

Lingfield Living Local

Charity number 1183729

Annual Report and Financial Statements for the year ended 31 March 2021



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Prepared by West Yorkshire Community Accounting Service

Lingfield Living Local

Trustees' report for the year ended 31 March 2021

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
Hilary Willmer MBE	Chair	
Ambreen Ahmed	Treasurer	
Wendy Collins		
Daniel Bell		

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1183729, on 5 June 2019.

Principal address

83 Lingfield Drive
Leeds
LS17 7HF

Bankers

Triodos Bank UK Ltd
Deanery Road
Bristol BS1 5AS

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

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Objectives and activities

The charity's objects

The objects of the CIO are: to develop the capacity and skills of members of the socially and economically disadvantaged community of the Lingfield and Fir Tree estates and the surrounding area in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

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Trustees' report (continued) for the year ended 31 March 2021

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Planning and delivering programmes or events collaboratively with other local partners.

Developing and maintaining good relationships with statutory agencies involved in the estate.

Public benefit statement

Lingfields Living Local exists to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are social excluded and assisting them to integrate into society.

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

April – September (Covid Response Year)

It has been a challenging year!

With the building shut, we had to find other ways to engage with the local community. We made phone calls to our regulars, signposted people to where they could get help and offered support to other organisations. We used social media to stay in contact with local people and offered a range of online tutorials too – guitar and bike repair videos.

One of our local ward Councillors set up a community response page on Facebook, which we helped to promote, encouraging local people to sign up. It has been a fantastic tool in communicating with people here, it's been a great way to gauge how people feel and what the issues have been. It has really galvanised the community and lots of positive (virtual) relationships have been formed.

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With such a demand for the packs, we applied for some MICE money to make up more and then successfully delivered over 50 packs to families on the estate.

We had lots of lovely messages of thanks from relieved families, and we were glad to have made a small gesture during very strange times.

We made the decision in May to furlough our member of staff, Claire. With the building still shut there was not enough work we would be able to do safely within the community.

In July we decided it would be nice to produce a community recipe book called The Lingfield and Neighbours Cook Book, a collection of simple recipes that people have been cooking during lockdown. Response to the idea was slow but positive, and we eventually produced a small A5 size book with lots of photos which we gave out for donations on a "pay as you feel" basis.

The Mural Project

Our new Trustee, Dan, was planning and running an art project. The idea was to produce and paint a mural in the area which represented the community. As community consultation became impossible, the idea developed into painting the large green Virgin Media exchange boxes in the area too - something that has worked beautifully in other parts of the city. It's an exciting project that will really enhance the area and bring people together. We applied for and got funding from Leeds Inspired.

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Trustees' report (continued) for the year ended 31 March 2021

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Kate met with some of our regulars for a socially distanced picnic in the green space behind the building to discuss how people felt. It was clear that there was a lot of misunderstanding of guidelines amongst the community. Some people were not at all worried about getting back to 'normal' and didn't really understand why we were still shut, others were extremely cautious and anxious about contracting Coronavirus.

Our building is small with almost no ventilation. We have no windows that open and only the front door for fresh air.

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During this time, our member of staff, Claire, made the decision to resign, giving notice that she would be leaving the organisation in December.

With the building now shut to the public again, we decided to focus on engaging with local people via social media, phone calls and remote projects. There had also been some significant and complicated safeguarding issues that Kate had been dealing with, which took up a great deal of time. There were several particularly vulnerable local people that really needed to meet in person, so we arranged one on one walks outside, where they could see another human being and talk.

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Trustees' report (continued) for the year ended 31 March 2021

September 2020 – March 2021 - continued

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We would use the money to go towards a community fair and fun day, hosted by Primley Wood Primary School, when restrictions allow.

We also launched our Christmas Hamper Appeal, asking for local people to donate gifts and treats towards small goodie bags in time for Christmas. There were a number of people on the estate that would either be spending Christmas at home alone, or would not be seeing loved ones.

In December, we gave out over 50 hamper packs! Local people and businesses had made all sorts of contributions – handmade gifts and Christmas cards, jam, chocolates, soup and biscuits. We also had our fantastic community recipe book printed, of which we are especially proud! It is a lovely token reminder of this strange pandemic year, and how the community had really pulled together.

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Throughout February and March we interviewed everyone from a local councillor, our trustee Hilary, local young people and other organisations. The idea being, that although we were all locked in we could still be connected and remember that we all have so much in common. A really lovely project that we may continue with.

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Lingfield Living Local

Trustees' report (continued) for the year ended 31 March 2021

Financial review

The net receipts for the year was £16,276, including net receipts of £209 on unrestricted funds and net receipts of £16,067 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £5,017.

The reserves policy of the limited company is to aim to secure sufficient free reserves to enable the charity to secure three month's running costs.

Financial effects of Covid-19 and going concern

Due to Covid we were closed for most of the past year, and one of our workers left and was not replaced immediately (as we were closed). We therefore underspent on our usual costs and agreed with our funders that we could carry any unspent funds forward.

