number of people on site had to be significantly reduced to abide by social distancing and Church of England guidelines and there was a core group of 8-10 that remained on the premises. Volunteers have made the adaptation of service provision possible – running a delivery service, picking up and dropping off donations and by offering listening ears on the phone to clients needing to talk to someone. We have held volunteer socials online and even had a Zoom disco with a live DJ!

### **A few words from our current volunteer representative, Anne McCaffrey:**

Meeting Point has kept going throughout the pandemic and this has been possible partly due to the continued support of a group of willing volunteers. A handful of regular volunteers have worked at Christ Church every Monday with Emma, Judith and Claire to keep the "drop in" organised and safe for everyone. They have helped to give out food parcels, toiletries, family activity packs and occasionally clothing to the beneficiaries. Other volunteers have collected food from shops and supermarkets and dropped it at Meeting Point for the food parcels. Some volunteers have delivered food parcels, toiletries and craft materials to beneficiaries who have been shielding. Some volunteers have made masks and NHS scrubs. The amazing colourful masks have been distributed to beneficiaries, volunteers and staff on a Monday.

Several volunteers have kept the allotment going and managed to provide some fresh produce for the food parcels.

All the volunteers have been very positive about their roles and have all said they have enjoyed being able to continue to provide support to Meeting Point this year.

One volunteer commented:

*"I am grateful to the Meeting Point administration for allowing me to return to work and do my voluntary work, which was strengthened by the enthusiasm of my fellow volunteers, together taking care of each other".*

It has been a tough year but all the active volunteers have really appreciated the opportunity to help at Meeting Point. Volunteering has got people out of their houses and given their days some purpose. As many of the volunteers have been working in isolation it will be great when things can gradually go back to normal and people can see each other again.



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Monday Provision

*"Thank you from all the family for the food parcels and crafts. You have helped us during the coronavirus, which would have been so very difficult for us without you. We are so happy with all of it as well as the many items for our new baby. You are keeping us going. Thank you for making smiles in our family!"*

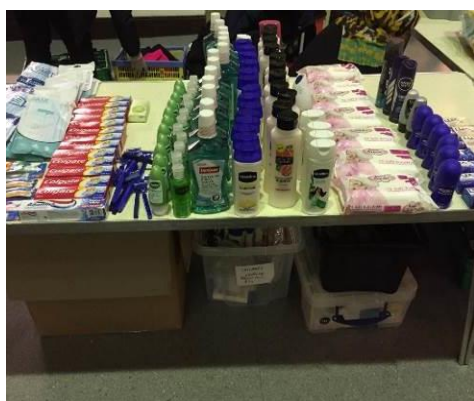
A safe, socially distanced distribution and collection of essential items has taken place from Christ Church every Monday and for those unable to attend or self-isolating, we have been operating a delivery service. We adjusted our budget to accommodate the purchase of more bus tickets and have been able to help those attending in person with ticket provision.

Food has been our priority from the outset. Food parcels have been made up from fresh produce donated by supermarkets and the Headingley Greengrocer, alongside other donations from Penny Appeal and local community members.



Penny Appeal were quick to rearrange the hot meal provision they run for us – increasing it to a weekly delivery of 100 hot, cooked take-away meals. The provision of hot food has been hugely important for us, given that so much of the pre-pandemic drop-in was focussed on the communal meal. Penny Appeal have also provided large numbers of food parcels and hygiene packs to be given out – their support has been invaluable!

Numbers benefiting from our provision has increased this year to the highest it's ever been. In the year 2020/21 we have had 3,720 attendances by 395 people; we have given out 4,209 food parcels and 5,070 hot meals and carried out 857 deliveries to clients at home. At its peak, we did 50 deliveries one Monday! This demonstrates not only the increasing need in the community but also our ability to scale up and meet such demand in such challenging times.



