

**Otley 2030 CIO**

Charity number 1202220

**Annual Report and Financial Statements**  
**for the period 7th March 2023 to 31 March 2024**



**WYCAS**  
COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Otley 2030 CIO**

## **Annual Report and Financial Statements for the period 7th March 2023 to 31 March 2024**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Receipts and payments account	7
Statement of assets and liabilities	8
Notes to the accounts	9 to 11

**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Otley 2030 CIO**

## **Trustees' report for the period 7th March 2023 to 31 March 2024**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Trevor Glyn Williams	Chair	Appointed October 2023
Ann Forsaith	Secretary	Appointed August 2023
Sarah Lesley Mumford		Appointed March 2023
Michael Dennis Bradley		Appointed March 2023
Astrid Madeleine Copeland		Appointed January 2023
John Robin Costello		Appointed November 2023
Ruth Anna Woodhead		Appointed May 2022
<b>Charity number</b>	1202220	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
38A Weston Park View	Unity Trust Bank Plc	
Otley	Planetary Road	
Flat 2	Wilenhall	
LS21 2DU	WV1 9DG	

### **Independent examiner**

Elisabeth Beverley FCCA

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) association formed on 7 March 2023 and is governed by a constitution.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the trustees at a duly convened meeting.

# **Otley 2030 CIO**

## **Trustees' report (continued) for the period 7th March 2023 to 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

To promote sustainable development for the benefit of the public by:

- The preservation, conservation and the protection of the environment and the prudent use of resources;
- The relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities;
- The promotion of sustainable means of achieving economic growth and regeneration among areas of social and economic deprivation.

To advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment

#### **The charity's main activities**

Our goal is to make Otley a carbon-zero, sustainable and fair town by the 2030s, and to ensure that this transition is made in a just and democratic way, involving all areas of our local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of sustainability.

#### **Achievements and performance**

Otley Community Larder – Opened in September 2023 in a spare room of Otley Social Club. We intercept surplus food from local retailers and allotments and make it available on a pay as you feel basis to local people. We have employed a volunteer coordinator with funding from the National Lottery and we currently have over 40 volunteers involved. We serve approximately 60 customers a week.

Community Research Network - In the summer we collaborated with Climate Action Seacroft and the Leeds Doughnut Coalition, and were successful in securing UKRI funding to carry out community-led research around nature. 20 local people attended the six-session programme and carried out research around wildlife in gardens.

Chevin Discovery Day - In June, Otley Nature Network and Friends of Chevin Forest held their free nature connection day for families with young children at Otley Chevin Forest Park. 350-400 people came along to learn about wildlife and habitats and to support local nature organisations.

Otley Methodist Church - We have been assisting Friends of the Wesley Otley Limited with the purchase of the Otley Methodist Church for community use. We are planning to open a Community Action Hub and an 'eco show home' as part of this project.

University of Leeds - For the third consecutive year, we worked with Masters students at the University of Leeds. Students from the Housing module of the MSc Sustainable Cities completed a two-week project focusing on the East of Otley Exemplar Development. Two students chose to complete their dissertations with us; one around food growing on the site, and one designing the ideal block of housing.

Big Green Weekend - At the beginning of April 2023, building on the success of our Festival of Kindness in 2021 and Otley Courthouse's long-running Green Fair, we held the Otley Big Green Weekend. The weekend was incredibly well attended, and highlights included a bike-powered youth gig, a talk from BBC Countryfile's Tom Heap, and a day of climate action workshops in collaboration with Climate Action Leeds.

Weston Woods - Starting in February 2023, but running up until the current time, we have been part of the fundraising team that secured approximately £220k to buy Weston Woods for community and nature.

# Otley 2030 CIO

## Trustees' report (continued) for the year ended 31 March 2024

### Achievements and performance continued

Future Weston Project – In December 2023, we secured £50k in funding from Leeds City Council's Community Climate Fund. During 2024 we have been using this to install solar panels on 2 community buildings, plant a nature garden at a local football club and consult with the local community about their future priorities. We also funded the training of key local stakeholders in carbon literacy.