As we were closed for a long period due to Covid, we calculate that our current funding will cover our costs until the end of the financial year 2021/22. We are in the process of seeking on-going funding for the following financial year and are reasonably confident that this will be found. Therefore having reviewed our forecasts and reserves we have concluded that there are no material uncertainties and the organisation can continue and be treated as a going concern.

Signed on behalf of the board of trustees on 12 August 2021

Hilary Wilmer (Trustee)

Lingfield Living Local

Independent examiner's report to the trustees of Lingfield Living Local Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the period 1 April 2020 to 31 March 2021, which are set out on pages 8 to 12.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO'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 CIO 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.

Simon Bostrom FCIE

26 August 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Lingfield Living Local

Receipts and payments account

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	500	38,895	39,395	-
Transfer from previous company		-	-	-	18,150
Bank interest		6	-	6	-
Total receipts		<u>506</u>	<u>38,895</u>	<u>39,401</u>	<u>18,150</u>
Payments					
Salaries, NIC and pensions	(3)	-	17,912	17,912	-
Payroll charges		-	295	295	-
Training		-	200	200	-
Materials and resources		-	751	751	-
Other direct project costs		218	-	218	-
Food and refreshments		48	-	48	-
Postage and stationery		20	119	139	-
Phone and internet		-	854	854	-
Other administration costs		-	443	443	-
Utilities		-	351	351	-
Insurance		-	310	310	-
Equipment		-	1,233	1,233	-
Bank charges		11	-	11	-
Accountancy		-	360	360	-
Total payments		<u>297</u>	<u>22,828</u>	<u>23,125</u>	<u>-</u>
Net receipts / (payments)		<u>209</u>	<u>16,067</u>	<u>16,276</u>	<u>18,150</u>
Fund balances brought forward		<u>4,808</u>	<u>13,342</u>	<u>18,150</u>	<u>-</u>
Fund balances carried forward	(4)	<u>5,017</u>	<u>29,409</u>	<u>34,426</u>	<u>18,150</u>

Lingfield Living Local
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	5,025	29,409	34,434	18,150
Cash in hand	(8)	-	(8)	-
Total cash funds	<u>5,017</u>	<u>29,409</u>	<u>34,426</u>	<u>18,150</u>

Assets retained for the charity's own use

Basic office equipment including 4 tablet computers, desks etc
Centre equipment including TV, fridge and furniture
Basic kitchen equipment
External shutters

Liabilities	£
Independent examination	360
	<u>360</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 12 August 2021

Hilary Wilmer (Trustee)

Lingfield Living Local

Notes to the accounts

for the year ended 31 March 2021

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.

Lingfield Living Local

Notes to the accounts continued

for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Tudor Trust	-	25,399	25,399	-
Housing Advisors Programme (HAP)	-	2,504	2,504	-
Leeds City Council MICE	-	450	450	-
George Martin Trust	-	3,021	3,021	-
HMRC Coronavirus Job Retention Scheme	-	2,659	2,659	-
Leeds Inspired	-	2,700	2,700	-
Co-op Local Community Fund	-	2,162	2,162	-
Donations	500	-	500	-
	<u>500</u>	<u>38,895</u>	<u>39,395</u>	<u>-</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	17,516	-
Social security costs	-	-
Pensions	396	-
	<u>17,912</u>	<u>-</u>

The average number employees during the period was 1.8, being an average of 1 full time equivalent. There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	396	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Tudor Trust	13,342	26,058	20,567	-	18,833
LCC HAP	-	2,504	781	-	1,723
LCC MICE	-	450	450	-	-
George Martin Trust	-	3,021	1,030	-	1,991
Leeds Inspired	-	2,700	-	-	2,700
Tudor (Staff)	-	2,000	-	-	2,000
Co-op	-	2,162	-	-	2,162
	<u>13,342</u>	<u>38,895</u>	<u>22,828</u>	<u>-</u>	<u>29,409</u>

Fund name	Purpose of restriction
Tudor Trust	Towards salaries and a contribution to overheads. The incoming funds includes HMRC furlough payments
LCC HAP	For general running of classes/events and materials as well as for covid safety equipment and improvements to the building
LCC MICE	Towards craft packs for the community
George Martin Trust	For adaptations to the building (new windows/shutters)
Leeds Inspired	Towards painting the communication boxes on the estate
Tudor (Staff)	An additional grant from the Tudor Trust, specifically for staff and trustees, for additional support
Co-op	For a community fun day / gala which will happen when Covid restrictions allow

Lingfield Living Local
Notes to the accounts continued
for the year ended 31 March 2021

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.

Lingfield Living Local

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The net receipts for the year was £16,276, including net receipts of £209 on unrestricted funds and net receipts of £16,067 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £5,017.

The reserves policy of the limited company is to aim to secure sufficient free reserves to enable the charity to secure three month's running costs.

