



Dewsbury & District League of Friendship

CIO Registered Charity no. 1184667

superseding Dewsbury & District League of Friendship registered charity 234785

Annual Report and Accounts 2021

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Trustees' Report for the Year Ended 31 December 2021**Legal Details**

The League's main purpose is to promote and assist the welfare of physically disabled persons in Dewsbury and the surrounding district; this has now been extended to promote the relief of people in need by reason of age, infirmity, ill-health, financial hardship or other disadvantage, where such activity is complementary to the league's primary purpose.

The League was established in 1952 and was simultaneously registered under the provisions of The National Assistance Act 1948. It was later registered with the Charity Commission, charity registration number 234785. The Trustees operate a Deed of Trust which was approved at the 1993 Annual General Meeting.

The League has converted to a Charitable Incorporated Organisation (CIO), no.1184667, with an up-to-date constitution and to protect trustees from unlimited liability. At the time of this report (30th September 2022) the original charity 234785 has been linked to the CIO as a subsidiary 1184667-1 while some legal details are finalised; it will be closed at the end of 2022.

Registered Address and Contact Details

Address: Howlands, School Street, Dewsbury, West Yorkshire WF13 1LD

Telephone: 01924-463693

E-mail: howlandcentre@aol.co.uk

Bankers: Yorkshire Bank plc, 46 Market Place, Dewsbury WF13 1DN

Objectives of the Charity

The major objective of the Charity is to promote and assist the health and welfare of physically disabled and other disadvantaged persons in Dewsbury and its surrounding areas by:

1. Providing facilities for physical and mental recreation
2. Providing or helping to provide facilities for physical movement and improvement
3. Furthering health and relieving stress and sickness
4. Co-operating with other bodies which also provide accommodation, employment, education or training, for such persons

In particular, the Charity provides regular art and craft sessions with instruction suited to individual members.

Premises

The League of Friendship holds the building Howlands, with an original purchase price of £35,200, on a 125-year lease expiring in 2113 at an annual peppercorn rent from Kirklees Metropolitan Council. The building is in the middle of Dewsbury, close to shops and bus and railway stations.

Howlands has electric sliding doors to cater for wheelchairs, disabled toilets, central heating, a kitchen and carpets throughout. These meet the specific needs of our current and prospective members, and also a wide range of other users who rent rooms not being used for the Centre's main work. We also have a small car park.

Organisation

As at 31st December 2021 the Trustees are supported by an Executive Committee and a Management Committee. Trustees and committee members are elected at General meetings of the League, normally the Annual General Meeting.

The Executive Committee comprises the Trustees and the Manager. The Management Committee comprises at least 5 Trustees, including the Chair, Secretary and Treasurer (the Officers); the Manager; class craft teachers and class representatives (members). Both committees may co-opt additional members such as volunteers or representatives of other local organisations.

Day-to-day running of the League is undertaken by the Manager and staff, with help and support from volunteers. The Officers and Manager ensure compliance with the law and internal policies.

Employed staff are the Centre Manager, who is also a class teacher, and two part-time teachers, who also perform support and cleaning tasks, together with volunteers. Trustees, the other members of the Management Committee, class helpers and supporters are all volunteers.

There were 6 trustees at December 31st 2021: Catherine Longley (Chair), Dawn Field, Angela Nixon, Stephen Readhead, Victoria Ward and Andrew Young (Treasurer).

Activities 2021Normal Activity: prior to Coronavirus and after reopening

Craft classes are held each weekday throughout the year, led by two teachers. Members learn new skills, make friends and enjoy a sense of purpose in a safe environment with people who understand their needs. Instruction is provided in a wide range of crafts including oil and watercolour painting, sketching, tapestry, embroidery and mosaics.

Thanks to external funding added to our own resources, we offer morning and afternoon classes 4½ days a week. This allows us to benefit as many existing and new members as possible. Further funding is continuously being sought to maintain this level of service to members.

As well as classes, our members enjoy games and social activities, at and away from Howlands.

