

Caring Together in Woodhouse & Little London

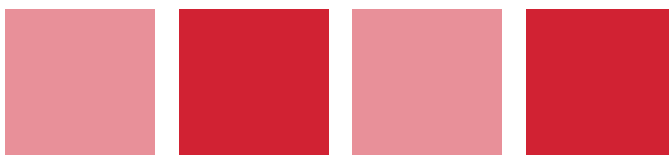
Registered Charity Number 1138782
Company Limited by Guarantee: 07402794



Supporting Older People in
our Community since 1995



ANNUAL REPORT 2021





Zoom Meeting

Speaker View

Karen Tobin

Lisa Argyle

'Three Days, Three Homes, Three Zooms and Three Minds' inspired by Mandela to create art in celebration of Nelson Mandela's Birthday

End Meeting for All

Leave Meeting

Give feedback Cancel

18:20 15/07/2020

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Windows taskbar icons: File Explorer, Word, PowerPoint, Chrome, Settings, Mail, Teams

CARING TOGETHER

IN WOODHOUSE AND LITTLE LONDON

OFFICE

127 Woodhouse Street
Leeds
LS6 2PY

Telephone: 0113 2430298
e-mail: info@caringtogether.org.uk
www.caringtogether.org.uk
facebook.com/caringtogetherleeds
Twitter: @caringtogether1

OUR TRUSTEES

| | |
|------------------------------|-----------|
| Cllr Al Garthwaite | Chair |
| Ann Shaw | Secretary |
| David Wigglesworth | |
| Ben Anson | |
| Tracey Noble | |
| Ann Dudzinski | |
| Myrna Ruttledge | |
| Cllr Abigail Marshall-Katung | |
| Cllr Javaid Akhtar | |

PATRONS

The Lord Mayor of Leeds
Hilary Benn MP

STAFF

STAFF

| | |
|------------------|--|
| John O'Dwyer | Manager |
| Valerie McGregor | Advice & Support Worker/Deputy Manager |
| Lisa Argyle | Community Resilience Worker |
| Ashley Rose | Finance Worker |

AIMS & OBJECTIVES

Caring Together in Woodhouse and Little London is established for the following objects:-

- The relief of older people (without distinction of colour, ethnic origin, nationality, political or religious opinion or sex) in any way considered to be charitable in law as the trustees may determine within the geographic area of Woodhouse and Little London and its neighbourhood within the City of Leeds.
- To promote the mental and physical welfare of older people and relieve those with disabilities.
- To advance the education of older people on matters such as finance, health, housing, security and welfare entitlements.
- To further any other charitable purposes as the trustees may determine for the benefit of the residents in the area of benefit.

FOREWORD FROM OUR PATRON

It is a great honour to be asked once again to contribute these words to the Caring Together annual report.

The last year and a half has been very difficult because of the Covid pandemic - many people have sadly lost loved ones - but Caring Together has carried on its work in new ways. This shows the strength of the organisation and the dedication of our wonderful staff and volunteers to whom we owe a huge debt of gratitude.

And whatever the circumstances, the fundamental aims of Caring Together remain the same - to help older people lead active and healthy lives.

I look forward to seeing you all again before too long.

Best wishes

**Rt Hon Hilary Benn
MP for Leeds Central
and Patron of Caring Together
in Woodhouse and Little London**



CHAIR'S REPORT

Having been the Chair of Caring Together for over a year now, I am delighted to welcome this annual report with the details of the wonderful work carried out by staff during the pandemic. It's been a very difficult time for everyone, but staff have really risen to the challenge, and learnt many new ways of keeping everyone going, involved and interested as the weeks and months of lockdown rolled on. I am proud to be the chair of an organisation that employs such dynamic people.

Thank you also to all our board members, who oversee the working of the organisation with due diligence and great enthusiasm.

Turning to other matters, the move to new premises has been a great success. It is really good to have a much more accessible and visible presence right in the heart of our area of work. I am delighted to have been able to help make this possible and to see what was a dingy and dilapidated space transform into somewhere so comfortable and welcoming.

Finally, and most importantly, thank you to all the members of Caring Together, without whom the organisation could not exist, and whose participation and determination to keep going during this very difficult time has been a true inspiration. I very much look forward to seeing you all in person once again before too long.

With all best wishes

Al

**Cllr Al Garthwaite
Chair, Caring Together in Woodhouse and Little London
Councillor for Headingley, Hyde Park and part of Woodhouse**



FINANCE REPORT

Caring Together entered 2020/21 confident in our abilities to attract funding for our activities and service provision. As in previous years, we opted for a strategy of spreading the risks widely and applying for smaller funding pots that allowed us to target specific areas of need. It helped that we responded to the changing circumstances necessitated by Covid with speed and were able to articulate to funders our ability to transform our ways of working in ways that were proportionate and targeted and that addressed the individual and collective needs of the community.

Much of what we have achieved would have been made extremely difficult without the funding received from a wide range of sources, not least the local authority. We thank them for the confidence that they have shown in us.

The net income for the year was £14,035, including net income of £13,931 on unrestricted funds and net income of £104 on restricted funds. The charity's free reserves, excluding fixed assets, at the year-end were £96,934.

A major expenditure over this year was the office move and associated improvements to the building which needed to be made. That we managed to fundraise for this on top of our ongoing fundraising was a significant achievement. The move should allow us to reduce our core expenditure over the years ahead.

While our income from group contributions ceased over 2020/21, many members have continued to fundraise for and donate to Caring Together. This has been greatly appreciated by us. We continue to exercise very tight control over expenditure and these individual donations make a significant contribution to group and activities costs. We have not been able to secure a position of volunteer treasurer for the board over the past year. This vacancy still exists. While we have managed to mitigate any issues relating to this through the skills present in our board of trustees and staff team, we will redouble our efforts this year to resolve this issue. If you know of anybody who would be interested in discussing with the trustees what this role entails, please make contact.



STAFF & ACTIVITIES

Reflecting on 2020/21 leaves me with a dilemma. So much took place within that year that it is a case of what to leave out rather than what to put in. The changes to work practices, to provision of services, to identifying the best community responses to the pandemic, were all seismic. We could have become too stretched or alternatively too restricted and rigid in our approach. Instead, none of this happened. We identified our priorities early on and, alongside community partners, developed a wide ranging response to need that was both targeted and innovative.

At the onset, we quickly realised that what many older people needed, particularly those living alone, was reassurance that there was help and advice available should they require this. All of our members were called within a short space of time and through this we gained an idea of the type of initial response that we were going to have to make.

We provided members with food and medicine supplies where needed, either directly through our own efforts or collectively through the various food hubs that emerged. We made tentative doorstep and garden visits to members that were particularly isolated and provided all members with regular current public health advice. We did this via our website, newsletters, regular mail-outs, phone calls and face to face.

Some group activities remained in place, albeit initially online alongside individual walking support and walking groups as well as support groups in the gardens of local communal establishments. All within public health guidelines. Arranging these groups, particularly the online sessions, took considerable time, effort and patience. It is a credit to staff perseverance in this area, with the support of partners, that so many members were able to access activities and much more and which has since stood them in good stead in so many other ways.

