

**CLEEVES AND WHITEHEAD TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**Charity Registration No. 223903**

# CLEEVES AND WHITEHEAD TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	Geoffrey Kendall (Chairman) Anthony Brailsford John Clough Philip Drury Rodney Tolson Alexander Steele Philip Oldfield	(Appointed 4 March 2023)
Executive Officers	James Reynolds James Stanley Philip Oldfield Paul Leach	Secretary Assistant Secretary Treasurer Almoner
Charity number	223903	
Principal address	106 Acorn Drive Stannington Sheffield S6 6ES	
Independent examiner	Azets Audit Services Limited Carlton House Grammar School Street Bradford BD1 4NS	
Bankers	Virgin Money 27 Market Place Huddersfield HD1 2AD  Yorkshire Bank 94-96 Briggate Leeds LS1 6NP  COIF Charities Deposit Fund 85 Queen Victoria Street EC4V 4ET  Lloyds Bank PO Box 1000 BX1 1LT	

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CLEEVES AND WHITEHEAD TRUST

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# CLEEVES AND WHITEHEAD TRUST

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Scheme, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

#### Objectives and activities

The charity's objects are:

1. The relief of past and present Mark Master Masons of West Yorkshire and their relatives and dependants who are in need, hardship or distress; or
2. For the benefit of such charities, charitable institutions and charitable purposes as the Trustees think fit there has been no change in these during the year.

The Cleeves and Whitehead Trust now work hand in hand with West Riding Masonic Charities through our Provincial Almoners network, thereby identifying those in need who may otherwise not be assisted by WRMC through the Craft Almoner network are assisted where necessary.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### Achievements and performance

During the year, the members of the West Yorkshire Mark Lodges have continued their support for the Trust. The members who have contributed, directly, to the Trust's income amounts to £60,860 (2022: £64,370) including gift aid and services in kind. Income from legacies was £1,000 (2022: £1,000). Interest received was £63 (2021: £27) and dividends received was £7,091 (2022: £6,630).

We have continued to support our members and their dependants with individual grants made amounting to £32,190 (2022: £49,640).

In addition to the support provided to individuals, the Trust also made donations to the Mark Benevolent Fund of £151,440, which reduces provisions in the creditors (2022: £120,660). This years increase in creditors amounts to £51,167.

Achievements & Performance	2023	2022
Members' contributions	£60,860	£64,370
Legacy income	£1,000	£1,000
Interest received	£63	£27
Dividends received	£7,091	£6,630
Contributions Paid to members/dependants	£32,190	£49,640
Mark Benevolent donations	£151,440	£120,660



# CLEEVES AND WHITEHEAD TRUST

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2023

During the year several small donations were made to local charities:

South Yorkshire Guides	500
Otley and Dales RDA	608
Panpals	1,600
<b>Total</b>	<b><u>2,708</u></b>

The Trustees believe that the charity meets its public benefit obligations through its direct financial support to individuals and the pastoral support provided by its welfare officers.

The trust operates through volunteer efforts, the Trustees, Officers and Volunteers do not receive any remuneration except, in the case of the officers, the reimbursement of directly incurred expenses.

#### Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

#### Financial review

The Trust's total income was £71,194 (2022: £73,621) and total expenditure was £121,947 (2022: £248,054) resulting in a deficit before gains of £50,753 (2022: deficit £174,433). Investment gains were £11,484 (2022: losses £48,712) resulting in a net deficit of £39,269 (2022: £223,145 deficit). The Trustees are satisfied with this performance.

During the year the Trust has retained its quoted investments. The Trustees are satisfied that the spread of the reserve fund between equity investment and deposit has been reasonable for a charity distributing the bulk of its income. In view of the current economic situation the Trustees are continuing to review the investment policy in an attempt to generate additional income, without exposing the Trust's funds to undue risk.

The Trustees recognise the impact of the current economic and financial situation on the income of the trust and the potential increase in demand for support from the charity in the coming year. They anticipate a reduction in grants to other bodies to allow the charity to maintain support to its direct beneficiaries and to the Mark Benevolent Fund.