Activity in 2021

The year split into 3 roughly equal parts. Classes and other activities had been closed in March 2020, as a consequence of Covid-19. Two staff were put onto the Government's furlough scheme and paid 80% of their regular wages. The Manager continued in post and, with the help of volunteers, sought fresh funding to maintain the Howlands building and to support our members in their homes. This support included production of a regular newsletter, visits, the distribution of art and craft kits so that members could continue their work while away, exercise plans, and other items to support their well-being.

This external support continued through the first 4-5 months of 2021. In May, the Centre was reopened on certain days for members to drop in for a social meeting. In September, normal classes were resumed as the furlough scheme ended. By the end of the year activity was near normal, with a successful Christmas Fair and celebrations.

Once again, on behalf of the League, the Trustees would like to thank our staff for their positivity and support, and all the professional advisors, fundraisers, volunteers and members themselves who give their time and energy to support us in so many different ways.

Financial Report for the Year Ended 31st December 2021**Statement of Trustees' Responsibilities**

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its financial activities. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with SORP 2 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the Charity will continue in business

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Accounting Policies and Presentation

The accounts have been prepared in accordance with Charity SORP (FRS102) accounting standards and the Charities Act 2011.

Following professional advice, the accounts are simplified by being cash receipts and payments only. Also, we do not produce a full balance sheet, which is not necessary for the Annual Return to the Charity Commission. An asset register is maintained and kept in our office.

Intangible Income

Donated goods and services, and volunteer hours, have not been quantified.

Funded Projects

Funds received for specific purposes are accounted for separately; the accounts show the split between Howlands funds (unrestricted) and funded projects (restricted), in order to give a clearer view of resources and commitments. Unspent funds appear in the balances and in the bank but do not count towards the League's assets. There is also the residual fund from the 2017 Big Lottery refurbishment project, being used for professional services supporting the CIO conversion, and held in a separate bank account, as required by the Big Lottery.

Fixed Assets

Items of furniture, equipment and machinery are recorded on a register, without a formal balance sheet. Our major asset is the Howlands building; the lease dates from 1988 and was last valued at £107,170 in December 2014.

The refurbishment construction of 2017-18 was settled in 2019; the total cost was £460,283 – £386,828 for construction, £32,054 for furniture and £41,401 for professional fees and services.

Since then, there have been no significant asset purchases.

Summary of the Year's Finances for the Year Ended 31st December 2021

Income and Expenditure for 2019-21		2021	2020	2019
Income:	Internal Activities	£12.4K	£5.5K	£32.8K
	Donations	£16.8K	£7.9K	£10.2K
	Grants	£41.8K	£13.4K	
	Funding	£0.4K	£26.9K	£12.6K
	Total	£71.3K	£53.7K	£55.6K
Expenses:	Staff & Volunteers	£36.9K	£34.9K	£43.0K
	Building	£11.6K	£11.0K	£11.5K
	Other Expenses	£2.9K	£5.6K	£2.8K
	Total	£51.4K	£51.5K	£57.3K
Net Cash		£20.0K	£2.2K	– £1.7K

Internal Activities

This includes classes, sales, coffee mornings, raffles &c., resumed in September, also donations from members' drop-ins in the summer. Rents were around £5,000, after ceasing for most of 2020, with the gym downstairs contributing about £2,000 of that. We also had some fundraising events and a successful Christmas Fair, which raised another £2,000.

Donations

Once again, our biggest single donation came from the A M Fenton Trust (£6,000, as in 2019 and 2020). The major boost to donations was One Community's Match-it scheme, where they would match the donations we raised. Thanks to the generosity of our supporters, we received a total of £7,000 after doubling up.

Grants and Funding

In 2020, we received a variety of funding and grants, mainly concerned with getting through the Covid crisis. This continued into 2021, with most now being in the form of grants, which meant less detailed allocation of costs to individual projects. Meanwhile, restricted funds granted in 2020 continued to be paid out. The largest part of this funding was for the Manager's remuneration. Major 2021 items were a continuity (post-Covid) grant from Kirklees MC (£16,800), the Government's Job Retention (furlough) scheme (£10,600) and two grants from the Co-op (£9,700).

