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Helping Hands Community Project

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March 31, 2023

## **Helping Hands Community Project**

**A Registered Charity in England and**

**Wales No: 1188613**

**Annual Report and Financial Statements**

**For the Year ended 31 March 2023**

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## Helping Hands Community Project

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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, a charity shop and furniture project. In addition to providing these services to our clients, through the delivery of these services Helping Hands provides 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 2023 (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.

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.

### Financial performance

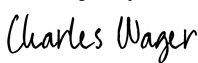
Following a challenging time financially last year, the trustees worked closely with our Chief Executive and her team to set budgets and operational targets that would put the charity on track for a solid financial performance.

I am pleased to say that following this close collaboration the Charity ended the year to 31 March 2023 with a surplus of £41,289 which is a remarkable turnaround and we remain committed to maintaining this close collaboration and approach into the future.

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## Outlook

The Trustees continually monitor the impact of external factors such as the cost of living crisis 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 continues to work on securing additional forms of income, is important. Support for our activities remains strong as the community recognises the importance of the work that is carried out.

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Charles Wager  
**Chair of Trustees**

## Report of the Chief Executive

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

At Helping Hands, we believe that *EVERYONE MATTERS*, that there is always hope for a better tomorrow and everyone has a unique purpose. Our mission at Helping Hands is to meet individuals at their initial point of referral and journey with them to reach their full potential in every area of their lives.

The initial contact with individuals is often a referral for a physical need to be met, such as for food, furniture, clothing, etc. This support (‘Hand outs’) is given through our evening Soup Kitchen, Lighthouse Shop and House2Home projects. Our aim is never to just stop at this initial contact and instead we try to *build connection, offer a sense of belonging* and help individuals to have *hope and a sense of purpose for a better future*.

Once we have met an initial referral request, we carry out a full needs assessment, using our well-being assessment tool, and we are able to offer a ‘a Hand Up, not just a Hand out’ by meeting individual mental/emotional, social, environmental, vocational, educational, financial and spiritual needs through all our different activities and projects we deliver.

## Evening Soup Kitchen

The soup kitchen operates on Monday, Tuesday, Wednesday and Thursday evenings with between 25 to 50 clients attending each night for 51 weeks of the year.

The soup kitchen is often the first point of contact we have with individuals, where we can begin to develop trusting relationships, and where we can build on that connection and offer a sense of community. Our aim is then to encourage individuals to attend our day time support groups so we can start to offer our Hand Up programme of support

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

We receive regular food donations from local businesses such as Aubrey Allen, Hintons Nursery, Local supermarkets and help from other organisations such as the MLSS community.

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In this year we offered 408 hours of soup kitchen time across the year. On average we have 6 volunteers attending which equates to around 2500 hours of volunteer time.

This year we have focused our attention on building relationships with local businesses to assist with their Corporate Social Responsibility and as part of our own fundraising strategy, we have created sponsorship packages for local business to fund a days volunteering within our charity.

Throughout this year we have developed new relationships with 16 new corporates who all took part in our 'Soup Kitchen Take Over'. We are so grateful for all the on-going corporate relationships we continue to work with, and the difference their help makes to our work.

### House to Home Project

As part of our hand out initial support that we offer, we receive regular referrals from varying sources to our House2Home Project, (such as self referrals, family information service, adult social care team, P3, Citizens Advise Bureau).

We still operate from 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. The impact of reducing our services was noted by the local community and an individual, who had previously referred clients into our service, offered a generous financial donation to ensure the future security of the project.

The funding has been used to secure some staff hours for a House2Home co-ordinator and to make necessary repairs to the warehouse at Stoneleigh, to ensure the building met health and safety requirements. This meant our House2Home project has been able to get back up and running which has been a welcome development due to the increase of referrals and enquiries into the project.

We had 92 new referrals in the period from June 22-March 23 with numbers increasing each month.

We are grateful for the support of our regular volunteers who collect donations from the local community. We have 9 committed volunteers who work alongside the House2Home co-ordinator to ensure the project runs smoothly.

**The Esther group** exists for vulnerable women who are homeless, have struggles with addiction, victims of domestic abuse, ex-prison leavers or those

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struggling with mental health issues, isolation and loneliness. On average we have 20-30 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, relationship, social, environmental, housing needs. From the results of the well-being assessment tool, we devise individual care plans to meet those needs. The support on offer to our Esther Group attendees includes Counselling, Horse therapy, Volunteering, qualifications, (employability pathways) peer support, day trips out, skills learning and activity workshops.

