



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2022		31	12	2022

## Section A Reference and administration details

Charity name

Calderdale Lighthouse

Other names charity is known by

N/A

Registered charity number (if any)

1184353

Charity's principal address

Unit 1H

White Rose Mill

Holdsworth Road

Halifax

Postcode Hx3 6SN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Emma Poyser Buxton			Trustees
2	Donna Williams			
3	Diane Barker			
4	Sarann Mahmood			
5	Zoe Halliday Wilson	Chair		
6	Michael Williams			
7	Elizabeth Keyes	Treasurer		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Co founders Emma Poyser Buxton Donna Williams Diane Barker

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution originally adopted 15.10.2018 updated 7.7.2019
How the charity is constituted (eg. trust, association, company)	Registered charity
Trustee selection methods (eg. appointed by, elected by)	From volunteers/general public

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Enhanced DBS for all trustees and volunteers.

Donna and Michael Williams (Married)

N/A

**Summary of the objects of the charity set out in its governing document**

The relief of poverty or financial hardship of families with children, throughout Calderdale and the surrounding areas, who are in need. By providing items including but not limited to children's clothing, toys and baby equipment.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We distribute essential baby equipment, clothing, bedding toiletries and toys to vulnerable and disadvantaged families throughout our community.

Midwives, health visitors, social workers Schools and many other statutory Services and professional agencies access our service. This ensures our help goes to those most in need. Our service is free to use and non-judgmental. We accept the professional's opinion that the family require the items requested.

We have seen a huge rise in families needing our support. Most of the professionals that use our service don't know what would happen to the families they support without charities like us.

Many of our service users are living in entrenched poverty. We also support victims of domestic violence, and work in partnership with other charities to ease the transgression to new properties. These are sometimes out of area, for the victim's safety.

Our non-judgemental service is free to use. We rely on donations from the general public for most of our stock. Local businesses and stores also donate end of lines and left-over stock, to us. This also prevents these items going into landfill.

We regularly donate babies' blankets and towels that are not to our high standard to the RSPA.

Our team of trustees and volunteers continue to promote and undertake all activities within the Charity commissions general guidance.

We are passionate about easing the effects of poverty on families. This is an integral part of our charity's ethos.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

N/A  
N/A  
We are incredibly proud that our service is 100% volunteer run.

We have completed 950 referrals in 2022. This equates to 3852 family members that accessed our service.

We distributed 240 teen packs, to local Schools. This pack of toiletries promotes good hygiene habits. We are told by teachers that they also reduce bullying and absenteeism.

We supplied 86 Mum bags to the hospitals for mums needing essential items for themselves and their babies, either in an emergency, or for mums that have nothing, as they are admitted to hospital.

At Christmas 2022 we sent gifts to over 900 children and teens. These families are the most vulnerable in our society and would not otherwise receive any gifts from Santa on Christmas day. Although the number of gifts we received, from the general public have reduced. The number of local businesses that donated toys was significantly more. Some have already said they will donate next year too.

Dean Clough allowed us to use Fearnley Mill as our Christmas wrapping hub, we wrapped well over 4000 gifts in there.

We had our annual wrapping day in the amazing Speigaltent, at The Piece Hall. This event is so popular now that we completed all our wrapping that day in record time. Our local MP Holly Lynch attended. A few days later Holly spoke about Calderdale Lighthouse and our service in Parliament. Highlighting how busy we are, and the need for our charity as we continually strive to ease child poverty.

We continue to go to the local food bank biweekly to share donations of nappies and toiletries with the clients there. We also supplied EID and Christmas gifts, for some of the most vulnerable children that access this service.

We have been working towards a quality standard in volunteering, this has involved checking our policies and procedures and speaking to our volunteers. We are thrilled to have been awarded this in early March 2023.

This award recognised “the positive experiences from volunteers. The dedication to the cause and the support the organisation offers to volunteers, these were all highlighted by the panel as excellent practice”.

