

The Lord Mayor of Leeds Appeal Fund
Charity Registration No: 512441

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: The Lord Mayor of Leeds Appeal Fund

Charity Registration No: 512441

Address: Leeds City Council
Civic Hall
Leeds
LS1 1JF

Trustees: Ex-officio The Lord Mayor of Leeds,
Councillor Robert Gettings

Mr Tom Riordan
Chief Executive
Leeds City Council

Nominated Councillor Jane Dowson

Councillor Dan Cohen

Councillor Stewart Golton

Secretary: Mr Tom Riordan

Treasurer of the Fund: Mrs Victoria Bradshaw

Independent Examiner: Leeds City Council
Corporate Financial Management
Civic Hall
Leeds
LS1 1JF

Bankers: Leeds Building Society
105 Albion Street
Leeds
LS1 5AS

The Lord Mayor of Leeds Appeal Fund
Charity Registration No: 512441
TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MAY 2023

The trustees present the Annual Report and independently examined accounts for the Lord Mayor of Leeds Appeal Fund for the year ended 31 May 2023.

Structure, governance and management

By Trust Deed dated 28 January 1982:

1. *"The Trustees of the fund shall be:
(a) two ex-officio trustees namely the Lord Mayor and the Chief Officer; and

(b) three nominative trustees, namely three persons being members of the Council appointed each by the Council for a term of one year."*
2. *"Any person ceasing to hold office as Mayor or Chief Officer or to be a member of the Council as the case may be shall thereupon cease to be a trustee of the Fund."*

The nominated trustees, who are also elected Members of Leeds City Council, were able to meet many times during the mayoral year in question with the Chief Executive continually informed. The trustee authorisation of payments from the Lord Mayor of Leeds Appeal Fund is therefore the signature of the Secretary of the Lord Mayor of Leeds Appeal Fund on the cheques drawn on the bank account of that name. The bank mandate for this account requires two signatures on any withdrawals and it is felt that the presence of the second signature of a senior officer of Leeds City Council represents a valid control of payments from the bank account of the Lord Mayor of Leeds Appeal Fund.

History, objectives, activities and public benefit of the Charity

The Lord Mayor of Leeds Appeal Fund was established by a Trust Deed date 28 January 1982 and consists of an annual appeal in conjunction with each Mayoral year at Leeds City Council. The appeal raises funds for a cause or causes selected by the Lord Mayor of Leeds, which are deemed to be of benefit, either directly or indirectly to the people or communities of the Metropolitan District of Leeds.

Achievements and performance

For the Mayoral year 2018/19 the nominated charity was St Gemma Hospice. There remains a balance of £81 which will be paid over in due course.

For the Mayoral year 2019/20 the appeal by the Lord Mayor Councillor Eileen Taylor raised a gross income from donations and other sources of £28,311 for the nominated charity Support After Rape and Sexual Violence, there remains a balance of £911 which will be paid over in due course.

Lord Mayor Councillor Eileen Taylor continued in office for 2020/21 due the covid pandemic. For the Mayoral year 2020/21 the appeal by the Lord Mayor Councillor Eileen Taylor raised a gross income from donations and other sources of £14,788 for the nominated charity Support

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After Rape and Sexual Violence, there remains a balance of £897 which will be paid over in due course.

During the Mayoral year 2021/22 Lord Mayor Councillor Asghar Khan raised £24,957 for the Leeds Hospitals Charity, there remains a balance of £854 which will be paid over in due course.

During the Mayoral year 2022/23 Councillor Robert Gettings raised £32,392 for their chosen charities, which will be paid over in due course.

There was also £254 received for the incoming Lord Mayor Councillor Al Garthwaite in 23/24, this will be paid over to the chosen charities in due course.

Financial Review

Results

The Lord Mayor of Leeds Appeal Fund's Net Movement of Funds for the year was a net inflow of funds of £11,385 (2022 result – net inflow of funds £8,267). The fund balance at 31 May 2023 was £35,389 (31 May 2022 – £24,004).

