

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Charity number 1096626

Annual Report and Financial Statements for the year ended 31 March 2020



West Yorkshire Community Accounting Service

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Annual Report and Financial Statements for the year ended 31 March 2020

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Prepared by West Yorkshire Community Accounting Service

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Trustees' report for the year ended 31 March 2020

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:

Name	Position	Dates
Harry Collins	Chair	
Janette Nixon	Vice-chair	
Lorraine Delaney	Treasurer	Appointed 27 January 2020
Vera Barker		
June Cartwright		
Mick Lyons		Resigned 27 January 2020
Annette Townend		
Colin Palmer		
Lynda Fotherby		Resigned 27 January 2020
Cllr Helen Hayden		
Cllr Nicole Sharpe		Appointed 27 January 2020

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1096626, on 20 March 2003.

Principal address

8a Coronation Parade
Halton Moor
Leeds
LS15 0AY

Bankers

Yorkshire Bank plc	CAF Bank Ltd
329 Harehills Lane	25 Kings Hill Avenue
Harehills	West Malling
Leeds	Kent
LS9 6AX	ME19 4JQ

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 6 June 2002, as amended 29 November 2002.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Trustees' report (continued) for the year ended 31 March 2020

Objectives and activities

The charity's objects

For the benefit of the elderly living in the area of benefit to relieve poverty, sickness or distress and provide or assist in the provision of facilities for general welfare, recreation and leisure time activities with the object of improving the condition of life of the said persons. The area of benefit shall be within East Leeds.

The charity's main activities

HOPE enables and supports older people in the Halton Moor, Osmondthorpe and Sutton Park areas of Leeds to retain their independence by providing practical help, advice and support. We work to address the isolation, poverty, fear of crime and poor health which impact negatively on their lives. We provide outreach, advocacy, medical appointment support and group sessions to relieve isolation and loneliness.

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.

Achievements and performance

Our main objectives of the year were to recognise the effect of isolation and loneliness and look at ways of working with service users to reduce these by empowering choice and control. We did this by our outreach work and opportunities during group sessions and ensuring all service users received newsletters during the year.

The outreach work of HOPE ensures that our most vulnerable and isolated service users have the opportunity to talk over their issues and look towards realistic solutions. All service users have a case file which is updated after each outreach visit and signposting and/or referrals clearly recorded for continuity of support.

COVID-19

The pandemic has had a significant impact on the work the charity has carried out. HOPE had to stop all group sessions in March 2020 and the building where we worked from was closed. We set up offices from home and worked out in the local community providing 'socially distanced' visits. We took/are taking afternoon tea, fish and chips and other hot meals to our most isolated and vulnerable services users including those asked to shield/isolate. We have/are provided/providing 'hobby packs', support calls, online activities for those already using digital technology.

In addition, we were asked by Leeds City Council to set up and support one of the twenty-seven COVID-19 Hubs. These hubs were set up to support people of any age in our area with the provision of food, prescription collection, dog walking and support calls affected/impacted by the pandemic. We used a local library as a base as these had closed due to the pandemic.

In September 2020, we learnt that the Ossy Hub where we were based was closing permanently. We were fortunate that our old base at 8a Coronation Parade was still empty and available to rent so from 1 October 2020, we moved back and have been working from here since.

Due to HOPE supporting older people and the local Hub, we have been able to access substantial funding to support this work and funding for a full-time member of staff.

In 2021/22 we will have a 10% cut from our contract grant with Leeds City Council – Adults and Health, the same applies to all the other Neighbourhood Networks in Leeds as well as other third sector organisations. Trustees have discussed this and we are in a fortunate financial position for the next year so this will not impact on the work we are doing and plan to do post pandemic.

We have just completed our budget for the next financial year and we have a healthy budget to work on and funding to support our reserves.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Trustees' report (continued) for the year ended 31 March 2020

Financial review

The net receipts for the year were £285, all relating to unrestricted funds.

Reserves policy

The charity's free reserves at the year end were £285.

The Trustees are aware of the situation regarding the lack of reserves at the end of the 2019/20 financial year.

However, we are confident that going forward that after two difficult years for us, we remain a going concern.

Our situation will improve and we will be in a position to start to rebuild our reserves going forward. To that end our Reserves Policy is currently under review.

Signed on behalf of the board of trustees:

Signed: J. H. Collins

Date: 27/1/2021

Name: JOHN HARRY COLLINS (Chair/Trustee)

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Independent examiner's report to the trustees of H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2020, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees 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 Trust'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 Act; or
- 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.

Signed: S.Procter Name: Stephen Procter

Date: 27 January 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Receipts and payments account

for the year ended 31 March 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Receipts					
Grants and donations	(2)	61,776	600	62,376	58,847
Fundraising		-	-	-	1,747
Contributions for activities		700	-	700	1,990
Other income		1,529	-	1,529	86
Total receipts		<u>64,005</u>	<u>600</u>	<u>64,605</u>	<u>62,670</u>
Payments					
Salaries, NIC's and pensions	(3)	50,282	-	50,282	37,226
Payroll costs		396	-	396	208
Recruitment		26	-	26	4
Staff travel expenses		875	-	875	161
Volunteer and student expenses		221	-	221	18
Training		138	-	138	74
Office expenses		2,154	-	2,154	2,245
Rent and rates		513	-	513	6,609
Utilities		758	-	758	1,401
Insurance		474	-	474	462
Telephone		554	-	554	877
Events and activities		1,580	600	2,180	7,629
Food and refreshments		448	-	448	2,203
Affiliation fees		95	-	95	96
Equipment and materials		3,307	-	3,307	2,072
Accounting and independent examination		600	-	600	-
Consultancy		510	-	510	1,950
Bank charges		582	-	582	985
Other expenses (including moving)		207	-	207	576
Total payments		<u>63,720</u>	<u>600</u>	<u>64,320</u>	<u>64,796</u>
Net receipts / (payments)		<u>285</u>	<u>-</u>	<u>285</u>	<u>(2,126)</u>
Fund balances brought forward		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,126</u>
Fund balances carried forward	(4)	<u>285</u>	<u>-</u>	<u>285</u>	<u>-</u>

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Statement of assets and liabilities

as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Yorkshire Bank current account	56	-	56	398
CAF Gold account	446	-	446	446
Cash in hand	(217)	-	(217)	(844)
Total cash funds	<u>285</u>	<u>-</u>	<u>285</u>	<u>-</u>

Other monetary assets

LCC COVID grant (Paid April)

£
<u>7,750</u>
<u>7,750</u>

Assets retained for the charity's own use

HOPE retain a number of items of office equipment, computers, domestic appliances and furniture for use by the group. Full details of these items are available on an extensive register of assets maintained by the organisation.

Liabilities

Independent examination (2019)

£

600

Independent examination (2020)

600

1,200

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 27/1/2021

Signed: J.H. Collins

(Chair/Trustee)

Name: JOHN HARRY COLLINS

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Notes to the accounts

for the year ended 31 March 2020

1 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.

H.O.P.E. Halton Moor and Osmondthorpe Project for Elders

Notes to the accounts continued

for the year ended 31 March 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (Adult Social Care)	58,348	-	58,348	34,485
Leeds City Council (Adult Social Care)	1,852	-	1,852	4,835
Leeds City Council (MICE)	-	600	600	-
Leeds University Union	500	-	500	-
Hesco Bastion/Jimbo's Fund	-	-	-	15,000
Donations	1,076	-	1,076	4,527
	<u>61,776</u>	<u>600</u>	<u>62,376</u>	<u>58,847</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	46,723	35,049
Social security costs	4,225	3,414
Employment allowance	(3,000)	(3,000)
Pensions	2,334	1,763
	<u>50,282</u>	<u>37,226</u>

The average number employees during the year was 2, being an average of 1.8 full time equivalent (2019: 1.3, 1.2 FTE).

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	2,334	1,763
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Leeds City Council MICE (1)	-	300	300	-
Leeds City Council MICE (2)	-	300	300	-
	<u>-</u>	<u>600</u>	<u>600</u>	<u>-</u>

Fund name	Purpose of restriction
Leeds City Council MICE (1)	Towards the costs of Christmas events.
Leeds City Council MICE (2)	Towards the costs of a seaside trip.

5 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.