

Joanna Leeds

Charity number 1138640

Annual Report and Financial Statements
for the year ended 31 December 2020



Annual Report and Financial Statements
for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

Joanna Leeds

Trustees' report for the year ended 31 December 2020

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
Naomi Simkins	Chair
Ifan Greville	Treasurer
Joanne Simpson	Trustee
Angharad Turner-Fielder	Trustee
Margaret Emily Harvey	Trustee

Charity number 1138640 Registered in England and Wales

Registered and principal address

Joanna House
1 Sydenham Street
Leeds
LS11 9RR

Bankers

Unity Trust Bank plc	CAF Bank Ltd
Nine Brindleyplace	25 Kings Hill Avenue
Birmingham	Kings Hill
B1 2HB	West Malling
	ME19 4JQ

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) which converted from a charitable company on 08 October 2020.

Method of recruitment and appointment of trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Joanna Leeds

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities

The charity's objects

To relieve the charitable needs of vulnerable women and girls, particularly those who are at risk of or involved in prostitution in Leeds, or such other locations as the trustees may from time to time think fit, and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected to the charitable work of the charity.

The charity's main activities

Joanna works with women and girls, particularly those at risk of or involved in prostitution in Leeds. Through practical and emotional support, befriending and mentoring we aim to enable these women to exit prostitution and sustain a new life.

Public benefit statement

In setting our objectives and planning our activities Joanna Project's trustees have given serious consideration to the Charity Commission's general guidance on public benefit. Our focus in particular is on improving the safety, health and wellbeing of the vulnerable women in contact with the charity, in accordance with Joanna Project's purpose.

The 'heads of charity' Joanna Project operates within is the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Achievements and performance

We work with women who have encountered multiple disadvantages and whose complex needs require a long term relational approach. When the Coronavirus Pandemic struck we recognised that all their previous vulnerabilities still remained and now they had additional challenges, so we were determined to maintain a face to face frontline service, adapting our service to remain compliant with the ever changing restrictions. We were able to continue with practical and emotional support, assisting with food and phone provision, as well as providing help with accessing housing, medical care, mental health support and drug treatment. Our advocacy role remains key. We are pleased that this last year has demonstrated that we are a service that is able to be flexible and adaptable in order to respond to changing needs and that the women know we are still here for them. Our core Christian values remain: hope, love and dignity.

We saw an annual growth in our reach (10% more women) and activity (27% more interventions). Social distancing restrictions necessitated the pausing of our physical drop-in, 'Open house' operations. Whilst missing the benefits of providing the community space and hosting of clinics, this step released capacity for one-to-one work with 165 women.

Throughout this time, we have reaped the benefits of years of building up relationships with other services and agencies which paid dividends in the amount of liaison we were able to achieve and the assistance we were able to give colleagues in other services who were working remotely. Partnership working remains a key part of being able to ensure the needs of women are met and to further help with that we became a member of the Women's Lives Leeds Alliance.

The pandemic highlighted the need for staff to be able to work remotely should the need arise so we commissioned an online record keeping system which has been a great asset.

Joanna Leeds

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities

Financial review

The net income for the year was £60,188, including net income of £39,425 on unrestricted funds and net income of £20,763 on restricted funds after transfers.

We have not identified any material uncertainties that cast doubt on the ability of Joanna Leeds to continue as a going concern in the short term. We are aware that the long running grant from the lottery is due to come to an end during 2021. That said we have been successful in securing a grant from the Ministry of Justice that mitigates this loss for the year and we remain confident that our relationship with the lottery will be renewed later in the year.

Despite the uncertainty caused by Covid, and increased expenditure on IT equipment to facilitate different ways of working for colleagues, overall the charity's expenditure was lower than budgeted. Additionally the charity benefited from the government furlough scheme, and Covid related grants, which resulted in cash reserves increasing from £87k at the start of the year to £113k by the end of the year.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £99,978.

Joanna Project's reserves policy is to hold free reserves (unrestricted funds not committed or invested in tangible fixed assets) of between 3 and 6 months of total annual expenditure.