### Financial review

The net receipts for the year were £19,669, including net receipts of £1,742 on unrestricted funds and net receipts of £17,927 on restricted funds after transfers.

### Reserves policy

The charity's free reserves, at the year end were £1,742.

#### 1 Introduction

Otley 2030 is a small charity committed to promoting sustainability and achieving net-zero carbon emissions within the community of Otley by the year 2030. To ensure the financial stability and long-term sustainability of our activities, it is essential to maintain adequate reserves. This policy outlines the purpose, target level, and management of reserves held by Otley 2030.

#### 2 Purpose of Reserves

Reserves are funds set aside to ensure that Otley 2030 can continue its work in the face of financial uncertainty, unexpected expenses, or unforeseen reductions in income. The reserves provide a financial cushion that allows the charity to:

- Continue delivering its core activities and services during periods of fluctuating income or unexpected expenditure.
- Mitigate the risk of Grants not being received in full. Reserves could be used to allow related projects to be wound down in such a way to maximise what benefits to the community can still be achieved.
- An allowance to cover work required in seeking additional funding. Especially where such proposals require external consultancy work, room hire/events, and general professional services that cannot be provided by volunteers.
- To cover emergencies or unexpected expenses not identified in the budget. Note: where possible, expensive assets such as refrigerators should have warranty or maintenance agreements with costs that have been accounted for.
- To be deployed in the event of the charity closing. Such exit management should cover notification to all parties, capturing and possible transfer of knowledge, archiving of all records and documentation including those held on the web, termination of external contracts, disposal of physical assets. Note: ideally, larger assets such as be offered to local groups providing, or looking to provide, similar services.

#### 3 Target Level of Reserves

The target level of reserves for Otley 2030 will be determined based on the following considerations:

- **Operating Costs:** A target of a minimum reserve equivalent to three to six months of the charity's operating costs will be maintained. This ensures that Otley 2030 can continue functioning in the event of a significant drop in income or unexpected expenses.
- **Risk Assessment:** The reserve level will be reviewed annually based on the risk assessment of Otley 2030's income streams, expenditure patterns, and external factors that may impact the charity.
- **Future Plans:** Additional reserves may be accumulated for planned future projects or initiatives that are critical to achieving the charity's mission but for which funding is not yet secured.

# Otley 2030 CIO

## Trustees' report (continued) for the year ended 31 March 2024

### Reserves policy (continued)

#### 4 Management of Reserves

- **Review and Monitoring:** The reserves level will be reviewed annually by the Board of Trustees as part of the budget-setting process. The reserves policy and target level will also be reviewed if there are significant changes to the charity's income, expenditure, or strategic plans.
- **Use of Reserves:** Any decision to use the reserves will be made by the Board of Trustees, based on a recommendation from the Treasurer. The Board must ensure that any use of reserves does not compromise the charity's ability to meet its financial obligations or deliver its core services.
- **Replenishing Reserves:** If reserves are used, the Board will agree on a plan to replenish them to the target level within a reasonable timeframe, taking into account the charity's financial position and future income expectations.

#### 5 Reporting and Transparency

- The level of reserves and the reserves policy will be clearly stated in Otley 2030's annual report and financial statements.
- Any deviation from the target reserves level and the reasons for this will be explained in the annual report.

#### 6 Policy Review

This reserves policy will be reviewed by the Board of Trustees every year or sooner if there are significant changes in the charity's circumstances or financial position.

Approved by the board of trustees on 07/10/2024

Ann Forsaith (Trustee)

## **Otley 2030 CIO**

### **Independent examiner's report to the trustees of Otley 2030 CIO**

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2024, which are set out on pages 7 to 11.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Elisabeth Beverley FCCA

25/10/2024

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Otley 2030 CIO**  
**Receipts and payments account**  
**for the period 7th March 2023 to 31 March 2024**