We focussed on a greater level of individualised support, much appreciated by those in receipt of this, and coped with an increased level of service demand as it presented itself. We continued our support in areas that we were heavily invested in pre pandemic such as benefits support and supporting those with mental ill health and dementia. We also recognised and worked to mitigate the emotional distress and physical issues that were made more pronounced as a result of greater levels of isolation and reduced mobility.

Our online presence increased, both in terms of quantity of information, and the numbers of members accessing this. Contributions by individual members in providing reflections and stories were particularly gratifying, and the quality of these has been remarked upon as being excellent.

Throughout all of this the staff team have been generous in their application and dedication to their work and the community. Whether working unsocial hours and weekends and not availing of anything like their full annual leave entitlements, they have embodied the principle of community and solidarity which underpins the ethos of Caring Together. It also goes without saying that our local volunteers were once again pivotal in all that we achieved and our thanks go out to them for this.



Much of what we have achieved would have been made extremely difficult without the funding received from a wide range of sources, not least the local authority. We thank them for the confidence that they have shown in us.

Many people throughout the country have expressed wishes for a return to normality. While this is understandable, I feel that many changes that have taken place will be permanent. Much has been learned from our recent experiences, particularly in recognising the value of local responses to national emergencies and of the inherent value in working side by side with all sections of our communities.

As an organisation, we have always been flexible and adaptable and able to react to changing circumstances. I feel that this has proved invaluable during this crisis. From the very start our focus was clear. We operated in a collegiate manner, between the staff team and volunteers and reacted promptly to observed need and requests for assistance. We reacted in real time to opportunities provided by both the easing of lock-down and the difficult transitions back to tighter restrictions.

The best and most important advocates of our work are our members. We thank them for their patience, their vitality, their stoicism and the faith that they showed in us. We hope that we were able to repay this faith over 2020/21 and as we move forward.

John O'Dwyer
Manager

VOLUNTEERING AKA 'COMMUNITY KINDNESS'

Volunteering at Caring Together can be something formal as well as informal. It is community kindness, in whatever way feels right at the time. We don't measure it or judge it; we just appreciate however it is offered. The Covid-19 pandemic brought about some changes and also challenges in 2020. It was a new experience for everyone yet the kindness did not diminish. And where some volunteers were unable to help in the same way due to the restrictions, we adapted.

Volunteers as always are a vital component in what we do and in our response to Covid this continued. Some of our existing volunteers took on more befriending via the phone, and others switched from meeting in person to the phone. Others joined us with making phone calls to members with others coming back who'd volunteered in the past, to those who were isolated, offering reassurance and sharing official information. This was a constant friendly welcome in the midst of the confusion and uncertainty for our members. Firm friendships and bonds were made throughout, with one continuing on from overseas via zoom.

In addition to the calls, some of the help came from volunteers own gardens or living rooms. This included bringing the newsletter together in their kitchen's or gardens and then delivering them to your door. This was the same when we brought together the festive bags. This was a huge behind the scenes task, with many helpers getting to deliver them to the doorstep too. Our money box counting also continued at volunteers' homes.

We had some also helping with getting food items, making masks, crocheting blankets, making Christmas cards for us to sell, calling round to check neighbours were ok, with others baking and sharing homemade produce and lunches together. Donating also continued, from stamps to money, to hand sanitisers. Some arranged meeting up together, suggesting various walks, helping others get to meeting points. Other acts of community kindness were from those who week in week out wrote articles for our members and community to enjoy, and helped with writing poems and quizzes. Also, sharing photographs too. Our volunteers also helped on the allotment and shared their time, knowledge and produce with us. Support also came from our trustee volunteers who continued to meet monthly to support us as a team and guide our work. Outside help also came from team members of Zurich, Student volunteers at University of Leeds and Notre Dame Sixth Form College.

We came together as a community to help together, which has been truly remarkable. Huge gratitude to you all, you are amazing!

Lisa Argyle, Community Resilience Worker

If you would like to get involved then please email:

lisa@caringtogether.org.uk or call 07436 530073



CARING TOGETHER IN WOODHOUSE & LITTLE LONDON IS GRATEFUL FOR THE FOLLOWING GRANTS AND DONATIONS IN 2020/21

| | |
|---|---------|
| Leeds City Council (Adult Social Care) | £54,828 |
| Leeds Benevolent Society for Single Ladies | £20,000 |
| Leeds City Council (Additional Covid Funding) | £12,162 |
| Leeds Resilience Fund | £8,893 |
| Charities Aid Foundation | £8,198 |
| Independent Age | £7,898 |
| Trusthouse Charitable Foundation | £6,769 |
| Leeds City Council (INW/HAP) | £5,155 |
| Leeds City Council/Leeds Older People's Forum (Covid Funds) | £5,500 |
| Member & Supporter Donations | £5,297 |
| Lottery Community Fund | £4,145 |
| Leeds Older People's Forum | £4,100 |
| Harrison & Potter Trust | £4,000 |
| Sir George Martin Trust | £2,500 |
| Leeds Community Foundation (Stay Well) | £2,500 |
| Leeds City Council (Wellbeing) | £1,500 |
| Gateway Church | £1,000 |
| Leeds City Council (Digital) | £770 |
| Sylvia & Colin Shepherd Charitable Trust | £500 |
| Morrisons Foundation | £359 |
| Leeds City Council (MICE Money) | £300 |
| Charles Brotherton Trust | £150 |

THANKS TO ALL OUR SUPPORTERS & FRIENDS

Caring Together is deeply grateful to many individuals and supporters.

Patrons, Trustees and all our volunteers and helpers

All our funders and those individuals who generously donate to us

The other agencies and organisations and local businesses who support us and our members in so many ways

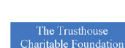
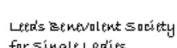
Last, but very definitely not least, to the local community for supporting our project in so many different ways.

IN MEMORIAM

We, sadly, lost a number of members during the period covered by this report (01/04/2020 – 31/03/21)

| | | | |
|------------------|-------------------|-----------------|------------------|
| Irene Dyson | Dorothy Ball | Douglas Peacock | Diane Rainey |
| Alistair Simpson | Julie Meredith | Hugh Thorne | Brian Thompson |
| John Sproule | Royston Crockford | Francis Dempsey | Priscilla Storey |
| Susan Lister | Nancy McHale | Rosa Tyson | |

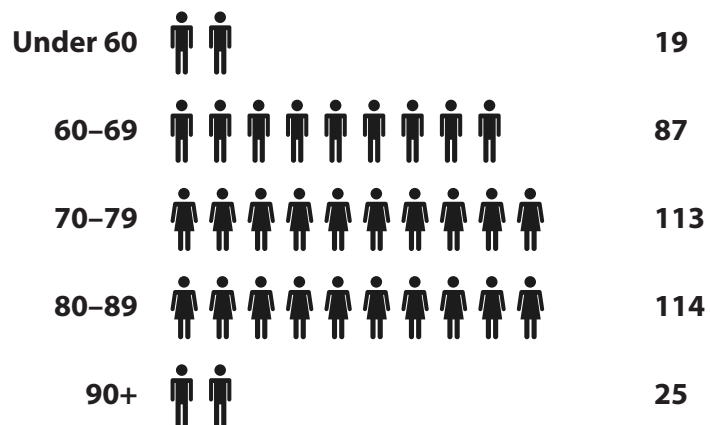
If we have inadvertently omitted anyone from this list, please accept our sincere apologies and please let us know.