Signed on behalf of the board of trustees:

Signed: Naomi Simkins . (Trustee)

Name: Naomi Simkins

Date: 17/3/2021

Joanna Leeds

Independent examiner's report to the trustees of Joanna Leeds

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 December 2020, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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: 30/3/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Joanna Leeds

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants	(2)	1,450	162,215	163,665	140,235
Regular donations		28,638	-	28,638	28,411
One off donations		31,632	-	31,632	17,991
Fundraising		2,982	-	2,982	6,426
Gift aid		5,998	-	5,998	5,398
Other income		587	-	587	685
Total income		71,287	162,215	233,502	199,146
Expenditure on:					
Salaries, NIC and pensions	(3)	22,961	108,284	131,245	126,788
Payroll charges		-	926	926	907
Staff travel and expenses		148	778	926	2,028
Training and other staff costs		55	780	835	1,431
Local outreach		208	3,233	3,441	6,694
Rent, rates and service charge		-	5,867	5,867	3,624
Utilities		108	3,585	3,693	4,565
Security		-	1,184	1,184	1,570
Other building and garden expenses		56	582	638	3,817
Food and consumables (Joanna House)		633	3,017	3,650	6,255
Printing, postage and stationery		81	266	347	170
Telephone		31	2,925	2,956	3,073
Internet, website and computer expenses		588	3,222	3,810	442
Office expense		90	274	364	277
Advertising and publicity		-	182	182	1,779
Events and activities		-	-	-	3,971
Membership and subscriptions		255	254	509	375
Insurance		-	785	785	835
Professional fees		6,606	-	6,606	2,493
Vehicle expense		204	4,549	4,753	2,690
Other expense		112	5	117	109
Depreciation		-	480	480	-
Total expenditure		32,136	141,178	173,314	173,893
Net income / (expenditure)		39,151	21,037	60,188	25,253
Transfers between funds		274	(274)	-	-
Net movement in funds		39,425	20,763	60,188	25,253
Fund balances brought forward		60,553	36,499	97,052	71,799
Fund balances carried forward	(4)	99,978	57,262	157,240	97,052

All incoming resources and resources expended derive from continuing activities.

Joanna Leeds

Balance sheet

as at 31 December 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) -	4,320	4,320	-
Total fixed assets	-	4,320	4,320	-
Current assets				
Debtors and prepayments	(6) 3,258	40,130	43,388	10,662
Cash at bank and in hand	(7) 97,560	15,062	112,622	87,265
Total current assets	100,818	55,192	156,010	97,927
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 840	2,250	3,090	875
Total current liabilities	840	2,250	3,090	875
Net current assets / (liabilities)	99,978	52,942	152,920	97,052
Total assets less current liabilities	99,978	57,262	157,240	97,052
Net assets	99,978	57,262	157,240	97,052
Funds				
Unrestricted funds	99,978	-	99,978	60,553
Restricted funds	-	57,262	57,262	36,499
Total funds	99,978	57,262	157,240	97,052

The financial statements were approved by the board of trustees on

Date: 17/03/2021

Signed: Naomi Simkins

(Trustee)

Name Naomi Simkins

Joanna Leeds

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

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

Going concern

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

Incoming resources

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

Grants and donations

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

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

Expenditure and liabilities

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

Taxation

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

Tangible fixed assets

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

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Motor vehicles: over 4 years

Software : over 10 years

Pensions

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

Joanna Leeds

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies continued

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 through the terms of an appeal.