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £
<b>Receipts</b>				
Grants and donations	(2)	2,143	53,633	55,776
Sales and fees		3,364	-	3,364
Management charge		455	-	455
Donation from unincorporated charity		1,024	3,285	4,309
<b>Total receipts</b>		<b>6,986</b>	<b>56,918</b>	<b>63,904</b>
<b>Payments</b>				
Freelance workers		2,800	25,650	28,450
Veg box costs		-	4,718	4,718
Activity costs		84	2,154	2,238
Food and drink		1,358	55	1,413
Lighting and heating		-	103	103
Repairs and maintenance		-	3,146	3,146
Insurance		169	265	434
Room hire		719	15	734
Printing and stationery		-	1,334	1,334
Memberships		52	-	52
Digital and hosting costs		188	-	188
Marketing costs		120	-	120
Fundraising		-	720	720
Training		-	246	246
Bank charges		90	-	90
Miscellaneous costs		22	140	162
Donations given		40	47	87
<b>Total payments</b>		<b>5,642</b>	<b>38,593</b>	<b>44,235</b>
<b>Net receipts / (payments)</b>		<b>1,344</b>	<b>18,325</b>	<b>19,669</b>
<b>Transfers between funds</b>	(3)	<b>398</b>	<b>(398)</b>	<b>-</b>
<b>Net movement in funds</b>		<b>1,742</b>	<b>17,927</b>	<b>19,669</b>
<b>Fund balances brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward</b>	(3)	<b>1,742</b>	<b>17,927</b>	<b>19,669</b>



**Otley 2030 CIO**  
**Statement of assets and liabilities**  
**as at 31 March 2024**

	2024	2024	2024
	Unrestricted	Restricted	Total
	£	£	£
<b>Cash funds</b>			
Cash at bank	1,542	17,927	19,469
Cash in hand	200	-	200
<b>Total cash funds</b>	<u>1,742</u>	<u>17,927</u>	<u>19,669</u>

<b>Debtors and prepayments</b>	2024
	£
Prepayments	<u>141</u>
	<u>141</u>

**Assets retained for the charity's own use**

Glass door fridge  
Proline freezer  
Weighing scales  
Storage  
Sumup Solo smart card terminal

<b>Liabilities</b>	2024
	£
Accruals	<u>811</u>
	<u>811</u>

The financial statements were approved by the board of trustees on 07/10/2024

Trevor G Williams (Trustee)

# **Otley 2030 CIO**

## **Notes to the accounts continued**

### **for the period 7th March 2023 to 31 March 2024**

#### **Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### **Grants and donations**

	2024	2024	2024
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Leeds Quaker Meeting Trust	-	250	250
Climate Action Leeds (CAL)	-	23,268	23,268
Leeds Inspired	-	1,200	1,200
Otley Town Council	-	500	500
Leeds Love It Share It (LLISI)	-	990	990
Leeds Christian Community Trust	-	2,750	2,750
Neighbourly	-	500	500
The National Lottery Community Fund	-	9,715	9,715
	-		
Other donations	2,143	14,460	16,603
	<u>2,143</u>	<u>53,633</u>	<u>55,776</u>

# Otley 2030 CIO

## Notes to the accounts continued

### for the period 7th March 2023 to 31 March 2024

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Veg Box	-	4,095	1,857	859	3,097
Future Weston Project	-	-	45	-	(45)
CAL community Development	-	23,035	25,650	-	(2,615)
Green Weekend fund b/fwd	-	-	-	-	-
CAL Nature Recovery	-	1,500	-	-	1,500
Youth Project	-	130	-	-	130
Cycling Project	-	1,025	800	-	225
LLISI Doughnut Economics	-	990	990	-	-
Community Larder	-	10,828	3,651	(1,257)	5,920
Leeds Quaker Meeting Trust	-	250	250	-	-
Climate Action Leeds (CAL)	-	400	400	-	-
Leeds Inspired	-	1,200	1,200	-	-
Otley Town Council	-	500	500	-	-
Leeds Christian Community Trust	-	2,750	2,750	-	-
Neighbourly	-	500	500	-	-
The National Lottery	-	9,715	-	-	9,715
	-	56,918	38,593	(398)	17,927

#### Fund name

Veg Box

Future Weston Project

CAL community Development

Green Weekend fund b/fwd

CAL Nature Recovery

Youth Project

Cycling Project

LLISI Doughnut Economics

Community Larder

Leeds Quaker Meeting Trust

Climate Action Leeds (CAL)

Leeds Inspired

Otley Town Council

Leeds Christian Community Trust

Neighbourly

The National Lottery

#### Purpose of restriction

To run the community fruit and veg box scheme.

