

Charity Number 1076692

ARMLEY HELPING HANDS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

ARMLEY HELPING HANDS

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CONTENTS

	Page
Company Information	1
Trustees' Report	2 - 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9 - 13

ARMLEY HELPING HANDS

COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2016

TRUSTEES

Jean Johnson	- Deceased 29 April 2015
Hazel Boutle	- Chair Appointed 29 April 2015
Morgan Pugh	
Joyce Dawkins	
Mary Clarke	
Audrey Paul	
Nellie Simpson	- Retired June 2016
Doreen Peck	- Vice Chair
Elaine Twichett	
Vera Wright	- Retired June 2016
Betty Pearson	
Margaret O'Hara	
Sally McGuigan	- Retired June 2016
David Boutle	
Avril Threapleton	

CHIEF EXECUTIVE OFFICER

Ms Dawn Newsome

REGISTERED OFFICE

Strawberry Lane Community Centre
Strawberry Lane
Leeds
LS12 1SF

CHARITY NUMBER

1076692

ACCOUNTANTS AND INDEPENDENT EXAMINERS

G L Barker & Co LLP
49 Austhorpe Road
Cross Gates
Leeds
LS15 8BA

ARMLEY HELPING HANDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report for the year ended 31 March 2016.

Objects and principal activities of the charity

The charity's objects are to provide facilities to advance the education, recreation and leisure time activities of the elderly in and around the Armley and Wortley districts of Leeds 12, in the interest of social welfare with a view to improving their quality of life.

Organisational Structure

In accordance with its Constitution the charity is managed by its trustees, who are elected by the members.

The trustees meet on a monthly basis for this purpose and are assisted by volunteers.

Day to day running of the charity is overseen by the Project Manager, Dawn Newsome.

The trustees and management are grateful for the contribution that the staff and volunteers make towards the day to day planning and running of activities and for their commitment to providing a quality service to older people and their carers.

Trustees' responsibilities for the financial statements

Charity law requires the trustees:

- to prepare financial statements which show a true and fair view;
- in preparing financial statements;
- to select suitable accounting policies and apply them on a consistent basis.
- to make judgements and estimates that are prudent and reasonable.
- to prepare the accounts in accordance with the methods and principles set out in the SORP Accounting and Reporting by Charities.

Trustees are further required;

- to keep proper accounting records.
- to safeguard the assets of the charity and take reasonable steps for the prevention of fraud and other irregularities.

TRUSTEE'S REPORT

Armley Helping Hands (Charity No 1076692) is a registered charity supporting older people in the Armley & Wortley District of Leeds, West Yorkshire. It was established in 1995, by a group of local people and community activists. They were concerned about the welfare of local older people, living in very deprived inner-city areas of Leeds. Community Care grants were available, via Leeds City Council and the initial steering groups successfully applied and this enabled them to employ their first worker Dawn Newsome in 1995.

Our project has grown, in response to the needs and aspirations of local older people. We have carefully listened to our members (older people) and tried to respond appropriately, by providing a range of services, advice, support and varied social and healthy living activities, enabling older people to live independently and to pro-actively participate within their own communities. At the same time, we have worked very hard, to raise the necessary resources - people, funding and volunteers to enable us to offer a professional and comprehensive support network.

Key issues faced by people as they get older in Armley and Wortley are: increasing frailty and other health issues, reduced income and, often, less resilience to the changes and challenges of these issues leading to loneliness and isolation. Significant indicators of how this will have an impact on the ageing population in Armley, Farnley and Wortley, are health statistics showing that the area has higher than the city's average for:

- Existing health problems (20.12% compared with 17.3% in the city as a whole) and future health problems, based on current conditions and lifestyle (46.3% compared with 17.3%)
- Disadvantaged elderly people with poor diet and chronic health (3.3% compared with 0.5%)
- Deprived areas, poor diet, smoking (9% compared with 2.9%)
- Reported levels of depression (12.3% compared with 8.7%)
- Highest levels in West Leeds and among the highest levels in the city for alcohol-related admissions to hospital.

Armley Helping Hands is committed in addressing these issues by providing a quality and effective service to older people. The charities pride themselves on being able to consult with service users, carers, partnership agencies, professionals and the general public to evaluate existing services and identify the needs of the local community. The charity's protocol is to be first point of contact for older people, carers looking back over our many years of neighbourhood work with older people, we are proud of our achievements and below are samples of our successes and key strengths.

- Working in a way that values the contributions of older people, empowers our local communities and promotes reciprocity.
- Armley Helping Hands have 888 older people registered in December 2015.