Alongside food, we have also been distributing and delivering toiletries, PPE, baby items and sanitary towels as well as advocacy and support information for beneficiaries. All of these items have again been donated. During periods when lockdown restrictions have been eased and non-essential retail has been able to open, we have continued to accept donations of clothing and household items to distribute to those who need. A 'click and collect' service was offered during the winter lockdown, whereby clients could request specific items and we would try and source them. 1,400 sanitary products have been distributed to 140 women during the year and 396 advocacy and support sessions have taken place.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED



As far as we are aware, we have been the only refugee and asylum project in Leeds to remain on site in a face-to-face capacity throughout the pandemic. Through the implementing of appropriate safety procedures, we have enabled an element of the personal and social heart of Meeting Point to continue. Clients have told us that being able to see a friendly face, even just once a week, has been hugely beneficial for their mental health and has reduced feelings of loneliness and isolation.

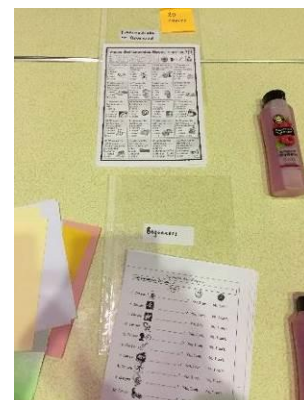
We have kept in touch with all of our beneficiaries and have either welcomed in person, delivered or made contact with all regular attendees. We have also registered 201 new beneficiaries, our highest annual number since we opened in 2003.

*"Thank you for not leaving us alone in these difficult days. You are so kind and you make us happy. Please accept our deepest thanks!"*

## **English provision**

The face-to-face English classes given by volunteer teachers couldn't happen at all from March 2020. Instead, English worksheets for different levels of ability have been provided every week at the drop-in. These have been so popular amongst beneficiaries that more copies have often been needed.

Since January 2021 Meeting Point English lessons have been delivered online via Zoom for a small number of beneficiaries. A lesson has been offered once a week for pre-intermediate/intermediate students who have expressed an interest and have been able to provide an email address. So far 13 hours of Zoom lessons have been given. Some of the beneficiaries say they would like these on-line lessons to continue even when face to face classes are allowed again!



## **Activity packs**

It has been important for us to continue to engage with the families and children who benefit from Meeting Point. We decided to pursue take-home activity packs, containing fun crafting and learning activities for families to enjoy together. In the first few months of lockdown, we distributed over 100 of these and, having found them to be successful and engaging, have continued to provide activities in this format throughout the year. We have also run Bingo sessions via Zoom for families to enjoy together with others.

In partnership with other organisations, we have provided additional activities for beneficiaries to access and take home. These have included recipe packs provided by Barca and sculpture at home kits from the Henry Moore Institute.



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED



*"I am knitting my way through my anxiety. It helps a lot, thanks"*

## Women's Group (Judith Shalkowski – Project Worker)

*"I made some laundry bags for NHS staff for during lockdown with the help from Meeting Point, thanks team, you helped me not get stressed, but you keep me busy"*

The Meeting Point Women's Group continued to operate over the past year, due to the Covid-19 pandemic, adapting its services, its last face to face sessions being held in March 2020. We were able to continue some of our services, distanced during the drop-in, such as individual support and practical help. We focused on individual needs with regular contact via phone calls and texts, also setting up WhatsApp groups, and online activities. Our Zoom events responded to the input from the women, and included Bingo games and prizes, LUUMIC (Leeds University music sessions), and focus group research discussions. The Sport England funded Swim or Gym Project started and stopped throughout the year due to restrictions and the women look forward to beginning their exercise programmes again in April 2021. These socially-distanced activities provided ongoing encouragement for women who were already feeling vulnerable and isolated.



Thanks to the generosity of donors and funders, we were able to identify particular needs and source items required, which was particularly helpful for pregnant women, mothers, and those who moved during the pandemic into accommodation with limited items. Women benefited from regular craft and activity packs for themselves, such as wool or material and made hundreds of masks, scarves and hats to give to others. Mothers benefited from holiday packs for their children, regular children's Bingo games and prizes, and support from organisations such as Leeds Baby Bank and Bloody Good Period. We look forward to new developments and restarting our face to face provision next year.