To install solar panels and plant a nature garden. Funding for this project was received after the period end to cover the small spend on this project in the period.

Towards freelance staffing costs. This funding is ongoing and funds were received after the year end to cover the costs incurred during the period.

Towards running the Otley Big Green Weekend promoting locally rooted action in response to climate change.

Towards a Nature Recovery Project.

Funds raised by Duke of Edinburgh scheme students for work with Young People.

Funding for cycling family fun days.

Towards the Doughnut Economics Festival.

General donations and donation from 'Pay as You Feel' towards running the Otley Community Larder.

The transfer relates to a transfer to the Veg Box scheme to cover delivery costs as the Veg Box scheme is being run down and joined with the Community Larder and a management fee transferred to unrestricted.

Towards the Otley Big Green Weekend.

Towards the Otley Big Green Weekend.

Towards the Otley Big Green Weekend.

Towards the Otley Big Green Weekend.

Household support cost funding.

Towards the Community Larder costs.

Towards staffing costs and an E-cargo bike and secure locker for the Community Larder.

**Otley 2030 CIO**  
**Notes to the accounts continued**  
**for the period 7th March 2023 to 31 March 2024**

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

<b>5 Funds held as agent</b>	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Otley Common	-	10,703	10,703	-
Otley Warm Spaces fund	-	872	872	-
	<u>-</u>	<u>11,575</u>	<u>11,575</u>	<u>-</u>

<b>Fund name</b>	<b>Additional information</b>
Otley Common	For the purchase of The Wesley
Otley Warm Spaces fund	To provide Warm Spaces

**Otley 2030 CIO**

Charity number 1202220

**Annual Report and Financial Statements**  
**for the period 7th March 2023 to 31 March 2024**



**WYCAS**  
COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Otley 2030 CIO**

## **Annual Report and Financial Statements for the period 7th March 2023 to 31 March 2024**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Receipts and payments account	7
Statement of assets and liabilities	8
Notes to the accounts	9 to 11

**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Otley 2030 CIO**

## **Trustees' report for the period 7th March 2023 to 31 March 2024**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Trevor Glyn Williams	Chair	Appointed October 2023
Ann Forsaith	Secretary	Appointed August 2023
Sarah Lesley Mumford		Appointed March 2023
Michael Dennis Bradley		Appointed March 2023
Astrid Madeleine Copeland		Appointed January 2023
John Robin Costello		Appointed November 2023
Ruth Anna Woodhead		Appointed May 2022
<b>Charity number</b>	1202220	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
38A Weston Park View	Unity Trust Bank Plc	
Otley	Planetary Road	
Flat 2	Wilenhall	
LS21 2DU	WV1 9DG	

### **Independent examiner**

Elisabeth Beverley FCCA

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) association formed on 7 March 2023 and is governed by a constitution.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the trustees at a duly convened meeting.

# **Otley 2030 CIO**

## **Trustees' report (continued) for the period 7th March 2023 to 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

To promote sustainable development for the benefit of the public by:

- The preservation, conservation and the protection of the environment and the prudent use of resources;
- The relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities;
- The promotion of sustainable means of achieving economic growth and regeneration among areas of social and economic deprivation.

To advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment

#### **The charity's main activities**

Our goal is to make Otley a carbon-zero, sustainable and fair town by the 2030s, and to ensure that this transition is made in a just and democratic way, involving all areas of our local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of sustainability.

#### **Achievements and performance**

Otley Community Larder – Opened in September 2023 in a spare room of Otley Social Club. We intercept surplus food from local retailers and allotments and make it available on a pay as you feel basis to local people. We have employed a volunteer coordinator with funding from the National Lottery and we currently have over 40 volunteers involved. We serve approximately 60 customers a week.

