

## TRUSTEE REPORT

*We offer a safe, welcoming, supportive and caring environment where people can feel valued as they learn English.*

The past academic year 2023-2024 was our second year as a CIO charity, having previously been a registered charity since 2010. It was also the seventeenth year since our charity began in 2006.

During the year 137 learners were registered for the five available classes ranging from Pre-Entry to Intermediate Plus, as well as five children for the creche. Learners came from 21 different countries with a greater shift to those from Hong Kong. The day to day running of the project was serviced by four paid staff (Project Leader, Creche Manager, Deputy and Assistant) and a Web Consultant. Classes were taught by eight volunteer qualified tutors, and the project was assisted by two administrative volunteers.

Trustee membership comprised Rev Diana Zanker, Rev Sarah Feaster, Mrs Donna Kennedy, Dr Lloyd Davies, Mrs Sue Noble, Mr David Noble, Mr Alasdair Fraser, Ms Gill Gibbons, Rev Edward Sakwe. In January 2024, Rev Sarah Feaster stepped down as a trustee leaving a vacancy yet to be filled. At the AGM held on 30<sup>th</sup> November 2023, the following trustees retired by rotation and were re-elected: Dr Lloyd Davies for another 2 years, Ms Gill Gibbons and Mr Alasdair Fraser for another 3 years each.

The Trustees met on five occasions with business mainly focusing on updating existing policies and on discussing, producing and accepting new policies. We are indebted to our Project Leader for his valuable contribution in policy making. Additional, business ranged around the day to day running of the project, including discussions leading to offering the Project Leader a new contract with increased hours and on a PAYE basis with remuneration reflecting local authority pay.

In addition to regular meeting, the Trustees attended a training day organised by Voluntary Action Leeds (VAL). A short appraisal can be found at the end of this report (see appendix).

Our treasurer, Mr David Noble had an extremely busy year implementing changes in the way the accounts are presented and in negotiating with Voluntary Action Leeds (VAL) who agreed to take on the monthly payment of our Project Leader whose contract has now been moved to a PAYE basis and in organising the Trustees' Training Day.

The fundraising sub-group met regularly and were successful in securing funds from the Lottery Main Grant, Hilden Charitable Trust, Wharfedale Foundation, Allen Lane Foundation and Wades Charity. Additionally, donations from standing orders increased slightly and a fundraising event took place. Our bi-annual newsletter reporting on the work of H.E.L.P continued to be sent to individual donors.

The Project Leader prepared reports for each meeting of the trustees outlining the day to day running of the charity. He also attended many of the Trustees' meetings. His full report can be found on p.8 of the Annual Report.

In what has been a positive but challenging year, special thanks go to all our paid staff and volunteers who so willingly give their time and talents to our charity.

Rev'd Diana Zanker, Chair  
January 2025

## TRUSTEES' TRAINING DAY

The Trustees attended a Training Day organised by Voluntary Action Leeds on 27 June 2024, designed to focus on the main duties and responsibilities of Trustees. Six areas of activity were considered, namely

- Ensuring the charity is carrying out its purposes for the public benefit;
- Complying with the charity's governing document and the law;
- Acting in the charity's best interests;
- Managing the charity's resources responsibly;
- Acting with reasonable care and skill; and
- Ensuring the charity is accountable.

When considering these requirements, Trustees felt that the session was very helpful in ensuring that our procedures and work conformed with best practice in the charity sector. Nevertheless, there were several issues which required further attention, and this was given at the next Trustees meeting on 19 September. Matters which were clarified were: the register, and definition, of members of HELP; the fact that the Management Committee no longer sat – being unnecessary, as the Project Leader now attended Trustees' meetings; and risk management, which was regularly considered when day-to-day circumstances required, although it was not flagged up as a specific policy.

Lloyd Davies

January 2025

# RECEIPTS AND PAYMENT ACCOUNTS

Harehills English Language Project CIO  
Registered Charity Number 1193447  
Financial Statements for the year ending 31st August 2024