Reserves policy

The reserves of the charity derive from an annual appeal by the Lord Mayor of Leeds. Each appeal is disclosed as a restricted fund in the statutory accounts of the Lord Mayor of Leeds Appeal Fund.

The trustees consider that the levels of reserves are sufficient to meet the objectives of the Lord Mayor of Leeds Appeal fund over the next twelve months.

Investment powers

The trustees have the power to make investments in accordance with charity law.

Events since the end of the year

There have been no events since the end of the year which would have a material effect on the financial statements, and the trustees plan to continue the existing operations of the Lord Mayor of Leeds Appeal Fund.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MAY 2023

Trustees' Responsibility in Relation to Financial Statements

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Lord Mayor of Leeds Appeal Fund at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:


1. select suitable accounting policies and apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. follow applicable accounting standards: and
4. prepare the financial statements on the Going Concern basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Lord Mayor of Leeds Appeal Fund and enable them to ensure that the financial statements comply with section 132 (1) the Charities Act 2011. The trustees are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Leeds City Council has expressed their willingness to continue in office as Independent Examiner and a resolution for their appointment will be proposed at the Annual General Meeting.

Signed on behalf of the trustees

Signature: 

Name: Mrs Victoria Bradshaw

Position: Chief Officer Financial Services

Date: 17th March 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
OF THE LORD MAYOR OF LEEDS APPEAL FUND**

I report on the accounts of the Trust for the year ended 31 May 2023, which are set out on pages 6 to 11.

Respective responsibilities of trustees and 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;
- 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 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

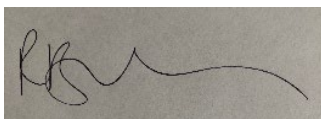
In connection with my examination, no matter has come to my attention:

(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.



Rosie Boyles CPFA
Corporate Financial Management,
Leeds City Council,
3rd Floor West,
Civic Hall, Leeds

Date: 15/03/24

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2023


	Notes	Restricted Funds	Unrestricted Funds	Total 2023	Total 2022
		£	£	£	£
INCOME					
Income and endowments from:					
Donations and legacies:	5	31,142	0	31,142	24,549
Charitable activities	5	4,331	0	4,331	0
Investments	7	15	0	15	9
Total		35,488	0	35,488	24,558
EXPENDITURE					
Expenditure on:					
Raising funds	6	0	0	0	0
Charitable activities	6	(24,103)	0	(24,103)	(16,291)
Other	6	0	0	0	0
Total		(24,103)	0	(24,103)	(16,291)
Net movement in funds		11,385	0	11,385	8,267
RECONCILIATION OF FUNDS					
Total funds brought forward	11	24,004	0	24,004	15,737
Total funds carried forward	11	35,389	0	35,389	24,004

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BALANCE SHEET AT 31 MAY 2023

	Notes	2023 £	2022 £
<u>Description</u>			
Fixed assets			
Investments		0	0
Total fixed assets			
Current assets			
Debtors	8	3,463	2,597
Cash at the bank and in hand	9	31,926	21,407
Total current assets		35,389	24,004
Current Liabilities			
Creditors: Amounts Falling Due Within One Year	10	0	0
Total liabilities		0	0
Net current assets		35,389	24,004
Total net assets		35,389	24,004
The funds of the charity:			
Restricted Funds	11	35,389	24,004
Total charity funds	11	35,389	24,004

Signed on behalf of the trustees

Signature: 

Name: Mrs Victoria Bradshaw

Position: Chief Officer Financial Services

Date: 17th March 2024

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2023

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, Part VI of the Charities Act 1993 and Regulations and the "Accounting and Reporting by Charities" Statement of Recommended Practice 2015.

The financial accounting policies which the trustees have adopted are within the conventions set out below.