Community Research Network - In the summer we collaborated with Climate Action Seacroft and the Leeds Doughnut Coalition, and were successful in securing UKRI funding to carry out community-led research around nature. 20 local people attended the six-session programme and carried out research around wildlife in gardens.

Chevin Discovery Day - In June, Otley Nature Network and Friends of Chevin Forest held their free nature connection day for families with young children at Otley Chevin Forest Park. 350-400 people came along to learn about wildlife and habitats and to support local nature organisations.

Otley Methodist Church - We have been assisting Friends of the Wesley Otley Limited with the purchase of the Otley Methodist Church for community use. We are planning to open a Community Action Hub and an 'eco show home' as part of this project.

University of Leeds - For the third consecutive year, we worked with Masters students at the University of Leeds. Students from the Housing module of the MSc Sustainable Cities completed a two-week project focusing on the East of Otley Exemplar Development. Two students chose to complete their dissertations with us; one around food growing on the site, and one designing the ideal block of housing.

Big Green Weekend - At the beginning of April 2023, building on the success of our Festival of Kindness in 2021 and Otley Courthouse's long-running Green Fair, we held the Otley Big Green Weekend. The weekend was incredibly well attended, and highlights included a bike-powered youth gig, a talk from BBC Countryfile's Tom Heap, and a day of climate action workshops in collaboration with Climate Action Leeds.

Weston Woods - Starting in February 2023, but running up until the current time, we have been part of the fundraising team that secured approximately £220k to buy Weston Woods for community and nature.



# Otley 2030 CIO

## Trustees' report (continued) for the year ended 31 March 2024

### Achievements and performance continued

Future Weston Project – In December 2023, we secured £50k in funding from Leeds City Council's Community Climate Fund. During 2024 we have been using this to install solar panels on 2 community buildings, plant a nature garden at a local football club and consult with the local community about their future priorities. We also funded the training of key local stakeholders in carbon literacy.

### Financial review

The net receipts for the year were £19,669, including net receipts of £1,742 on unrestricted funds and net receipts of £17,927 on restricted funds after transfers.

### Reserves policy

The charity's free reserves, at the year end were £1,742.

#### 1 Introduction

Otley 2030 is a small charity committed to promoting sustainability and achieving net-zero carbon emissions within the community of Otley by the year 2030. To ensure the financial stability and long-term sustainability of our activities, it is essential to maintain adequate reserves. This policy outlines the purpose, target level, and management of reserves held by Otley 2030.

#### 2 Purpose of Reserves

Reserves are funds set aside to ensure that Otley 2030 can continue its work in the face of financial uncertainty, unexpected expenses, or unforeseen reductions in income. The reserves provide a financial cushion that allows the charity to:

- Continue delivering its core activities and services during periods of fluctuating income or unexpected expenditure.
- Mitigate the risk of Grants not being received in full. Reserves could be used to allow related projects to be wound down in such a way to maximise what benefits to the community can still be achieved.
- An allowance to cover work required in seeking additional funding. Especially where such proposals require external consultancy work, room hire/events, and general professional services that cannot be provided by volunteers.
- To cover emergencies or unexpected expenses not identified in the budget. Note: where possible, expensive assets such as refrigerators should have warranty or maintenance agreements with costs that have been accounted for.
- To be deployed in the event of the charity closing. Such exit management should cover notification to all parties, capturing and possible transfer of knowledge, archiving of all records and documentation including those held on the web, termination of external contracts, disposal of physical assets. Note: ideally, larger assets such as be offered to local groups providing, or looking to provide, similar services.

#### 3 Target Level of Reserves

The target level of reserves for Otley 2030 will be determined based on the following considerations:

- **Operating Costs:** A target of a minimum reserve equivalent to three to six months of the charity's operating costs will be maintained. This ensures that Otley 2030 can continue functioning in the event of a significant drop in income or unexpected expenses.
- **Risk Assessment:** The reserve level will be reviewed annually based on the risk assessment of Otley 2030's income streams, expenditure patterns, and external factors that may impact the charity.
- **Future Plans:** Additional reserves may be accumulated for planned future projects or initiatives that are critical to achieving the charity's mission but for which funding is not yet secured.