CARING TOGETHER IMPACT REPORT

APRIL 20 MARCH 21

We have worked with 370 older people this year



1,786
visits



10,200
phone
calls

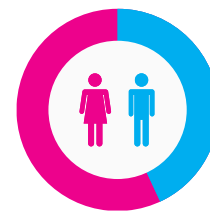


2,150
letters/
emails



1,502
website/social
media posts

229
women



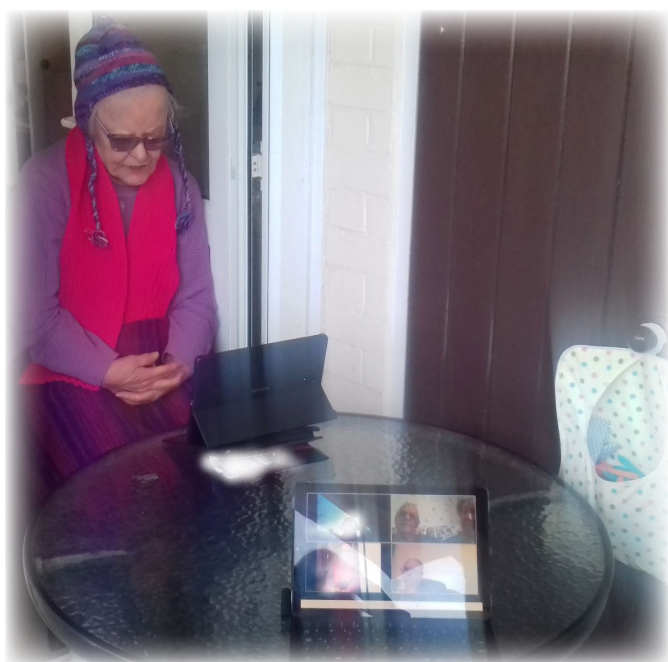
141
men



APRIL 20 MARCH 21

CARING TOGETHER IMPACT REPORT

- Regular phone support/well-being calls
- Volunteer telephone befriending
- Shopping for members and help with getting medicine and other essential items
- Supporting members to access other ways of getting food and medicines
- Meals and some groceries delivered with the help of Gateway Church
- Food parcels with the help of the local food hub and 'Soup&More Foodbank'
- Doorstep and Garden visits – moving to occasional indoor visits only when necessary
- Advice around finances and benefits and help to claim State Pension, Pension Credit and other benefits, bringing in significant extra income for some
- Support around disability benefits through the whole process from claiming to appeals tribunals
- Individual support advice and advocacy on a wide range of issues including, energy suppliers and fuel bills, equipment or adaptations, accessing support with care or cleaning, disabled parking badges and bus passes and many, many other issues
- Lots of IT support to help members access online services and social support
- Loaned IT equipment – from 100% Digital – to members to help them stay connected
- Walking with individual members
- Group walks
- Outdoor groups/get-togethers
- Weekly Zoom get-togethers – moving to a hybrid of online and in-person (outdoors)
- Online Afternoon Tea event
- Online film evenings
- Online Bingo
- Online Awareness sessions
- Distribution of plants, homemade jams, cakes, masks and other items given by our members to share
- Supporting Clinically Extremely Vulnerable members and others who were shielding or isolating to access local authority and government support
- Working with many other agencies, eg ASC, GPS, Dementia services, Mental Health services to provide extra support where needed
- Referrals on to other agencies
- Arranged doorstep PCSO support visits for some
- Took part in Nature Writing – a project with Nature England and University of Leeds
- Part of an art project/online celebration on Nelson Mandela's birthday
- Weekly quizzes, poems, stories from members – both on our website and facebook pages and also paper copies for some who could not access them online
- Keeping members informed about Covid 19 health messages and government rules and/or guidelines
- Promoting and informing vaccine take-up and community testing when relevant as well as supporting members to access vaccine appointments and testing when needed.
- Increased online/social media presence as an additional way to keep connected with members and to distribute important information
- 'Seasonal' gift bags for all members distributed in December
- Christmas gifts from Zurich given out
- Festive Prize Draw – all our members entered
- Winter Warmth boxes given out – donated by Seagulls ReUse
- Penpal Project – letter writing across the city with Armley Helping Hands and Seagulls ReUse
- Online musical celebration event and music and wellbeing workshops with LUUMIC
- Held our first Virtual AGM



**Promoting the Welfare of
Older People in the Community**



Caring Together in Woodhouse & Little London

Charity number 1138782

A company limited by guarantee number 07402794

Annual Report and Financial Statements for the year ended 31 March 2021



West Yorkshire Community Accounting Service

Caring Together in Woodhouse & Little London

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Caring Together in Woodhouse & Little London

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

| Name | Position | Dates |
|-------------------------|-----------------|---------------------------------|
| Al Garthwaite | Chair | |
| Ann Shaw | Secretary | |
| David Wigglesworth | | |
| Tracey Noble | | |
| Ben Anson | | |
| Ann Dudzinski | | |
| Myrna Ruttledge | | |
| Abigail Marshall Katung | | Appointed 23 October 2020 |
| Charity number | 1138782 | Registered in England and Wales |
| Company number | 07402794 | Registered in England and Wales |

Registered and principal address

127 Woodhouse Street
Leeds
LS6 2PY

Bankers

| | |
|---------------------|---------------------|
| HSBC Bank plc | Virgin Money |
| 27 Blenheim Terrace | Jubilee House |
| Woodhouse Lane | Gosforth |
| Leeds | Newcastle upon Tyne |
| LS6 2NY | NE3 4PL |

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 11 October 2010. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The relief of older people (without distinction of colour, ethnic origin, nationality, political or religious opinion or sex) in any way considered to be charitable in law as the trustees may determine in Woodhouse and Little London and its neighbourhood in the City of Leeds and in particular by:

Promoting the mental and physical welfare of older people and relieve those with disabilities.

Advancing the education of older people on matters such as finance, health, housing, security and welfare entitlement.

To further any other charitable purposes as the trustees may determine.

The charity's main activities

Work with older people offering advice, support and activity groups as well as assistance with transport and shopping.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of those in need by reason of age.

Achievements and performance

2020/21 was a challenging year for all of us. However, I feel that Caring Together, alongside community partners, rose to the challenge and responded with both hard graft and imagination.

Caring Together remained open and active throughout the year. For the most part this was as a full 7 days a week service. We recognised early on at the onset of the pandemic the need to further build capacity and greater cooperation amongst local health, housing, educational, faith and other interest groups to deal with the emergency and to prepare for the future.

We quickly adjusted from being an organisation centred on tight planning schedules to one that was, initially, reactive in nature. There was an increase in weekly contact with a greater number of people than previously, and the types of support, particularly relating to mental health and general loneliness, correspondingly expanded.

We have always worked in a collaborative way with other organisations. Our response to Covid 19 has amplified both our exposure to working in tandem with others and also the necessity of this to be maintained as we move forward.