**The Elijah group** runs once a week for vulnerable men who are struggling with issues such as mental health, isolation, offending and homelessness. We have 20-25 men who attend, who also have one to one time with our male support worker to assess individual needs based on our well-being assessment wheel. The men have access to the same support as the ladies with counselling/therapy available to all attendees, educational and vocational courses and volunteering.

The impact we are aiming for with both the male and female support groups is to encourage individuals back to employment, to report being less isolated, to see an improvement in individual mental health, as well as encouraging meaningful and positive connections and to have more positive aspirations and for the future.

We were able to provide 271 Counselling hours for 27 clients throughout the year.

Toward the end of this year we have also been able to provide a new form of therapy with Horses, thanks to grant provided by EveryOne Active and The Rank Foundation. We developed a new relationship with H.A.P.P.Y (Horses and peoples project, and you), based in Shrewley and 7 of our clients have attended. This is new project that we hope to develop further in 2023/24.

### **Lighthouse Charity Shop**

The Lighthouse shop remains a popular hub 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 which includes volunteering in the shop and working towards their NVQ in Retail and Customer Service. This year we have had 4 of our clients work regularly in the shop and working towards that qualification.

### **Catering Van/Kitchen**

We currently use our kitchen and catering van to serve food and drinks at our soup kitchen. The vision for our kitchen/catering van is to offer a 'hand up, not a hand out' through volunteer opportunities and for clients to learn new skills in hospitality and catering, as well as barista training. This year we have further developed our relationship with Farmers Fayre Shop and Kitchen, who are

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providing free barista training for our clients, in preparation for our catering van launch. 12 individuals have achieved Barista Training level 1 through this year.

### **Fundraising**

#### **Grant funding /Community and Business Support**

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:

Archer Trust  
29th May 1961 Charitable trust  
Arnold Clark Community Fund  
Calor  
Co-op- donation- Elijah's rest (support worker)  
Claverdon Fields  
Comic Relief (Groundwork)  
Comic Relief (Groundwork)  
Edith & Jack Griffiths  
Fine and Country  
Lidl Community Fund  
Marsh Charitable Trust  
Misses Barrie  
National Lottery Awards for All  
National Lottery – Reaching Communities  
Rank Foundation- coffee project  
Souter Trust  
Tesco House 2 Home  
WDC cost of living grant  
WRCC Warm Hub grant  
WCC Councillor fund  
WCC HSF



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## Helping Hands Community Project

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The Trustees present the annual report and accounts of the Charity for the period ended 31 March 2023.

### 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 PO Box 7193 Planetary Road Willenhall WV1 9DG

### 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 September 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 surplus of £41,291, which has been taken to reserves. (2022 deficit of £28,860).

## 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 **£171,789**, 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.

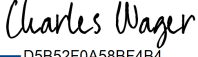
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Approved by the Board of Trustees [28 January 2024] and signed on its behalf by

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Charles Wager  
Date [28<sup>th</sup> January 2024]

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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 2023.

#### 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.

Mark Ashfield BA FCA  
Harrison Beale & Owen Limited  
Chartered Accountants  
Highdown house  
11 highdown Road  
Leamington Spa  
CV31 1XT

Dated: 31/01/2024

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**Statement Of Financial Activities**

	Unrestricted funds £	Restricted income funds £	2023 Total funds £	2022 Total funds £
<b>Incoming resources</b>				
<b>Income and endowments from:</b>				
Donations and legacies	128,017	18,013	146,030	88,687
Grants	13,600	64,960	78,560	126,613
National Lottery Main Grant		36,195	36,195	-
Gift Aid	11,162	-	11,162	-
Fundraising activities	33,375	34	33,409	24,401
Other trading activities - Shop sales	52,223	-	52,223	48,432
Other	12,795	-	12,795	7,113
<b>Total</b>	<b>251,172</b>	<b>119,202</b>	<b>370,374</b>	<b>295,246</b>
<b>Resources expended</b>				
<b>Expenditure on:</b>				
Salaries, employers' NI and pensions	101,571	62,553	164,124	169,029
Staff training / wellbeing	5,058	1,000	6,058	7,568
Consulting	15,000	-	15,000	15,000
Insurance	2,164	-	2,164	2,594
Client Support	11,816	14,784	26,600	24,949
Rent and Rates	27,604	-	27,604	22,412
Light, heat and power	13,134	5,000	18,134	10,969
Repairs and renewals	15,841	-	15,841	19,875
Motor costs	5,799	-	5,799	7,171
Depreciation	2,898	7,369	10,267	10,267
Advertising	2,762	-	2,762	5,091
IT	13,014	500	13,514	8,963
Other	21,216	-	21,216	20,218
<b>Total</b>	<b>237,877</b>	<b>91,206</b>	<b>329,083</b>	<b>324,106</b>

