

Helping Hands Community Project

A Registered Charity in England and Wales No: 1188613

Annual Report and Financial Statements

For the Year Period 18 March 2020 to 31 March 2021

Helping Hands Community Project

March 31, 2021

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Annual Report of the Chairman

Our charitable purposes and activities are:

The Charity exists to provide practical support and care to those needing help within the communities of Kenilworth, Leamington Spa and Warwick. Helping Hands supports low-income individuals and families, victims of domestic abuse, local homeless and ex-offenders through our daytime and evening activities.

Helping Hands run a soup kitchen four nights a week, a Tuesday morning breakfast club, a support group for women called Esther, a support group for men called Elijah (commenced November 2021), a charity shop and furniture project, providing volunteering, work experience and qualifications opportunities for those we support as well as a daytime drop in for individuals to access any additional support.

We offer “A Hand up, not just a Hand out’.

Report on the year to March 2021 (and beyond where stated):

Helping Hands provides a unique service in our area. Clients need time, space and support to rebuild their lives from the challenges that bring them into contact with us. The be-friending and professional support provided with care increases the positive engagement of clients to help them move forward. The team carry the burden of those relationships with dignity and professionalism. The Trustees want to thank all the staff for their steadfast dedication.

On 18 March 2020 the trustees of the charity completed the incorporation of a new charity organised as a Charitable Incorporated Organisation [CIO]. All the assets and liabilities of the charity [Reg No. 277354] were moved to the CIO [Reg No 1188613] on 1st April 2020. There was no income or expenditure recorded in the CIO for the period from 18 March 2020 to 31 March 2020. For comparative purposes, in this report we have provided comparative figures for the year ended 31 March 2020 of the charity [Reg No. 277354].

The benefit of the CIO is in simplifying the constitution and reducing the personal liability that would be carried by a trustee, in a time when finding and keeping good trustees is at a premium this move was vital.

On the 3rd April 2020, William Clemmey resigned as a trustee and on 7th September 2020, Keir Edmonds resigned as a trustee. We are grateful for the service that both William and Keir gave to the Charity.

After the year end of 31st March 2021, on 25th August 2021, three new trustees were appointed: Sarah Perry, Sarah Windrum and Gurdip Chatha. On the same date Ian Johannessen resigned as Chair and as a trustee and Jonathan Shipton

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became Acting Chair on 25th August 2021. Ian gave over four years of service to Helping Hands for the benefit of our community and for which we are very grateful.

Helping Hands wishes to thank the people of Leamington Spa, Warwick and Kenilworth and some beyond who have responded to the needs of the vulnerable by supporting this charity so generously. We are seeking to use your donations to help the most vulnerable take the steps they need to move forward with their lives. As we look forward it is a task that will need more of our joint efforts.

Daytime Support Activities

The Esther group exists for vulnerable women who are homeless, have struggles with addiction, victims of domestic violence, ex-offenders or those struggling with mental health issues. On average we now have 50 women attending the group and our support worker meets with clients on a one to one basis to assess and progress current needs, such as financial needs, relationship needs, housing needs. After the year end in November 2021, we set up a group for vulnerable men called the Elijah group. On average we have 12 men who attend this group.

Evening Soup Kitchen

The soup kitchen normally operates on Mondays, Tuesdays and Thursday evenings with between 25 to 50 clients attending each night. However, in March 2020 we quickly had to adapt and change how the soup kitchen was run in line with Government guidelines. We stopped our evening soup kitchen and instead ran a delivery service to our vulnerable clients (which included rough sleepers recently accommodated in hotels, women's refuge hostels, homeless hostels and vulnerable families). We served over 25,000 meals to the local community with the amazing support of local business and community groups. Our volunteer teams also increased through this period.

On 17 June 2021, we were able to re-open our soup kitchen as normal and since then we have operated a Wednesday night soup kitchen to help the Leamington Night Shelter that had to close during the pandemic.

We have a regular group of volunteers on our soup kitchen rotas and could not do what we do without our volunteers as well as the generosity of local businesses coming on board.

House to Home Project

We operate from a facility in Stoneleigh Park where we store household goods, furniture, baby items, clothing, toys, and toiletries. During the pandemic, we

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worked as part of the government's "Everyone In" campaign to help furnish 56 properties to help get homeless people off the streets and provided meals and wellbeing packs. In Autumn 2021 due to funding and resource constraints we took the decision to reduce our service to operate for emergency cases only.

We are grateful for the support of our regular storage volunteers who collect donations from the local community using volunteer drivers and driver supports.

Lighthouse Charity Shop

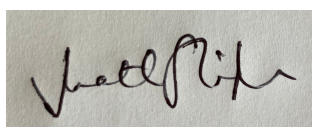
The Lighthouse Charity shop celebrated its 4th birthday on October 20th 2020. The Lighthouse shop has proved very popular and generates an income stream for the Charity. It is also a place where individuals (clients) can volunteer whilst rebuilding their self-esteem and self-confidence. Clients can work with our support workers towards a pathway back to employment.

