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Helping Hands Community Project

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March 31, 2022

## **Helping Hands Community Project**

**A Registered Charity in England and Wales No: 1188613**

### **Annual Report and Financial Statements**

**For the Year ended 31 March 2022**

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## Helping Hands Community Project

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March 31, 2022

<b>Contents</b>	<b>Page</b>
Annual Report of the Chairman	3
Report of the Chief Executive	5
Trustees Annual Report and Accounts	7
Report of the Independent Examiner	10
Statement of Income and Expenditure	11
Balance Sheet	13
Notes Forming part of the Accounts	15

## **Annual Report of the Chairman**

### **Our charitable purposes and activities**

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 vulnerable and low-income individuals and families, who may be victims of domestic abuse, homeless or ex-offenders, through our daytime and evening activities.

Helping Hands runs several community projects; an evening soup kitchen (four nights a week), a weekly breakfast club, a support group for women (called Esther), a support group for men (called Elijah), a charity shop and a furniture project. In addition to providing these services, we encourage and support our clients to volunteer and gain work experience and qualifications, working alongside us as part of the project teams. We also provide a daytime drop in facility for individuals to access additional support.

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

### **Report on the year to March 2022 (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 complex challenges that bring them into contact with us. Our care, be-friending and professional support positively impacts on the engagement of our clients and helps them move forward in their lives with increased self-esteem and purpose. The team of staff and volunteers work tirelessly to provide for and meet the needs of individuals and families who have often experienced trauma and loss. The Trustees want to thank all the staff and volunteers for their steadfast dedication and professionalism

Helping Hands wishes to thank the people of Leamington Spa, Warwick, Kenilworth and some beyond who have responded to the needs of the vulnerable within our community by supporting this charity so generously. We will 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 continue to need more of our joint efforts.

### **Financial performance**

As mentioned in the last annual report, since January 2021 the Charity has faced challenges due to the Covid pandemic, temporary shop closure, permanent café closure and much reduced fundraising activity. During 2021, steps were taken to address these challenges. We stepped up our efforts to increase grant incomemand took steps to reduce our cost base through several redundancies,

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## Helping Hands Community Project

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March 31, 2022

which occurred in Autumn 2021. The Charity ended the year to 31 March 2022 with a deficit of £28,860.

The Charity has since been delighted to be successful in its application to the National Lottery in 2022-2023 financial year for a three-year grant award which will help fund vital operational costs.

### Outlook

The Trustees continually monitor the impact of external factors such as the Covid pandemic and the cost-of-living crisis on the Charity's future, 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 income, including the recent National Lottery grant, is significant. Local support for our activities remains strong as the community recognises the importance of the work it carries out.



Charles Wager  
**Chair of Trustees**

March 31, 2022

## Report of the Chief Executive

Helping Hands exists to offer “A hand up, not just a hand out” to local individuals and families in need. Our clients include victims of domestic abuse, ex-offenders, and those struggling with homelessness, mental health issues and low income.

## Daytime Support Activities

The Esther group exists to provide community, friendship and support to vulnerable women. The ladies who attend may be homeless, struggle with addiction, be victims of domestic violence, be ex-offenders or struggling with mental health issues. On average over the year to March 2022, 11 women attended the group each week, but we supported 58 individual ladies through the 45 sessions held throughout the year. Our female support worker meets with clients on a one-to-one basis to assess and progress with current needs. Discussions and actions are based on our well-being needs assessment tool - this includes an assessment of Physical, Emotional, Spiritual, Financial, Environmental, Social, Educational and Vocational needs. Where appropriate, referrals are then made, based on the assessment, for clients to receive further support through the nurses on site (Physical/Psychiatric), Housing advisors, Drugs/alcohol workers, counselling service, volunteering, skills training and educational courses.

In November 2021, we also set up a group for vulnerable men called the Elijah group. On average we have had 6 men attend this group, but we have helped 22 men in total, who attended the 7 sessions held between November 2021 and end of March 2022. The number of men accessing the group was still increasing in March 2022.

At Helping Hands, we encourage our clients to volunteer with us and become supported volunteers. Due to Covid, it took a while for us to rebuild our supported volunteer opportunities, but we have had 16 supported volunteers across the charity in total over the year.