The charity has recently moved to a new base in Charing Cross in Woodhouse. We wish this to be a new start for the organisation. This will involve at least 5 days per week community access by local older people in the area. It will be used as a base for planning and running activities and includes an enclosed office space that would be used for more confidential one to one support and advice sessions. We will allow access to other local organisations to make use of the space on a free booking system where possible. The move will aid us in looking at what we offer the whole community, not just the older population.

Caring Together does not intend to simply return to where we started at the onset of Covid 19. We wish to look with fresh eyes at what we do, our priorities and also wider community needs. However, we know that it can be easy to return to established structures that have worked in the past.

To this end, in conjunction with our staff, trustees and volunteers, we have started a series of planning meetings to look at what we have achieved, what lessons can be learned, and how we can best respond to the ending of lockdown in the interests of the health of our members.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

Our support has ranged from;

- Phone support to all of our hundreds of local older members.
- Developing and supervising a body of local volunteers to phone members providing emotional support.
- Developing online activities to mitigate the loss of social and exercise groups.
- Linking individuals in with existing food and medicine supply networks.
- Providing food and other supplies to those members with more complex needs.
- Maintaining and developing links with families and carers.
- Providing advice, information and support to vulnerable members.
- Developing a community response to the crisis alongside local partners

Caring Together also delivered a twin track project involving maximising the potential of digital connections to reduce isolation amongst local older people and maintain support and social structures, and, a programme of one to one and group walks targeting those who were at most at risk of the effects of inactivity during the Covid Crisis.

We will continue to offer individual and group support to individuals in the months ahead. We realise the enormous impact the crisis has had on the mental health of our communities though the extent of the impact is not yet known.

Financially, Caring Together has managed to raise the necessary funds to meet the requirements of the organisation. Aside from the funding received from Leeds City Council and other longer term funders we were successful in all of our applications for Covid related support funds. We offer our gratitude to all of those who provided us with financial assistance during this turbulent period.

Financial review

The net income for the year was £14,035, including net income of £13,931 on unrestricted funds and net income of £104 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £96,934.

The trustees aim to maintain sufficient reserve funds to cover between 3 and 6 months operating expenditure.

Current reserves are well above the levels stated in the policy and this will be addressed in the coming year.

The charity has planned to run a deficit budget in the next year, and, as a major funding strand has ended and the new premises will need further work it is expected that the excess reserves will be reduced further.

Funds held as custodian trustee on behalf of others

£200 currently held on behalf of Eltham Court.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 12/11/2021

David Wigglesworth (Trustee)

Caring Together in Woodhouse & Little London

Independent examiner's report to the trustees of Caring Together in Woodhouse & Little London

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 7 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen Procter

24/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Caring Together in Woodhouse & Little London
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

| | Notes | 2021 Unrestricted funds £ | 2021 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Grants and donations | (2) | 116,894 | 39,630 | 156,524 | 130,540 |
| Group and activity contributions | | - | - | - | 4,622 |
| Fundraising | | 656 | - | 656 | 1,310 |
| Bank interest | | 108 | - | 108 | 108 |
| Trip income | | - | - | - | 601 |
| Other income | | 257 | - | 257 | 107 |
| Total income | | 117,915 | 39,630 | 157,545 | 137,288 |
| Expenditure on: | | | | | |
| Salaries, NIC's, pensions and payroll | (3) | 75,804 | 30,205 | 106,009 | 103,347 |
| Staff travel expenses | | 847 | - | 847 | 727 |
| Events and activities | | 3,356 | 439 | 3,795 | 5,837 |
| Equipment and materials | | 1,031 | - | 1,031 | 562 |
| Training | | 25 | - | 25 | 228 |
| Travel, transport and trips | | - | - | - | 4,565 |
| Volunteer expenses | | 164 | - | 164 | 693 |
| Premises costs | | 14,241 | 8,655 | 22,896 | 4,695 |
| Phone, internet and postage | | 3,485 | - | 3,485 | 2,880 |
| Printing and stationery | | 673 | - | 673 | 1,235 |
| Advertising and publicity | | 330 | - | 330 | 445 |
| Insurance | | 755 | - | 755 | 599 |
| Affiliations and subscriptions | | 58 | - | 58 | 75 |
| Speakers and trainers fees | | 1,306 | - | 1,306 | 4,076 |
| Independent examination | | 720 | - | 720 | 720 |
| Management and administration | | 295 | - | 295 | 320 |
| Professional fees | | 103 | - | 103 | - |
| IT support | | 261 | 227 | 488 | 412 |
| Sundry expenses | | 135 | - | 135 | 25 |
| Depreciation | | 395 | - | 395 | 918 |
| Total expenditure | | 103,984 | 39,526 | 143,510 | 132,359 |
| Net income / (expenditure) | | 13,931 | 104 | 14,035 | 4,929 |
| Fund balances brought forward | | 84,845 | 1,735 | 86,580 | 81,651 |
| Fund balances carried forward | (4) | 98,776 | 1,839 | 100,615 | 86,580 |

All incoming resources and resources expended derive from continuing activities.

Caring Together in Woodhouse & Little London

Balance sheet

as at 31 March 2021

| | 2021 | 2021 | 2021 | 2020 |
|--|---------------|--------------|----------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Fixed assets | | | | |
| Tangible assets | (5) 1,842 | - | 1,842 | 2,237 |
| Total fixed assets | <u>1,842</u> | <u>-</u> | <u>1,842</u> | <u>2,237</u> |
| Current assets | | | | |
| Debtors and prepayments | (6) 67 | - | 67 | 4,000 |
| Cash at bank and in hand | (7) 98,879 | 1,839 | 100,718 | 83,415 |
| Total current assets | <u>98,946</u> | <u>1,839</u> | <u>100,785</u> | <u>87,415</u> |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (8) 2,012 | - | 2,012 | 3,072 |
| Total current liabilities | <u>2,012</u> | <u>-</u> | <u>2,012</u> | <u>3,072</u> |
| Net current assets / (liabilities) | <u>96,934</u> | <u>1,839</u> | <u>98,773</u> | <u>84,343</u> |
| Total assets less current liabilities | <u>98,776</u> | <u>1,839</u> | <u>100,615</u> | <u>86,580</u> |
| Net assets | <u>98,776</u> | <u>1,839</u> | <u>100,615</u> | <u>86,580</u> |
| Funds | | | | |
| Unrestricted funds | 98,776 | - | 98,776 | 84,845 |
| Restricted funds | - | 1,839 | 1,839 | 1,735 |
| Total funds | <u>98,776</u> | <u>1,839</u> | <u>100,615</u> | <u>86,580</u> |

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 FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 12/11/2021

David Wigglesworth (Trustee)

Caring Together in Woodhouse & Little London

Notes to the accounts

for the year ended 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 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 £500 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:

Equipment: 15%

Caring Together in Woodhouse & Little London

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Pensions

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

Fund accounting

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

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.