- We provide a comprehensive support service and weekly activity programmes to 207 older people with a view to improving quality of life, reduce social isolation and promote independence and enable the older generation to engage with their local community.
- We are classified as a Neighbourhood Network (NNs) by Leeds City Council, the Charity has a long established relationship with Leeds City Council in which we have succeeded in maintaining a Service Level Agreement from 1995 to 2010; In 2010 we secured a 5 years Commissioned Contacts with a 3 year extension.
- Consistently raising funds/grants from national charitable trusts and other agencies including Comic Relief, Lloyds TSB Foundation, Leeds City Council Contract and local community fundraising events/activities.
- Armley Helping Hands is highly recognised both locally and nationally and we have been presented with a selection of awards including Creating Better Future Award 2008, National Care Award 2011 and the Duke of York Community Initiative Award 2012.
- Recruiting volunteers of all ages ranging from 18 to 93 years old. Volunteers help us provide very successful activities and service 5 days a week to older people and help us run groups, trips, parties and administrative help when needed. Our volunteers' projects enable us to respond to community need in innovative ways and meet social gaps, provide social, environmental and economical benefits. Overall, this contributes to economic regeneration reversing the spiral of decline within our communities and opening up opportunities to employment.
- Community Engagement and Diversity:- working in partnership with the community and listening to what people in the community need. Enabling them to maintain their independence and develop a sense of community ownership. A key element of this work is the partnership with local schools, educational facilities and faith establishments where we have enabled all groups to engage and develop relationships within the local community and tackle key issues and concerns.
- Enthusiastic partnership and engagement with local business in the city: - developing volunteer programmes with Farnells PLC, Leeds City College and local business, to develop staff outside of the workplace format and to improve their competencies as well as their relationship with the community that they live and work in and also to improve the company's relationship and reputation with the city.
- Ability to secure 'in-kind' offers for social and community activities from a wide range of partners including: Health and Wellbeing Sessions run by Leeds City College students and Healthy Living, a programme of reminiscence at the M&S company archive, and working partnership with Inspire.
- Reputation: - Our reputation is strong, offering a high quality service to people has enabled us to gain respect, trust and belief in us, within our local communities and city wide.
- Excellent knowledge of the community sector, and empowering local people to be active within their local communities.

- Strong history of inter-generational work, developing mutually beneficial connections between generations across primary, secondary, FE, HE and working age adults. Current examples include: volunteering opportunities and placements, Circle Time in schools, Health and Wellbeing Sessions run by Leeds City College students and Swallow Hill Community College.

The charity prides itself on providing a cost effective service to our older people, enabling individuals to access service without the financial barriers. As Government budget cuts hit statutory providers of care we are picking up the pieces and working with older people and multiple health and social problems. We are successfully involving them in activity groups and also giving relevant advice and support and liaising with other agencies on their behalf. We have been able to deliver all existing services and activities to older people in the community, when many services in Leeds and nationally were under review and restructured, enabling the older person and the community to have some continuity in their day to day living.

The charity has already seen a 10% reduction in income from our funder over the last two years and have forecast this will continue until at least 2018/2019, limiting our budget and impacting on already limited reserves.

Reserves Policy and Risk Management

The Trustees have established a policy whereby the unrestricted funds not committed or invested in fixed assets (the free reserves) held by the charity should amount to approximately three months of the resources expended on unrestricted activities and also termination costs should they be required.

At this level the Trustees feel that they would be able to continue, in the event of a sudden decrease in funding, to operate the charity whilst alternative funding was sought. At 31 March 2016 the requirement was £76,895 and the reserves were £93,195. The Trustees continue to be aware of the need to consider ways in which additional unrestricted funds can be raised.

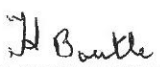
Funds not immediately required are invested in bank deposits at the best rate conveniently available. The Trustees have conducted their own review of the major risks to which the charity is exposed and established systems to manage those risks.

As can be seen from the financial statements the charity is almost wholly reliant on Leeds City Council for its core funding.

Independent Examiners

A resolution to re-appoint G L Barker & Co LLP as the independent examiners of the charity's accounts will be proposed at the Annual General Meeting.

Hazel Boutle
Chair of Trustees

Date: 

ARMLEY HELPING HANDS

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 31 March 2016, which are set out on pages 6 to 10.

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 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. [The Charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants]

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) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the seeking of 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 s. 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and to 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.

