

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2019
FOR
THE WELCOME CENTRE (HUDDERSFIELD)**

Sheards
Chartered Accountants
Vernon House
40 New North Road
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HD1 5LS

THE WELCOME CENTRE (HUDDERSFIELD)

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for the year ended 31 August 2019**

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THE WELCOME CENTRE (HUDDERSFIELD)

REPORT OF THE TRUSTEES for the year ended 31 August 2019

The trustees present their report with the financial statements of the charity for the year ended 31 August 2019.

OBJECTIVES AND ACTIVITIES

Object of the Charity

The relief of persons suffering from poverty, sickness, disadvantage and distress arising therefrom, by providing practical support, guidance, advocacy and advice.

Charitable activities

The Charity provides practical support to people experiencing extreme disadvantage in the Huddersfield area by:

- supplying a range of emergency packs to individuals and families in crisis
- receiving and storing donations of food, bedding, basic household items and other goods which are made up into packs
- providing advice and guidance to assist individuals with more deep-seated problems to make progress
- offering information and signposting to services and agencies that can help with specific needs
- delivering a fair, non-judgmental and inclusive service in a way that respects people's dignity
- working in partnership with local agencies and services, churches, schools, businesses and the media
- adapting our provision to meet needs through monitoring, feedback and consultation
- operating a year-round service
- offering volunteering opportunities to help individuals to gain skills, confidence and self respect as a stepping stone into employment.

The Welcome Centre (Huddersfield) has been operating since 1997 and has served the needs of a growing number of people in crisis. The number of packs handed out per annum has increased from circa 500 in the beginning to 14,159 in 2018-2019. In 1997-98 just under 20 agencies referred people to The Welcome Centre; in 2018-2019 the total number of referring agencies was 126. The Welcome Centre is meeting a real need in supplementing statutory and voluntary provision for those in crisis need in our community. The Board has the objects of the charity at the front of its mind when making decisions and has regard to the guidance issued by the Charity Commission on public benefit.

Strategic Objectives

The board had three key strategic objectives for 2018-2019 as set out in our three-year plan:

- To increase our effectiveness in tackling food poverty across the area we serve
- To develop our advocacy, guidance and support service in order to increase capacity for supporting clients out of food poverty
- To be outward looking, locally, regionally and nationally in order to share best practice and learn from others

**REPORT OF THE TRUSTEES
for the year ended 31 August 2019**

Volunteers

Volunteers are at the very heart of our organisation; they are essential to all our areas of our work. We value our volunteer team greatly, and strive to make volunteers feel proud of their contribution to our team.

Our volunteers come from all walks of life, and carry out a wide variety of roles at the Centre, including:

- Delivery Drivers: collecting donations from corporate and community supporters, and transporting stock between The Welcome Centre's two sites
- Warehouse: checking, sorting, and recording all incoming donations of goods
- Administration support: book-keeping, data entry, and fundraising administration tasks
- Event support: helping at fundraising events and collections, and giving talks on behalf of The Welcome Centre
- Specialist support: providing specialist advice on areas including legal matters, health and safety, policy and procedures, and logistics and IT, and serving on sub-groups
- Phone referrals: taking incoming client referral phone calls from frontline agencies
- Store: making up client parcels of food, bedding, toiletries, etc
- Fresh and donations: handling incoming donations to our Lord Street site, and making up the fresh food part of client food parcels
- Reception: welcoming clients on arrival, and handing over client parcels.

We currently have more than 90 volunteers at the Welcome Centre, some of whom volunteer with us regularly, and some of whom volunteer seasonally or on a more casual basis. Our volunteers are recruited, trained, inducted, and supported by our staff team.

REPORT OF THE TRUSTEES
for the year ended 31 August 2019

ACHIEVEMENT AND PERFORMANCE

Our achievements in 2018-2019

The Welcome Centre has been successful in continuing to meet growing demand for practical crisis support in Huddersfield. Additionally, we have provided a one to one Advocacy, Guidance and Support to many of our clients, to help them transition beyond food bank dependency, and we have developed a range of resources including training courses and advice leaflets to further support clients.

We have continued to keep our unit costs low by receiving donations from the public and local food suppliers, involving volunteers in delivering our service, developing extensive links with local suppliers and businesses, and intercepting food surpluses that would otherwise have become waste from a range of sources. We are an excellent recycling facility, redistributing unwanted food, clothes, and household items which would otherwise go to landfill.

We are actively involved in the West Yorkshire Food Poverty Network, and have introduced a local Kirklees network, to facilitate information sharing and partnership working between emergency food providers more locally.

We ran a successful programme working with local schools to address the issue of Holiday Hunger. During the Summer holiday our feeding families programme provided weekly food packs containing breakfast and lunches for children. 313 children were supported through our feeding families programme, although not all of them accessed packs weekly.