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

*"I really loved joining the Women's Group on Zoom today. You give us all a bunch of hope. You all really deserve a big thank you - we love Meeting Point and Women's Group. You are always there beside us, you helped me from the beginning. I remember when I first came - my daughter was just 8 months old when I started the English class - and she is now 6 years old! I still feel a part of Meeting Point even during the pandemic, because you are my big family, my friends, and our community. It is a place to meet other people, to learn and talk and receive support at the same place. Thanks so much from the bottom of my heart for everything you did and still do for us."*

## **The Allotment**

Meeting Point has had an allotment plot on a local site for a number of years but this year has seen huge development of the space. It has been a place of sanctuary and tranquility during periods of lockdown, improving the mental and physical health of the volunteers and beneficiaries involved. We have all benefited from the delicious fresh produce harvested from it too!



## **Looking ahead**

If this year has taught us anything it is to keep going, and that with will and imagination, amazing things are possible. 2021/22 will undoubtedly post its own challenges but one thing is for certain and that is that Meeting Point will continue doing whatever it can to support refugees and asylum seekers in Leeds. As lockdown restrictions begin to ease, we hope to return to some kind of normality again, with group work, social activities, trips and meals taking place together again. We will continue to work alongside the local community and our beneficiaries to provide a service that is practical in meeting needs whilst also offering feelings of warmth, safety and compassion. Thank you to everyone who has made this year possible; we certainly could not have done it without you.



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Financial Review

The Charity's income for the year 2020/21 together with reserves were sufficient to maintain the provision of essential food supplies and some online activities to refugees and asylum seekers during the Covid-19 pandemic. At no point have the trustees considered it appropriate to furlough any of the staff as they have taken over a number of the roles normally covered by volunteers whose number have reduced due to social distancing restrictions and personal preference. Staff have also continued to provide advocacy, material and emotional support and some off-site activities, by telephone and Zoom.

Incoming resources for the Charity totalled £96,885 for 2020/21 which represents an increase of £55,750 on the previous year's income of £41,135. The Covid-19 pandemic brought a number of additional grant funding opportunities to projects that remained open during the year, which helped considerably. A further £25,000 secured just before year end for Healthy Holidays expenditure during 2021/22 has also had a favourable impact on the income total.

Expenditure for the year was £60,402 being a decrease of £4,887 from last year's restated expenditure of £65,289. Spending was below the budget for the year mainly due to little or no expenditure on group work, reduced rent due to reduced usage of the building and reduction of volunteer activity. However, this was offset by an increase of hardship payments and prepaid fares which reflected increased donations and grants specifically for this purpose.

Overall, there was a net income for the year of £36,483. At 31 March 2021 the Charity holds funds totalling £76,115 of which £47,597 are restricted to be spent on specified purposes (Note 6 to the accounts) and £28,518 are unrestricted to be spent at the trustees' discretion. All the Charity's year end liabilities are covered by available funds.

Since the year end the Charity has received a further £11,000 from grant-making bodies.

The trustees have assessed that the existing level of funds together with funding received and awarded since the year end is likely to be sufficient to sustain Meeting Point activities throughout 2021/22 and beyond. Further funding bids are planned to ensure the longer-term financial security of the Project.

The Charity continues to closely monitor its finances during the year and to manage the scale of its activities to ensure it can meet its liabilities as they fall due.

## Reserves Policy

The reserves policy, approved by the Board January 2018, aims to maintain free reserves to cover between 3 and 9 months' running costs to protect the Charity's core activities from any short-term funding shortfall. In addition, the trustees have set aside free reserves to meet the estimated costs of staff redundancies should they crystallise in future. This does not imply any expectation that staff will need to be made redundant but recognises that the funding environment means trustees should act prudently to ensure funds are available to fulfil all contractual liabilities.

Unrestricted funds total £28,518 at 31 March 2021 which, after set aside of £5,497, represents 3 to 4 months' worth of budgeted expenditure for the Charity's core activities, depending on the level of restrictions on activities during the year due to Covid-19 guidance. This figure falls within the range adopted by the trustees. The trustees regularly monitor the level of reserves to comply with the reserves policy.



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Statement of Trustees' Responsibilities

The individuals who were trustees at some point during the year ended 31 March 2021 are pictured below.



**Steve Appleton**  
(Chair)



**Rev Phil Arnold**



**Laurence Dilworth**



**Kath Hvnes**



**Joyce le Masurier**



**Philip le Masurier**



**Helen Radelaar**



**Ann Weir**



**Elaine Wyatt**

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Trustees' Report and 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 judgments 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; and
- 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 the 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 preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) 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:** .....S J Appleton.....

**Name:** Steve Appleton (Chair of Trustees)

**Date:** .....17 June 2021.....

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## **Independent examiner's report to the trustees of Christ Church Armley Community Projects 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 14 to 20.

### **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: .....C Welling..... Name: Claire Welling

Date: .....21/06/2021....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

<b>Statement of Financial Activities (including summary income and expenditure account) for the period 1 April 2020 to 31 March 2021</b>							
					Restated (Note 2)		
Notes		2020/21	2020/21	2020/21	2019/20	2019/20	2019/20
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
<b>Incoming resources</b>							
Grants and donations	(3)	12,080	84,760	96,840	5,783	34,490	40,273
Fundraising		-	-	-	334	344	678
Interest earned		45	-	45	184	-	184
<b>Total incoming resources</b>		<b>12,125</b>	<b>84,760</b>	<b>96,885</b>	<b>6,301</b>	<b>34,834</b>	<b>41,135</b>
<b>Resources expended</b>							
Staff costs	(4)	2,105	32,654	34,759	8,486	24,552	33,038
Events and activities		397	3,980	4,377	950	10,816	11,766
Facilities and rent	(5)	-	2,400	2,400	-	3,741	3,741
Office expenses		363	585	948	1,815	-	1,815
Hardship payments		577	13,031	13,608	-	9,542	9,542
Professional services		849	-	849	1,148	-	1,148
Insurance		401	800	1,201	1,135	-	1,135
Training		45	161	206	-	404	404
Volunteer expenses		343	1,141	1,484	-	1,967	1,967
Independent examination fee	(13)	570	-	570	570	-	570
Advertising and publicity		-	-	-	78	-	78
Fundraising costs		-	-	-	85	-	85
<b>Total resources expended</b>		<b>5,650</b>	<b>54,752</b>	<b>60,402</b>	<b>14,267</b>	<b>51,022</b>	<b>65,289</b>
<b>Net income/ (expenditure) before transfers</b>		<b>6,475</b>	<b>30,008</b>	<b>36,483</b>	<b>(7,966)</b>	<b>(16,188)</b>	<b>(24,154)</b>
Transfers between funds (including management costs)	(6)	-	-	-	13	(13)	-
<b>Net income/ (expenditure)</b>		<b>6,475</b>	<b>30,008</b>	<b>36,483</b>	<b>(7,953)</b>	<b>(16,201)</b>	<b>(24,154)</b>
<b>Fund balances brought forward</b>		<b>22,043</b>	<b>17,589</b>	<b>39,632</b>	<b>29,996</b>	<b>33,790</b>	<b>63,786</b>
<b>Fund balances carried forward</b>	(6)	<b>28,518</b>	<b>47,597</b>	<b>76,115</b>	<b>22,043</b>	<b>17,589</b>	<b>39,632</b>



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Balance Sheet as at 31 March 2021

	Notes	31 March 2021	31 March 2021	31 March 2021	Restated 31 March 2020
		Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
<b>Current assets</b>					
Stock	(7)	-	1,068	1,068	1,277
Debtors and prepayments	(8)	505	18,201	18,706	3,547
Cash at bank and in hand	(9)	30,578	28,633	59,211	36,722
<b>Total current assets</b>		<b>31,083</b>	<b>47,902</b>	<b>78,985</b>	<b>41,546</b>
<b>Current liabilities: amounts falling due within one year</b>					
Creditors and accruals	(10)	2,565	305	2,870	1,914
<b>Total current liabilities</b>		<b>2,565</b>	<b>305</b>	<b>2,870</b>	<b>1,914</b>
<b>Net current assets/(liabilities)</b>		<b>28,518</b>	<b>47,597</b>	<b>76,115</b>	<b>39,632</b>
<b>Net assets</b>		<b>28,518</b>	<b>47,597</b>	<b>76,115</b>	<b>39,632</b>
<b>Funds</b>					
Unrestricted funds		28,518	-	28,518	22,043
Restricted funds	(6)	-	47,597	47,597	17,589
<b>Total funds</b>		<b>28,518</b>	<b>47,597</b>	<b>76,115</b>	<b>39,632</b>
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 the Financial Reporting Standard 102 (effective January 2019).					
The financial statements, which include notes 1 to 14, were approved at a meeting of the trustees and signed on its behalf by:					
Signed: .....Kathleen Hynes... Date: .....17 June 2021.					
Kath Hynes Finance Director					

