

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 2022



West Yorkshire Community Accounting Service

Caring Together in Woodhouse & Little London

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Caring Together in Woodhouse & Little London

Trustees' report for the year ended 31 March 2022

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
Al Garthwaite	Chair
Ann Shaw	Secretary
David Wigglesworth	
Tracey Noble	
Ben Anson	
Ann Dudzinski	
Myrna Ruttledge	
Abigail Marshall Katung	

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 Accountancy Service CIO

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 2022

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

The past year has seen a gradual move back into work patterns similar to pre-pandemic provision levels. This is not to say that our workloads decreased over the past couple of years. Far from that! Our response during this period was exemplary and the demands on our service increased with corresponding expectations on staff time and resources. To say that we are simply proud of the work put in by the team over this period would be understating it. The imaginative and creative changes to provision, to meet the challenges imposed on us, was as gratifying to watch as it was a pleasure to provide.

The greater freedom to meet together has not meant a return to things as they used to be. While groups have resumed and individual support has become less restricted, there have been many changes in our ways of working due to learned experience, and looking with a more nuanced eye at what we provide.

Our focus on improving member's access to social media has continued with many activities and social groups available for participation in person and online. In addition, we have increased our online visibility through our website, Twitter and Facebook. As well as offering overviews of our activities and events, these offer an important source of information and advice for members who increasingly use these forums to converse with us, offer opinions on our work and to seek help with a myriad of issues.

Undoubtedly, having our new office space has helped us enormously in connecting with people in the local area. The greater visibility this affords us, on a ground level and being more centrally located, has meant an increase in passing enquiries allied with improved access. This new space feels more like it belongs to the members. It has hosted many social and therapeutic groups on a weekly basis as well as a number of celebratory events. All of these have been well attended. The group provision is more streamlined now. Instead of open-ended social and activity sessions, these tend now to be of a shorter duration with new opportunities being added all of the time. This adds a greater freshness to what we offer.

The range of support has correspondingly increased in size and scope. The demands on Caring Together for more extensive individualised support has put demands on our service but so far we have managed to meet this expectation though workloads are at capacity. Amongst our exercise and social groups it is particularly pleasing to note the development of our Carers Group, Dementia Cafe and Craft Group. The first two in collaboration with other services and the latter resurrected after requests from members.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

We have embraced new ways of working but are aware that we need to continue to look at different ways of working and examine all that we do in order to remain relevant and to develop an action plan for the next few years. To this end we applied to the Leeds Fund Strategic Resilience Grants and were successful in obtaining 2 years of funding to do this work. Organisationally, the funding will also help develop robust plans for collaboration with other local and city wide organisations, statutory and voluntary as well as local faith based and educational institutions.

Our trustees and other volunteers have, as always, been an inspiration over the past year. Their commitment and energy drives us on and dictates so much of what we do. Their knowledge and experience provides the bedrock of Caring Together and allows us to provide services at a level that is much greater than the size of the staff team. Our standing as an organisation and respect gained within the local community would be limited without their drive, enthusiasm, vigilance and hard work.

Our financial performance this year has been steady with small deficit recorded. We continue to attract financial support from a range of funders though need to focus on alternative sources of more long-term funding as part of our action plan.

While changes over the past couple of years have been enforced upon us and others have been instigated by ourselves, we believe that we have not lost what we consider to be our most important hard earned features. Namely, our independence, commitment to locality working and the principles of community and solidarity which underpin the ethos of Caring Together.

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.

Financial review

Net expenditure for the year was £5,892, including net expenditure of £9,642 on unrestricted funds and net income of £3,750 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £87,687.

The trustees aim to maintain sufficient reserve funds to cover between 6 and 9 months operating expenditure.

The board has discussed the reserves policy and felt that the current policy, in times of economic uncertainty, should be amended to 6-9 months running costs. In addition, we are planning to have more alterations to the office this year which should considerably reduce the reserves and provide us with a more useful space to run activities.

Caring Together in Woodhouse & Little London

Trustees' report (continued) for the year ended 31 March 2022

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 14.11.22

Signed:  (Trustee)

Name: A.E. GARTHWAITE

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 2022, which are set out on pages 7 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Signed: 