During the pandemic, given the restrictions on non-essential retail, the shop was closed, but the shop space was repurposed in March 2020 to support the meal distribution activities mentioned above in the "Evening Soup Kitchen" section.

Outlook

Whilst the Charity reported a surplus for the year ended 31 March 2021 of £56,614, since January 2021 the Charity has faced challenges due to the ongoing consequences of the pandemic, temporary shop close, permanent café closure and much reduced fundraising activity. Steps have been taken to address these challenges. We have significantly increased grant income and unfortunately have taken steps to reduce our base through several redundancies which occurred in Autumn 2021.

The Trustees have considered the impact of the pandemic on the Charity's future operations both in terms of operations and financial stability and liquidity. The fact that the Charity has no debt and has been able to secure additional forms of revenue during the pandemic is important. Support for our activities remains strong as the community recognises the importance of the work that is carried out.



Jonathan Shipton
Acting Chair of Trustees

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The Trustees present the annual report and accounts of the Charity for the period ended 31 March 2021.

Reference and Administrative Information

Charity Name:	Helping Hands Community Project
Charity Registration number:	1188613
Registered Office:	9a Althorpe Street Royal Leamington Spa Warwickshire CV31 2AU
Bankers	Unity Trust Bank 4 Brindleyplace Birmingham B1 2JB

Structure, Governance and Management

Trustees

The following Trustees held office during the year and up to the date of signing the financial statements:

Ian Johannessen – Chair, resigned 25 August 2021

William Clemmey - resigned 3 April 2020

Lorraine Cattrell – resigned as treasurer and moved to Secretary on 3 April 2020

Keir Edmonds – resigned 7 September 2020

Jonathan Shipton – appointed as treasurer on 3 April 2020

The Board of Trustees meets at least six times per year.

The Governing Document is Helping Hands Community Project Constitution.

Financial Review

The Statement of Income and Expenditure shows a surplus of £56,614, which has been taken to reserves. (2020 surplus of £20,184).

Reserves Policy

The Board of Trustees aim to maintain general reserves in unrestricted funds of six months expenditure based on the previous financial year and the proposed

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budget for the next financial year. This would include anticipated income, future funding and expenditure to which the charity is committed. The reserves are currently at £159,358, which is above our reserves policy of six months expenditure.

Serious Incidents Reporting

The Charity Commission requires that a charity should report any serious incidents (Ones that have resulted or could result in significant loss of funds or a significant risk to a charity's property, work, beneficiaries or Reputation).

As stated in the last annual report, the Charity can confirm that there was a serious incident that was reported to the Charity Commission during the period of this report. The matter was closed to the satisfaction of the Charity Commission also during the period of this report.

Statement of Disclosure of Information to the Independent Examiner

The Trustees are responsible for preparing an annual report and financial statements for each financial year, in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2005. The financial statements are required to give a true and fair view of the state of affairs of the charity and of the results of the charity for that period.

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.

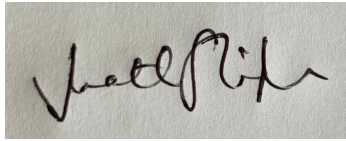
The Trustees are responsible for the maintenance and integrity of the financial information included on the charity's website.

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant information of which the independent examiner is unaware. Each Trustee have confirmed that they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the independent examiner.

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Approved by the Board of Trustees 28 January 2022 and signed on its behalf by

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Jonathan Shipton'.

Jonathan Shipton
Date 28 January 2022

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Independent Examiner's report to the Trustees of Helping Hands Community Project ('the Project')

I report to the Charity Trustees on my examination of the accounts of the Project for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Project 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 your charity's accounts as carried out under section 145 of the Charities Act 2011. 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 can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is listed as one of the bodies in section 145 of the 2011 Act. I have completed my examination.

In connection with my examination, no matter has 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.



Susan Lane

Institute of Chartered Accountants in England & Wales
Signed 28 January 2022

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Statement Of Financial Activities

	Unrestricted funds £	Restricted income funds £	2021 Total funds £	2020 Total funds £
Incoming resources				
Income and endowments from:				
Donations and legacies	164,505	-	164,505	96,473
Grants	32,900	75,792	108,692	18,805
Gift Aid	9,742	-	9,742	-
Fundraising activities	8,722	-	8,722	41,932
Other trading activities - Café and Shop sales	16,382	-	16,382	69,974
Other	1,226	-	1,226	4,881
Total	233,477	75,792	309,269	232,065
Resources expended				
Expenditure on:				
Salaries, NI and Pensions	102,239	43,697	145,936	126,017
Insurance	4,220	-	4,220	1,998
Client Support	1,726	18,920	20,646	4,384
Rent and Rates	20,830	-	20,830	25,139
Repairs and renewals	6,702	-	6,702	907
Motor costs	6,927	-	6,927	6,101
Depreciation	2,787	2,041	4,828	2,587
Café Expenses	-	634	634	3,302
IT	5,780	-	5,780	4,594
Other	25,652	10,500	36,152	36,852
Total	176,863	75,792	252,655	211,881

