

The Lippy People Charitable Trust

Charity number 1162902

A company limited by guarantee number 08030734

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



West Yorkshire Community Accounting Service

The Lippy People Charitable Trust

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

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Prepared by West Yorkshire Community Accounting Service

The Lippy People Charitable Trust

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
Antonio Ferrara	Chair
Yvonne Ugarte	
Andrew Austerfield	
Susan Sutton	

Charity number	1162902	Registered in England and Wales
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Company number	08030734	Registered in England and Wales
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Registered and principal address

Hillside
Beeston Road
Leeds
LS11 8ND

Bankers

The Co-operative bank
PO Box 250
Skelmersdale
WN8 6WT

Independent examiner

E J Beverley FCCA

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 14 April 2012. It is governed by a memorandum and articles of association as amended by special resolution on 2 July 2015. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

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

The Lippy People Charitable Trust

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

Objectives and activities

The charity's objects

- 1) To develop the capacity and skills of the members of the socially and economically disadvantaged communities in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society; and
- 2) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society)."

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 development of capacity building skills that support disadvantaged and excluded communities meet their needs; and within that the promotion of social inclusion for the public benefit.

Achievements and performance

The Lippy People Charitable Trust, referred to in this report as 'Lippy People', was incorporated as a charity in July 2015. This fourth-year annual report takes us from April 2020 to March 2021.

Our Usual Activities

Lippy People uses video storytelling to coach people to share their lived experiences, develop their creative skills and test out creative solutions to the challenges they face. We help people to tell their overlooked, unheard stories and to put them in front of audiences where they can make an impact and create a shift and change in relationships and perceptions.

Achievements and Performance During the Year

The year was dominated by Covid-19, lockdowns, uncertainty and especially for the older people that we had committed to work with on the 'Life, Loss, Learning & Legacy' project, there were consequences to consider of their isolation, anxiety, safety and the fatal risk of contracting the virus. In addition, many of the older men told us that they did not have access to the internet nor did they possess the skills, devices or confidence to gain these skills on their own.

At the start of the year the 'Life, Loss, Learning & Legacy' project was a face-to-face, group delivered, video storytelling activity. By the end of the year, we had worked with these older men, transforming the project into an online, group delivered video storytelling activity through which 56 people together produced 93 vlogs, video stories and feedback videos (we had aimed at 15 across the year). In addition to targeting older men in Leeds, with the support of our fantastic funders the project grew to include older women and people from different generations and regions in England. We also delivered online screening, discussion and training events with 200 people from across the UK and beyond, plus generated a further 5000 video story views online.

Story themes expanded too to explore the learning they have taken from the death of life partners, children and friends; with older people with diverse experiences of loss including care-giving, death by suicide, LGBTQ+, sudden and protracted deaths, faith and non-faith, diverse cultures, class, abilities and life-limiting health challenges. This link to a YouTube Playlist contains many of the 4L's video stories that are publicly available:

<https://www.youtube.com/playlist?list=PLKZdq9KvRPhN1Fzertykhxn4guO87fTvG>

The Lippy People Charitable Trust

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

Achievements and Performance During the Year (continued)

With additional funding support, we were able to employ a part-time Learning Manager to help us all understand the impacts that the project was having and through this we developed and tested a learning framework and used this to produce a comprehensive learning report.

Working in Partnership

Partnership working underpins the success of our work and within the year we have worked with 24 partners to make the 'Life, Loss, Learning, Legacy' project possible. These included:

Age UK Leeds;
Brelms Trust;
Carers Leeds;
Feelgood Factor;
Full Circle Funerals;
Harnessing The Power Of Communities;
Imagine Foundation;
Imagineer;
Independent Age;
Kaleidoscope Plus group;
Leeds Bereavement Forum;
Leeds Community Foundation;
Leeds Mind - Leeds Suicide Bereavement Service
Leeds Library Service - LEODIS
Longleigh Foundation;
Mesmac - SAGE 50+ Group;
MHA Leeds;
MHA Huddersfield;
Mind Leeds;
Space 2;
Stroke Association Leeds;
Trusthouse Community Foundation;
Womenzone Community Centre.