Name: Stephen Procter

23/11/2022

West Yorkshire Community Accountancy Service CIO

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	96,370	21,621	117,991	156,524
Group and activity contributions		1,263	-	1,263	-
Fundraising		467	-	467	656
Bank interest		22	-	22	108
Other income		-	-	-	257
Total income		98,122	21,621	119,743	157,545
Expenditure on:					
Salaries, NIC's, pensions and payroll	(3)	95,746	10,517	106,263	106,009
Staff travel expenses		1,036	-	1,036	847
Events and activities		2,582	1,252	3,834	3,795
Equipment and materials		818	-	818	1,031
Training		-	-	-	25
Travel, transport and trips		607	652	1,259	-
Volunteer expenses		161	-	161	164
Premises costs		2,124	-	2,124	22,896
Phone, internet and postage		3,052	-	3,052	3,485
Printing and stationery		816	-	816	673
Advertising and publicity		446	-	446	330
Insurance		693	-	693	755
Affiliations and subscriptions		45	-	45	58
Speakers and trainers fees		2,008	1,395	3,403	1,306
Independent examination		720	-	720	720
Management and administration		295	-	295	295
Professional fees		64	-	64	103
IT support		165	-	165	488
Sundry expenses		46	-	46	135
Depreciation		395	-	395	395
Total expenditure		111,819	13,816	125,635	143,510
Net income / (expenditure)		(13,697)	7,805	(5,892)	14,035
Transfers between funds		4,055	(4,055)	-	-
Net movement in funds		(9,642)	3,750	(5,892)	14,035
Fund balances brought forward		98,776	1,839	100,615	86,580
Fund balances carried forward	(4)	89,134	5,589	94,723	100,615

All incoming resources and resources expended derive from continuing activities.

Caring Together in Woodhouse & Little London

Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 1,447	-	1,447	1,842
Total fixed assets	<u>1,447</u>	<u>-</u>	<u>1,447</u>	<u>1,842</u>
Current assets				
Prepayments	(6) -	-	-	67
Cash at bank and in hand	(7) 89,016	5,589	94,605	100,718
Total current assets	<u>89,016</u>	<u>5,589</u>	<u>94,605</u>	<u>100,785</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 1,329	-	1,329	2,012
Total current liabilities	<u>1,329</u>	<u>-</u>	<u>1,329</u>	<u>2,012</u>
Net current assets / (liabilities)	<u>87,687</u>	<u>5,589</u>	<u>93,276</u>	<u>98,773</u>
Net assets	<u>89,134</u>	<u>5,589</u>	<u>94,723</u>	<u>100,615</u>
Funds				
Unrestricted funds	89,134	-	89,134	98,776
Restricted funds	-	5,589	5,589	1,839
Total funds	<u>89,134</u>	<u>5,589</u>	<u>94,723</u>	<u>100,615</u>

For the year ending 31 March 2022 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 14-11-22

Signed:  (Trustee)

Name: A.E. GARTHWAITE

Caring Together in Woodhouse & Little London

Notes to the accounts

for the year ended 31 March 2022

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%

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.

Caring Together in Woodhouse & Little London

Notes to the accounts

for the year ended 31 March 2022

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.

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
52 Lives	-	400	400	-
Charles Brotherton Trust	150	-	150	150
Harrison and Potter Trust	4,000	-	4,000	4,000
Leeds Benevolent Society for Single Ladies	30,000	-	30,000	20,000
Leeds City Council (Adult Social Care)	52,267	-	52,267	54,828
Leeds City Council (HAP Refurb)	-	4,055	4,055	-
Leeds City Council (HPT)	-	10,000	10,000	-
Leeds City Council (INW/HAP)	-	141	141	5,155
Leeds Community Foundation (Stay Well)	-	2,475	2,475	2,500
Leeds Older Peoples Forum	-	1,550	1,550	4,100
Sylvia and Colin Shepherd Charitable Trust	500	-	500	500
Wades Charity	-	3,000	3,000	-
Leeds City Council (INW Wellbeing)	-	-	-	1,500
Leeds City Council (MICE)	-	-	-	300
Leeds City Council (Digital)	-	-	-	770
Leeds City Council (COVID)	-	-	-	12,162
Leeds City Council/LOPF (COVID)	-	-	-	5,500
Lottery Community Fund	-	-	-	4,145
Leeds Resilience Fund	-	-	-	8,893
Charities Aid Foundation	-	-	-	8,198
Gateway Church	-	-	-	1,000
Independent Age	-	-	-	7,898
Morrisons Foundation	-	-	-	359
Sir George Martin Trust	-	-	-	2,500
Trusthouse Charitable Foundation	-	-	-	6,769
Other grants	(200)	-	(200)	-
Members and supporters donations	9,148	-	9,148	4,888
Other donations	505	-	505	409
	<u>96,370</u>	<u>21,621</u>	<u>117,991</u>	<u>156,524</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	95,620	95,572
Social security costs	9,230	9,241
Employment allowance	(4,000)	(4,000)
Payroll costs	526	526
Pensions	4,887	4,670
	<u>106,263</u>	<u>106,009</u>

The average number of employees during the year was 4, being an average of 3.1 full time equivalent (2021: 4, 3.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	4,887	4,670