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Net income/(expenditure) before investment gains/(losses)	56,614	-	56,614	20,184
Net gains/(losses) on investments	-	-	-	-
Net income/(expenditure) Extraordinary items	56,614	-	56,614	20,184
Transfers between funds	-	-	-	-
Other recognised gains/(losses):				
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-
Other gains/(losses)	-	-	-	-
Net movement in funds	56,614	-	56,614	20,184
Reconciliation of funds:				
Total funds brought forward	102,744	-	102,744	82,560
Total funds carried forward	159,358	-	159,358	102,744

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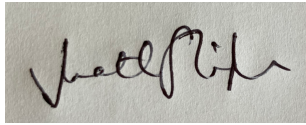
Balance Sheet as at 31 March 2021

	2021 Unrestricted funds £	2021 Restricted funds £	Total 2021 £	Total 2020 £
Fixed assets				
Intangible assets	-	-	-	-
Tangible assets	36,329	-	36,329	5,088
Total fixed assets	36,329	-	36,329	5,088
Current assets				
Debtors	4,833	-	4,833	8,400
Cash at bank and in hand	158,838	46,168	205,006	94,646
Total current assets	163,671	46,168	209,839	103,046
Creditors: amounts falling due within one year	16,436	46,168	62,604	5,390
Net current assets/(liabilities)	147,235	-	147,235	97,656
Total assets less current liabilities	183,564	-	183,564	102,744
Creditors: amounts falling due after one year	24,206	-	24,206	-
Provisions for liabilities	-	-	-	-
Total net assets or liabilities	159,358	-	159,358	102,744
Funds of the Charity				
Unrestricted funds	159,358	-	159,358	102,744
Total funds	159,358	-	159,358	102,744

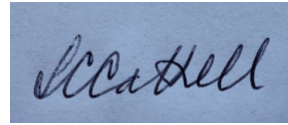
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Approved by the board on 28 January 2022 and signed on its behalf by

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Jonathan Shipton

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Lorraine Cattrell'.

Lorraine Cattrell

Notes to the Financial Statements for the period ended 31 March 2021

Accounting Policies

The principal accounting policies are summarized below. The accounting policies have been applied consistently throughout the year and the preceding year.

Basis of accounting

The financial statements have been prepared under the historical cost convention and in compliance with the Charities Act 2011 and the Charities Statement of Recommended Practice (FRS102).

Fund Accounting

Where funds held are unrestricted, they are available for use at the discretion of the trustees in furtherance of the objectives of the Charity.

Incoming Resources

Recognition of incoming resources- these are included in the Statement of Income and Expenditure when the charity becomes entitled to the resources and the trustees are certain they will receive the resources and the amount can be quantified with certainty.

Grants and donations - Voluntary income is received by way of grants and donations and gifts and is included in the statement of income and expenditure when they are received. Grants are only included in the statements when the charity has unconditional entitlement to the resources.

Trading Income

The charity trades from its charity shop and café. All income and expenditure from that trade is included in the statements.

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Wages and Salaries

No Charity Trustee was paid or received any other benefits from the Charity. Total Employment benefits including pension contributions for staff were £145,936 (2020-£126,071). No employee received benefits in excess of £60,000.

The average number of employees during the year was 7 measured as "Full Time Equivalent (2020-6)

Fixed Assets.

Assets under £500 are not capitalized. Fixed assets above that value are capitalized and stated at cost less accumulated depreciation. Depreciation is charged on a yearly basis from the point of operation.

Cash at Bank

	2021	2020
	£	£
Bank Accounts	195,574	92,187
Petty Cash & Other	9,432	2,459
Total	205,006	94,646

Taxation

The Charity is exempt from tax on its income under the relevant provisions of the Corporation Tax Act 2010 to the extent that its income is applied for its charitable purposes. No taxation charge has arisen in the Charity.

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Tangible Fixed Assets

	Motor Vehicles	Catering Equipment	Computer Equipment	Total
			£	£
Cost				
As at 1 April 2020	10,350	-	-	10,350
Additions	19,500	9,976	6,594	36,070
Disposals	-	-	-	-
Cost at 31 March 2021	29,850	9,976	6,594	46,420
Depreciation				
As at 1 April 2020	5,262	-	-	5,262
Charge for the year	4,213	416	200	4,829
Disposals	-	-	-	-
Depreciation at 31 March 2021	9,475	416	200	10,091
Net Book Value at 31 March 2020	5,088	-	-	5,088
Net Book Value at 31 March 2021	20,375	9,560	6,394	36,329

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Creditors amounts falling due within one year

	2021	2020
	£	£
Company credit card	2,555	2,583
Trade creditors	4,199	2,807
Grant income received in advance	55,850	-
Total	62,604	5,390

Included in grant income received in advance is £46,168 which relates to cash received but not yet spent. The balance of £9,682 relates to a grant received to fund the catering van and equipment. Whilst the catering van and equipment have been bought, the grant is being released to the profit and loss account over the life of the asset.

Creditors amounts falling due after one year

	2021	2020
	£	£
Grant income received in advance	24,206	-

This relates to the grant used to fund the catering van and equipment.