

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 Al Garthwaite

Mr Tom Riordan (Ed Whitting from 02/01/2025)
Chief Executive
Leeds City Council

Nominated Councillor Jane Dowson

Councillor Dan Cohen

Councillor Stewart Golton

Secretary: Mr Tom Riordan (Ed Whitting from 02/01/2025)

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

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MAY 2024

The trustees present the Annual Report and independently examined accounts for the Lord Mayor of Leeds Appeal Fund for the year ended 31 May 2024.

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 £77 which will be paid over in due course.

During the Mayoral year 2022/23 Councillor Robert Gettings raised £34,039 for their chosen charities, Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services. There remains a balance of £787 which will be paid over in due course.

During the Mayoral year 2023/24 Councillor Al Garthwaite raised £39,354 for the charity Women's Counselling and Therapy Service, There remains a balance of £37,214 which will be paid over in due course.

There was also £269 received for the 2024/25 incoming Lord Mayor Councillor Abigail Marshall Katung, this will be paid over to their chosen charities in due course.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MAY 2024

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 £2,958 (2023 result – net inflow of funds £11,385). The fund balance at 31 May 2024 was £38,347 (31 May 2023 – £35,389).

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.

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MAY 2024

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: 21st March 2025

**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 2024, 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.

S. asghar

**Suleman Asghar - CPFA
CIPFA - Chartered Institute of Public Finance and Accountancy
Financial Services,
Leeds City Council,
3rd Floor West,**

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

Civic Hall, Leeds

Date: 20/03/2025

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2024

	Notes	Restricted Funds	Unrestricted Funds	Total 2024	Total 2023
		£	£	£	£
INCOME					
Income and endowments from:					
Donations and legacies:	5	40,542	0	40,542	31,142
Charitable activities	5	0	0	0	4,331
Investments	7	474	0	474	15
Total		41,016	0	41,016	35,488
EXPENDITURE					
Expenditure on:					
Raising funds	6	(2,140)	0	(2,140)	0
Charitable activities	6	(35,918)	0	(35,918)	(24,103)
Other	6	0	0	0	0
Total		(38,058)	0	(38,058)	(24,103)
Net movement in funds		2,958	0	2,958	11,385
RECONCILIATION OF FUNDS					
Total funds brought forward	11	35,389	0	35,389	24,004
Total funds carried forward	11	38,347	0	38,347	35,389

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BALANCE SHEET AT 31 MAY 2024

Description	Notes	2024 £	2023 £
Fixed assets			
Investments		0	0
<i>Total fixed assets</i>			
Current assets			
Debtors	8	1,216	3,463
Cash at bank and in hand	9	37,131	31,926
<i>Total current assets</i>		<u>38,347</u>	<u>35,389</u>
Liabilities			
Creditors: Amounts Falling Due Within One Year	10	0	0
<i>Total liabilities</i>		<u>0</u>	<u>0</u>
Net current assets		<u>38,347</u>	<u>35,389</u>
Total net assets		<u>38,347</u>	<u>35,389</u>
The funds of the charity			
Restricted Funds	11	38,347	35,389
Total charity funds	11	<u>38,347</u>	<u>35,389</u>

Signature: 

Name: Mrs Victoria Bradshaw

Position: Chief Officer Financial Services

Date: 21st March 2025

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2024

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 2024.
- (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 2024. 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 2024

5. Income and endowments from

	Donations and legacies	Fundraising Activities	Investments (Bank Interest)	2024 Total	2023 Total
	£	£	£	£	£
St Gemma's Hospice 18/19	0	0	0	0	0
Support After Rape and Sexual Violence 19/20	0	0	0	0	33
Support After Rape and Sexual Violence 20/21	0	0	0	0	28
Leeds Hospitals Charity 21/22	0	0	0	0	3,063
Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services 22/23	1,647	0	0	1,647	32,110
Women's Counselling and Therapy Service 23/24	38,626	0	474	39,100	254
24/25 LM Charities	269	0	0	269	0
TOTALS	40,542	0	474	41,016	35,488

6. Expenditure on

	Raising Funds	Charitable Activities	Other	2024 Total	2023 Total
	£	£	£	£	£
<u>Restricted Funds (Mayoral Appeals)</u>					
St Gemma's Hospice 18/19	0	0	0	0	0
Support After Rape and Sexual Violence 19/20	0	(911)	0	(911)	0
Support After Rape and Sexual Violence 20/21	0	(899)	0	(899)	0
Leeds Hospitals Charity 21/22	0	(856)	0	(856)	(24,103)
Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services 22/23	0	(33,252)	0	(33,252)	0
Women's Counselling and Therapy Service 23/24	(2,140)	0	0	(2,140)	0
24/25 LM Charities	0	0	0	0	0
TOTALS	(2,140)	(35,918)	0	(38,058)	(24,103)
<u>Unrestricted Funds (Mayoral Appeals)</u>					
	0	0	0	0	0
TOTALS	(2,140)	(35,918)	0	(38,058)	(24,103)

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2024

7. Investments

	2024	2023
	£	£
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	0
Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services 22/23	0	15
Women's Counselling and Therapy Service 23/24	474	0
Total	474	15

8. Debtors

	2024	2023
	£	£
<u>Restricted Funds (Mayoral Appeals)</u>		
St Gemma's Hospice 18/19	0	74
Support After Rape and Sexual Violence 19/20	0	911
Support After Rape and Sexual Violence 20/21	0	897
Leeds Hospitals Charity 21/22	0	852
Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services 22/23	64	729
Women's Counselling and Therapy Service 23/24	1,152	0
24/25 LM Charities	0	0
Total	1,216	3,463

9. Cash at the bank and in hand

	2024	2023
	£	£
<u>Restricted Funds (Mayoral Appeals)</u>		
-		
St Gemma's Hospice 18/19	77	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	0	2
Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services 22/23	723	31,663
Women's Counselling and Therapy Service 23/24	36,062	254
24/25 LM Charities	269	0
Total	37,131	31,926

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MAY 2024

11. The funds of the charity

	At 01-Jun-23 £	Net Movement in Funds Inflow £	Outflow £	At 31-May-24 £
Restricted Funds (Mayoral Appeals)				
St Gemma's Hospice 18/19	77	0	0	77
Support After Rape and Sexual Violence 19/20	911	0	(911)	0
Support After Rape and Sexual Violence 20/21	899	0	(899)	0
Leeds Hospitals Charity 21/22	856	0	(856)	0
Martin House, St George's Crypt, Simon on the Streets and St Annes's Community services 22/23	32,392	1,647	(33,252)	787
Women's Counselling and Therapy Service 23/24	254	39,100	(2,140)	37,214
24/25 LM Charities	0	269	0	269
Total	35,389	41,016	(38,058)	38,347
Unrestricted Funds				
	0	0	0	0
Total	35,389	41,016	(38,058)	38,347