Selected Activity Feedback

'This was my first ever Zoom call. I have been avoiding taking part in a few groups that have now moved online using Zoom because I have been nervous to get it wrong or make a mistake in front of others. I can't thank you enough for getting me set up. This honestly has been a real breakthrough for me'. (Storyteller, May 2020)

When I heard it [video-story], I was amazed and shocked about how amazing and powerful my story was. I can't get my head around that Dave heard everything, and made my story into 4 minutes. I never thought my story would help anybody, I never knew I could say these things. Thankyou for helping me.' (Storyteller, August 2020)

There is a buzz about this project....particularly on raising awareness'. (SAGE worker, August 2020)

'I have learnt just how important this project is to enable men to talk about their bereavement, to find shared experiences with other men and to forge new friendships even during a pandemic. It is an absolute credit to the project that this is still enabled at such a strange and scary time.' (4Ls Screening Attendee, September 2020)

'It always fascinates me how people develop resilience. Where do people find the strength? Lovely stories, Love this project. Real people, Real life!' (Leeds Older People's Forum, September 2020)

'The 4L's Project, plus me getting a job - have shown me that I'm investing in my own future. It's shown me that I am invested in myself.'; (Storyteller, November 2020)

'These videos are such a fantastic resource. We are using the videos in some upcoming training on having conversations around death, dying and loss. It's been really good to hear about how the project has continued in lockdown.' (Leeds Bereavement Forum, March 2021)

'The 4Ls has been transformational for us and our service users - I can't recommend this project enough'. (Carers Leeds, April 2021)

The Lippy People Charitable Trust

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

Achievements and Performance During the Year (continued)

Traded Activity

Our trading activity was disrupted through the year due to covid-19 restrictions. We did agree on a social impact video project with the social enterprise 'Get Out More', with planning taking place in the last quarter and filming scheduled for the first quarter of 2021/22, dependent on the lifting of covid-19 restrictions.

Equality Monitoring

During the period we supported 56 contributors to tell and share their stories. We collected equality monitoring information from all of these. The key information from equality monitoring information collected (as provided) was:

Ethnic background

White British = 45

Pakistani = 4

Indian = 2

Black Caribbean = 3

White European = 2

Gender

Female = 19

Male = 37

Disability

Disabled = 15

Not disabled = 41

Religion or Belief

No religion = 19

Christian = 27

Muslim = 5

Sikh = 1

Judaism = 1

Faith - Other = 1

Sexual orientation

Heterosexual = 49

LGBTBQ+ = 5

Not disclosed = 2

Age

15 - 19 years = 3

20 - 24 years = 1

25 - 34 years = 1

35 - 44 years = 4

45 - 54 years = 6

55 - 64 years = 11

65 - 74 years = 10

75 - 84 years = 16

85+ years = 4

Building New Opportunities for 2021-2023

Given the existing uncertainty supporting the covid-19 pandemic and the potential economic impact on charities in England, we have three areas of proactive development focus at the end of the financial year 2021. These are:

Life, Loss, Learning Legacy project - sustaining and hopefully scaling;

Sharing Impact video story projects - traded project within the third sector;

Bespoke and one-off video storytelling projects within the third sector and which help us to fulfil our purpose.

The Lippy People Charitable Trust

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

Financial review

The net income for the year was £24,121, including net income of £20,330 on unrestricted funds and net income of £3,791 on restricted funds after transfers.

Trustees approved an annual budget and forecasts each year and these are actioned by the CEO.

The CEO provides trustees with management accounts (P&L, Balance and cash flow forecast) each quarter, these are scrutinised, and any issues for attention highlighted and agreed within the meeting minutes.

At the January 2021 meeting, the Trustees approved a budget for 2021-22 which was based largely on agreed funding for the year alongside some projection for traded work, which would see a staff expansion if realised.