# Otley 2030 CIO

## Trustees' report (continued) for the year ended 31 March 2024

### Reserves policy (continued)

#### 4 Management of Reserves

- **Review and Monitoring:** The reserves level will be reviewed annually by the Board of Trustees as part of the budget-setting process. The reserves policy and target level will also be reviewed if there are significant changes to the charity's income, expenditure, or strategic plans.
- **Use of Reserves:** Any decision to use the reserves will be made by the Board of Trustees, based on a recommendation from the Treasurer. The Board must ensure that any use of reserves does not compromise the charity's ability to meet its financial obligations or deliver its core services.
- **Replenishing Reserves:** If reserves are used, the Board will agree on a plan to replenish them to the target level within a reasonable timeframe, taking into account the charity's financial position and future income expectations.

#### 5 Reporting and Transparency

- The level of reserves and the reserves policy will be clearly stated in Otley 2030's annual report and financial statements.
- Any deviation from the target reserves level and the reasons for this will be explained in the annual report.

#### 6 Policy Review

This reserves policy will be reviewed by the Board of Trustees every year or sooner if there are significant changes in the charity's circumstances or financial position.

Approved by the board of trustees on 07/10/2024

Ann Forsaith (Trustee)

## **Otley 2030 CIO**

### **Independent examiner's report to the trustees of Otley 2030 CIO**

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2024, which are set out on pages 7 to 11.

#### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Elisabeth Beverley FCCA

25/10/2024

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Otley 2030 CIO**  
**Receipts and payments account**  
**for the period 7th March 2023 to 31 March 2024**

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £
<b>Receipts</b>				
Grants and donations	(2)	2,143	53,633	55,776
Sales and fees		3,364	-	3,364
Management charge		455	-	455
Donation from unincorporated charity		1,024	3,285	4,309
<b>Total receipts</b>		<b>6,986</b>	<b>56,918</b>	<b>63,904</b>
<b>Payments</b>				
Freelance workers		2,800	25,650	28,450
Veg box costs		-	4,718	4,718
Activity costs		84	2,154	2,238
Food and drink		1,358	55	1,413
Lighting and heating		-	103	103
Repairs and maintenance		-	3,146	3,146
Insurance		169	265	434
Room hire		719	15	734
Printing and stationery		-	1,334	1,334
Memberships		52	-	52
Digital and hosting costs		188	-	188
Marketing costs		120	-	120
Fundraising		-	720	720
Training		-	246	246
Bank charges		90	-	90
Miscellaneous costs		22	140	162
Donations given		40	47	87
<b>Total payments</b>		<b>5,642</b>	<b>38,593</b>	<b>44,235</b>
<b>Net receipts / (payments)</b>		<b>1,344</b>	<b>18,325</b>	<b>19,669</b>
<b>Transfers between funds</b>	(3)	<b>398</b>	<b>(398)</b>	<b>-</b>
<b>Net movement in funds</b>		<b>1,742</b>	<b>17,927</b>	<b>19,669</b>
<b>Fund balances brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward</b>	(3)	<b>1,742</b>	<b>17,927</b>	<b>19,669</b>

**Otley 2030 CIO**  
**Statement of assets and liabilities**  
**as at 31 March 2024**

	2024	2024	2024
	Unrestricted	Restricted	Total
	£	£	£
<b>Cash funds</b>			
Cash at bank	1,542	17,927	19,469
Cash in hand	200	-	200
<b>Total cash funds</b>	<u>1,742</u>	<u>17,927</u>	<u>19,669</u>

<b>Debtors and prepayments</b>	2024
	£
Prepayments	<u>141</u>
	<u>141</u>

**Assets retained for the charity's own use**

Glass door fridge  
Proline freezer  
Weighing scales  
Storage  
Sumup Solo smart card terminal

<b>Liabilities</b>	2024
	£
Accruals	<u>811</u>
	<u>811</u>

The financial statements were approved by the board of trustees on 07/10/2024

Trevor G Williams (Trustee)