In the early part of the year our emphasis was on continuing to support members in their homes, then later on smoothing the return to a full programme at Howlands while attendances built up again. At the end of the year, there were small residual amounts in these funds, plus two larger amounts from pre-Covid. All of the related projects are complete, so the remaining money was transferred to our unrestricted funds (to be used for much the same purposes).

Expenses

Our main operating cost is staffing, and with two staff placed on furlough scheme we were able to retain them until the restart. Building costs were similar to 2019 and 2020's, with only marginal savings on utilities.

Outstanding Rentals

At the end of 2020 we had £2,381 in outstanding rentals. Three-quarters of this was from two organisations which were in financial trouble and not co-operating; others had been impoverished by Covid. So it was decided to write them out of the accounts, although the debts are still being pursued.

Summary

With the continued high level of funding support, the increase in donations (mainly Match-it) and a partial return to 'normal' (i.e. pre-Covid) activity, we showed a substantial surplus of £20,000 for the year, reduced to £17,700 by discounting the rental debt. This meant an increase in our reserves (ignoring the Big Lottery) from £30,400 to £48,100. This is very healthy, but with Covid restrictions and support ending we still need to maintain our service, widen membership, attract renters and seek new funding to create a sustained future.

Andrew Young, Treasurer & Trustee
September 2022

Andrew D Young

Andrew Young, Treasurer & Trustee

Trustee

Dated: **30th September 2022**

Dated: **30th September 2022**

Independent Examiner's Report

To the Trustees of the Dewsbury & District League of Friendship for Disabled Persons:

I report on the accounts of the Trust for the year ended 31st December 2021 which are set out on the following pages.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the accounts, and seeks explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter had come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;
or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated: _____

Receipts and Payments – Unrestricted Funds (Howlands)

	<u>2021</u>	<u>2020</u>
Receipts		
Classes	£4,245	£2,645
Donations	£16,828	£7,895
Grants	£41,791	£13,381
Sales	£598	£376
Raffles & Lotteries	£120	£602
Coffee Mornings	£399	£470
Special Fundraising	£1,982	
Rents	£5,058	£1,389
Miscellaneous, Interest &c.	£98	£38
Total Receipts	<u>£71,119</u>	<u>£26,796</u>
Payments		
Staff & Volunteers	£28,684	£16,722
Craft Materials	£4	£7
Catering	£418	£99
Centre Maintenance	£11,649	£10,699
Rates and Utilities	£6,251	
Centre Upkeep	£3,022	
Repairs & Renewals	£12	
Insurance	£2,127	
Cleaning & Supplies	£237	
Administration Expenses	£679	£694
Telecommunications	£621	
Office Expenses		
Printing, Stationery, Postage	£58	
Marketing & Events	£359	£359
Sundry Expenses		£21
Total Payments	<u>£41,793</u>	<u>£28,601</u>
Net Receipts / Payments	<u>£29,326</u>	<u>– £1,805</u>
Funding Transfers/Released	£3,275	£4,539
Net Change to Cash Reserves	<u>£32,601</u>	<u>£2,734</u>

Receipts and Payments – Restricted Funds (Funded Projects)

	<u>2021</u>	<u>2020</u>
Total Receipts	£350	£26,869
Payments		
Staff & Volunteers	£8,206	£18,144
Craft Materials	£1,192	£3,157
Centre Maintenance		£323
Administration Expenses	£208	£1,290
Marketing & Events		
Total Payments	£9,606	£22,914
Net Receipts / Payments	– £9,256	£3,955
Funding Transfers/Released	– £3,275	– £4,539
Net Change to Cash Reserves	– £12,531	– £584

Receipts and Payments – Big Lottery Refurbishment Project

These receipts and payments passed money from the lottery, via our specific bank account, to our suppliers, to pay pre-approved invoices for approval. At the end of 2019 the building project had concluded, but there remained an amount for professional fees to assist our conversion to a CIO. Covid delayed that, no transactions took place in 2020, but the process resumed in 2021.