**Summary of the main achievements of the charity during the year**

***Fundraising***

ladies circle	£1367.46
rotary (santa) 21	£1874.00
3 peaks	£3472.
Great north run	£670
jigsaw festival	£2250
22 golf day	£1057
MKM GYM	£1143.76
Anon lingerie	£581.00
Lee mount care home	£1055.15

***Grants***

Asda green token	£500
Magic little grant	£500
Morrisons	£2000
Sykes holiday cottages toiletries	£2000 restricted
ABS	£5000 restricted van
Arnold Clark	£1000
Sovereign health care	£2000
Movement for good	£1000

**Feedback.**

*Can I just say a massive thank you for the clothes and trainers you gave me for my young lad in Todmorden.*

*He was completely over the moon, so grateful, he loved the red long sleeved T shirt, the batman T shirt, hoodie and the Adidas trainers.*

*He asked me to say a massive thank you!!!*

*We would be lost without you!*

*Imelda  
Housing Support Worker  
YPASS*

*Hello,*

*I just wanted to send a message I know I am a bit late I didn't get chance before Christmas.*

*Calderdale Young Carers would like to say a huge thank you for all your support with Christmas presents your kindness was really seen and appreciated by all the families we referred. Parents and carers expressed what a huge impact the presents had on both them and the young people. At times like this support with such a human and caring touch means so much. You helped lots of young people with a caring role have a fab Christmas and we really appreciate your support as always!!*

*Many thanks,  
Clodagh Wall*

*I wanted to thank you for the amazing job you do, your service has helped over 50 children in the Lower Valley area again this Christmas with your amazing generosity.*

*This service is one in a million, the dedication, care and pride each member of the team provides ensures no family in need goes without.*

*From the bottom of our hearts, The Lower Valley Family Support Team and community would be lost with your service!*

*Service with a smile!*

*Keep being you..... Awesome!*

*Have the best Christmas and amazing 2023!*

*Xxx*

*Kirsty Richmond | Advanced Family Support Worker*

**Brief statement of the charity's policy on reserves**

£10,000 This is approximately 1 year's expenditure for rent and utilities.  
This will be reviewed annually at our AGM.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Grants. Financial gifts from the public.

Our service continues to grow.  
We have been able to fulfil all referrals and other requests for support.

n/a

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

Diane Barker

**Position (eg Secretary, Chair, etc.)**

Co founder

**Date**



# **Calderdale Lighthouse**

Charity number 1184353

## **Annual Report and Financial Statements for the year ended 31 December 2022**



West Yorkshire Community Accounting Service

# **Calderdale Lighthouse**

## **Annual Report and Financial Statements for the year ended 31 December 2022**

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Statement of assets and liabilities	7
Notes to the accounts	8 to 9

**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Calderdale Lighthouse**

## **Trustees' report for the year ended 31 December 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:

<b>Name</b>	<b>Position</b>
Zoe Halliday-Wilson	Chair
Elizabeth Keyes	Treasurer
Emma Poyser-Buxton	
Diane Barker	Secretary
Donna Williams	
Michael Williams	
Sarann Mahmood	

**Charity number** 1184353 Registered in England and Wales

### **Registered and principal address**

Unit 1 H  
White Rose Mills  
Holdsworth Road  
Halifax  
HX3 6SN

### **Bankers**

Lloyds Bank  
Blackheath Branch  
4 Ariel House  
2138 Coventry Road  
Sheldon  
B26 3JW

### **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 governed by a constitution adopted on 9 October 2018 as amended on 3 July 2019.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Calderdale Lighthouse**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Objectives and activities**

#### **The charity's objects**

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#### **The charity's main activities**

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We regularly donate babies' blankets and towels that are not to our high standard to the RSPCA.

#### **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.

We are passionate about easing the effects of poverty on families. This is an integral part of our charity's ethos.

#### **Achievements and performance**

We have completed 950 referrals in 2022. This equates to 3,852 family members that accessed our service.

We distributed 240 teen packs, to local Schools. This pack of toiletries promotes good hygiene habits. We are told by teachers that they also reduce bullying and absenteeism.

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We continue to go to the local food bank bi-weekly to share donations of nappies and toiletries with the clients there. We also supplied EID and Christmas gifts, for some of the most vulnerable children in our area that attend.

# **Calderdale Lighthouse**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Achievements and performance (continued)**

We have been working towards a quality standard in volunteering, this has involved checking our policies and procedures and speaking to our volunteers. This should be completed by March 2023.

### **Financial review**

The net receipts for the year was £6,001, including net receipts of £187 on unrestricted funds and net receipts of £5,814 on restricted funds.

### **Reserves policy**

The charity's free reserves, at the year end were £19,109.

The trustees will maintain a minimum reserve level of £10,000, which is approximately one year's rent and utility costs. This will be reviewed annually at our AGM.

