

**Charity Number 1076692**

**ARMLEY HELPING HANDS**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

# **ARMLEY HELPING HANDS**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

### **CONTENTS**

	<b>Page</b>
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 2017**

#### **TRUSTEES**

Hazel Boutle	- Chair
Morgan Pugh	- Retired June 2017
Joyce Dawkins	- Deceased
Mary Clarke	- Retired June 2017
Audrey Paul	- Retired June 2017
Nellie Simpson	- Retired June 2016
Doreen Peck	- Vice Chair
Elaine Twichett	- Retired June 2017
Vera Wright	- Retired June 2016
Betty Pearson	- Retired June 2017
Margaret O'Hara	- Retired June 2017
Sally McGuigan	- Retired June 2016
David Boutle	
Avril Threapleton	
Sue Sanders	- Appointed June 2017
Louise Pashley	- Appointed June 2017
Margaret Harewood	- Appointed June 2017
Michael Wood	- Appointed June 2017
Andrew Parnham	- Appointed June 2017
Alison Lowe	- Appointed June 2017
Patricia Riley	- Appointed June 2017

#### **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 2017**

The trustees present their report for the year ended 31 March 2017.

#### **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, in response to the Community Care Act 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, increase of individuals with memory loss, dementia and other health issues, victim of crime reduced income and, often, less resilience to the changes and challenges of these issues leading to loneliness and isolation.

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 the 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 1112 older people registered in December 2017
- 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 Contracts with a 3 Year extension.
- Consistently raising funds/grants from national charitable trusts and other agencies and 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 and ranging in age from 18 to 93 years old. Volunteers help us provide a 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 economic 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 Farnell's 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 within 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 themselves on providing 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 with 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. We have a proven track record, in terms of working successfully with local older people over 22 years. We are confident, in our ability to engage with younger older people and provide a range of interesting opportunities, if we have the added capacity of a dedicated member of staff, Our work will not be in isolation as we have strong links with Statutory service, Thirds sector and local health services and we will be part of the mix of services in the future that will form the proposed New Models of Care. We will offer services that can prevent demand on primary and secondary health care, providing support for individuals with non-medical issues and creating positive pathways for individuals to make the most of their lives.

Understanding the community, within the area of benefit of our organisations is an essential starting point We help older people, carers, family members and the local community to build the confidence and motivation they need to be able to reach their potential and lead positive lives.

We harness and grow the talents and skills in our population, give local residents the confidence to participate and build social networks and create a safer and stronger community where older people and residents feel empowered and confident to be part of a community we will offer supported access to a range of activities and volunteering opportunities

Over the last year we have delivered the following :-

1. Delivered Winter Warmth Campaign in Partnership with GP Practices, Local Community facilities and West Yorkshire Police
2. Delivered Spring Together Community Exercise program to 135 older people living in sheltered housing in Armley, Wortley and Pudsey and GP Practices.
3. Trained 22 front line workers to be chair base exercise facilitators.
4. Hosted a Swinging sixties event for 100 older people to raise the awareness of social isolation and the Jo Cox Campaign
5. In partnership with Leeds Older people forum, ASPIRE (Community Benefit Society supporting people with learning disabilities) and Swallow Hill Community College, we hosted a Community Engagement event at Strawberry Lane Community Centre to celebrate International Day of Older people and Diversity. We held a Tea Party for 45 people (20 Older people, 15 Adults with learning disabilities aged ranging from 28 to 72 and 10 young people)
6. Secured funds to Refurnished Strawberry Lane Community Centre enable we to make over our centre and make it a more vibrant, easy accessible, Dementia Friendly and welcoming place for our members and other community groups who use the facilities.
7. Delivered The Big Christmas Party to 90 older people who will spend Christmas alone
8. Provide a weekly social activity program to 135 older people with a view to reducing social isolation and improving independence

## **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 2017 the requirement was £70,000 and the reserves were £87,000. 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 2017, 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: .....