# **Otley 2030 CIO**

## **Notes to the accounts continued**

### **for the period 7th March 2023 to 31 March 2024**

#### **Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### **Grants and donations**

	2024	2024	2024
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Leeds Quaker Meeting Trust	-	250	250
Climate Action Leeds (CAL)	-	23,268	23,268
Leeds Inspired	-	1,200	1,200
Otley Town Council	-	500	500
Leeds Love It Share It (LLISI)	-	990	990
Leeds Christian Community Trust	-	2,750	2,750
Neighbourly	-	500	500
The National Lottery Community Fund	-	9,715	9,715
	-		
Other donations	2,143	14,460	16,603
	<u>2,143</u>	<u>53,633</u>	<u>55,776</u>

# Otley 2030 CIO

## Notes to the accounts continued

### for the period 7th March 2023 to 31 March 2024

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Veg Box	-	4,095	1,857	859	3,097
Future Weston Project	-	-	45	-	(45)
CAL community Development	-	23,035	25,650	-	(2,615)
Green Weekend fund b/fwd	-	-	-	-	-
CAL Nature Recovery	-	1,500	-	-	1,500
Youth Project	-	130	-	-	130
Cycling Project	-	1,025	800	-	225
LLISI Doughnut Economics	-	990	990	-	-
Community Larder	-	10,828	3,651	(1,257)	5,920
Leeds Quaker Meeting Trust	-	250	250	-	-
Climate Action Leeds (CAL)	-	400	400	-	-
Leeds Inspired	-	1,200	1,200	-	-
Otley Town Council	-	500	500	-	-
Leeds Christian Community Trust	-	2,750	2,750	-	-
Neighbourly	-	500	500	-	-
The National Lottery	-	9,715	-	-	9,715
	-	56,918	38,593	(398)	17,927

#### Fund name

Veg Box

Future Weston Project

CAL community Development

Green Weekend fund b/fwd

CAL Nature Recovery

Youth Project

Cycling Project

LLISI Doughnut Economics

Community Larder

Leeds Quaker Meeting Trust

Climate Action Leeds (CAL)

Leeds Inspired

Otley Town Council

Leeds Christian Community Trust

Neighbourly

The National Lottery

#### Purpose of restriction

To run the community fruit and veg box scheme.

To install solar panels and plant a nature garden. Funding for this project was received after the period end to cover the small spend on this project in the period.

Towards freelance staffing costs. This funding is ongoing and funds were received after the year end to cover the costs incurred during the period.

Towards running the Otley Big Green Weekend promoting locally rooted action in response to climate change.

Towards a Nature Recovery Project.

Funds raised by Duke of Edinburgh scheme students for work with Young People.

Funding for cycling family fun days.

Towards the Doughnut Economics Festival.

General donations and donation from 'Pay as You Feel' towards running the Otley Community Larder.

The transfer relates to a transfer to the Veg Box scheme to cover delivery costs as the Veg Box scheme is being run down and joined with the Community Larder and a management fee transferred to unrestricted.

Towards the Otley Big Green Weekend.

Towards the Otley Big Green Weekend.

Towards the Otley Big Green Weekend.

Towards the Otley Big Green Weekend.

Household support cost funding.

Towards the Community Larder costs.

Towards staffing costs and an E-cargo bike and secure locker for the Community Larder.

**Otley 2030 CIO**  
**Notes to the accounts continued**  
**for the period 7th March 2023 to 31 March 2024**

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

<b>5 Funds held as agent</b>	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Otley Common	-	10,703	10,703	-
Otley Warm Spaces fund	-	872	872	-
	<u>-</u>	<u>11,575</u>	<u>11,575</u>	<u>-</u>

<b>Fund name</b>	<b>Additional information</b>
Otley Common	For the purchase of The Wesley
Otley Warm Spaces fund	To provide Warm Spaces



## Otley 2030 CIO

### Independent examiner's report to the trustees of Otley 2030 CIO

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 March 2024, which are set out on pages 7 to 11.

#### Responsibilities and basis of report

As the charity trustees of the CIO 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 the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*EJ Beverley*

Signed: .....

Name: Elisabeth Beverley FCCA

25/10/2024

#### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW