

**CHRIST CHURCH ARMLEY
COMMUNITY PROJECTS LIMITED
Annual Report and Financial Statements
For the period 1 April 2023 to 31 March 2024**

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 2023 to 31 March 2024

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CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

Trustees' report for the period 1 April 2023 to 31 March 2024

Chair's introduction



Steve Appleton
Chair of Directors

I am pleased to introduce the Trustees' Annual Report and Financial Statements for 2023/24. The report sets out how Christ Church Armley Community Projects Limited ('the Charity') has fulfilled its charitable objectives during the past year through the Meeting Point project.

We celebrated Meeting Point's 20th anniversary in May 2023 with a vibrant and well-attended community event bringing together people from many diverse backgrounds. Looking back, we are so thankful for the very many people who have supported Meeting Point over the years. The needs of refugees and asylum seekers are ongoing so we look forward to continue providing vital support in the years ahead.

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.

The trustees remain aware 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 or 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. A high level of teamwork is essential to the successful services that Meeting Point provides and I am incredibly impressed by the ability of staff, volunteers, and beneficiaries to work together to achieve shared aims supporting refugees and asylum seekers.

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.

As I write my remarks, we have learned that our Project Manager, Emma Crossley, has decided to move on to new challenges. All trustees are incredibly grateful to Emma for her inspiring leadership of Meeting Point over the past 12 years and we wish her well for the future. The Board has agreed an interim plan to ensure the continuing stability of Meeting Point provision and appointed Judith Shalkowski as Interim Project Manager whilst we recruit a permanent Project Manager.

In conclusion, the role of the charitable and voluntary sector in supporting refugees and asylum seekers remains vital and Meeting Point will continue to play a full part in supporting refugees and asylum seekers in Leeds.

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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 July 2022
Philip Arnold		Christ Church PCC appointee	Appointed September 2020
Laurence Dilworth	Finance Director	Christ Church PCC appointee	Appointed December 2012
Kathleen Hynes			Re-appointed July 2023
Joyce Le Masurier			Re-appointed July 2022
Philip Le Masurier		Christ Church PCC appointee	Appointed November 2009
Helen Radelaar			Appointed July 2023
Ann Weir			Re-appointed June 2021

Charity Number 1137501 Registered in England and Wales

Company Number 06864933 Registered in England and Wales

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

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.

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 as amended by special resolution at the Annual General Meeting on 16 November 2009 and by Articles of Association as amended by special resolutions at the Annual General Meetings on 1 November 2010 and on 27 June 2021. 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 retire 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 seven 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. Trustee meetings during the year have been a mix of in-person and on-line.

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

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

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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 the 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 12.

The table below summarises key quantitative measures for the weekly drop-in, an important part of Meeting Point's activities.

Quantitative measures	2023/24	2022/23	2021/22
Beneficiary attendances at the drop-in or food bank	4,917	4,897	4,405
Food parcels distributed to beneficiaries	3,619	3,511	3,652
Hot meals or take-away meals provided to beneficiaries	4,930	2,900	5,000

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 2024. 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.

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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)

Meeting Point celebrated a momentous 20-year anniversary this year – a wonderful achievement for such a fabulous project. To mark the occasion, we put on an open celebratory drop-in, opening it up to other organisations and the local community, resulting in quite a remarkable afternoon of community cohesion, food, music, magic and dancing. Thank you to the team who made it possible, and for all those involved in any way, shape, or form over the past 20 years. You all made it possible!

All in all, it has been a positive year for Meeting Point, but once again the global and national picture has been disruptive. The war in Ukraine has continued and once more, as I write this, we see conflict and horrendous tragedy taking place in the Middle East. Thousands of desperate people continue to seek sanctuary in the UK, met by an increasingly hostile and dysfunctional immigration policy environment. Often it is small front line third sector organisations that have to deal with the forefront of this and here at Meeting Point, we have seen higher numbers than ever before coming to us for support.