# ARMLEY HELPING HANDS

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Incoming resources:</b>					
Donations and similar incoming resources	2	97,084	30,042	127,126	113,594
Activities to further the charity's objects;					
Grants, contracts and fees	3	67,480	5,637	73,117	152,075
<b>Total incoming resources</b>		<u>164,564</u>	<u>35,679</u>	<u>200,243</u>	<u>265,669</u>
<b>Resources expended:</b>					
Staff salaries		100,754	-	100,754	72,030
Staff travel, and training		425	-	425	556
Volunteers' expenses		527	-	527	1,193
Rent, rates, heat and light	4	-	13,650	13,650	13,325
Office running costs		3,842	-	3,842	3,740
Motor vehicle insurance & expenses		9,212	-	9,212	10,667
Other insurances		868	-	868	538
Mini bus overnight parking	4	-	5,650	5,650	5,500
Repairs and renewals		207	-	207	902
Dementia collaborative grants		-	5,391	5,391	19,766
Re-connect costs		16,655	-	16,655	63,947
Client activities:			-		
Provision of meals		8,935	2,684	11,619	13,320
Social activities and transport		13,335	-	13,335	15,521
Other activities		-	130	130	573
IT Support		1,196	-	1,196	1,584
Training		1,471	-	1,471	
Web development		-	-	-	2,153
Contribution to LCC savings		-	-	-	2,500
Sundry expenses		1,617	-	1,617	4,085
Depreciation and loss on sale of fixed assets		2,411	-	2,411	2,989
Accounts preparation & Independent Examination		3,100	-	3,100	3,000
<b>Total resources expended</b>		<u>164,555</u>	<u>27,505</u>	<u>192,060</u>	<u>237,889</u>
<b>Net movement in funds for the year</b>		9	8,174	8,183	27,780
<b>Total funds at 1 April 2016</b>		<u>93,195</u>	<u>8,655</u>	<u>101,850</u>	<u>74,070</u>
<b>Total funds at 31 March 2017</b>		<u>93,204</u>	<u>16,829</u>	<u>110,033</u>	<u>101,850</u>

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

# ARMLEY HELPING HANDS

## BALANCE SHEET AS AT 31 MARCH 2017

	Notes	£	2016 £	£	2015 £
<b>FIXED ASSETS</b>					
<b>Tangible fixed assets</b>	8		5,956		8,367
<b>Current Assets</b>					
Debtors and prepayments	9	2,003		1,846	
Cash at bank and in hand		<u>106,587</u>		<u>130,608</u>	
		108,590		132,453	
<b>Current Liabilities</b>					
Creditors	10	<u>(4,513)</u>		<u>( 38,970)</u>	
<b>NET CURRENT ASSETS</b>			<u>104,077</u>		<u>93,483</u>
<b>NET ASSETS</b>			<u>110,033</u>		<u>101,850</u>
<b>FUNDS</b>					
Unrestricted funds			93,204		93,195
Restricted funds			<u>16,829</u>		<u>8,655</u>
			<u>110,033</u>		<u>101,850</u>

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

H Boutle  
Chair of the Trustees

(DATE)

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 2017

#### 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 2017

### 2. DONATIONS AND OTHER SIMILAR INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Leeds Adult Social Care/NHS Leeds	97,084	-	97,084	90,584
General donations	-	10,742	10,742	4,185
Intangible income: Accommodation	-	13,650	13,650	13,325
Mini Bus Parking	-	5,650	5,650	5,500
Comic Relief	.....	.....	.	-
Total donations	<u>97,084</u>	<u>30,042</u>	<u>127,126</u>	<u>113,594</u>