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2021

| 2 Grants and donations | 2021 Unrestricted funds £ | 2021 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Leeds City Council (Adult Social Care) | 54,828 | - | 54,828 | 54,828 |
| Leeds City Council (INW Wellbeing) | 1,500 | - | 1,500 | - |
| Leeds City Council (Winter Warmth) | - | - | - | 1,852 |
| Leeds City Council (Stay Well) | - | - | - | 2,500 |
| Leeds City Council (INW/HAP) | - | 5,155 | 5,155 | 8,000 |
| Leeds City Council (MICE) | 300 | - | 300 | - |
| Leeds City Council (Digital) | - | 770 | 770 | 3,600 |
| Leeds City Council (Additional Covid funding) | 12,162 | - | 12,162 | - |
| Leeds City Council/LOPF Covid | 5,500 | - | 5,500 | - |
| Leeds Benevolent Society for Single Ladies | 20,000 | - | 20,000 | 30,000 |
| Lottery Community Fund | - | 4,145 | 4,145 | - |
| Leeds Resilience Fund | - | 8,893 | 8,893 | - |
| Charities Aid Foundation | 8,198 | - | 8,198 | - |
| Gateway Church | - | 1,000 | 1,000 | - |
| Charles Brotherton Trust | 150 | - | 150 | 150 |
| Independent Age | - | 7,898 | 7,898 | - |
| Morrisons Foundation | 359 | - | 359 | - |
| Wades Charity | - | - | - | 3,000 |
| Sylvia and Colin Shepherd Charitable Trust | 500 | - | 500 | 500 |
| Harrison and Potter Trust | 4,000 | - | 4,000 | 4,000 |
| Sir George Martin Trust | - | 2,500 | 2,500 | - |
| Trusthouse Charitable Foundation | - | 6,769 | 6,769 | - |
| Leeds Community Foundation (Stay Well) | - | 2,500 | 2,500 | - |
| Leeds Community Foundation (In the City) | - | - | - | 9,028 |
| Leeds Community Foundation (Loneliness) | - | - | - | 1,100 |
| Leeds Older Peoples Forum | 4,100 | - | 4,100 | 110 |
| Anonymous donation | - | - | - | 5,000 |
| Members and supporters donations | 4,888 | - | 4,888 | 6,405 |
| Other donations | 409 | - | 409 | 467 |
| | <u>116,894</u> | <u>39,630</u> | <u>156,524</u> | <u>130,540</u> |

| 3 Staff costs and numbers | 2021 £ | 2020 £ |
|---------------------------|----------------|----------------|
| Gross salaries | 95,572 | 92,327 |
| Social security costs | 9,241 | 8,878 |
| Employment allowance | (4,000) | (3,000) |
| Payroll costs | 526 | 526 |
| Pensions | 4,670 | 4,616 |
| | <u>106,009</u> | <u>103,347</u> |

The average number employees during the year was 4, being an average of 3.1 full time equivalent (2019: 4, 3.1 FTE). There were no employees with emoluments above £60,000.

| Defined contribution pension scheme | 2021 £ | 2020 £ |
|---|-----------|-----------|
| Costs of the scheme to the charity for the year | 4,670 | 4,616 |
| Amount of any contributions outstanding at the year end | - | - |
| Amount of any contributions prepaid at the year end | - | - |

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2021

| 4 Restricted funds | Balance b/f | Incoming | Outgoing | Transfers | Balance c/f |
|------------------------------|--------------|---------------|---------------|-----------|--------------|
| | £ | £ | £ | £ | £ |
| Leeds City Council (INW/HAP) | - | 5,155 | 5,155 | - | - |
| Leeds City Council (Digital) | 735 | 770 | 666 | - | 839 |
| Lottery Community Fund | - | 4,145 | 4,145 | - | - |
| Leeds Resilience Fund | - | 8,893 | 8,893 | - | - |
| Gateway Church | - | 1,000 | 1,000 | - | - |
| Independent Age | - | 7,898 | 7,898 | - | - |
| Sir George Martin Trust | - | 2,500 | 2,500 | - | - |
| Trusthouse CF | - | 6,769 | 6,769 | - | - |
| LCF (Stay Well) | - | 2,500 | 2,500 | - | - |
| LCF (Seasonal Loneliness) | 1,000 | - | - | - | 1,000 |
| | <u>1,735</u> | <u>39,630</u> | <u>39,526</u> | <u>-</u> | <u>1,839</u> |

| Fund name | Purpose of restriction |
|------------------------------|--|
| Leeds City Council (INW/HAP) | Towards refurbishment costs at the new premises. |
| Leeds City Council (Digital) | For mobile phones, Zoom contract and online exercise sessions. |
| Lottery Community Fund | Towards salary costs. |
| Leeds Resilience Fund | Towards salary costs. |
| Gateway Church | Towards refurbishment costs at the new premises. |
| Independent Age | Towards salary costs. |
| Sir George Martin Trust | Towards refurbishment costs at the new premises. |
| Trusthouse CF | Towards salary costs. |
| LCF (Stay Well) | Towards salary costs. |
| LCF (Seasonal Loneliness) | To provide social activities for members. |

5 Tangible assets

| | Group equipment | Total |
|-----------------------|-----------------|--------------|
| <u>Cost</u> | £ | £ |
| At 1 April 2020 | 2,632 | 2,632 |
| Additions | - | - |
| At 31 March 2021 | <u>2,632</u> | <u>2,632</u> |
| <u>Depreciation</u> | | |
| At 1 April 2020 | 395 | 395 |
| Charge for year | 395 | 395 |
| At 31 March 2021 | <u>790</u> | <u>790</u> |
| <u>Net book value</u> | | |
| At 31 March 2021 | <u>1,842</u> | <u>1,842</u> |
| At 31 March 2020 | <u>2,237</u> | <u>2,237</u> |

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2021

| | | |
|----------------------------------|-----------|--------------|
| 6 Debtors and prepayments | 2021 | 2020 |
| | £ | £ |
| Debtors | - | 4,000 |
| Prepayments | 67 | - |
| | <u>67</u> | <u>4,000</u> |

| | | |
|-----------------------------------|----------------|---------------|
| 7 Cash at bank and in hand | 2021 | 2020 |
| | £ | £ |
| HSBC current account | 71,754 | 54,536 |
| Virgin Money | 28,821 | 28,713 |
| Cash in hand | 143 | 166 |
| | <u>100,718</u> | <u>83,415</u> |

| | | |
|---------------------------------|--------------|--------------|
| 8 Creditors and accruals | 2021 | 2020 |
| | £ | £ |
| Creditors | 1,292 | 2,352 |
| Accruals | 720 | 720 |
| | <u>2,012</u> | <u>3,072</u> |

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 Manager. The total employee benefits received by the Manager were £36,716 (previous year: £35,646).

