

# LEEDS CITY MISSION

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**Registered Charity 234431**

## **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees submit their report and the financial statements of Leeds City Mission for the year ended 31 December 2020.

### **OBJECTIVES AND ACTIVITIES**

The objectives and activities of LCM focus on sharing gospel hope & undertaking practical christian compassion projects to benefit needy and marginalised people in the Leeds Metropolitan Area through the following activities

- *Chaplaincy services* to prisoners, elderly people's care/nursing homes, railway staff & travellers
- *Provision of support to marginalised people* through staff involvement in homeless projects with partner organisations
- *Provision of cheap clothing and living items* for marginalised people, provision of work experience helping disengaged people reconnect with mainstream living through the LCM Charity Shop
- *Counselling and listening services* to support isolated individuals and people struggling with life
- *Provision of emergency/supplementary food supplies* to needy and unemployed people through the Pantry Project
- *Provision of christian literature* to help people understand the christian faith through the distribution of bibles, books, newspapers, leaflets
- Supporting children from poor families through the *Christmas Kids* seasonal gift project
- Outreach activities to share the christian faith via a range of projects e.g. *Street Church*
- Supporting the life and development of churches in the Leeds area

### **ACHIEVEMENTS AND PERFORMANCE**

#### ***Early 2020***

The first two months of the year began with the normal range of activities undertaken by LCM. However with the arrival of the COVID-19 pandemic and the national lockdown beginning in March all activities came to a sudden halt. As the City Mission's work is very much people-orientated the pandemic restrictions truncated the very core of its work. All staff were furloughed with only the administrator being able to return to work after a few months. The exception to this was when government restrictions were lifted and it was then possible to reopen the Restore Charity Shop in the summer/Autumn with the shop manager and volunteers returned to work in these periods.

#### ***New Mission Hub***

It was also possible for a volunteer team to begin work on renovating the new premises. Working with the builder and following pandemic working protocols and social distancing, a volunteer team made significant progress on the planned work to create a new Mission Hub which will be an integral centre of all future LCM activities. By the end of the year significant progress had been made with hundreds of volunteer hours contributed and the construction work well underway. This work will be completed in 2021.

### ***Pantry Project***

Volunteers were also able to operate twice weekly Pantry Project sessions and these were permitted under government regulations. 84 trays of food were received from supermarkets/others and there were distributed to people severely impacted by the pandemic. Sainsburys Famley Local Store made a special collection of food for use by LCM in December. They put a special box in their foyer in the couple of weeks before Christmas for shoppers to donate food & household items.. These were put to good use by LCM volunteers who distributed them in the name of Jesus helping some struggling families living on the edge to make ends meet. 132 lunches were provided to addicts-in-recovery and other needy people referred to LCM.

### ***Christmas Kids Project***

130 toys and gifts were received for the annual *Christmas Kids Gift Project* this year. This represented a 35% increase on last year's total. These came from a variety of sources including supermarkets, churches and businesses. LCM linked up with four churches scattered around the Greater Leeds area in Bramley, Morley, Harehills and Wortley and distributed through them to identified families in need. Where appropriate, the children's nativity bible story books '*The Star Maker*', '*Sshh .. Don't Wake the Baby*', '*A Shepherds Tale*', '*The Amazing Story of Christmas*' accompanied the gifts. Unfortunately there was not a sufficient supply of books to accompany all the gifts.

### ***Supporting the life and development of local churches***

LCM was unable to organise any Praise Rallies providing networking opportunities for churches throughout the city due to the pandemic. However three editions of the newsletter *Life4Leeds* were printed and circulated bringing encouragement and support to local churches. Hundreds of Christmas gift tags were provided for churches and supporters to use. LCM was able to retain links with around 40 different churches and organisations through this very difficult period.

### ***Future Plans***

Once the coronavirus pandemic recedes, restrictions are lifted and there is a return to normal life, Leeds City Mission will be reviving its work, renewing its mission and continuing its work in the city of Leeds. It is hoped that 2021 will see an improvement in circumstances for the nation in general and the work of Leeds City Mission in particular

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity has been registered with the charity commissioners (number 234431) since 27 April 1965 and is managed in accordance with the trust deed dated 31 May 1945.