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

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
<b>Grants and contracts:</b>				
Dementia Grant	-	2,953	2,953	26,000
Other Grants	4,165	-	4,165	3,907
LCC Provision of meals	-	2,684	2,684	2,719
Leeds Community Health Care Trust	34,500	-	34,500	67,950
LCC Local Links	-	-	-	21,313
	<u>38,665</u>	<u>5,637</u>	<u>44,302</u>	<u>121,889</u>
<b>Fees and contributions:</b>				
Provision of meals	13,783	-	13,783	11,252
Client activities and transport	15,032	-	15,032	18,399
Other activities	-	-	-	535
	<u>28,815</u>	<u>-</u>	<u>28,815</u>	<u>30,186</u>
Total incoming resources from activities to further the charity's objects	<u>67,480</u>	<u>5,637</u>	<u>73,117</u>	<u>152,075</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

#### 4. INTANGIBLE INCOME

Intangible income (accommodation), £13,650, 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) £5,650 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:

	2017	2016
	£	£
Depreciation of tangible fixed assets for use by the charity	2,411	2,989
Accountancy	2,600	2,500
Independent Examiner's fee	500	500

#### 6. STAFF COSTS AND NUMBERS

Staff costs were as follows:-	2017	2016
	£	£
Wages and salaries	96,118	70,773
Social security costs	4,166	1,100
Pension contributions	<u>470</u>	<u>157</u>
	<u>100,754</u>	<u>72,030</u>

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

	2017	2016
Charitable work – activities for the elderly	6.0	6.5
Administration	<u>1.5</u>	<u>1.5</u>
	<u>7.5</u>	<u>8.0</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 2017

### 8. TANGIBLE FIXED ASSETS

	Garage Property	Plant & Equipment	Motor Vehicles	Computer Equipment	Total
	£	£	£	£	£
<b>COST</b>					
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>
Balance at 31 March 2017	<u>5,250</u>	<u>4,658</u>	<u>42,348</u>	<u>5,038</u>	<u>57,294</u>
<b>DEPRECIATION</b>					
Balance at 31 March 2016	5,249	4,410	35,577	3,691	48,927
Charges for the year	-	48	1,693	670	2,411
Balance at 31 March 2017	<u>5,249</u>	<u>4,458</u>	<u>37,270</u>	<u>4,361</u>	<u>51,338</u>
<b>NET BOOK VALUE</b>					
At 31 March 2017	<u>1</u>	<u>200</u>	<u>5,078</u>	<u>677</u>	<u>5,956</u>
At 31 March 2016	<u>-</u>	<u>248</u>	<u>6,771</u>	<u>1,347</u>	<u>8,367</u>

### 9. DEBTORS AND PREPAYMENTS

	2017 £	2016 £
Prepayments	<u>2,003</u>	<u>1,846</u>

### 10. CREDITORS

Accruals	4,513	4,470
Income received in advance	<u>-</u>	<u>34,500</u>
	<u>4,513</u>	<u>38,970</u>

### 11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	5,956	-	5,956
Current assets	91,761	16,829	108,590
Current liabilities	( 4,513)	-	( 4,513)
	<u>93,204</u>	<u>16,829</u>	<u>110,033</u>

## ARMLEY HELPING HANDS

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

#### 12. MOVEMENTS IN FUNDS

	Balance 1 April 2016	Movement in Incoming	Resources Outgoing	Balance 31 March 2017
	£	£	£	£
Restricted funds:				
LCC – Meals	-	2,684	2,684	-
LCC Gardening	1,650	-	130	1,520
Mini Bus Appeal	502	10,742	-	11,244
Over Night Parking	-	5,650	5,650	-
Premises Expense	-	13,650	13,650	-
Dementia Collaborative	6,234	2,953	5,391	3,796
Web Development	269	-	-	269
Restricted Funds	8,655	35,679	27,505	16,829
Unrestricted Funds	<u>93,195</u>	<u>164,564</u>	<u>164,555</u>	<u>93,204</u>
	<u>101,850</u>	<u>200,243</u>	<u>192,060</u>	<u>110,033</u>

#### 12. INDEMNITY INSURANCE

Indemnity insurance has been purchased at a cost of £430 (2016 - £430) to protect the charity, trustees and officers from loss arising from the neglect or default of the trustees or officers.