Graeme Peter Greenfield
G L Barker & Co LLP
Chartered Certified Accountants
49 Austhorpe Road
Cross Gates
Leeds
LS15 8BA

Signed



Date: 31/3/17

ARMLEY HELPING HANDS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Incoming resources:					
Donations and similar incoming resources	2	94,569	19,025	113,594	122,310
Activities to further the charity's objects;					
Grants, contracts and fees	3	122,049	30,026	152,075	100,776
Total incoming resources		<u>216,618</u>	<u>49,051</u>	<u>265,669</u>	<u>223,086</u>
Resources expended:					
Staff salaries		72,030	-	72,030	109,505
Staff travel, and training		556	-	556	343
Volunteers' expenses		1,193	-	1,193	883
Rent, rates, heat and light	4	-	13,325	13,325	13,000
Office running costs		3,740	-	3,740	4,088
Motor vehicle insurance & expenses		10,667	-	10,667	10,286
Other insurances		538	-	538	832
Mini bus overnight parking	4	-	5,500	5,500	5,350
Repairs and renewals		902	-	902	194
Dementia collaborative grants		-	19,766	19,766	8,984
Re-connect costs		63,947	-	63,947	-
Client activities:					
Provision of meals		10,601	2,719	13,320	12,785
Social activities and transport		15,521	-	15,521	11,484
Other activities		474	99	573	562
IT Support		1,584	-	1,584	500
Web development		-	2,153	2,153	78
Contribution to LCC savings		2,500	-	2,500	-
Sundry expenses		2,778	1,307	4,085	1,408
Depreciation and loss on sale of fixed assets		2,989	-	2,989	3,087
Accounts preparation & Independent Examination		3,000	-	3,000	2,600
Total resources expended		<u>193,020</u>	<u>44,869</u>	<u>237,889</u>	<u>185,969</u>
Net movement in funds for the year		23,598	4,182	27,780	37,117
Total funds at 1 April 2014		<u>69,597</u>	<u>4,473</u>	<u>74,070</u>	<u>36,953</u>
Total funds at 31 March 2015		<u>93,195</u>	<u>8,655</u>	<u>101,850</u>	<u>74,070</u>

The notes on pages 9 to 13 form part of these accounts.

ARMLEY HELPING HANDS

BALANCE SHEET AS AT 31 MARCH 2016

	Notes	2016	2015
	£	£	£
FIXED ASSETS			
Tangible fixed assets	8	8,367	9,346
Current Assets			
Debtors and prepayments	9	1,846	2,320
Cash at bank and in hand		<u>130,608</u>	<u>70,548</u>
		132,453	72,868
Current Liabilities			
Creditors	10	(38,970)	(8,144)
NET CURRENT ASSETS		<u>93,483</u>	<u>64,724</u>
NET ASSETS		<u>101,850</u>	<u>74,070</u>
FUNDS			
Unrestricted funds		93,195	69,597
Restricted funds		<u>8,655</u>	<u>4,473</u>
		<u>101,850</u>	<u>74,070</u>

Approved by the trustees on
and signed on their behalf by:

H Boutle *H Boutle*
Chair of the Trustees

(DATE) 5.1.2017

The notes on pages 9 to 13 form part of these accounts.

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

a. **Basis of preparation of accounts**

The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and follow the recommendations in 'Accounting and Reporting by Charities' (SORP).

b. **Tangible fixed assets and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is calculated to write down the cost of tangible fixed assets (less expected residual value) over their expected useful lives on the following bases:

Property	16.67%	straight line basis
Plant and equipment	20%	reducing balance
Motor vehicles	25%	reducing balance
Computer equipment	33.33%	straight line

c. **Income**

Grants receivable are accounted for on receipt, unless the period to which they relate is specified by the funder, in which case they are applied to the appropriate accounting period and that part of the grant relating to a future accounting period is included in deferred income. Voluntary income and donations are accounted for as received by the charity.

d. **Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

e. **Unrestricted funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

f. **Restricted funds**

Restricted funds are those funds which are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Leeds Adult Social Care/NHS Leeds	90,584	-	90,584	90,584
General donations	3,985	200	4,185	5,878
Intangible income: Accommodation	-	13,325	13,325	13,000
Mini Bus Parking	-	5,500	5,500	5,350
Comic Relief	-	-	-	7,498
Total donations	<u>94,569</u>	<u>19,025</u>	<u>113,594</u>	<u>122,310</u>