They agreed that the pandemic made future planning difficult but were satisfied that the approved financial outlook for the year was good for the charity.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £30,148.

Lippy People has a policy to build up reserves to cover overhead costs should ongoing operational incomes not be forthcoming. Our current policy is to hold a maximum reserve of £35,000 or 6 months running costs (whichever is greater) and aim to retain a minimum reserve of £10,000.

Impact of Corona Virus

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.

The Lippy People Charitable Trust

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 14/10/2021

Antonio Ferrara (Trustee)

The Lippy People Charitable Trust

Independent examiner's report to the trustees of The Lippy People Charitable Trust

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 9 to 15.

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.

E J Beverley FCCA

09/11/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Lippy People Charitable Trust
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)	7,510	85,024	92,534	66,140
Sales and fees		750	-	750	11,950
Other income		-	-	-	158
Donated services		-	-	-	4,968
Total income		8,260	85,024	93,284	83,216
Expenditure on:					
Salaries, NIC and pension	(3)	-	58,697	58,697	50,113
Freelance contractors		-	2,000	2,000	3,379
Payroll charges		-	434	434	330
Travel and accommodation		-	154	154	2,890
Rent and rates		-	4,320	4,320	4,320
Printing, postage and stationery		-	738	738	218
Phone, internet and website		-	334	334	97
Office expenses		13	256	269	307
Advertising and publicity		-	-	-	1,448
Dues and subscriptions		154	491	645	127
Insurance		-	1,050	1,050	962
Refreshments		-	-	-	1,127
Accountancy and independent examination		-	522	522	522
Equipment hire		-	-	-	1,453
Research and development		-	-	-	144
Consultancy		-	-	-	1,368
Project expenses		-	-	-	2,693
Training		-	-	-	60
Donated website services		-	-	-	4,968
Total expenditure		167	68,996	69,163	76,526
Net income		8,093	16,028	24,121	6,690
Transfers between funds		12,237	(12,237)	-	-
Net movement in funds		20,330	3,791	24,121	6,690
Fund balances brought forward		9,818	49,639	59,457	52,767
Fund balances carried forward	(4)	30,148	53,430	83,578	59,457

All incoming resources and resources expended derive from continuing activities.

The Lippy People Charitable Trust

Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Current assets				
Debtors	750	-	750	-
Cash at bank	29,878	53,430	83,308	59,937
Total current assets	<u>30,628</u>	<u>53,430</u>	<u>84,058</u>	<u>59,937</u>
Current liabilities:				
amounts falling due within one year				
Accruals	480	-	480	480
Total current liabilities	<u>480</u>	<u>-</u>	<u>480</u>	<u>480</u>
Net assets	<u>30,148</u>	<u>53,430</u>	<u>83,578</u>	<u>59,457</u>
Funds				
Unrestricted funds	30,148	-	30,148	9,818
Restricted funds	-	53,430	53,430	49,639
Total funds	<u>30,148</u>	<u>53,430</u>	<u>83,578</u>	<u>59,457</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 14/10/2021

Antonio Ferrara (Trustee)

The Lippy People Charitable Trust

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 £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives.

Office equipment : 3 years

Pensions

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

The Lippy People Charitable Trust

Notes to the accounts

for the year ended 31 March 2021

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.

Leases

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

The Lippy People Charitable Trust
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 £
Brelms Trust	-	5,000	5,000	-
Francis Winham Foundation	-	2,500	2,500	-
Imagine Foundation	7,500	-	7,500	7,500
Independent Age	-	13,100	13,100	-
Leeds Community Foundation	-	5,000	5,000	7,500
Lingleigh Foundation	-	50,000	50,000	50,000
Trusthouse Charitable Foundation	-	9,424	9,424	-
Barchester Foundation	-	-	-	750
Waitrose	-	-	-	390
Donations	10	-	10	-
	<u>7,510</u>	<u>85,024</u>	<u>92,534</u>	<u>66,140</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	56,788	47,827
Social security costs	4,703	4,220
Employment allowance	(4,000)	(3,000)
Pensions	1,206	1,066
	<u>58,697</u>	<u>50,113</u>