The charity is under the day to day control of the Trustees who are elected each year at the Annual General Meeting (AGM).

Trustees meet at least eight times a year on dates determined by the Trustees. At the first meeting after the AGM, the Trustees appoint the Chair and all office holders. Special Meetings may be called by the elected trustees at the request of any member.

Notice of meetings stating the business to be considered shall be sent to all trustees at least one week prior to the date of the meeting. Three Trustees are required to form a quorum. The trustees agree the broad strategy for the trust, including consideration of investment, reserves and risk management policies and performance.

The induction process for any newly appointed trustee comprises an initial meeting with the Chair and the Management Committee followed by any further required short meetings with the chair about the work, powers and responsibilities of the trustee board. The welcome pack includes a brief history of the Trust, any copies of relevant minutes, a copy of the latest annual report and accounts, a copy of the governing constitution and a copy of the Charity Commission's guidance 'The essential Trustee: What you need to know'.

During the year ended 31 December 2020 the following trustees continued to serve the charity:

Paul Michael Crossley  
Graham Leng  
Roger Oldfield  
Paul Donley (retired 2 October 2020)  
Glynn Williams (retired 30 November 2020)  
Ray Baker (resigned 28 February 2020)  
Andrew McMahon (appointed on 16 July 2021)

It is planned that further trustees will be recruited and appointed during 2021.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEEDS CITY MISSION

I report on the financial statements of Leeds City Mission for the year ended 31 December 2020, which are set out on the attached page.

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required 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
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To 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 Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### INDEPENDENT EXAMINERS STATEMENTS

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 Act; and
  - To prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Ian Milner

Chartered Accountant  
2 Langthorne Court  
Morley  
Leeds  
LS27 9DR

28 October 2021

**Leeds City Mission**  
**Receipts and payments account**  
**Year ended 31 December 2020**

	<b>31 DECEMBER 2020</b>			<b>31 DECEMBER 2019</b>
<b>RECEIPTS</b>	<b>Restricted funds</b>	<b>Unrestricted funds</b>	<b>Total funds</b>	<b>Unrestricted funds</b>
<b>DONATIONS</b>				
Gift Aid donations	5,580	8,545	14,125	16,285
Other donations	25,668	18,340	44,007	44,607
<b>OTHER INCOME</b>				
Charity shop sales		4,329	4,329	8,581
Covid Grant		10,000	10,000	
JRS GRANT		5,663	5,663	
Local Restrictions support grant LCC		1,334	1,334	
Sundry receipts		52	52	
<b>INVESTMENT INCOME</b>				
Gross Interest		15	15	183
<b>TOTAL RECEIPTS</b>	<b>31,248</b>	<b>48,277</b>	<b>79,524</b>	<b>69,656</b>
<b>PAYMENTS</b>				
Employment costs		34,838	34,838	38,138
Printing and postage		2,222	2,222	495
Shop expenses		3,409	3,409	6,537
Office rent		1,200	1,200	4,223
Other overheads		1,749	1,749	7,538
Donations		314	314	-
Freehold property improvements	31,248	16,457	47,705	-
<b>TOTAL PAYMENTS</b>	<b>31,248</b>	<b>60,189</b>	<b>91,436</b>	<b>56,931</b>
<b>NET PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>11,912</b>	<b>12,725</b>
<b>CASH FUNDS LAST YEAR END</b>		<b>30,790</b>	<b>30,790</b>	<b>78,065</b>
<b>CASH FUNDS THIS YEAR END</b>	<b>-</b>	<b>18,878</b>	<b>18,878</b>	<b>90,790</b>

**STATEMENT OF ASSETS AND LIABILITIES**

<b>FIXED ASSETS</b>			
Freehold Property	107,705	107,705	60,000
<b>CASH AT BANK AND IN HAND</b>			
Bank accounts	18,746	18,746	30,506
Cash in hand	132	132	284
	<b>126,583</b>	<b>126,583</b>	<b>90,790</b>

**SIGNED ON BEHALF OF THE TRUSTEES**

GRAHAM LENG

28 OCTOBER 2021