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2020 to 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 notes to the accounts. The accounts 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 the Republic of Ireland (FRS102)(effective 1 January 2019) and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS102.

#### Going concern

The trustees have assessed the Charity's going concern and 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, the trustees are virtually certain they 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. Future instalments on multi-year grants are only recognised when the trustees are virtually certain that conditions for future payment have been satisfied.

#### Gifts in kind

The Charity receives gifts of food, second hand clothes, footwear and household items for use at the Meeting Point drop-in and for distribution to asylum seekers and refugees. As the fair value of donated items is non-material they are not recognised in the financial statements.

The work of volunteers is not included in the financial statements.

#### Expenditure and liabilities

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

#### Employee benefits

Annual leave untaken at year end is recognised as a liability to the extent that it may be carried forward.

#### Leases

Rents under operating leases are charged on a straight-line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

#### Taxation

As a charity the organisation 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.

#### Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental acquisition expenses. Gifted assets are shown at the value to the Charity on receipt.

#### Stock

Stock is valued at the lower of cost and net realisable value.

#### Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or grant making body.

Further explanation of the nature and purpose of each fund is included in Note 6 to the accounts.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2020 to 31 March 2021

### 2. Change in accounting policies

The trustees agreed to recognise a liability for untaken annual leave which is carried forward to be taken in the next financial year. This change in accounting policy is necessary to improve the presentation of the Charity's assets and liabilities at year end. The Charity's internal policies now allow staff to carry forward more untaken leave than previously due to the impact of the Government's Covid-19 restrictions. As a result the liability for untaken annual leave carried forward is considered material which requires recognition.

#### Prior period adjustment

Opening balances have been restated to include the recognition of the liability for untaken leave. Comparative figures for the Statement of Financial Activities have also been restated to reflect the same basis of preparation as current year figures.

The table below sets out the impact of the restatement on last year's figures.

Statement of Financial Activities	As originally stated	Adjustment	As restated
	£	£	£
Staff costs	32,732	306	33,038
Total Resources expended	64,983	306	65,289
Net income before transfers	(23,848)	(306)	(24,154)
Net income	(23,848)	(306)	(24,154)
Fund balances carried forward	39,938	(306)	39,632
<b>Balance Sheet</b>			
Creditors & accruals	1,608	306	1,914
Net current assets	39,938	(306)	39,632
Net assets	39,938	(306)	39,632
Unrestricted funds	22,349	(306)	22,043
Total funds	39,938	(306)	39,632

Note 10 Creditors and Accruals has also been restated to increase opening creditors by £306.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