|                                         | Note | Unrestricted    | Restricted       | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------------------|------|-----------------|------------------|--------------------|--------------------|
| <b>Receipts &amp; Payments Account</b>  |      |                 |                  |                    |                    |
| <b>Receipts</b>                         |      |                 |                  |                    |                    |
| Gift Aid reclaimed                      |      | 1,019.25        | -                | 1,019.25           | 1,083.50           |
| Donations through standing orders       |      | 3,729.00        | -                | 3,729.00           | 3,529.00           |
| Other donations                         |      | 300.00          | -                | 300.00             | 765.00             |
| Grants                                  |      | -               | 50,773.00        | 50,773.00          | 19,226.75          |
| Fundraising activities                  |      | 418.00          | -                | 418.00             | 541.20             |
| <b>Total receipts</b>                   |      | <b>5,466.25</b> | <b>50,773.00</b> | <b>56,239.25</b>   | <b>25,145.45</b>   |
| <b>Payments</b>                         |      |                 |                  |                    |                    |
| Room use - St Aidan's                   |      | -               | 3,250.00         | 3,250.00           | 3,240.00           |
| Room use - Trinity United Church        |      | 20.00           | 1,410.00         | 1,430.00           | 1,460.00           |
| Project Leader's salary and oncosts     |      | -               | 24,888.88        | 24,888.88          | 19,427.54          |
| Project Leader's expenses               |      | -               | 120.00           | 120.00             | 30.00              |
| Crèche remuneration                     |      | -               | 5,444.80         | 5,444.80           | 6,043.43           |
| Insurance                               |      | 96.00           | -                | 96.00              | 96.00              |
| Volunteers' expenses                    |      | -               | 563.40           | 563.40             | 405.00             |
| Resources and training                  |      | -               | 568.50           | 568.50             | 104.29             |
| Website consultancy                     |      | -               | 1,038.50         | 1,038.50           | 1,116.00           |
| Website costs                           |      | -               | 418.36           | 418.36             | 294.24             |
| Refreshments                            |      | 10.12           | -                | 10.12              | 48.95              |
| Recreational visits - (Wade Trust)      |      | -               | 659.54           | 659.54             | 103.28             |
| Photocopying                            |      | 377.10          | -                | 377.10             | 492.51             |
| Purchase of computers                   |      | -               | 2,343.90         | 2,343.90           | 2,784.73           |
| Sundries                                |      | 277.48          | -                | 277.48             | 117.32             |
| <b>Total payments</b>                   |      | <b>780.70</b>   | <b>40,705.88</b> | <b>41,486.58</b>   | <b>35,763.29</b>   |
| <b>Excess of receipts over payments</b> |      | <b>4,685.55</b> | <b>10,067.12</b> | <b>14,752.67</b>   | <b>(10,617.84)</b> |
| <b>Opening cash and bank balances</b>   |      | <b>2,660.82</b> | <b>15,561.70</b> | <b>18,222.52</b>   | <b>28,840.36</b>   |
| <b>Net assets as at 31st August</b>     |      | <b>7,346.37</b> | <b>25,628.82</b> | <b>32,975.19</b>   | <b>18,222.52</b>   |

**Statement of Assets and Liabilities as at 31st August 2024**

|                                  | Note | Unrestricted | Restricted | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------------------|------|--------------|------------|--------------------|--------------------|
| <b>Net Assets</b>                |      |              |            |                    |                    |
| <b>Cash and Bank</b>             |      |              |            |                    |                    |
| Cash                             |      |              |            | 32.78              | 42.77              |
| Bank current account             |      |              |            | 32,942.41          | 18,179.75          |
| <b>Net assets at 31st August</b> |      |              |            | <b>32,975.19</b>   | <b>18,222.52</b>   |

**Notes to the Financial Statements**

**1. Grants**

|                         |   |                  |                  |                  |
|-------------------------|---|------------------|------------------|------------------|
| Lottery Main Grant      |   | 29,796.00        | 29,796.00        | -                |
| Wharfedale Foundation   |   | 5,000.00         | 5,000.00         | -                |
| Allen Lane Fondation    |   | 3,000.00         | 3,000.00         | -                |
| Wades                   |   | 1,075.00         | 1,075.00         | -                |
| Hilden Charitable Trust |   | 6,902.00         | 6,902.00         |                  |
| Brelm's Trust           |   | 5,000.00         | 5,000.00         | 5,000.00         |
| Leeds City Council      |   | -                | -                | 2,613.20         |
| 2 Ridings Community     |   | -                | -                | 4,800.00         |
| LCF Ukraine Fund        |   | -                | -                | 6,813.55         |
|                         | - | <b>50,773.00</b> | <b>50,773.00</b> | <b>19,226.75</b> |

**2. Fundraising Activities**

|                          |               |               |
|--------------------------|---------------|---------------|
| Coffee & Cake fundraiser | -             | 466.20        |
| Coffee & Cake fundraiser | -             | 75.00         |
| Breakfast fundraiser     | 418.00        | -             |
|                          | <b>418.00</b> | <b>541.20</b> |

APPROVED BY THE TRUSTEES AT THE ANNUAL GENERAL MEETING ON 16 JANUARY 2025 AND SIGNED BY:

*D. Lamber*

Chair  
16<sup>th</sup> January 2025



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE HAREHILLS ENGLISH LEARNING PROJECT CIO  
REGISTERED CHARITY NUMBER 1193447**

I report on the financial statements of the charity for the year ended 31 August 2024 which are set out on the previous two pages.

**Respective responsibilities of the Trustees and Independent 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;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

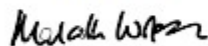
My examination was carried out in accordance with the General Directions given by the Charity Commission.

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 disclosures in the accounts and seeking 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 matters have come to my attention;

1. which give 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.



Malcolm Wilson  
Chartered Accountant 1979 – 2016 (now retired)  
The Granary, Main Street  
Great Ouseburn  
York, YO26 9RQ

Date 12/12/2024

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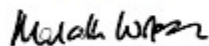
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