- (a) The accounting period is the twelve months ended 31 May 2023.
- (b) Interest from bank and building society accounts is treated on an accruals basis.
- (c) Leeds City Council provides administrative, secretarial and accountancy services to the charity and the charity's administrative and accounting policies and procedures are
- (d) so closely linked to those of the City Council that the City Council has decided to make no charge for certain administrative expenses incurred by the Council during the year
- (e) ended 31 May 2023. The decision follows upon that of the Council to maintain the charity for the benefit of the City of Leeds.

2. Employees

Leeds City Council recognises the amenity of the Lord Mayor of Leeds Appeal fund as a benefit for the City and accordingly employs its own staff to administer the Fund.

3. Trustees

No emoluments were paid to trustees during the year from the Lord Mayor of Leeds Appeal Fund.

4. Investments

No Investments are currently held

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2023

5. Income and endowments from

	Donations and legacies	Fundraising Activities	Investments (Bank Interest)	2023 Total	2022 Total
	£	£	£	£	£
Support After Rape and Sexual Violence 19/20	33	0	0	33	0
Support After Rape and Sexual Violence 20/21	28	0	0	28	2,675
Leeds Hospitals Charity 21/22	3,063	0	0	3,063	21,601
22/23 LM Charities	27,764	4,331	15	32,110	282
23/24 LM Charities	254	0	0	254	0
TOTALS	31,142	4,331	15	35,488	24,558

6. Expenditure on

	Raising Funds	Charitable Activities	Other	2023 Total	2022 Total
	£	£	£	£	£
<u>Restricted Funds (Mayoral Appeals)</u>					
St Gemma's Hospice	0	0	0	0	0
Support After Rape and Sexual Violence 19/20	0	0	0	0	(2,400)
Support After Rape and Sexual Violence 20/21	0	0	0	0	(13,891)
Leeds Hospitals Charity 21/22	0	(24,103)	0	(24,103)	0
22/23 LM Charities	0	0	0	0	0
23/24 LM Charities	0	0	0	0	0
TOTALS	0	(24,103)	0	(24,103)	(16,291)
<u>Unrestricted Funds (Mayoral Appeals)</u>					
	0	0	0	0	0
TOTALS	0	(24,103)	0	(24,103)	(16,291)

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2023

7. Investments

	2023 £	2022 £
Bank Interest Received:		
-		
<u>Restricted Funds (Mayoral Appeals)</u>		
Support After Rape and Sexual Violence 20/21	0	0
Leeds Hospitals Charity 21/22	0	9
22/23 LM Charities	15	0
Total	15	9

8. Debtors

	2023 £	2022 £
<u>Restricted Funds (Mayoral Appeals)</u>		
St Gemma's Hospice	74	74
Support After Rape and Sexual Violence 19/20	911	878
Support After Rape and Sexual Violence 20/21	897	869
Leeds Hospitals Charity 21/22	852	776
22/23 LM Charities	729	0
23/24 LM Charities	0	0
Total	3,463	2,597

9. Cash at the bank and in hand

	2023 £	2022 £
<u>Restricted Funds (Mayoral Appeals)</u>		
-		
St Gemma's Hospice	7	7
Support After Rape and Sexual Violence 19/20	0	0
Support After Rape and Sexual Violence 20/21	0	0
Leeds Hospitals Charity 21/22	2	21,118
22/23 LM Charities	31,663	282
23/24 LM Charities	254	0
Total	31,926	21,407

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2023

11. The funds of the charity

	At 01-Jun-22 £	Net Movement in Funds Inflow £	Outflow £	At 31-May-23 £
-				
<u>Restricted Funds (Mayoral Appeals)</u>				
-				
St Gemma's Hospice	81	0	0	81
Support After Rape and Sexual Violence 19/20	878	33	0	911
Support After Rape and Sexual Violence 20/21	869	28	0	897
Leeds Hospitals Charity 21/22	21,894	3,063	(24,103)	854
22/23 LM Charities	282	32,110	0	32,392
23/24 LM Charities	0	254	0	254
Total	24,004	35,488	(24,103)	35,389
Total	24,004	35,488	(24,103)	35,389