<b>Notes to the accounts for the period 1 April 2020 to 31 March 2021</b>							
<b>3 Grants and donations</b>			2020/21	2020/21	2020/21	2019/20	
			Unrestricted	Restricted	Total	Total	
			funds	funds	funds	funds	
<b>Meeting Point</b>			£	£	£	£	
Healthy Holidays (Leeds Community Foundation)			-	30,000	30,000	-	
Evan Cornish Foundation			-	10,000	10,000	-	
Resilience Fund (Leeds Community Foundation)			-	9,919	9,919	-	
West Yorkshire Police			-	5,719	5,719	-	
Brelms Trust			-	5,000	5,000	-	
Allen Lane Foundation			-	4,000	4,000	-	
29.05.61 Charitable Trust			-	3,000	3,000	3,000	
Unity in Poverty Action			-	3,000	3,000	-	
Big Change Fund (Leeds Community Foundation)			-	2,500	2,500	-	
Yorkshire Building Society Charitable Foundation			-	2,000	2,000	-	
Groundwork Tesco Bags of Help			-	1,000	1,000	-	
St. Robert's Pannel Parochial Church Council			1,000	-	1,000	-	
Greater Lincolnshire Area of Sanctuary			-	725	725	-	
Leeds City Council (Community Covid Fund)			-	700	700	-	
Leeds City Council (Community Wellbeing Fund)			500	-	500	-	
Groundwork UK			500	-	500	-	
Neighbourly Community Fund			400	-	400	-	
People's Postcode Lottery			-	-	-	13,774	
Sport England			-	-	-	7,594	
Leeds University Union			-	-	-	500	
Other donations			9,680	7,197	16,877	15,405	
<b>Total grants and donations</b>			<b>12,080</b>	<b>84,760</b>	<b>96,840</b>	<b>40,273</b>	
<b>4 Staff costs and numbers</b>							
		2020/21	2019/20				
		£	£				
Gross salaries		34,005	32,289				
Pensions		754	749				
Total staff costs		<b>34,759</b>	<b>33,038</b>				
<b>Defined contribution pension scheme</b>				2020/21	2019/20		
				£	£		
Costs of the scheme to the charitable company for the year				754	749		
The number of employees analysed by activity and expressed as full time equivalents (FTE)							
		2020/21	2019/20				
		FTE	FTE				
Meeting Point		1.4	1.4				
Core administration		0.1	0.1				
Total		<b>1.5</b>	<b>1.5</b>				
The average number of employees during the year was 3 (3 2019/20) being an average of 1.5 FTEs (1.5 2019/20). All employees were part-time for both 2020/21 and 2019/20.							
There were no employees with emoluments above £60,000 (nil 2019/20).							
<b>5 Operating leases</b>							
The Charity uses part of Christ Church Upper Armley under licence from the Parochial Church Council (PCC) as a base for its activities. The agreement can be terminated by either party without financial penalty so no future commitments arise. The Charity paid £2,400 to the PCC (£3,741 2019/20) for use of the building and provision of cleaning.							

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2020 to 31 March 2021

<b>6 Restricted Funds</b>	Balances 1 April 2020	Incoming resources	Expended resources	Balances 31 March 2021
Meeting Point:	£	£	£	£
29.05.61 Charitable Trust	3,000	3,000	(3,000)	3,000
Allen Lane Foundation	-	4,000	-	4,000
Big Change Fund (Leeds Community Foundation)	-	2,500	(2,500)	-
Brelms Trust	-	5,000	(5,000)	-
Destitution Fund	2,074	7,197	(6,914)	2,357
English Language Classes Fund	843	-	-	843
Evan Cornish Foundation	-	10,000	(8,860)	1,140
Greater Lincolnshire Area of Sanctuary	-	725	(456)	269
Groundwork Tesco Bags of Help	-	1,000	(2)	998
Healthy Holidays (Leeds Community Foundation)	-	30,000	(6,588)	23,412
Leeds City Council (Community Covid Fund)	-	700	(700)	-
LUSH	113	-	(113)	-
People's Postcode Lottery	5,509	-	(5,509)	-
Resilience Fund (Leeds Community Foundation)	-	9,919	(9,919)	-
Sport England	4,767	-	(499)	4,268
Trips & Residentials Fund	2	-	-	2
Unity in Poverty Action	-	3,000	(2,618)	382
West Yorkshire Police	-	5,719	-	5,719
Women's Group Fund	1,281	-	(74)	1,207
Yorkshire Building Society Charitable Foundation	-	2,000	(2,000)	-
<b>Total Restricted Funds</b>	<b>17,589</b>	<b>84,760</b>	<b>(54,752)</b>	<b>47,597</b>
<b>Restricted Fund</b>	<b>Purpose of restriction</b>			
29.05.61 Charitable Trust	For Project Manager's salary			
Allen Lane Foundation	For core project costs			
Big Change Fund (Leeds Community Foundation)	For beneficiary travel costs			
Brelms Trust	For salaries			
Destitution Fund	For hardship payments to asylum seekers and refugees			
English Language Classes Fund	For English language classes			
Evan Cornish Foundation	For rent, group work, food & staff salaries			
Greater Lincolnshire Area of Sanctuary	For provision of food & other supplies			
Groundwork Tesco Bags of Help	For core project costs			
Healthy Holidays (Leeds Community Foundation)	For holiday activities			
Leeds City Council (Community Covid Fund)	For core project costs			
LUSH	For Women's Group costs			
People's Postcode Lottery	For drop-in core costs			
Resilience Fund (Leeds Community Foundation)	For project costs including overheads			
Sport England	For Women's Group costs specifically sports participation			
Trips & Residentials Fund	For trips and residentials			
Unity in Poverty Action	For provision of food and related costs			
West Yorkshire Police	For salaries, rent and volunteer costs			
Women's Group Fund	For Women's Group work and activities			
Yorkshire Building Society Charitable Foundation	For drop-in core costs			
<b>7 Stock</b>	<b>31 March 2021</b>		<b>31 March 2020</b>	
	£		£	
First Leeds bus tickets	685		971	
First West Yorkshire bus tickets	383		306	
<b>Total</b>	<b>1,068</b>		<b>1,277</b>	
<b>8 Debtors &amp; Prepayments</b>	<b>31 March 2021</b>		<b>31 March 2020</b>	
	£		£	
Debtors	18,321		3,309	
Prepayments	385		238	
<b>Total</b>	<b>18,706</b>		<b>3,547</b>	