The Trustees aim to hold £500,000 to provide sufficient income for future grant giving. At 31 August 2023 reserves stood at £492,304 (2022 £531,573) of which £513,881 (2022 £660,670) relates to investments held to generate income. All reserves are unrestricted.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# CLEEVES AND WHITEHEAD TRUST

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2023

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#### Structure, governance and management

The charity is a Trust registered with the Charity Commission (Charity No. 223903) and governed by its Scheme dated 21 November 2005.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Geoffrey Kendall (Chairman)

Anthony Brailsford

John Clough

Philip Drury

David Hymas

(Resigned 4 March 2023)

Alan Pendleton

(Resigned 4 March 2023)

Rodney Tolson

Alexander Steele

(Appointed 5 March 2022)

Philip Oldfield

(Appointed 4 March 2023)

Trustees are appointed by the West Yorkshire Mark Charity Committee. Each appointment is for 3 years or if the appointment is to fill a vacancy, the unexpired term of the predecessor's appointment.

Each new Trustee is provided with a copy of the Scheme and a copy of the charity's latest report and statement of accounts.

The Trusts Officers who served during the year and up to the date of signature of the financial statements were:

James Reynolds (Secretary)

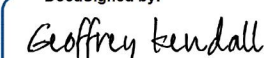
James Stanley (Assistant Secretary)

Philip Oldfield (Treasurer)

Paul Leach (Almoner)

The Trustees' report was approved by the Board of Trustees.

DocuSigned by:



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**Geoffrey Kendall (Chairman)**

Trustee

Dated: 9 February 2024

# CLEEVES AND WHITEHEAD TRUST

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CLEEVES AND WHITEHEAD TRUST

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I report to the Trustees on my examination of the financial statements of Cleeves and Whitehead Trust (the charity) for the year ended 31 August 2023.

#### Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

#### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

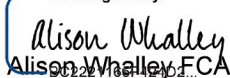
I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

DocuSigned by:

  
Alison Whalley FCA

Azets Audit Services Limited  
Carlton House  
Grammar School Street  
Bradford  
BD1 4NS

Dated: 9 February 2024

# CLEEVES AND WHITEHEAD TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 AUGUST 2023**

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
	Notes		
<b><u>Income from:</u></b>			
Donations and legacies	3	61,860	66,270
Charitable activities	4	2,150	694
Other trading activities	5	30	-
Investments	6	7,154	6,657
<b>Total income</b>		71,194	73,621
<b><u>Expenditure on:</u></b>			
Charitable activities	7	121,947	248,054
Net gains/(losses) on investments	13	11,484	(48,712)
<b>Net movement in funds</b>		(39,269)	(223,145)
Fund balances at 1 September 2022		531,573	754,718
<b>Fund balances at 31 August 2023</b>		492,304	531,573

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# CLEEVES AND WHITEHEAD TRUST

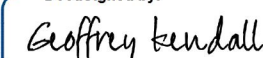
## BALANCE SHEET

**AS AT 31 AUGUST 2023**

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	15		-		279
Investments	16		513,881		660,670
			<u>513,881</u>		<u>660,949</u>
<b>Current assets</b>					
Debtors	17	10,234		12,225	
Cash at bank and in hand		26,944		16,361	
		<u>37,178</u>		<u>28,586</u>	
<b>Creditors: amounts falling due within one year</b>	18	(58,755)		(157,962)	
Net current liabilities			(21,577)		(129,376)
<b>Total assets less current liabilities</b>			<u>492,304</u>		<u>531,573</u>
<b>Income funds</b>					
Unrestricted funds			492,304		531,573
			<u>492,304</u>		<u>531,573</u>

The financial statements were approved by the Trustees on 9 February 2024

DocuSigned by:

  
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Geoffrey Kendall (Chairman)  
Trustee

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

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### 1 Accounting policies

#### Charity information

Cleeves and Whitehead Trust is a Trust registered with the Charity Commission (Charity No. 223903) and governed by its Scheme dated 21 November 2005.

The Trust was created by the merger of Cleeves Memorial Fund (223903) and The West Yorkshire Mark Benevolent Fund (1074402) on 21 November 2005. The combining charities had comparable objects to The Cleeves and Whitehead Trust.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Scheme dated 21 November 2005, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.



# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	60,860	64,370
Legacies receivable	1,000	1,000
Donated goods and services	-	900
	<u>61,860</u>	<u>66,270</u>



# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 4 Charitable activities

	Charitable Income 2023 £	Charitable Income 2022 £
Contributions to events	2,150	694

### 5 Other trading activities

	Unrestricted funds 2023 £	Total 2022 £
Trading activity income: sale of ties	30	-

### 6 Investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Income from listed investments	7,091	6,630
Interest receivable	63	27
	7,154	6,657

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 7 Charitable activities

	Charitable Expenditure	Charitable Expenditure
	2023 £	2022 £
Holidays	20,661	49,234
Donations to other festivals	500	-
Almoner's lunches	7,863	4,083
Almoners' expenses	911	859
Equipment storage	-	900
	<hr/>	<hr/>
	29,935	55,076
Grant funding of activities (see note 8)	86,065	187,381
Share of support costs (see note 9)	1,962	2,166
Share of governance costs (see note 9)	3,985	3,431
	<hr/>	<hr/>
	121,947	248,054
	<hr/> <hr/>	<hr/> <hr/>

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 8 Grants payable

	Charitable Expenditure	Charitable Expenditure
	2023 £	2022 £
Grants to institutions:		
Mark Benevolent Fund	51,167	120,660
Clothing Solutions	-	2,000
South Yorkshire Guides	500	-
D&DIMA	-	1,000
Ethel Trust	-	2,030
Otley and Dales RDA	608	-
Physcap	-	2,000
Rushkin Mill Trust	-	1,000
Panpals	1,600	-
Thinking Forward 4 Mental Health	-	2,000
Carl Whitehead Lodge	-	51
Fulfill the Wish	-	2,000
Support Dogs	-	1,000
Swinton Community Centre	-	2,000
The Unity Project	-	2,000
	<hr/> 53,875	<hr/> 137,741
Grants to individuals	32,190	49,640
	<hr/> 86,065	<hr/> 187,381

Support costs of £nil (2022 £nil) have been allocated to grant making activities.

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 9 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Depreciation	279	-	279	556	-	556
Printing, postage and stationery	118	-	118	120	-	120
MyDonate, bank charges and BACs fees	485	-	485	80	-	80
Bookkeeping assistance	1,080	-	1,080	1,410	-	1,410
Independent Examiners fees	-	3,480	3,480	-	3,168	3,168
Meeting costs	-	505	505	-	263	263
	<u>1,962</u>	<u>3,985</u>	<u>5,947</u>	<u>2,166</u>	<u>3,431</u>	<u>5,597</u>
Analysed between Charitable activities	<u>1,962</u>	<u>3,985</u>	<u>5,947</u>	<u>2,166</u>	<u>3,431</u>	<u>5,597</u>

Governance costs includes payments to the examiner of £3,480 (2022- £3,168) for examination fees, and for book keeping assistance £1,080 (2022- £1,410).

Support costs are allocated in full to the one charitable activity, no support costs are allocated to grant making.

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or expenses during the year (2022- £nil).

### 11 Employees

There were no employees during the current or previous year.

### 12 Volunteers

The Trust operates through volunteer efforts. The Trustees, Officers and Volunteers do not receive any remuneration. Pastoral care is provided by volunteer welfare officers.

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 13 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Revaluation of investments	11,484	(48,712)

### 14 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 15 Tangible fixed assets

	Computers £
<b>Cost</b>	
At 1 September 2022	2,224
At 31 August 2023	2,224
<b>Depreciation and impairment</b>	
At 1 September 2022	1,945
Depreciation charged in the year	279
At 31 August 2023	2,224
<b>Carrying amount</b>	
At 31 August 2022	279

# CLEEVES AND WHITEHEAD TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 16 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 September 2022	660,670
Valuation changes	11,484
Disposals	(158,273)
	<hr/>
At 31 August 2023	513,881
	<hr/>
<b>Carrying amount</b>	
At 31 August 2023	513,881
	<hr/> <hr/>
At 31 August 2022	660,670
	<hr/> <hr/>

### 17 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	10,234	12,225
	<hr/> <hr/>	<hr/> <hr/>

### 18 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	58,755	157,962
	<hr/> <hr/>	<hr/> <hr/>

### 19 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).