Financial effects of Covid-19 and going concern

Due to Covid we were closed for most of the past year, and one of our workers left and was not replaced immediately (as we were closed). We therefore underspent on our usual costs and agreed with our funders that we could carry any unspent funds forward.

As we were closed for a long period due to Covid, we calculate that our current funding will cover our costs until the end of the financial year 2021/22. We are in the process of seeking on-going funding for the following financial year and are reasonably confident that this will be found. Therefore having reviewed our forecasts and reserves we have concluded that there are no material uncertainties and the organisation can continue and be treated as a going concern.

Signed on behalf of the board of trustees on 12 August 2021

Hilary Wilmer (Trustee)

Lingfield Living Local

Independent examiner's report to the trustees of Lingfield Living Local Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the period 1 April 2020 to 31 March 2021, which are set out on pages 8 to 12.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO'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 CIO 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.

Simon Bostrom FCIE

26 August 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Lingfield Living Local

Receipts and payments account

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	500	38,895	39,395	-
Transfer from previous company		-	-	-	18,150
Bank interest		6	-	6	-
Total receipts		<u>506</u>	<u>38,895</u>	<u>39,401</u>	<u>18,150</u>
Payments					
Salaries, NIC and pensions	(3)	-	17,912	17,912	-
Payroll charges		-	295	295	-
Training		-	200	200	-
Materials and resources		-	751	751	-
Other direct project costs		218	-	218	-
Food and refreshments		48	-	48	-
Postage and stationery		20	119	139	-
Phone and internet		-	854	854	-
Other administration costs		-	443	443	-
Utilities		-	351	351	-
Insurance		-	310	310	-
Equipment		-	1,233	1,233	-
Bank charges		11	-	11	-
Accountancy		-	360	360	-
Total payments		<u>297</u>	<u>22,828</u>	<u>23,125</u>	<u>-</u>
Net receipts / (payments)		<u>209</u>	<u>16,067</u>	<u>16,276</u>	<u>18,150</u>
Fund balances brought forward		<u>4,808</u>	<u>13,342</u>	<u>18,150</u>	<u>-</u>
Fund balances carried forward	(4)	<u>5,017</u>	<u>29,409</u>	<u>34,426</u>	<u>18,150</u>

Lingfield Living Local
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	5,025	29,409	34,434	18,150
Cash in hand	(8)	-	(8)	-
Total cash funds	<u>5,017</u>	<u>29,409</u>	<u>34,426</u>	<u>18,150</u>

Assets retained for the charity's own use

Basic office equipment including 4 tablet computers, desks etc
 Centre equipment including TV, fridge and furniture
 Basic kitchen equipment
 External shutters

Liabilities	£
Independent examination	360
	<u>360</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 12 August 2021

Hilary Wilmer (Trustee)

Lingfield Living Local

Notes to the accounts

for the year ended 31 March 2021

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.

Lingfield Living Local

Notes to the accounts continued

for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Tudor Trust	-	25,399	25,399	-
Housing Advisors Programme (HAP)	-	2,504	2,504	-
Leeds City Council MICE	-	450	450	-
George Martin Trust	-	3,021	3,021	-
HMRC Coronavirus Job Retention Scheme	-	2,659	2,659	-
Leeds Inspired	-	2,700	2,700	-
Co-op Local Community Fund	-	2,162	2,162	-
Donations	500	-	500	-
	<u>500</u>	<u>38,895</u>	<u>39,395</u>	<u>-</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	17,516	-
Social security costs	-	-
Pensions	396	-
	<u>17,912</u>	<u>-</u>

The average number employees during the period was 1.8, being an average of 1 full time equivalent. There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	396	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Tudor Trust	13,342	26,058	20,567	-	18,833
LCC HAP	-	2,504	781	-	1,723
LCC MICE	-	450	450	-	-
George Martin Trust	-	3,021	1,030	-	1,991
Leeds Inspired	-	2,700	-	-	2,700
Tudor (Staff)	-	2,000	-	-	2,000
Co-op	-	2,162	-	-	2,162
	<u>13,342</u>	<u>38,895</u>	<u>22,828</u>	<u>-</u>	<u>29,409</u>

Fund name	Purpose of restriction
Tudor Trust	Towards salaries and a contribution to overheads. The incoming funds includes HMRC furlough payments
LCC HAP	For general running of classes/events and materials as well as for covid safety equipment and improvements to the building
LCC MICE	Towards craft packs for the community
George Martin Trust	For adaptations to the building (new windows/shutters)
Leeds Inspired	Towards painting the communication boxes on the estate
Tudor (Staff)	An additional grant from the Tudor Trust, specifically for staff and trustees, for additional support
Co-op	For a community fun day / gala which will happen when Covid restrictions allow

Lingfield Living Local
Notes to the accounts continued
for the year ended 31 March 2021

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.

Lingfield Living Local

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Independent examiner's statement

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- 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: 

Name: Simon Bostrom FCIE

26 August 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
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LS10 2QW