No debtors have been impaired and are expected to be fully settled within 12 months.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2020 to 31 March 2021

<b>9 Cash at bank and in hand</b>	31 March 2021	31 March 2020	
	£	£	
Unity Trust Bank	58,782	36,236	
Petty cash	429	486	
Total	59,211	36,722	
		Restated	
<b>10 Creditors and accruals</b>	31 March 2021	31 March 2020	
	£	£	
Trade creditors	305	1,021	
Accruals	2,565	893	
Total	2,870	1,914	
<b>11 Trustee remuneration and expenses</b>			
No trustee received any remuneration or other benefits, either directly or indirectly, or any expenses during the year (nil 2019/20).			
<b>12 Related party transactions</b>			
<b>Key management personnel</b>			
Employee benefits of the charitable company's key management personnel totalled £15,808 for the year (£15,812 2019/20). The Project Manager is the key management personnel.			
<b>Other related party transactions</b>			
Christ Church Upper Armley Parochial Church Council (the PCC) is a related party of the charitable company. Under the company's articles of association the PCC has the right to appoint 4 trustees out of a maximum of 12.			
Stephen Appleton became a member of Christ Church Upper Armley Parochial Church Council (the PCC) on 17 November 2019. Reverend Phil Arnold became the chair of Christ Church Upper Armley PCC on 22 September 2020.			
The company paid the PCC £2,400 for use of the church building (2019/20 £3,741). A revised rental payment was agreed with PCC from 1 April 2020 to reflect reduced use of the church building due to the Covid-19 restrictions. There were no balances with the PCC at 31 March 2021 (nil at 31 March 2020).			
<b>13 Independent examination</b>			
The £570 fee paid to West Yorkshire Community Accounting Services (WYCAS) (£570 2019/20), as reported on the Statement of Financial Activities, relates solely to independent examination. The Charity also paid WYCAS £252 during 2020/21 (£252 2019/20) for a licence to use QuickBooks Online.			
<b>14 Contingent liabilities</b>			
Under the terms of the funding agreement with Sport England the grant should have been spent by Summer 2020. Sport England agreed to extend the time period within which the grant should be spent to May 2021. Due to the impact of the Government's Covid restrictions for most of 2020/21 it is unlikely that all the remaining funds will be spent by the end of May. The Charity has asked for a further extension and the outcome is uncertain. If Sport England do not agree to an extension the unspent balance of the fund will be repaid. At 31 March 2021 the unspent balance of the Sport England grant was £4,268.			