	<u>2021</u>	<u>2020</u>
Brought Forward	£7,011	£7,011
CIO Conversion, Wrigleys Solicitors	– £4,021	
Carried Forward	£2,990	£7,011

Receipts and Payments – 2021 Totals

Receipts	Total	Unrestricted	Restricted Funding
Classes & Sales	£4,843	£4,843	
Donations and Grants	£58,619	£58,619	
Coffee Mornings, Raffles & Lotteries	£519	£519	
Special Fundraising	£1,982	£1,982	
Rents	£5,058	£5,058	
Miscellaneous, Interest &c.	£98	£98	
Funding	£350		£350
Total Receipts	£71,469	£71,119	£350
Payments			
Staff & Volunteers	£36,890	£28,684	£8,206
Craft Materials	£1,196	£4	£1,192
Catering	£418	£418	
Centre Maintenance	£11,649	£11,649	
Administration Expenses	£887	£679	£208
Marketing & Events	£359	£359	
Total Payments	£51,399	£41,793	£9,606
Net Receipts / Payments	£20,070	£29,326	– £9,256
Funding Transfers/Releases		£3,275	– £3,275
Net Change to Cash Reserves	£20,070	£32,601	– £12,531
Write-off of Rents Owing	– £2,381	– £2,381	
Net Change to Total Reserves	£17,689	£30,220	– £12,531

Statement of Financial Assets and Liabilities

	Total	Unrestricted	Restricted Funding	Restricted Big Lottery
Balances at the Start of the Year	£37,462	£16,962	£13,489	£7,011
Current Account	£16,737			
Deposit Account	£15,620			
Big Lottery Account	£7,011			
Debtors – Rents	£2,381			
Outstanding Items net	– £4,310			
Cash	£23			
Net Change to Reserves	£13,668	£30,220	– £12,531	– £4,021
Balances at the End of the Year	£51,130	£47,182	£958	£2,990
Current Account	£12,469			
Deposit Account	£35,623			
Big Lottery Account	£2,990			
Cash	£48			

Report of Unincorporated Charity 234785, now 1184667-1
Legal Details

Following the decision to convert to a Charitable Incorporated Organisation (CIO) the legal processes are being finalised, and at 30th September 2022 the original charity 234785 has been linked and subsumed as 1184667-1. Covid-19 has considerably delayed the process.

During the conversion, all operations were unchanged and the two charities were deemed to be equivalent. For ease of reporting, all financial transactions for 2020 were reported under 234785, with the CIO 1184667 taking over from 1st January 2021.

Other details of the charity are the same as for 1184667, including the appointed trustees.

Financial Report for the Year Ended 31st December 2021

From 1st January 2021, all the League's activities and finances are reported under the CIO 1184667.

For cross-reference, this is a summary of the League's finances, reported under 234785 for 2020 and 1184667 for 2021.

	<u>2021</u>	<u>2020</u>		
Unrestricted Funds				
Total Receipts	£71,119	£26,796		
Total Payments	– £41,793	– £28,601		
Net Receipts / Payments	£29,326	– £1,805		
Funding Transfers/Released	£3,275	£4,539		
Write-Offs	– £2,381			
Net Change to Cash Reserves	£30,220	£2,734		
Restricted Funds (Funded Projects)				
Total Receipts	£350	£26,869		
Total Payments	– £9,606	– £22,914		
Net Receipts / Payments	– £9,256	£3,955		
Funding Transfers/Released	– £3,275	– £4,539		
Net Change to Cash Reserves	– £12,531	– £584		
Balances				
	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted Funding</u>	<u>Restricted Big Lottery</u>
Balances at the Start of the Year	£37,462	£16,962	£13,489	£7,011
Net Change to Reserves	£13,668	£30,220	– £12,531	– £4,021
Balances at the End of the Year	£51,130	£47,182	£958	£2,990

Note: The £7,011 residual fund from the Big Lottery refurbishment project is being used for professional services supporting the CIO conversion; it is held in a separate bank account, as required by the Big Lottery.