The average number employees during the year was 2.7, being an average of 1.8 full time equivalent (2020: 2, 1.3 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	1,206	1,066

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Lingleigh Foundation	49,639	50,000	46,685	(12,237)	40,717
Trusthouse Charitable Foundation	-	9,424	2,356	-	7,068
Leeds Community Foundation	-	5,000	3,522	-	1,478
Independent Age	-	13,100	13,100	-	-
Francis Winham Foundation	-	2,500	-	-	2,500
Brelms Trust	-	5,000	3,333	-	1,667
	<u>49,639</u>	<u>85,024</u>	<u>68,996</u>	<u>(12,237)</u>	<u>53,430</u>

The Lippy People Charitable Trust

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds (continued)

Fund name	Purpose of restriction
Longleigh Foundation	Support for delivery of the 'Life, Loss, Learning, Legacy' project. The transfer relates to costs in 2019 and 2020 that were posted to core costs in error.
Trusthouse Charitable Foundation	27% salary costs for 'Life, Loss, Learning, Legacy' project activities with communities in south Leeds.
Leeds Community Foundation	Contribution to 'Life, Loss, Learning, Legacy' Learning Manager salary.
Independent Age	Contribution to 'Life, Loss, Learning, Legacy' Project Manager and Video Storyteller salary.
Francis Winham Foundation	To support the delivery of the 'Life, Loss, Learning, Legacy' project.
Brelms Trust	Contribution to 'Life, Loss, Learning, Legacy' Project Manager salary.

5 Tangible assets

	Office equipment £	Total £
<u>Cost</u>		
At 1 April 2020	1,714	1,714
At 31 March 2021	1,714	1,714
<u>Depreciation</u>		
At 1 April 2020	1,714	1,714
At 31 March 2021	1,714	1,714
<u>Net book value</u>		
At 31 March 2021	-	-
At 31 March 2020	-	-

6 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £31,639 (previous year: £29,096).

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

The Lippy People Charitable Trust

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	7,510	7,890	85,024	58,250	92,534	66,140
Sales and fees	750	11,950	-	-	750	11,950
Other income	-	158	-	-	-	158
Donated services	-	4,968	-	-	-	4,968
Total income	8,260	24,966	85,024	58,250	93,284	83,216
Expenditure						
Salaries, NIC and pension	-	4,756	58,697	45,357	58,697	50,113
Freelance contractors	-	3,240	2,000	139	2,000	3,379
Payroll charges	-	90	434	240	434	330
Travel and accommodation	-	2,011	154	879	154	2,890
Rent and rates	-	360	4,320	3,960	4,320	4,320
Printing, postage and stationery	-	-	738	218	738	218
Phone, internet and website	-	97	334	-	334	97
Office expenses	13	307	256	-	269	307
Advertising and publicity	-	-	-	1,448	-	1,448
Dues and subscriptions	154	127	491	-	645	127
Insurance	-	744	1,050	218	1,050	962
Refreshments	-	1,127	-	-	-	1,127
Accountancy and independent exam	-	522	522	-	522	522
Equipment hire	-	1	-	1,452	-	1,453
Research and development	-	144	-	-	-	144
Consultancy	-	1,368	-	-	-	1,368
Project expenses	-	1,495	-	1,198	-	2,693
Training	-	60	-	-	-	60
Donated website services	-	4,968	-	-	-	4,968
Total expenditure	167	21,417	68,996	55,109	69,163	76,526
Net income / (expenditure)	8,093	3,549	16,028	3,141	24,121	6,690
Transfers between funds	12,237	-	(12,237)	-	-	-
Net movement in funds	20,330	3,549	3,791	3,141	24,121	6,690
Fund balances brought forward	9,818	6,269	49,639	46,498	59,457	52,767
Fund balances carried forward	30,148	9,818	53,430	49,639	83,578	59,457