## Counselling Service

We have an in-house (adult) counselling service funded by various grant/trusts for which we are so grateful. This is a much-needed service, and we are delighted to be able to offer it to our clients. External counselling services are averaging a 6-month waiting list. We have been able to offer counselling sessions to our clients within 24 hours of referral. Our counselling sessions cost £40 per session. Our counsellor saw 11 individual clients in the year April 2021 to March 2022. This equates to 168 separate sessions through 2021/22 totaling £6,720 in costs. 18% of the attendees were male and 82% female.

March 31, 2022

We hope to be able to offer a young people/children's counselling service through 2022/2023.

### Evening Soup Kitchen

The soup kitchen operates on Monday, Tuesday, Wednesday and Thursday evenings, with an average of 32 clients attending each night over the financial year. We held 204 sessions throughout the year with 6427 attendances (meals served) in total. Almost 400 different individuals attended the evening soup kitchen over the course of the year, in addition to 200 attendances by unknown people (they did not provide a name and were not known to our volunteers). Approximately 45% of total attendances were male, 55% female and 5% not known/given.

We could not do what we do without the generosity of local businesses coming on board to offer food items or to create meals for us to give out. We have local butchers Aubrey Allen providing meat supplies, The White Lion in Radford Semele creating up to 50 individual meals per week, the local Sikh temple and local Hindu temple creating batches of food, as well as local supermarkets and other food suppliers, such as Hinton Nurseries donating vegetables and other foods. Local Business Comtec Translations LTD also give a monthly donation towards extra fresh food supplies that we might need.

We have five to six regular, committed volunteers who run the soup kitchen each evening. We also have corporate soup kitchen volunteers who 'take over' the soup kitchen periodically.

Soup Kitchen take overs are just one of the ways we involve local businesses at Helping Hands.

### Morning Breakfast Drop in

Every Tuesday morning, we run a breakfast drop – in, for homeless or vulnerably housed individuals. The local Salvation Army provides a breakfast service every other morning,) so we have filled this gap, for 6 years now. We have had 597 attendees over the last year, with an average of 12 attendees per session. Approximately 70% of total attendances were male, 18% female and 7% not known/given.

### House2 Home Project

We operate a facility in Stoneleigh Park where we store household goods, furniture, baby items, clothing, toys, and toiletries. In Autumn 2021 due to funding and resource constraints we took the decision to reduce our service to operate for emergency cases only. Despite this, we enabled 99 households and 3 organisations to receive donated items of furniture last financial year.

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## Helping Hands Community Project

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March 31, 2022

We are grateful for the support of our regular House2Home volunteers who arrange, collect and sort donations from the local community. The project couldn't run without the volunteers and the generosity of the local community who gift their unwanted household items and furniture to us, so we can pass on to local people in need.

### Lighthouse Charity Shop

The Lighthouse shop has proved very popular and generates an income stream for the Charity. It is also a place where individual clients can volunteer whilst rebuilding their self-esteem and self-confidence. Clients can work with our support workers towards a pathway back to employment. In the last year, we have supported 8 individual clients through the Lighthouse shop as part of their employability pathway.

### Annual Shoebox Appeal

We provided approximately 450 shoeboxes to vulnerable adults and children for Christmas 2021. 120 were given to Helping Hands clients, and the rest distributed via accommodation providers/service hubs. Approximately 15% of the recipients were children, 34% female and 51% male. Children and young people received age appropriate gifts. Thank you to all the organisations, schools and individuals who so generously provided shoeboxes last Christmas.

### Corporate Support

We are extremely grateful to local businesses who partner with us throughout the year.

This year we were gifted £12,000 from Calor Gas to refurbish our building, to ensure it became a Trauma informed space for our clients. The renovation included a space for client washing machines and shower facilities, as well as redecorating our drop-in space, counselling room and office space. We are so grateful for this donation which has completely transformed our working and the support space for our clients, making it a more welcoming and safe space.

We have other local businesses who have given to us throughout the year and we would like to make a special mention to :-

Comtec Translations Ltd.