Early in the year we were delighted to partner with ChildsSide to run a series of Life in the UK workshops for Ukrainian and other families new to the UK on integration and family life in the UK. We were also excited to welcome medical students to the drop-in to run CPR training to the community as part of their 'Restart a Heart' campaign. Other new additions included having The Growth Company run outreach clinics at the project, focussing on employment and housing support for refugees, as well as visits from MESMAC (sexual health and HIV testing) and Citizens UK who build grass roots social justice campaigns. Meeting

Point is a small team and we could not provide the level of support that we do without our working partners, so a big thank you to all who have worked alongside us this year.

'Such a lovely place to be. You just come here and smile and say hello. The food, the clothes and household items are all amazing'.



Staff and volunteers

The staff team, and a large proportion of the volunteer team, has remained unchanged this year. Some volunteers have moved on or found employment but we have several other new starters



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who have settled in well. We have also welcomed students on placement from both Leeds Trinity and Leeds Beckett Universities. We are proud to retain such a committed and diverse volunteer team, approximately half of which are beneficiaries, and welcome approximately 25 on Mondays and 10 on Wednesdays, to keep the project running as it does.

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

Meeting Point continues to have a fantastic team of volunteers. On a Monday there are a consistent team of regular volunteers turning up, working hard and most importantly providing a friendly welcome to the beneficiaries.

The volunteers have various roles including driving to supermarkets to collect food donations and then working with the donations to provide the beneficiaries with hot and cold food to eat at the drop in and food parcels to take home. Two volunteers teach English each week. Two volunteers register new beneficiaries and provide support and advice. A group of volunteers always sorts and supervises the giving out of clothing, period products and household items.

The volunteers all say they are very happy in their roles. The roles are changed for those who like to try different things, this way they can then learn about the different aspects of the drop-in. Two new volunteers have been recruited from Trinity University since March. They have settled in well also enjoy the work.

This February a celebration for volunteers was held after the drop-in with a visiting magician and free pizzas for dinner. The volunteers appreciated this event which was a way of thanking them for their continued support.

A piece from our volunteer Helen Ford:

I really enjoy being a volunteer at The Meeting Point. I love being part of the team: there is laughter, news, a bit of friendly teasing and some interesting cross-cultural conversations while we work together. I mostly help in the kitchen, and each week is a surprise to know what food has come – but peeling lots of eggs for egg mayonnaise sandwiches is a regular fixture! We know how much The Meeting Point is needed, as beneficiaries pour in during the afternoon, keen to eat, collect food bags, choose clothes and goods and get advice. It is a reminder of the hard life of an asylum seeker when someone says (fairly frequently) 'I'm so hungry' and when those egg mayonnaise sandwiches all disappear.

A piece from our volunteer Lucy Holloway:

I have been volunteering with Meeting Point for over a year, and hope to continue for many more. It's a diverse group of lovely people, working together to make donations stretch as far as possible to help people of all ages, who are sadly often vulnerable and unfairly vilified.

I've volunteered with various charities and organisations, including other asylum seeker/refugee charities, and none have done what Meeting Point does in creating such a safe, welcoming place for people in the most difficult of circumstances to spend time together, relax, and hopefully get some relief and respite. Much as I would prefer it if an organisation like Meeting Point did not need to exist, while it does, I hope

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they can continue to do the excellent work they've been doing for over two decades, and that they receive the recognition they deserve. I am grateful that I get to be a part of it.

A few words from our beneficiary representative, Alesya Moisenko

We are receiving a great support and understanding from both staff and volunteers. They are there to help and make our day nice, and feeling as a family gives us strength to the week ahead. I look forward to Mondays...my best day of the week! We feel looked after. They are amazing people that look after us; what a great support when you need it. Staff and volunteers are the very best to help and support us.



'Your whole team can rightly feel proud to have reached this milestone: it's not easy for any small charity to keep going year after year. So well done!'