Caring Together in Woodhouse & Little London

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Leeds City Council (Digital)	839	-	839	-	-
LCF (Seasonal Loneliness)	1,000	-	1,000	-	-
52 Lives	-	400	400	-	-
Leeds City Council (Refurb)	-	4,055	-	(4,055)	-
Leeds City Council (HPT)	-	10,000	6,306	-	3,694
Leeds City Council (INW/HAP)	-	141	97	-	44
LCF (Stay Well)	-	2,475	2,475	-	-
Leeds Older Peoples Forum	-	1,550	1,550	-	-
Wades Charity	-	3,000	1,149	-	1,851
	<u>1,839</u>	<u>21,621</u>	<u>13,816</u>	<u>(4,055)</u>	<u>5,589</u>

Fund name	Purpose of restriction
Leeds City Council (Digital)	For mobile phones, Zoom contract and online exercise sessions.
LCF (Seasonal Loneliness)	Towards salary costs.
52 Lives	Towards the costs of Christmas gift boxes for members.
Leeds City Council (Refurb)	Towards costs of refurbishment work at the centre. Grant received in arrears after work had been done and paid for from general funds. Hence the transfer by way of reimbursement.
Leeds City Council (HPT)	Health Partnership Teams' funding towards salary costs for staff who are supporting the most vulnerable in the community.
Leeds City Council (INW/HAP)	For purchase of office furniture.
LCF (Stay Well)	Towards salary costs.
Leeds Older Peoples Forum	Towards salary costs.
Wades Charity	Towards activity costs.

5 Tangible assets	Group equipment	Total
<u>Cost</u>	£	£
At 1 April 2021	2,632	2,632
Additions	-	-
At 31 March 2022	<u>2,632</u>	<u>2,632</u>
<u>Depreciation</u>		
At 1 April 2021	790	790
Charge for year	395	395
At 31 March 2022	<u>1,185</u>	<u>1,185</u>
<u>Net book value</u>		
At 31 March 2022	<u>1,447</u>	<u>1,447</u>
At 31 March 2021	<u>1,842</u>	<u>1,842</u>

Caring Together in Woodhouse & Little London
Notes to the accounts continued
for the year ended 31 March 2022

6 Prepayments

	2022	2021
	£	£
Prepayments	-	67
	<u>-</u>	<u>67</u>

7 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	94,467	100,575
Cash in hand	138	143
	<u>94,605</u>	<u>100,718</u>

8 Creditors and accruals

	2022	2021
	£	£
Creditors	609	1,292
Accruals	720	720
	<u>1,329</u>	<u>2,012</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 Chief Officer. The total employee benefits received were £40,321 (previous year: £40,330).

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 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	96,370	116,894	21,621	39,630	117,991	156,524
Group and activity contributions	1,263	-	-	-	1,263	-
Fundraising	467	656	-	-	467	656
Bank interest	22	108	-	-	22	108
Other income	-	257	-	-	-	257
Total income	98,122	117,915	21,621	39,630	119,743	157,545
Expenditure						
Salaries, NIC's, pensions and payroll	95,746	75,804	10,517	30,205	106,263	106,009
Staff travel expenses	1,036	847	-	-	1,036	847
Events and activities	2,582	3,356	1,252	439	3,834	3,795
Equipment and materials	818	1,031	-	-	818	1,031
Training	-	25	-	-	-	25
Travel, transport and trips	607	-	652	-	1,259	-
Volunteer expenses	161	164	-	-	161	164
Premises costs	2,124	14,241	-	8,655	2,124	22,896
Phone, internet and postage	3,052	3,485	-	-	3,052	3,485
Printing and stationery	816	673	-	-	816	673
Advertising and publicity	446	330	-	-	446	330
Insurance	693	755	-	-	693	755
Affiliations and subscriptions	45	58	-	-	45	58
Speakers and trainers fees	2,008	1,306	1,395	-	3,403	1,306
Independent examination	720	720	-	-	720	720
Management and administration	295	295	-	-	295	295
Professional fees	64	103	-	-	64	103
IT support	165	261	-	227	165	488
Sundry expenses	46	135	-	-	46	135
Depreciation	395	395	-	-	395	395
Total expenditure	111,819	103,984	13,816	39,526	125,635	143,510
Net income / (expenditure)	(13,697)	13,931	7,805	104	(5,892)	14,035
Transfers between funds	4,055	-	(4,055)	-	-	-
Net movement in funds	(9,642)	13,931	3,750	104	(5,892)	14,035
Fund balances brought forward	98,776	84,845	1,839	1,735	100,615	86,580
Fund balances carried forward	89,134	98,776	5,589	1,839	94,723	100,615