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

Caring Together in Woodhouse & Little London

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

| | 2021 Unrestricted funds £ | 2020 Unrestricted funds £ | 2021 Restricted funds £ | 2020 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| Grants and donations | 116,894 | 104,460 | 39,630 | 26,080 | 156,524 | 130,540 |
| Group and activity contributions | - | 4,622 | - | - | - | 4,622 |
| Fundraising | 656 | 1,310 | - | - | 656 | 1,310 |
| Bank interest | 108 | 108 | - | - | 108 | 108 |
| Trip income | - | 601 | - | - | - | 601 |
| Other income | 257 | 107 | - | - | 257 | 107 |
| Total income | 117,915 | 111,208 | 39,630 | 26,080 | 157,545 | 137,288 |
| Expenditure | | | | | | |
| Salary costs | 75,804 | 83,135 | 30,205 | 20,212 | 106,009 | 103,347 |
| Staff travel expenses | 847 | 727 | - | - | 847 | 727 |
| Events and activities | 3,356 | 4,704 | 439 | 1,133 | 3,795 | 5,837 |
| Equipment and materials | 1,031 | 562 | - | - | 1,031 | 562 |
| Training | 25 | 228 | - | - | 25 | 228 |
| Travel, transport and trips | - | 2,301 | - | 2,264 | - | 4,565 |
| Volunteer expenses | 164 | 659 | - | 34 | 164 | 693 |
| Premises costs | 14,241 | 4,695 | 8,655 | - | 22,896 | 4,695 |
| Phone, internet and postage | 3,485 | 2,880 | - | - | 3,485 | 2,880 |
| Printing and stationery | 673 | 1,235 | - | - | 673 | 1,235 |
| Advertising and publicity | 330 | 335 | - | 110 | 330 | 445 |
| Insurance | 755 | 599 | - | - | 755 | 599 |
| Affiliations and subscriptions | 58 | 75 | - | - | 58 | 75 |
| Speakers and trainers fees | 1,306 | 3,124 | - | 952 | 1,306 | 4,076 |
| Independent examination | 720 | 720 | - | - | 720 | 720 |
| Management and administration | 295 | 320 | - | - | 295 | 320 |
| Professional fees | 103 | - | - | - | 103 | - |
| IT support | 261 | 412 | 227 | - | 488 | 412 |
| Sundry expenses | 135 | 25 | - | - | 135 | 25 |
| Depreciation | 395 | 918 | - | - | 395 | 918 |
| Total expenditure | 103,984 | 107,654 | 39,526 | 24,705 | 143,510 | 132,359 |
| Net income / (expenditure) | 13,931 | 3,554 | 104 | 1,375 | 14,035 | 4,929 |
| Transfers between funds | - | 2,632 | - | (2,632) | - | - |
| Net movement in funds | 13,931 | 6,186 | 104 | (1,257) | 14,035 | 4,929 |
| Fund balances brought forward | 84,845 | 78,659 | 1,735 | 2,992 | 86,580 | 81,651 |
| Fund balances carried forward | 98,776 | 84,845 | 1,839 | 1,735 | 100,615 | 86,580 |

Caring Together in Woodhouse & Little London

Charity number 1138782

A company limited by guarantee number 07402794

Annual Report and Financial Statements for the year ended 31 March 2021



Caring Together in Woodhouse & Little London

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Caring Together in Woodhouse & Little London

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

| Name | Position | Dates |
|-------------------------|-----------------|---------------------------------|
| Al Garthwaite | Chair | |
| Ann Shaw | Secretary | |
| David Wigglesworth | | |
| Tracey Noble | | |
| Ben Anson | | |
| Ann Dudzinski | | |
| Myrna Ruttledge | | |
| Abigail Marshall Katung | | Appointed 23 October 2020 |
| Charity number | 1138782 | Registered in England and Wales |
| Company number | 07402794 | Registered in England and Wales |

Registered and principal address

127 Woodhouse Street
Leeds
LS6 2PY

Bankers

| | |
|---------------------|---------------------|
| HSBC Bank plc | Virgin Money |
| 27 Blenheim Terrace | Jubilee House |
| Woodhouse Lane | Gosforth |
| Leeds | Newcastle upon Tyne |
| LS6 2NY | NE3 4PL |

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 11 October 2010. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The relief of older people (without distinction of colour, ethnic origin, nationality, political or religious opinion or sex) in any way considered to be charitable in law as the trustees may determine in Woodhouse and Little London and its neighbourhood in the City of Leeds and in particular by:

Promoting the mental and physical welfare of older people and relieve those with disabilities.

Advancing the education of older people on matters such as finance, health, housing, security and welfare entitlement.

To further any other charitable purposes as the trustees may determine.

The charity's main activities

Work with older people offering advice, support and activity groups as well as assistance with transport and shopping.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of those in need by reason of age.

Achievements and performance

2020/21 was a challenging year for all of us. However, I feel that Caring Together, alongside community partners, rose to the challenge and responded with both hard graft and imagination.

Caring Together remained open and active throughout the year. For the most part this was as a full 7 days a week service. We recognised early on at the onset of the pandemic the need to further build capacity and greater cooperation amongst local health, housing, educational, faith and other interest groups to deal with the emergency and to prepare for the future.

We quickly adjusted from being an organisation centred on tight planning schedules to one that was, initially, reactive in nature. There was an increase in weekly contact with a greater number of people than previously, and the types of support, particularly relating to mental health and general loneliness, correspondingly expanded.

We have always worked in a collaborative way with other organisations. Our response to Covid 19 has amplified both our exposure to working in tandem with others and also the necessity of this to be maintained as we move forward.

The charity has recently moved to a new base in Charing Cross in Woodhouse. We wish this to be a new start for the organisation. This will involve at least 5 days per week community access by local older people in the area. It will be used as a base for planning and running activities and includes an enclosed office space that would be used for more confidential one to one support and advice sessions. We will allow access to other local organisations to make use of the space on a free booking system where possible. The move will aid us in looking at what we offer the whole community, not just the older population.

Caring Together does not intend to simply return to where we started at the onset of Covid 19. We wish to look with fresh eyes at what we do, our priorities and also wider community needs. However, we know that it can be easy to return to established structures that have worked in the past.

To this end, in conjunction with our staff, trustees and volunteers, we have started a series of planning meetings to look at what we have achieved, what lessons can be learned, and how we can best respond to the ending of lockdown in the interests of the health of our members.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

Our support has ranged from;

- Phone support to all of our hundreds of local older members.
- Developing and supervising a body of local volunteers to phone members providing emotional support.
- Developing online activities to mitigate the loss of social and exercise groups.
- Linking individuals in with existing food and medicine supply networks.
- Providing food and other supplies to those members with more complex needs.
- Maintaining and developing links with families and carers.
- Providing advice, information and support to vulnerable members.
- Developing a community response to the crisis alongside local partners

Caring Together also delivered a twin track project involving maximising the potential of digital connections to reduce isolation amongst local older people and maintain support and social structures, and, a programme of one to one and group walks targeting those who were at most at risk of the effects of inactivity during the Covid Crisis.

We will continue to offer individual and group support to individuals in the months ahead. We realise the enormous impact the crisis has had on the mental health of our communities though the extent of the impact is not yet known.

Financially, Caring Together has managed to raise the necessary funds to meet the requirements of the organisation. Aside from the funding received from Leeds City Council and other longer term funders we were successful in all of our applications for Covid related support funds. We offer our gratitude to all of those who provided us with financial assistance during this turbulent period.

Financial review

The net income for the year was £14,035, including net income of £13,931 on unrestricted funds and net income of £104 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £96,934.

The trustees aim to maintain sufficient reserve funds to cover between 3 and 6 months operating expenditure.

Current reserves are well above the levels stated in the policy and this will be addressed in the coming year.

The charity has planned to run a deficit budget in the next year, and, as a major funding strand has ended and the new premises will need further work it is expected that the excess reserves will be reduced further.