Monday Provision

"I always feel welcome here, that's what makes this place so special,"

The drop-in continues to be a safe social space for refugees and asylum seekers to come and meet and access support. At the drop-in clients can access hot and cold food that we prepare on site, as well as refreshments, food parcels, toiletries, period products, clothing, and household goods. They can also access advocacy and support, hardship payments and the opportunity to meet with other organisations there in outreach capacity – employment support/ refugee projects/ advocacy.



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Food is sourced from local supermarkets (via Fareshare and Neighbourly redistribution programmes); donated by The Headingley Greengrocer as well as from the local community.

Numbers benefiting from our provision have increased this year to the highest it's ever been. In the year ending 31st March 2024, we had 4917 visits to the drop-in by 653 individuals and welcomed 318 new clients to the project (these figures are double what they were ten years ago). We gave out 3619 food parcels, 4930 meals, thousands of clothing items, 384 hardship payments, 2728 bus tickets and 2003 period products. 3337 contact visits were also held, supporting clients with a range of advocacy and support issues. In addition to this, a number beneficiaries were helped with 'My New Home' deliveries, supporting their transition from one home to another. More than ever were helped with deliveries of items for a new baby and referrals were made to Leeds Baby Bank, Baby Basics, Leeds North West Foodbank, Reduce Reuse Kids Clothes Project, and Give a Gift. In partnership with Christ Church, the Christian giving platform Acts 435 helped 65 of our clients with cash needs for various items.



We anticipate need to increase in 2024/25, as the cost of living crisis continues to affect us all and the environment for asylum seekers and refugees becomes ever more hostile and challenging.

"These kind people didn't stop caring for us and this thought, this love, I will keep carrying with me as I go."

English classes

The face-to-face English classes have continued this year and have been held twice a week with two different teachers. The classes are on Mondays 1-2pm and on Wednesdays 10.15 – 11.45am. The classes now have consistently 10-14 students each. On a Monday there is a volunteer classroom assistant who has also taken the class independently when the Monday teacher has been away.

The first languages of the students are: Ukrainian, Pushto (Afghanistan), Kurdish (Iraq), Amharic (Ethiopia), Women from Afghanistan form the majority of the students in both classes. Two teenagers have been attending with their mother while they wait for school places. They make very rapid progress in class. This year there has been a continued focus on teaching the students to say, write and spell their names, addresses and phone numbers. This is an essential skill for many situations in everyday life and also very important in emergency situations. Progress has been slow as many of the women are not literate in their mother tongue and do not have the experience of holding a pen and forming letters. The purchase of white boards and dry wipe marker pens has helped a lot with this activity. All students can now say their names and addresses clearly. Other vocabulary has been covered e.g. food, clothing, household items, colours. Verbs and pronouns have been taught and the students can form simple sentences and ask

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simple questions in class. There is some carry over to everyday situations as witnessed by a member of staff over hearing one of the students speaking English in a local supermarket.



Women's Group (Judith Shalkowski – Project Worker)

The Women's Group at Meeting Point had a most wonderful and eventful year with many opportunities organised by the team, including via partner organisations providing women with new skills and activities. While some women move on to education, volunteering and employment, new women join the group and benefit from making new friends and enjoying each other. We continue to plan and each week benefit from a healthy lunch and activities over the two hours on Wednesdays.



This year we held the following activities: BINGO (learning more English with our word BINGO games and prizes); Pamper (also with henna and haircuts, and children's activities); Crafts - cardmaking, lantern making, sewing, knitting, crocheting, jewellery making; Singing - with LUUMIC university students and the New Connections Project; Cooking and baking – (banana bread is one of our favourites and we even sold some on our Christmas stall (unique gifts made - raising funds for our Christmas lunch together); Sculpture workshops and Henry Moore Institute (guided trip to an amazing Art Exhibition); Health and Wellbeing - mindfulness, art journals, prayer times, health talks, gut health, and house plant care.

In May to July, over 18 women were involved in an amazing project, New Connections, with Leeds Conservatoire and Orchestra Live which meant weeks of writing songs, practicing and singing for a concert performance in Leeds. Ten of the women performed the songs they wrote and were accompanied by the orchestra who learned and performed the music. They were grateful for the exciting opportunity to create new music and take part in such an dynamic project.