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

Joanna Leeds

Notes to the accounts continued

for the year ended 31 December 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Basis Yorkshire	-	5,575	5,575	1,717
Big Lottery Fund	-	62,121	62,121	53,046
Brelms Trust CIO	-	-	-	5,000
Department for Digital, Culture, Media and Sport	-	7,165	7,165	28,192
The Joseph Rank Trust	-	15,000	15,000	15,000
Leeds City Council	-	4,000	4,000	14,000
Seedbed Christian Community Trust	-	-	-	10,000
Skipton Building Society Charitable Foundation	-	-	-	1,000
Stephen Clark Charitable Settlement 1965	-	-	-	5,000
Souter Charitable Trust	-	-	-	2,500
The Woodward Charitable Trust	-	-	-	1,000
Wades Charity	-	-	-	2,500
Yorkshire Building Society	-	-	-	-
HMRC - Coronavirus Job Retention Scheme	-	4,248	4,248	-
Hill Dickinson Foundation	-	3,000	3,000	-
Lloyds Community Fund	-	4,850	4,850	-
Ministry of Justice	-	35,280	35,280	-
Pilgrim Trust	-	15,000	15,000	-
Smallwood Trust	-	5,976	5,976	-
Other small grants	1,450	-	1,450	1,280
	<u>1,450</u>	<u>162,215</u>	<u>163,665</u>	<u>140,235</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	122,815	118,284
Social security costs	6,284	6,046
Employment allowance	(4,000)	(3,000)
Pensions	6,146	5,458
	<u>131,245</u>	<u>126,788</u>

The average number employees during the year was 6, being an average of 5.3 full time equivalent (2019: 5.8, 4.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	6,146	5,458
Amount of any contributions outstanding at the year end	-	35

Joanna Leeds

Notes to the accounts continued

for the year ended 31 December 2020

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Basis Yorkshire	1,095	5,575	1,643	-	5,027
Big Lottery Community Fund	6,437	55,121	54,282	-	7,276
Big Lottery Fund - A4A	-	7,000	7,000	-	-
Brelms Trust CIO	2,074	-	2,074	-	-
Community Foundation	419	-	419	-	-
DCMS Tampon Tax Fund	274	7,165	7,165	(274)	-
The Joseph Rank Trust	5,000	15,000	17,126	-	2,874
Leeds City Council	10,465	4,000	10,406	-	4,059
Seedbed Christian Community Trust	6,028	-	6,028	-	-
Skipton Building Society Foundation	1,000	-	-	-	1,000
Souter Trust	2,112	-	780	-	1,332
Wades Charity	506	-	506	-	-
Yorkshire Building Society	1,090	-	278	-	812
HMRC-Covid19 Job Retention Scheme	-	4,248	4,248	-	-
Hill Dickinson Foundation	-	3,000	1,696	-	1,304
Lloyds	-	4,850	530	-	4,320
Ministry of Justice	-	35,280	11,414	-	23,866
Pilgrim	-	15,000	12,682	-	2,318
Smallwood Trust	-	5,976	2,901	-	3,075
	<u>36,499</u>	<u>162,215</u>	<u>141,178</u>	<u>(274)</u>	<u>57,263</u>

Fund name

Purpose of restriction

Basis Yorkshire	Winter Warmer and Athena grant.
Big Lottery Community Fund	Towards costs of specified salaries and running expenses.
Big Lottery Fund - A4A	Towards director salary increase for Covid-19 and mileage
Brelms Trust CIO	Towards running costs of Joanna House.
Community Foundation	Towards Evening Outreach costs.
DCMS Tampon Tax Fund	Towards salary costs of Coordinator and training.
The Joseph Rank Trust	Transfer relates to expenditure in an earlier period
Leeds City Council	Towards salary costs of the Outreach and Support worker.
Seedbed Christian Community Trust	Towards costs of Joanna House rent, emergency clothing, food, transport, activity packs, electricity
Skipton Building Society Foundation	Towards costs of exercise project.
Souter Trust	Towards craft, baking and cooking items.
Wades Charity	Towards Evening Outreach costs.
Yorkshire Building Society	Towards recreational activities.
HMRC-Covid19 Job Retention Scheme	Towards costs of events and activities.
Hill Dickinson Foundation	Towards staff who have been furloughed due to Covid-19.
Lloyds	Towards utilities and food
Ministry of Justice	Towards software development
Pilgrim	Towards core costs of the charity
Smallwood Trust	Towards director salary contribution
	Towards salaries and IT hardware