Funds held as custodian trustee on behalf of others

£200 currently held on behalf of Eltham Court.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 12/11/2021

David Wigglesworth (Trustee)

Caring Together in Woodhouse & Little London

Independent examiner's report to the trustees of Caring Together in Woodhouse & Little London

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 7 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen Procter

24/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Caring Together in Woodhouse & Little London
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

| | Notes | 2021 Unrestricted funds £ | 2021 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Grants and donations | (2) | 116,894 | 39,630 | 156,524 | 130,540 |
| Group and activity contributions | | - | - | - | 4,622 |
| Fundraising | | 656 | - | 656 | 1,310 |
| Bank interest | | 108 | - | 108 | 108 |
| Trip income | | - | - | - | 601 |
| Other income | | 257 | - | 257 | 107 |
| Total income | | 117,915 | 39,630 | 157,545 | 137,288 |
| Expenditure on: | | | | | |
| Salaries, NIC's, pensions and payroll | (3) | 75,804 | 30,205 | 106,009 | 103,347 |
| Staff travel expenses | | 847 | - | 847 | 727 |
| Events and activities | | 3,356 | 439 | 3,795 | 5,837 |
| Equipment and materials | | 1,031 | - | 1,031 | 562 |
| Training | | 25 | - | 25 | 228 |
| Travel, transport and trips | | - | - | - | 4,565 |
| Volunteer expenses | | 164 | - | 164 | 693 |
| Premises costs | | 14,241 | 8,655 | 22,896 | 4,695 |
| Phone, internet and postage | | 3,485 | - | 3,485 | 2,880 |
| Printing and stationery | | 673 | - | 673 | 1,235 |
| Advertising and publicity | | 330 | - | 330 | 445 |
| Insurance | | 755 | - | 755 | 599 |
| Affiliations and subscriptions | | 58 | - | 58 | 75 |
| Speakers and trainers fees | | 1,306 | - | 1,306 | 4,076 |
| Independent examination | | 720 | - | 720 | 720 |
| Management and administration | | 295 | - | 295 | 320 |
| Professional fees | | 103 | - | 103 | - |
| IT support | | 261 | 227 | 488 | 412 |
| Sundry expenses | | 135 | - | 135 | 25 |
| Depreciation | | 395 | - | 395 | 918 |
| Total expenditure | | 103,984 | 39,526 | 143,510 | 132,359 |
| Net income / (expenditure) | | 13,931 | 104 | 14,035 | 4,929 |
| Fund balances brought forward | | 84,845 | 1,735 | 86,580 | 81,651 |
| Fund balances carried forward | (4) | 98,776 | 1,839 | 100,615 | 86,580 |

All incoming resources and resources expended derive from continuing activities.

Caring Together in Woodhouse & Little London

Balance sheet

as at 31 March 2021

| | | 2021 | 2021 | 2021 | 2020 |
|--|-----|---------------|--------------|----------------|---------------|
| | | Unrestricted | Restricted | Total | Total |
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | (5) | 1,842 | - | 1,842 | 2,237 |
| Total fixed assets | | <u>1,842</u> | <u>-</u> | <u>1,842</u> | <u>2,237</u> |
| Current assets | | | | | |
| Debtors and prepayments | (6) | 67 | - | 67 | 4,000 |
| Cash at bank and in hand | (7) | 98,879 | 1,839 | 100,718 | 83,415 |
| Total current assets | | <u>98,946</u> | <u>1,839</u> | <u>100,785</u> | <u>87,415</u> |
| Current liabilities: | | | | | |
| amounts falling due within one year | | | | | |
| Creditors and accruals | (8) | 2,012 | - | 2,012 | 3,072 |
| Total current liabilities | | <u>2,012</u> | <u>-</u> | <u>2,012</u> | <u>3,072</u> |
| Net current assets / (liabilities) | | <u>96,934</u> | <u>1,839</u> | <u>98,773</u> | <u>84,343</u> |
| Total assets less current liabilities | | <u>98,776</u> | <u>1,839</u> | <u>100,615</u> | <u>86,580</u> |
| Net assets | | <u>98,776</u> | <u>1,839</u> | <u>100,615</u> | <u>86,580</u> |
| Funds | | | | | |
| Unrestricted funds | | 98,776 | - | 98,776 | 84,845 |
| Restricted funds | | - | 1,839 | 1,839 | 1,735 |
| Total funds | | <u>98,776</u> | <u>1,839</u> | <u>100,615</u> | <u>86,580</u> |

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 FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 12/11/2021

David Wigglesworth (Trustee)

Caring Together in Woodhouse & Little London

Notes to the accounts

for the year ended 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 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 £500 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:

Equipment: 15%

Caring Together in Woodhouse & Little London

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Pensions

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

Fund accounting

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

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.

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2021

| 2 Grants and donations | 2021 Unrestricted funds £ | 2021 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Leeds City Council (Adult Social Care) | 54,828 | - | 54,828 | 54,828 |
| Leeds City Council (INW Wellbeing) | 1,500 | - | 1,500 | - |
| Leeds City Council (Winter Warmth) | - | - | - | 1,852 |
| Leeds City Council (Stay Well) | - | - | - | 2,500 |
| Leeds City Council (INW/HAP) | - | 5,155 | 5,155 | 8,000 |
| Leeds City Council (MICE) | 300 | - | 300 | - |
| Leeds City Council (Digital) | - | 770 | 770 | 3,600 |
| Leeds City Council (Additional Covid funding) | 12,162 | - | 12,162 | - |
| Leeds City Council/LOPF Covid | 5,500 | - | 5,500 | - |
| Leeds Benevolent Society for Single Ladies | 20,000 | - | 20,000 | 30,000 |
| Lottery Community Fund | - | 4,145 | 4,145 | - |
| Leeds Resilience Fund | - | 8,893 | 8,893 | - |
| Charities Aid Foundation | 8,198 | - | 8,198 | - |
| Gateway Church | - | 1,000 | 1,000 | - |
| Charles Brotherton Trust | 150 | - | 150 | 150 |
| Independent Age | - | 7,898 | 7,898 | - |
| Morrisons Foundation | 359 | - | 359 | - |
| Wades Charity | - | - | - | 3,000 |
| Sylvia and Colin Shepherd Charitable Trust | 500 | - | 500 | 500 |
| Harrison and Potter Trust | 4,000 | - | 4,000 | 4,000 |
| Sir George Martin Trust | - | 2,500 | 2,500 | - |
| Trusthouse Charitable Foundation | - | 6,769 | 6,769 | - |
| Leeds Community Foundation (Stay Well) | - | 2,500 | 2,500 | - |
| Leeds Community Foundation (In the City) | - | - | - | 9,028 |
| Leeds Community Foundation (Loneliness) | - | - | - | 1,100 |
| Leeds Older Peoples Forum | 4,100 | - | 4,100 | 110 |
| Anonymous donation | - | - | - | 5,000 |
| Members and supporters donations | 4,888 | - | 4,888 | 6,405 |
| Other donations | 409 | - | 409 | 467 |
| | <u>116,894</u> | <u>39,630</u> | <u>156,524</u> | <u>130,540</u> |

| 3 Staff costs and numbers | 2021 £ | 2020 £ |
|---------------------------|----------------|----------------|
| Gross salaries | 95,572 | 92,327 |
| Social security costs | 9,241 | 8,878 |
| Employment allowance | (4,000) | (3,000) |
| Payroll costs | 526 | 526 |
| Pensions | 4,670 | 4,616 |
| | <u>106,009</u> | <u>103,347</u> |