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Once again, at the end of the school year, over 50 beneficiaries including their children were able to travel by train to North Yorkshire and enjoy a day of play with BINGO games, lunch and face painting, thanks to the volunteers at Impulse Decisions and St Roberts Church, Pannal. Everyone went home feeling so cared about and with some lovely gifts, ice lollies and prizes. Summer activities also involved paying for and getting families signed up to BREEZE events near their homes and accompanying women without children to visit museums near Meeting Point.



In February half term, the team supported a Leeds city trip for over 50 adults and 50 children to attend free activities: Leeds City Museum, Leeds City Library, and the Playhouse. The women received further information on how to access other museums and activities across Leeds and info on transportation.

All activities at Women's Group are planned involving the women themselves and taking account of their interests, and over 58 were able to benefit greatly this year. We are always impressed with the skills of beneficiaries themselves, which they bring and share with each other.

The team continues to provide a range of skills including preparing and serving lunch, welcoming and registering, casework, caring for children, leading activities, alongside the responsibilities to prepare and tidy away the venue. Partners and visitors remark on the friendly and multi-cultural activities present and the women work to promote Meeting Point as a charity to their friends and contacts.

In the future, we plan to help women to access further opportunities such as: personal and home safety and repair, child safety, female health, local trips, IT instruction, and gentle exercise.

Leeds Together for Ukraine Fund - Life in the UK Workshops, in partnership with ChildsSide

In June, as part of the Leeds Together for Ukraine Fund, 45 Meeting Point beneficiaries engaged with one of three workshops, led by ChildsSide CIC.

Individual women and parents benefited from reduced isolation and information on UK opportunities, up-to-date info on parenting in the UK, and links to local and national organisations to support their new life in the UK. Community interpreters facilitated dynamic conversations and supported the four languages per workshop. The events provided refreshments, free bus passes, and extra resources as well as childcare to 15 children. Participants engaged well, provided overwhelmingly positive comments, evaluated the sessions as excellent and went away with helpful resources.



"Having been for the first ChildsSide programme this has been like a recall or refreshing my mind on what to do if I cannot figure out if I am stuck. So this has been so helpful that I'm going home with new approaches on how to manage my struggles and very hopeful."

"This event taught me how to live in this country more easily. Thank you very much."

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The Allotment

Meeting Point has had an allotment plot on a local site for a number of years and this year has seen huge development of the space. It has been a place of sanctuary and tranquility, 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!



Summer Trips

"This is my summer and it's started off with a very special day! My children are so happy and that makes me happy, too, thank you!"

During the summer we were delighted to return to Scarborough with a large group of beneficiaries. We also had a wonderful day out to our friends of St Roberts Church, Pannal, as well as supporting our families to attend the Council Breeze events in and around the city parks.



Case Study

Across the past year, we saw a rise in the needs of women and their children. As families received notice of their leave to remain, they often were moved to temporary housing. One family found themselves unable to get their children to school and their accommodation was not suitable for their young children, without meals, laundry and transportation. More than ever, families needed advocacy and support to explain their problems. Often families were moved to accommodations that were moldy and difficult for children, all crowded into one room together. The project worker was able to support two families to move into more suitable housing and access support to continue education and help for basic needs.

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Looking ahead

We are looking forward to another busy year ahead, and have secured funding from Leeds City Council Migration Partnership Fund to help support our work. We are looking forward to working alongside local Universities to offer students placements at the project, as well as working with local and city wide partners to help bring a varied and appropriately tailored programme of support services and activities. Thank you to everyone who has made this year possible; we certainly could not have done it without you!

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Financial Review

Income for the year 2023/24 together with reserves were sufficient to provide a full resumption of onsite activities for refugees and asylum seekers. We have also funded some trips. Two substantial awards later in the year along with funding through the Household Support Scheme have placed us in a strong financial position for the coming year.

The staff work tirelessly with the support of the team of volunteers to provide the support and activities to beneficiaries. The numbers attending the project have increased considerably in the last few months.