Joanna Leeds

Notes to the accounts continued for the year ended 31 December 2020

5 Tangible assets

	Software	Motor vehicles	Total
<u>Cost</u>	£	£	£
At 1 January 2020	-	11,692	11,692
Additions	4,800	-	4,800
At 31 December 2020	4,800	11,692	16,492
<u>Depreciation</u>			
At 1 January 2020	-	11,692	11,692
Charge for year	480	-	480
At 31 December 2020	480	11,692	12,172
<u>Net book value</u>			
At 31 December 2020	4,320	-	4,320

6 Debtors and prepayments

		2020	2019
		£	£
Debtors	Ministry of Justice grant	35,280	-
	Lloyds Foundation grant	4,850	7,059
	Gift Aid	190	380
Prepayments	Insurance	679	679
	Vehicle insurance	1,362	1,332
	Security maintenance	882	813
	Professional fees	145	399
		43,388	10,662

7 Cash at bank and in hand

	2020	2019
	£	£
Unity Trust Bank current account	4,554	598
CAF Bank Gold interest account	58,588	8,561
CAF Cash deposit account	49,137	77,692
Cash in hand	343	414
	112,622	87,265

8 Creditors and accruals

Creditors and accruals		2020	2019
		£	£
Creditors	Pensions	-	35
Accruals	Independent examination	840	840
	Lease	2,250	-
		<u>3,090</u>	<u>875</u>

Joanna Leeds

Notes to the accounts continued

for the year ended 31 December 2020

9 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £29,572 (previous year: £24,306).

10 Analysis of principal SoFA components for the current reporting period

The effective date of the conversion was 8 October 2020.

	Pre- conversion £	Post- conversion £	Combined total £
Total income	135,548	97,954	233,502
Total expenditure	(125,937)	(47,377)	(173,314)
Net income / (expenditure)	<u>9,611</u>	<u>50,577</u>	<u>60,188</u>

Joanna Leeds

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants	1,450	6,280	162,215	133,955	163,665	140,235
Regular donations	28,638	28,411	-	-	28,638	28,411
One off donations	31,632	17,991	-	-	31,632	17,991
Fundraising	2,982	6,426	-	-	2,982	6,426
Gift Aid	5,998	5,398	-	-	5,998	5,398
Other income	587	685	-	-	587	685
Total income	71,287	65,191	162,215	133,955	233,502	199,146
Expenditure						
Salaries, NIC and pensions	22,961	29,074	108,284	97,714	131,245	126,788
Payroll charges	-	907	926	-	926	907
Staff travel and expenses	148	648	778	1,380	926	2,028
Training and other staff costs	55	37	780	1,394	835	1,431
Local outreach	208	1,940	3,233	4,754	3,441	6,694
Rent, rates and service charge	-	2,574	5,867	1,050	5,867	3,624
Utilities	108	1,068	3,585	3,497	3,693	4,565
Security	-	532	1,184	1,038	1,184	1,570
Other building and garden exp	56	277	582	3,540	638	3,817
Food and consumables	633	109	3,017	6,146	3,650	6,255
Printing, postage and stationery	81	-	266	170	347	170
Telephone	31	326	2,925	2,747	2,956	3,073
Internet, website and comp. exp.	588	263	3,222	179	3,810	442
Office expense	90	58	274	219	364	277
Advertising and publicity	-	-	182	1,779	182	1,779
Events and activities	-	3,971	-	-	-	3,971
Membership and subscriptions	255	216	254	159	509	375
Insurance	-	729	785	106	785	835
Professional fees	6,606	1,494	-	999	6,606	2,493
Vehicle expense	204	906	4,549	1,784	4,753	2,690
Other expense	112	109	5	-	117	109
Depreciation	-	-	480	-	480	-
Total expenditure	32,136	45,238	141,178	128,655	173,314	173,893
Net income / (expenditure)	39,151	19,953	21,037	5,300	60,188	25,253
Transfers between funds	274	-	(274)	-	-	-
Net movement in funds	39,425	19,953	20,763	5,300	60,188	25,253
Fund balances b/f	60,553	40,600	36,499	31,199	97,052	71,799
Fund balances c/f	99,978	60,553	57,262	36,499	157,240	97,052