3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Grants and contracts:				
Web Development	-	-	-	2,500
Dementia Grant	-	26,000	26,000	13,000
Other Grants	2,600	1,307	3,907	4,469
LCC Provision of meals	-	2,719	2,719	3,427
Leeds Community Health Care Trust	67,950	-	67,950	-
LCC Local Links	<u>21,313</u>	<u>-</u>	<u>21,313</u>	<u>46,178</u>
	<u>91,861</u>	<u>30,026</u>	<u>121,889</u>	<u>69,574</u>
Fees and contributions:				
Provision of meals	11,252	-	11,252	8,915
Client activities and transport	18,399	-	18,399	21,844
Other activities	<u>535</u>	<u>-</u>	<u>535</u>	<u>443</u>
	<u>30,186</u>	<u>-</u>	<u>30,186</u>	<u>31,202</u>
Total incoming resources from activities to further the charity's objects	<u>122,049</u>	<u>30,026</u>	<u>152,075</u>	<u>100,776</u>

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

4. INTANGIBLE INCOME

Intangible income (accommodation), £13,325, represents the cost of rent, rates, heat and light incurred in the use of premises occupied by the charity during the year, donated by Leeds City Council (Community Planning and Regeneration). The same amount is included in expenditure.

Intangible income (mini bus parking) £5,500 represents the costs of free overnight parking for the charity's mini buses at the premises of Farnell's Electronics. The same amount is included in expenditure.

5. NET OUTGOING RESOURCES FOR THE YEAR

The net outgoing resources for the year are stated after charging:

	2016	2015
	£	£
Depreciation of tangible fixed assets for use by the charity	2,989	3,087
Accountancy	2,500	2,100
Independent Examiner's fee	500	500

6. STAFF COSTS AND NUMBERS

Staff costs were as follows:-	2016	2015
	£	£
Wages and salaries	70,773	103,923
Social security costs	1,100	5,582
Pension contributions	157	-
	<u>72,030</u>	<u>109,505</u>

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2016	2015
Charitable work – activities for the elderly	6.5	5.5
Administration	<u>1.5</u>	<u>1.5</u>
	<u>8.0</u>	<u>7.0</u>

7. TRUSTEES

No remuneration or expenses were paid to trustees in the year.

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

8. TANGIBLE FIXED ASSETS

	Garage Property	Plant & Equipment	Motor Vehicles	Computer Equipment	Total
	£	£	£	£	£
COST					
Balance at 31 March 2015	5,250	4,658	42,348	3,028	55,284
Addition	-	-	-	2,010	2,010
Disposal	-	-	-	-	-
Balance at 31 March 2016	<u>5,250</u>	<u>4,658</u>	<u>42,348</u>	<u>5,038</u>	<u>57,294</u>
DEPRECIATION					
Balance at 31 March 2015	5,249	4,348	33,320	3,021	45,938
Charges for the year	-	62	2,257	670	2,989
On Disposals	-	-	-	-	-
Balance at 31 March 2016	<u>5,249</u>	<u>4,410</u>	<u>35,577</u>	<u>3,691</u>	<u>48,927</u>
NET BOOK VALUE					
At 31 March 2016	<u>1</u>	<u>248</u>	<u>6,771</u>	<u>1,347</u>	<u>8,367</u>
At 31 March 2015	<u>1</u>	<u>310</u>	<u>9,028</u>	<u>7</u>	<u>9,346</u>

9. DEBTORS AND PREPAYMENTS

	2016 £	2015 £
Prepayments	<u>1,846</u>	<u>2,320</u>

10. CREDITORS

Accruals	4,470	8,144
Income received in advance	<u>34,500</u>	<u>-</u>
	<u>38,970</u>	<u>8,144</u>

11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Tangible fixed assets	8,367	-	8,367
Current assets	123,798	8,655	132,453
Current liabilities	(38,970)	-	(38,970)
	<u>93,195</u>	<u>8,655</u>	<u>101,850</u>

ARMLEY HELPING HANDS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

12. MOVEMENTS IN FUNDS

	Balance 1 April 2015	Movement in Incoming	Resources Outgoing	Balance 31 March 2016
	£	£	£	£
Restricted funds:				
LCC – Meals		2,719	2,719	-
LCC Gardening	1,749	-	99	1,650
Mini Bus Appeal	302	200	-	502
Over Night Parking	-	5,500	5,500	-
Premises Expense	-	13,325	13,325	-
Dementia Collaborative	-	26,000	19,766	6,234
 Web Development	 2,422	 -	 2,153	 269
Shining Light Project	-	1,307	1,307	-
Restricted Funds	4,473	49,051	44,869	8,655
Unrestricted Funds	69,597	216,618	193,020	93,195
	<u>74,070</u>	<u>265,669</u>	<u>237,889</u>	<u>101,850</u>

12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £430 (2014 - £430) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.