Incoming resources for the Charity totalled £71,429 for 2023/24 which represents an increase of £12,200 on the previous year's income of £59,229. Income from regular giving (and associated gift aid) provided £11,904 of income this last year (approx. 17%), a slight increase on last year's £11,300.

Expenditure for the year was £79,080 being an increase of £6,857 from last year's expenditure of £72,223. This reflects higher staff costs and rent. Staff pay is linked to NJC pay scales and the flat rate increase was almost 11%. Expenditure on hardship payments and prepaid fares is dependent on donations and grants received for the purpose. The fact that the total of £15,565 represents almost 20% of our expenditure reflects the financial need of our beneficiaries.

Overall, there was a net deficit for the year of £7,651. At 31 March 2024 the Charity holds reserves totalling £64,147 of which £11,397 are restricted to be spent on specified purposes (Note 5 to the accounts) and £52,750 are unrestricted to be spent at the trustees' discretion. All the Charity's year end liabilities are covered by available funds. A substantial grant of £34,000 restricted funding is already secured for 2024/25.

The trustees have assessed that the existing level of reserves, secured grant for 2024/25 and anticipated regular income is likely to be more than sufficient to sustain Meeting Point activities throughout 2024/25. 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 and closure costs 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 £52,750 at 31 March 2024 which, after set aside of £9,536, represents 5.5 months' worth of budgeted expenditure for the Charity's core activities. This figure falls within the range adopted by the trustees. The trustees regularly monitor the level of reserves to comply with the reserves policy.

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Statement of Trustees' Responsibilities

The individuals who were trustees at some point during the year ended 31 March 2024 are pictured below.



Steve Appleton
(Chair)



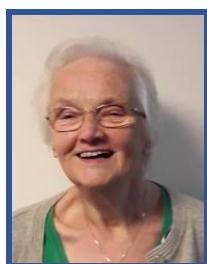
Rev Phil Arnold



Laurence Dilworth



Kath Hvnes



Joyce le Masurier



Philip le Masurier



Helen Radelaar



Ann Weir

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: Steve Appleton (Chair of Trustees)
Date: 4th June 2024

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 2024, which are set out on pages 16 to 21

Responsibilities and basis of report Independent examiner's statement

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.

Simon Bostrom FCIE

10 June 2024

West Yorkshire Community Accountancy Service CIO

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34 Lupton Street
Leeds
LS10 2QW

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Statement of Financial Activities (including summary income and expenditure account) for the period 1 April 2023 to 31 March 2024							
	Notes	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
Incoming resources							
Grants & donations	(2)	27,703	42,187	69,890	13,729	43,878	57,607
Fundraising		2	159	161	689	278	967
Interest Earned		1,308	-	1,308	612	-	612
Other		70	-	70	43	-	43
Total incoming resources		29,083	42,346	71,429	15,073	44,156	59,229
Resources expended							
Staff costs	(3)	15,203	23,659	38,862	1,508	33,590	35,098
Events & activities		586	13,141	13,727	879	11,489	12,368
Facilities & rent	(4)	1,500	4,500	6,000	-	4,200	4,200
Office expenses		1,147	-	1,147	909	290	1,199
Hardship payments & expenses		409	15,156	15,565	956	13,319	14,275
Professional services		1,069	-	1,069	1,629	-	1,629
Insurance		1,221	-	1,221	1,415	-	1,415
Training		238	-	238	170	167	337
Volunteer expenses		-	520	520	-	1,015	1,015
Independent examination fee	(12)	630	-	630	630	-	630
Advertising & publicity		49	52	101	57	-	57
Total resources expended		22,052	57,028	79,080	8,153	64,070	72,223
Net income/ (expenditure)		7,031	(14,682)	(7,651)	6,920	(19,914)	(12,994)
Fund balances brought forward		45,719	26,079	71,798	38,799	45,993	84,792
Fund balances carried forward	(5)	52,750	11,397	64,147	45,719	26,079	71,798

CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

Balance Sheet as at 31 March 2024

	Notes	31 March 2024	31 March 2024	31 March 2024	31 March 2023
		Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
Current assets					
Stock	(7)	-	747	747	166
Debtors and prepayments	(8)	565	359	924	601
Cash at bank and in hand	(9)	54,129	10,995	65,124	73,502
Total current assets		54,694	12,101	66,795	74,269
Current liabilities: amounts falling due within one year					
Creditors and accruals	(10)	1,944	704	2,648	2,471
Total current liabilities		1,944	704	2,648	2,471
Net current assets/(liabilities)		52,750	11,397	64,147	71,798
Net assets		52,750	11,397	64,147	71,798
Funds					
Unrestricted funds		52,750	-	52,750	45,719
Restricted funds	(6)	-	11,397	11,397	26,079
Total funds		52,750	11,397	64,147	71,798

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 the Financial Reporting Standard 102 (effective

The financial statements, which include notes 1 to 12, were approved at a meeting of the trustees and signed on its behalf by:

Signed: Kath Hynes (Finance Director)

Date: 4th June 2024

CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

Notes to the accounts for the period 1 April 2022 to 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 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 5 to the accounts.

CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

Notes to the accounts for the period 1 April 2023 to 31 March 2024

2 Grants and donations	2023/24	2023/24	2023/24	2022/23
	Unrestricted funds	Restricted funds	Total funds	Total funds
Meeting Point	£	£	£	£
National Lottery Community Fund (Cost of Living Fund)	12,958	14,374	27,332	10,500
Unity in Poverty Action	-	13,950	13,950	9,483
Sir George Martin Trust	-	2,500	2,500	6,018
Neighbourly (Sainsburys)	-	1,500	1,500	4,700
Neighbourly (Lidl)	-	1,000	1,000	3,000
Yorkshire Building Society Charity	-	1,000	1,000	2,097
Community Foundation for Lancashire (Hills)	-	1,000	1,000	1,000
Wade's Charity	-	800	800	1,000
St. Robert's Pannel PCC	1,186	-	1,186	520
Other donations	13,559	6,063	19,622	19,289
Total grants and donations	27,703	42,187	69,890	57,607

3 Staff costs and numbers

	2023/24	2022/23
	£	£
Gross salaries	37,979	34,273
Pensions	883	825
Total staff costs	38,862	35,098

Defined contribution pension scheme

	2023/24	2022/23
	£	£
Costs of the scheme to the charitable company for the year	883	825

The number of employees analysed by activity and expressed as full time equivalents (FTE)

	2023/24	2022/23
	FTE	FTE
Meeting Point	1.4	1.4
Core administration	0.1	0.1
Total	1.5	1.5

The average number of employees during the year was 3 (3 2022/23) being an average of 1.5 FTEs (1.5 2022/23). All employees were part-time for both 2023/24 and 2022/23.

There were no employees with emoluments above £60,000 (nil 2022/23).

CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

Notes to the accounts for the period 1 April 2023 to 31 March 2024				
4 Operating leases				
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 penalty so no future commitments arise. The Charity paid £6,000 to the PCC (£4,200 2022/23) for the use of the building and provision of cleaning.				
5 Restricted Funds	Balances 1 April 2023	Incoming resources	Expended resources	Balances 31 March 2024
Meeting Point:	£	£	£	£
Communities in Crisis Fund (Leeds Community)	2,495	-	(2,495)	-
Community Foundation for Lancashire (Hills)	-	1,000	-	1,000
Community Organisations Cost of Living Fnd (Nat.Lottery	-	14,374	(14,374)	-
Destitution Fund	2,895	6,055	(4,485)	4,465
English Language Classes Fund	464	-	(452)	12
Greater Lincolnshire Area of Sanctuary	161	-	(161)	-
Groundwork Tesco Bags of Help	170	-	(170)	-
Hillards Charitable Trust	573	-	(573)	-
Julia and Hans Rausing Trust	4,600	-	(4,600)	-
Leeds City Council (MICE)	1,000	-	(1,000)	-
Neighbourly (Aldi)	1,000	-	(1,000)	-
Neighbourly (Lidl)	484	1,000	(728)	756
Neighbourly (M&S)	912		(169)	743
Neighbourly (Sainsburys)	-	1,500	(300)	1,200
Sewing Machine Fund	96	-	(96)	-
Sir George Martin Trust	-	2,500	(2,500)	-
Together for Ukraine Fund (Leeds Community Foundat'n)	9,483	-	(9,483)	-
Unity in Poverty Action	166	13,950	(13,369)	747
Wade's Charity	-	800	(800)	-
Women's Group Fund	1,580	167	(273)	1,474
Yorkshire Building Society Charity	-	1,000	-	1,000
Total Restricted Funds	26,079	42,346	(57,028)	11,397
Restricted Fund	Purpose of restriction			
Communities in Crisis Fund (Leeds Community)	For salaries, rent, food & office costs			
Community Foundation for Lancashire (Hills)	For Summer Trips			
Community Organisations Cost of Living Fnd (Nat.Lottery	For Salaries, Rent and Volunteer Fares			
Destitution Fund	For hardship payments to asylum seekers and refugees			
English Language Classes Fund	For English language classes			
Greater Lincolnshire Area of Sanctuary	For provision of food & other supplies			
Groundwork Tesco Bags of Help	For core project costs			
Hillards Charitable Truts	For food & fares			
Julia and Hans Rausing Trust	For salaries, rent & food			
Leeds City Council (MICE)	For Coronation event & summer trips			
Neighbourly (Aldi)	For Food, Fares and Rent			
Neighbourly (Lidl)	For Food			
Neighbourly (M&S)	For Food			
Neighbourly (Sainsburys)	For Rent and Salaries			
Sewing Machine Fund	For sewing machines, related equipment & accessories			
Sir George Martin Trust	For Core costs			
Together for Ukraine Fund (Leeds Community Foundat'n)	For salaries, rent, food & workshops			
Unity in Poverty Action	For provision of food and related costs			
Wade's Charity	For Summer Trips			
Women's Group Fund	For Women's Group work and activities			
Yorkshire Building Society Charity	For Salaries			
6 Stock	31/03/2024		31/03/2023	
	£		£	
First West Yorkshire bus tickets	0		166	
Total	747		166	

CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

Notes to the accounts for the period 1 April 2023 to 31 March 2024

7 Debtors & Prepayments	31 March 2024	31 March 2023			
	£	£			
Debtors	571	311			
Prepayments	353	290			
Total	924	601			
No debtors have been impaired and are expected to be fully settled within 12 months.					
8 Cash at bank and in hand	31 March 2024	31 March 2023			
	£	£			
Unity Trust Bank	64,540	73,208			
Petty cash	584	294			
Total	65,124	73,502			
9 Creditors and accruals	31 March 2024	31 March 2023			
	£	£			
Trade creditors	777	480			
Accruals	1,871	1,991			
Total	2,648	2,471			
10 Trustee remuneration, expenses and donations					
No trustee received any remuneration or other benefits, either directly or indirectly, or any expenses during the year (nil 2022/23).					
The total donations received from trustees during the year was £1,200 (£1,760 2022/23).					
11 Related party transactions					
Key management personnel					
Employee benefits of the charitable company's key management personnel totalled £18,335 for the year (£17,210 2022/23). The Project Manager is the key management personnel.					
Other related party transactions					
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 the PCC on 17 November 2019. Reverend Phil Arnold became the chair of the PCC on 22 September 2020.					
The company paid the PCC £6,000 for use of the church building (2022/23 £4,200). There were no balances with the PCC at 31 March 2024 (nil at 31 March 2023).					
12 Independent examination					
The estimated £630 fee payable to West Yorkshire Community Accounting Services (WYCAS)(£630 2022/23), as reported on the Statement of Financial Activities, relates solely to independent examination. The Charity also paid WYCAS £270 during 2023/24 (£270 2022/23) for a licence to use QuickBooks Online.					