Deeley Construction

Wickes

The Box Factory

Tesco

Fine and Country

March 31, 2022

### Grant funding

As mentioned in the Chair's report, over the last years we have stepped up our efforts to secure grant funding. This source of funding has been vital to ensure the Charity can carry on providing much needed services to our clients.

We are very grateful to the following grant providers for their support to Helping Hands this year:

The Rank Foundation  
WPH Charitable Trust  
The Clothworkers  
The Royal Warrant Holders Association  
The Town Council of Royal Leamington Spa  
Warwick District Council  
The Edith and Jack Griffiths Charitable Fund  
Heart of England  
Souter Charitable Trust  
The Archer Trust  
Marsh Christian Trust  
Albert Hunt  
Think Active CSW  
The Hilden Charitable Trust  
Charities Aid Foundation  
Edward Cadbury



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## Helping Hands Community Project

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March 31, 2022

The Trustees present the annual report and accounts of the Charity for the period ended 31 March 2022.

### 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 Brindley Place 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:

Jonathan Shipton – Acting Chair, resigned 7 September 2022  
Lorraine Cattrell - resigned 7 September 2022  
Gurdip Chatha – appointed 25 August 2021, resigned 7<sup>th</sup> September 2022  
Sarah Perry – appointed 25 August 2021, resigned 8<sup>th</sup> May 2022  
Sarah Windrum – appointed 25 August 2021, resigned 5<sup>th</sup> April 2022  
Julie Day – appointed 20 July 2022  
Charles Wager - appointed 7 September 2022  
Lucy Kelly – appointed 7 September 2022  
John Hutchinson – appointed 7 September 2022

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 deficit of £28,860, which has been taken from reserves. (2021 surplus of £56,614).

### **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 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 £130,498, 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).

### **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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Helping Hands Community Project

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March 31, 2022

Approved by the Board of Trustees 15<sup>th</sup> December 2022 and signed on its behalf  
by

A handwritten signature in cursive script that reads "Charles Wager".

Charles Wager  
Date 15<sup>th</sup> December 2022

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## Helping Hands Community Project

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March 31, 2022

### 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 2022.

#### 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 15<sup>th</sup> December 2022

## Helping Hands Community Project

March 31, 2022

### Statement Of Financial Activities

	Unrestricted funds £	Restricted income funds £	2022 Total funds £	2021 Total funds £
<b>Incoming resources</b>				
<b>Income and endowments from:</b>				
Donations and legacies	88,687	-	88,687	164,505
Grants	45,630	80,983	126,613	108,692
Gift Aid	-	-	-	9,742
Fundraising activities	24,401	-	24,401	8,722
Other trading activities - Café and Shop sales	48,432	-	48,432	16,382
Other	7,113	-	7,113	1,226
<b>Total</b>	<b>214,263</b>	<b>80,983</b>	<b>295,246</b>	<b>309,269</b>
<b>Resources expended</b>				
<b>Expenditure on:</b>				
Salaries, employers' NI and pensions	133,491	35,538	169,029	145,936
Staff training / wellbeing	5,111	2,457	7,568	4,881
Consulting	15,000	-	15,000	2,000
Insurance	2,594	-	2,594	4,220
Client Support	18,868	6,081	24,949	20,646
Rent and Rates	22,412	-	22,412	20,830
Light, heat and power	10,969	-	10,969	4,065
Repairs and renewals	3,875	16,000	19,875	6,702
Motor costs	7,171	-	7,171	6,927
Depreciation	2,898	7,369	10,267	4,828
Café Expenses	-	-	-	634
Advertising	5,091	-	5,091	7,961
IT	8,243	720	8,963	5,780
Other	20,218	-	20,218	17,245
<b>Total</b>	<b>255,941</b>	<b>68,165</b>	<b>324,106</b>	<b>252,655</b>

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Helping Hands Community Project

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March 31, 2022

<b>Net income/(expenditure) before investment gains/(losses)</b>	(41,678)	12,818	<b>(28,860)</b>	56,614
Net gains/(losses) on investments	-	-	-	-
<b>Net income/(expenditure) Extraordinary items</b>	(41,678)	12,818	<b>(28,860)</b>	56,614
<b>Transfers between funds</b>	-	-	-	-
<b>Other recognised gains/(losses):</b>				
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-
Other gains/(losses)	-	-	-	-
<b>Net movement in funds</b>	<b>(41,678)</b>	12,818	<b>(28,860)</b>	56,614
<b>Reconciliation of funds:</b>				
Total funds brought forward	159,358	-	<b>159,358</b>	102,744
<b>Total funds carried forward</b>	<b>117,680</b>	12,818	<b>130,498</b>	159,358