The average number employees during the year was 4, being an average of 3.1 full time equivalent (2019: 4, 3.1 FTE). There were no employees with emoluments above £60,000.

| Defined contribution pension scheme | 2021 £ | 2020 £ |
|---|-----------|-----------|
| Costs of the scheme to the charity for the year | 4,670 | 4,616 |
| Amount of any contributions outstanding at the year end | - | - |
| Amount of any contributions prepaid at the year end | - | - |

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2021

| 4 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|------------------------------|------------------|---------------|---------------|----------------|------------------|
| Leeds City Council (INW/HAP) | - | 5,155 | 5,155 | - | - |
| Leeds City Council (Digital) | 735 | 770 | 666 | - | 839 |
| Lottery Community Fund | - | 4,145 | 4,145 | - | - |
| Leeds Resilience Fund | - | 8,893 | 8,893 | - | - |
| Gateway Church | - | 1,000 | 1,000 | - | - |
| Independent Age | - | 7,898 | 7,898 | - | - |
| Sir George Martin Trust | - | 2,500 | 2,500 | - | - |
| Trusthouse CF | - | 6,769 | 6,769 | - | - |
| LCF (Stay Well) | - | 2,500 | 2,500 | - | - |
| LCF (Seasonal Loneliness) | 1,000 | - | - | - | 1,000 |
| | <u>1,735</u> | <u>39,630</u> | <u>39,526</u> | <u>-</u> | <u>1,839</u> |

| Fund name | Purpose of restriction |
|------------------------------|--|
| Leeds City Council (INW/HAP) | Towards refurbishment costs at the new premises. |
| Leeds City Council (Digital) | For mobile phones, Zoom contract and online exercise sessions. |
| Lottery Community Fund | Towards salary costs. |
| Leeds Resilience Fund | Towards salary costs. |
| Gateway Church | Towards refurbishment costs at the new premises. |
| Independent Age | Towards salary costs. |
| Sir George Martin Trust | Towards refurbishment costs at the new premises. |
| Trusthouse CF | Towards salary costs. |
| LCF (Stay Well) | Towards salary costs. |
| LCF (Seasonal Loneliness) | To provide social activities for members. |

5 Tangible assets

| <u>Cost</u> | Group equipment £ | Total £ |
|-----------------------|-------------------------|--------------|
| At 1 April 2020 | 2,632 | 2,632 |
| Additions | - | - |
| At 31 March 2021 | <u>2,632</u> | <u>2,632</u> |
| <u>Depreciation</u> | | |
| At 1 April 2020 | 395 | 395 |
| Charge for year | 395 | 395 |
| At 31 March 2021 | <u>790</u> | <u>790</u> |
| <u>Net book value</u> | | |
| At 31 March 2021 | <u>1,842</u> | <u>1,842</u> |
| At 31 March 2020 | <u>2,237</u> | <u>2,237</u> |

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2021

| | | |
|----------------------------------|-----------|--------------|
| 6 Debtors and prepayments | 2021 | 2020 |
| | £ | £ |
| Debtors | - | 4,000 |
| Prepayments | 67 | - |
| | <u>67</u> | <u>4,000</u> |

| | | |
|-----------------------------------|----------------|---------------|
| 7 Cash at bank and in hand | 2021 | 2020 |
| | £ | £ |
| HSBC current account | 71,754 | 54,536 |
| Virgin Money | 28,821 | 28,713 |
| Cash in hand | 143 | 166 |
| | <u>100,718</u> | <u>83,415</u> |

| | | |
|---------------------------------|--------------|--------------|
| 8 Creditors and accruals | 2021 | 2020 |
| | £ | £ |
| Creditors | 1,292 | 2,352 |
| Accruals | 720 | 720 |
| | <u>2,012</u> | <u>3,072</u> |

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 Manager. The total employee benefits received by the Manager were £36,716 (previous year: £35,646).

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

Caring Together in Woodhouse & Little London

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

| | 2021 Unrestricted funds £ | 2020 Unrestricted funds £ | 2021 Restricted funds £ | 2020 Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| Grants and donations | 116,894 | 104,460 | 39,630 | 26,080 | 156,524 | 130,540 |
| Group and activity contributions | - | 4,622 | - | - | - | 4,622 |
| Fundraising | 656 | 1,310 | - | - | 656 | 1,310 |
| Bank interest | 108 | 108 | - | - | 108 | 108 |
| Trip income | - | 601 | - | - | - | 601 |
| Other income | 257 | 107 | - | - | 257 | 107 |
| Total income | 117,915 | 111,208 | 39,630 | 26,080 | 157,545 | 137,288 |
| Expenditure | | | | | | |
| Salary costs | 75,804 | 83,135 | 30,205 | 20,212 | 106,009 | 103,347 |
| Staff travel expenses | 847 | 727 | - | - | 847 | 727 |
| Events and activities | 3,356 | 4,704 | 439 | 1,133 | 3,795 | 5,837 |
| Equipment and materials | 1,031 | 562 | - | - | 1,031 | 562 |
| Training | 25 | 228 | - | - | 25 | 228 |
| Travel, transport and trips | - | 2,301 | - | 2,264 | - | 4,565 |
| Volunteer expenses | 164 | 659 | - | 34 | 164 | 693 |
| Premises costs | 14,241 | 4,695 | 8,655 | - | 22,896 | 4,695 |
| Phone, internet and postage | 3,485 | 2,880 | - | - | 3,485 | 2,880 |
| Printing and stationery | 673 | 1,235 | - | - | 673 | 1,235 |
| Advertising and publicity | 330 | 335 | - | 110 | 330 | 445 |
| Insurance | 755 | 599 | - | - | 755 | 599 |
| Affiliations and subscriptions | 58 | 75 | - | - | 58 | 75 |
| Speakers and trainers fees | 1,306 | 3,124 | - | 952 | 1,306 | 4,076 |
| Independent examination | 720 | 720 | - | - | 720 | 720 |
| Management and administration | 295 | 320 | - | - | 295 | 320 |
| Professional fees | 103 | - | - | - | 103 | - |
| IT support | 261 | 412 | 227 | - | 488 | 412 |
| Sundry expenses | 135 | 25 | - | - | 135 | 25 |
| Depreciation | 395 | 918 | - | - | 395 | 918 |
| Total expenditure | 103,984 | 107,654 | 39,526 | 24,705 | 143,510 | 132,359 |
| Net income / (expenditure) | 13,931 | 3,554 | 104 | 1,375 | 14,035 | 4,929 |
| Transfers between funds | - | 2,632 | - | (2,632) | - | - |
| Net movement in funds | 13,931 | 6,186 | 104 | (1,257) | 14,035 | 4,929 |
| Fund balances brought forward | 84,845 | 78,659 | 1,735 | 2,992 | 86,580 | 81,651 |
| Fund balances carried forward | 98,776 | 84,845 | 1,839 | 1,735 | 100,615 | 86,580 |