Approved by the board of trustees on 23/03/2023

E Keyes (Trustee)

# **Calderdale Lighthouse**

## **Independent examiner's report to the trustees of Calderdale Lighthouse**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

11/04/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Calderdale Lighthouse

## Receipts and payments account

### for the year ended 31 December 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	22,984	11,000	33,984	19,508
Fundraising		2,261	-	2,261	-
Other income		174	-	174	120
<b>Total receipts</b>		<u>25,419</u>	<u>11,000</u>	<u>36,419</u>	<u>19,628</u>
<b>Payments</b>					
Rent		8,520	-	8,520	7,615
Utilities		490	-	490	423
Telephone and broadband		910	-	910	502
Insurance		208	-	208	208
Accountancy		384	-	384	528
Stationery		16	-	16	56
In kind purchases		4,487	1,612	6,099	2,968
Equipment		4,468	2,830	7,298	2,358
Uniforms and clothing items		275	-	275	511
Bedding		1,045	167	1,212	538
Underwear		1,131	-	1,131	167
Nappies		51	-	51	-
Milk		68	-	68	-
Mattresses		267	40	307	634
Gates and fireguards		350	-	350	678
Subscriptions		-	-	-	192
Other beneficiary resources		1,447	537	1,984	-
Christmas activities		833	-	833	1,458
Other expenses		282	-	282	1,846
<b>Total payments</b>		<u>25,232</u>	<u>5,186</u>	<u>30,418</u>	<u>20,682</u>
<b>Net receipts / (payments)</b>		<u>187</u>	<u>5,814</u>	<u>6,001</u>	<u>(1,054)</u>
<b>Fund balances brought forward</b>		<u>18,922</u>	<u>1,677</u>	<u>20,599</u>	<u>21,653</u>
<b>Fund balances carried forward</b>	(3)	<u>19,109</u>	<u>7,491</u>	<u>26,600</u>	<u>20,599</u>

**Calderdale Lighthouse**  
**Statement of assets and liabilities**  
**as at 31 December 2022**

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	18,909	7,491	26,400	20,351
Cash in hand	200	-	200	248
<b>Total cash funds</b>	<u>19,109</u>	<u>7,491</u>	<u>26,600</u>	<u>20,599</u>

<b>Liabilities</b>	2022
	£
Accruals	360
	<u>360</u>

The financial statements were approved by the board of trustees on 23/03/2023

E Keyes (Trustee)



# **Calderdale Lighthouse**

## **Notes to the accounts**

### **for the year ended 31 December 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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

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

##### **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.

##### **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.

# Calderdale Lighthouse

## Notes to the accounts continued

### for the year ended 31 December 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
22 The Square	1,057	-	1,057	1,000
Arnold Clark	1,000	-	1,000	1,000
Calderdale Community Foundation	-	5,000	5,000	-
Charities Trust	1,000	-	1,000	-
Halifax Ladies Circle	1,369	-	1,369	-
Morrisons	-	2,000	2,000	-
Rotary Club	1,874	-	1,874	-
Semble Network	-	2,000	2,000	-
Sovereign Healthcare	-	2,000	2,000	-
St.Martin's	2,250	-	2,250	-
Co-op	-	-	-	1,897
Magic Grants	-	-	-	500
Miller Homes	-	-	-	1,000
Persimmon Homes	-	-	-	500
Sir George Martin	-	-	-	1,500
Tesco	-	-	-	1,000
West Riding Masonic Charity	-	-	-	2,000
Other donations	14,434	-	14,434	9,111
	<u>22,984</u>	<u>11,000</u>	<u>33,984</u>	<u>19,508</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Co-op	169	-	169	-	-
Magic Grants	8	-	8	-	-
Sir George Martin	1,500	-	1,009	-	491
Sovereign Health	-	2,000	2,000	-	-
Morrisons	-	2,000	2,000	-	-
Semble Network	-	2,000	-	-	2,000
Community Foundation	-	5,000	-	-	5,000
	<u>1,677</u>	<u>11,000</u>	<u>5,186</u>	<u>-</u>	<u>7,491</u>

Fund name	Purpose of restriction
Co-op	For the purchase of bedding.
Magic Grants	Towards the costs of mattresses.
Sir George Martin	Towards the costs of computer equipment and resources.
Sovereign Health	For the purchase of safety equipment,
Morrisons	For the purchase of teen packs and toiletries.
Semble Network	For the purchase of teen packs and toiletries.
Community Foundation	Towards the costs of purchasing a van.

#### 4 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.

# **Calderdale Lighthouse**

Charity number 1184353

## **Annual Report and Financial Statements for the year ended 31 December 2022**



West Yorkshire Community Accounting Service

# **Calderdale Lighthouse**

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### **Structure, governance and management**

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# **Calderdale Lighthouse**

## **Trustees' report (continued) for the year ended 31 December 2022**

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#### **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.