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Helping Hands Community Project

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March 31, 2022

Balance Sheet as at 31 March 2022

	2022 Unrestricted funds £	2022 Restricted funds £	Total 2022 £	Total 2021 £
<b>Fixed assets</b>				
<b>Intangible assets</b>	-	-	-	-
<b>Tangible assets</b>	26,062	-	26,062	36,329
<b><i>Total fixed assets</i></b>	26,062	-	26,062	36,329
<b>Current assets</b>				
<b>Debtors</b>	6,483	-	6,483	4,833
<b>Cash at bank and in hand</b>	150,963	12,818	163,781	205,006
<b><i>Total current assets</i></b>	157,446	12,818	170,264	209,839
<b>Creditors: amounts falling due within one year</b>	51,304	-	51,304	62,604
<b><i>Net current assets/(liabilities)</i></b>	106,142	12,818	118,960	147,235
<b><i>Total assets less current liabilities</i></b>	132,204	12,818	145,022	183,564
<b>Creditors: amounts falling due after one year</b>	14,524	-	14,524	24,206
<b>Provisions for liabilities</b>	-	-	-	-
<b><i>Total net assets or liabilities</i></b>	117,680	12,818	130,498	159,358
<b>Funds of the Charity</b>				
<b>Unrestricted funds</b>	117,680	-	117,680	159,358
<b><i>Total funds</i></b>	117,680	12,818	130,498	159,358

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Helping Hands Community Project

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March 31, 2022

Approved by the board on 15<sup>th</sup> December 2022 and signed on its behalf by



Charlie Wager



John Hutchinson



## 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. All income and expenditure from that trade is included in the statements.

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## Helping Hands Community Project

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March 31, 2022

### *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 £169,029 (2021-£145,936). No employee received benefits in excess of £60,000.

The average number of employees during the year was 7 measured as "Full Time Equivalent (2021-7)

### *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*

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Bank Accounts	161,668	195,574
Petty Cash & Other	2,113	9,432
<b>Total</b>	<b>163,781</b>	<b>205,006</b>

### *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.

Helping Hands Community Project

March 31, 2022

*Tangible Fixed Assets*

	<b>Motor Vehicles</b>	<b>Catering Equipment</b>	<b>Computer Equipment</b>	<b>Total</b>
			<b>£</b>	<b>£</b>
<b>Cost</b>				
<b>As at 1 April 2021</b>	29,850	9,976	6,594	46,420
<b>Additions</b>	-	-	-	-
<b>Disposals</b>	-	-	-	-
<b>Cost at 31 March 2022</b>	<b>29,850</b>	<b>9,976</b>	<b>6,594</b>	<b>46,420</b>
<b>Depreciation</b>				
<b>As at 1 April 2021</b>	9,475	416	200	10,091
<b>Charge for the year</b>	6,125	2,494	1,648	10,267
<b>Disposals</b>	-	-	-	-
<b>Depreciation at 31 March 2022</b>	<b>15,600</b>	<b>2,910</b>	<b>1,848</b>	<b>20,358</b>
<b>Net Book Value at 31 March 2021</b>	<b>20,375</b>	<b>9,560</b>	<b>6,394</b>	<b>36,329</b>
<b>Net Book Value at 31 March 2022</b>	<b>14,250</b>	<b>7,066</b>	<b>4,746</b>	<b>26,062</b>

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## Helping Hands Community Project

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March 31, 2022

### *Creditors amounts falling due within one year*

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Company credit card	2,328	2,555
Trade creditors	-136	4,199
Grant income received in advance	49,112	<b>55,850</b>
<b>Total</b>	<b>51,304</b>	<b>62,604</b>

Included in grant income received in advance is £39,430 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*

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Grant income received in advance	<b>14,524</b>	<b>24,206</b>

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