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<b>Net income/(expenditure) before investment gains/(losses)</b>	13,295	27,996	<b>41,291</b>	(28,860)
Net gains/(losses) on investments	-	-	-	-
<b>Net income/(expenditure) Extraordinary items</b>	13,295	27,996	<b>41,291</b>	(28,860)
<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>13,295</b>	27,996	<b>41,291</b>	(28,860)
<b>Reconciliation of funds:</b>				
Total funds brought forward	117,680	12,818	<b>130,498</b>	159,358
<b>Total funds carried forward</b>	<b>130,975</b>	40,814	<b>171,789</b>	130,498

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Balance Sheet as at 31 March 2023

	2023 Unrestricted funds £	2023 Restricted funds £	Total 2023 £	Total 2022 £
<b>Fixed assets</b>				
<b>Intangible assets</b>	-	-	-	-
<b>Tangible assets</b>	15,795	-	15,795	26,062
<b>Total fixed assets</b>	15,794	-	15,794	26,062
<b>Current assets</b>				
<b>Debtors</b>	6,244	-	6,244	6,483
<b>Cash at bank and in hand</b>	214,322	40,814	255,136	163,781
<b>Total current assets</b>	220,566	40,814	261,380	170,264
<b>Creditors: amounts falling due within one year</b>	100,544		100,544	51,304
<b>Net current assets/(liabilities)</b>	120,022	40,814	160,836	118,960
<b>Total assets less current liabilities</b>	135,817	40,814	176,631	145,022
<b>Creditors: amounts falling due after one year</b>	4,842		4,842	14,524
<b>Provisions for liabilities</b>	-	-	-	-
<b>Total net assets or liabilities</b>	130,975	40,814	171,789	130,498
<b>Funds of the Charity</b>				
<b>Unrestricted funds</b>	130,975	-	130,975	117,680
<b>Restricted Funds</b>	-	40,814	40,814	12,818
<b>Total funds</b>	130,975	40,814	171,789	130,498

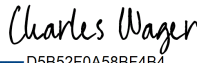
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Helping Hands Community Project


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Approved by the board on [ 28th ] [January] 2024 and signed on its behalf by

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Charlie Wager

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John Hutchinson



## Notes to the Financial Statements for the period ended 31 March 2023

### 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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### *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 £164,124 (2022-£169,029). No employee received benefits in excess of £60,000.

The average number of employees during the year was [ 10 ] 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>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank Accounts	252,662	161,668
Petty Cash & Other	2,474	2,113
<b>Total</b>	<b>255,136</b>	<b>163,781</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.

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*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 2022</b>	29,850	9,976	6,594	46,420
<b>Additions</b>	-	-	-	-
<b>Disposals</b>	-	-	-	-
<b>Cost at 31 March 2023</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 2022</b>	15,600	2,910	1,848	20,358
<b>Charge for the year</b>	6,125	2,494	1,648	10,267
<b>Disposals</b>	-	-	-	-
<b>Depreciation at 31 March 2023</b>	<b>21,725</b>	<b>5,404</b>	<b>3,496</b>	<b>30,625</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>
<b>Net Book Value at 31 March 2023</b>	<b>8,125</b>	<b>4,572</b>	<b>3,098</b>	<b>15,795</b>

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

	2023	2022
	£	£
Company credit card	2,997	2,328
Trade creditors	4,557	-136
Grant income received in advance	92,990	49,112
<b>Total</b>	<b>100,544</b>	<b>51,304</b>

Included in grant income received in advance is £83,308 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*

	2023	2022
	£	£
Grant income received in advance	4,842	14,524

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