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#### **Achievements and performance**

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## **Trustees' report (continued) for the year ended 31 December 2022**

### **Achievements and performance (continued)**

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### **Financial review**

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### **Reserves policy**

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# Calderdale Lighthouse

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<b>Total receipts</b>		<u>25,419</u>	<u>11,000</u>	<u>36,419</u>	<u>19,628</u>
<b>Payments</b>					
Rent		8,520	-	8,520	7,615
Utilities		490	-	490	423
Telephone and broadband		910	-	910	502
Insurance		208	-	208	208
Accountancy		384	-	384	528
Stationery		16	-	16	56
In kind purchases		4,487	1,612	6,099	2,968
Equipment		4,468	2,830	7,298	2,358
Uniforms and clothing items		275	-	275	511
Bedding		1,045	167	1,212	538
Underwear		1,131	-	1,131	167
Nappies		51	-	51	-
Milk		68	-	68	-
Mattresses		267	40	307	634
Gates and fireguards		350	-	350	678
Subscriptions		-	-	-	192
Other beneficiary resources		1,447	537	1,984	-
Christmas activities		833	-	833	1,458
Other expenses		282	-	282	1,846
<b>Total payments</b>		<u>25,232</u>	<u>5,186</u>	<u>30,418</u>	<u>20,682</u>
<b>Net receipts / (payments)</b>		<u>187</u>	<u>5,814</u>	<u>6,001</u>	<u>(1,054)</u>
<b>Fund balances brought forward</b>		<u>18,922</u>	<u>1,677</u>	<u>20,599</u>	<u>21,653</u>
<b>Fund balances carried forward</b>	(3)	<u>19,109</u>	<u>7,491</u>	<u>26,600</u>	<u>20,599</u>

**Calderdale Lighthouse**  
**Statement of assets and liabilities**  
**as at 31 December 2022**

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	18,909	7,491	26,400	20,351
Cash in hand	200	-	200	248
<b>Total cash funds</b>	<u>19,109</u>	<u>7,491</u>	<u>26,600</u>	<u>20,599</u>

<b>Liabilities</b>	2022
	£
Accruals	<u>360</u>
	<u>360</u>

The financial statements were approved by the board of trustees on 23/03/2023

E Keyes (Trustee)

# **Calderdale Lighthouse**

## **Notes to the accounts**

### **for the year ended 31 December 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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

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

##### **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.

##### **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.

# Calderdale Lighthouse

## Notes to the accounts continued

### for the year ended 31 December 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
22 The Square	1,057	-	1,057	1,000
Arnold Clark	1,000	-	1,000	1,000
Calderdale Community Foundation	-	5,000	5,000	-
Charities Trust	1,000	-	1,000	-
Halifax Ladies Circle	1,369	-	1,369	-
Morrisons	-	2,000	2,000	-
Rotary Club	1,874	-	1,874	-
Semble Network	-	2,000	2,000	-
Sovereign Healthcare	-	2,000	2,000	-
St.Martin's	2,250	-	2,250	-
Co-op	-	-	-	1,897
Magic Grants	-	-	-	500
Miller Homes	-	-	-	1,000
Persimmon Homes	-	-	-	500
Sir George Martin	-	-	-	1,500
Tesco	-	-	-	1,000
West Riding Masonic Charity	-	-	-	2,000
Other donations	14,434	-	14,434	9,111
	<u>22,984</u>	<u>11,000</u>	<u>33,984</u>	<u>19,508</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Co-op	169	-	169	-	-
Magic Grants	8	-	8	-	-
Sir George Martin	1,500	-	1,009	-	491
Sovereign Health	-	2,000	2,000	-	-
Morrisons	-	2,000	2,000	-	-
Semble Network	-	2,000	-	-	2,000
Community Foundation	-	5,000	-	-	5,000
	<u>1,677</u>	<u>11,000</u>	<u>5,186</u>	<u>-</u>	<u>7,491</u>

Fund name	Purpose of restriction
Co-op	For the purchase of bedding.
Magic Grants	Towards the costs of mattresses.
Sir George Martin	Towards the costs of computer equipment and resources.
Sovereign Health	For the purchase of safety equipment,
Morrisons	For the purchase of teen packs and toiletries.
Semble Network	For the purchase of teen packs and toiletries.
Community Foundation	Towards the costs of purchasing a van.

#### 4 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.