STATISTICAL OVERVIEW FOR 2018-2019

	September 2018 – August 2019	September 2017 - August 2018	Percentage change
Total Referrals	9,883	8,347	18.04%
Total Number of referring agencies	126	119	5.88%
Total Unique People Helped	4,258	3,878	9.8%
Total Unique Children Helped	1,328	1,222	8.67%
% clients with just one referral	41.15%	43.35%	n/a
% clients with <=3 referrals	69.35%	67.55%	n/a
Total Pack Count	14,159	12,355	14.6%
Food Pack Count	9,268	7,749	19.6%
Person Food Days	85,575	71,267	20%
Meals Provided	239,611	199,548	20%

Partnership working

The Welcome Centre has continued to maintain and develop partnerships with other charities, businesses, and faith groups locally. Our 2018 Harvest and Christmas donation levels were our highest yet, and we developed new links with local mosques and Muslim groups to increase Eid and Ramadan donations. Through our partnerships with local businesses we benefit from donations of money, food, and staff time for volunteering.

We have also continued to develop partnerships through our Advocacy, Guidance and Support service, so that we can provide additional support to clients. Key partnerships include work with a local grant funder and a local furniture provider, to give our clients access to emergency furniture provision.

Finally, we have worked in partnership with national charity DataKind UK, to develop predictive software for our referral database to help us identify at an earlier stage which clients are likely to need additional one to one support. This will allow us to target the interventions of our Development Worker more effectively to those most in need.

Understanding our clients, referring agencies, staff and volunteers

We have once again conducted annual surveys to gather feedback from our clients, referring agencies, staff, and volunteers, so that we can continue to improve and evolve our service. We are pleased that in all four cases the majority of replies were very supportive of what we already do. In particular, clients confirmed that we provide an inclusive, non-stigmatised service, and ensure confidentiality and dignity. We know that the impact of our service is life-changing for many of our users.

THE WELCOME CENTRE (HUDDERSFIELD)

REPORT OF THE TRUSTEES for the year ended 31 August 2019

Staff

The Welcome Centre relies on a small team of three full time members of staff and three part time members of staff operating across its two sites. One of our posts is grant funded. During 2018-2019 two of our staff left. We recruited a new centre manager.

Operations and logistics

The Welcome Centre operates two sites. Our primary base is on Lord Street in Huddersfield town centre, this is where we take incoming telephone referrals and make up crisis packs for clients, and where clients come to pick up their packs, and to access our Advocacy, Guidance and Support service. Our second site is a warehouse in Lockwood, where we sort and store incoming donations of goods, with the exception of fresh produce. 80-90% of The Welcome Centre's stock is held here, and used to replenish the Lord Street stock on a weekly basis. Volunteer drivers collect donations from collection points in supermarkets and elsewhere and deliver to the warehouse, using a van provided by Kirklees Council through Comoodle. In June 2019 we expanded our warehouse provision by taking larger premises on the same site.

Future Plans and Priorities

In 2019-2020 we will continue to pursue the three main priorities laid down in our strategic plan:

- 1) to increase our effectiveness in tackling food poverty across the area which we serve,
- 2) to develop our Advocacy, Guidance and Support service in order to increase capacity for supporting clients transitioning out of food poverty, and
- 3) to be outward looking locally, regionally, and nationally, in order to share best practice and learn from others.

THE WELCOME CENTRE (HUDDERSFIELD)

REPORT OF THE TRUSTEES for the year ended 31 August 2019

FINANCIAL REVIEW

Financial Position

The Welcome Centre's financial position at the end of the 2018-19 year remains healthy, after a year in which we yet again attained a record high for turnover in a twelve month period.

Whilst there have been no significant changes to the range of services offered by The Welcome Centre during the year, we have seen continued growth in client demand.

We have also continued to value goods donated to us for use in packs, as this reflects the true value of goods we are distributing into the community.

Total income increased by 32% due to significant increase in donations. We have also seen a huge increase in grants to support our advocacy work (up by over 152% to £25k).

Our services have seen a large increase in demand, resulting in a 22% increase in expenditure.

The cash flow improved by £70k in the year, thanks largely to a one-off unexpected grant. Our year end cash position increased to £245k. Restricted and designated funds amount to £136k, leaving a general cash reserve of £109k, compared to £61k in August 2018.

Principal Funding Sources

The Welcome Centre received 99% of its income from five main sources.

1. Donations and its associated gift aid from members of the public, faith organisations, schools, businesses and other charities (63% of total income)
2. Corporate sponsorship and general grants to support the operational costs of running the centre (15% of total income)
3. Restricted grants to fund projects, support roles, or activities within The Welcome Centre (9% of total income).
4. Capacity building support from Kirklees Council Local Welfare Team (9% of total income).
5. Fundraising events organised by staff, volunteers and supporters (3% of total income).

For long term sustainability, we would like to increase our income from donations and fundraising to a level of 75% of total income over the next 3 years.

Principal Costs and Expenses

The Welcome Centre's expenditure falls into four main categories, described below:

1. Goods distributed to clients, which is our most significant cost, representing 48% of total turnover. Around 89% of this met is met from non-financial donations received from our supporters, with the balance comprising items purchased by ourselves.
2. Employment costs relate to salary and pension costs of our 6 staff. At 23% of total turnover, this is our second most significant cost.
3. Accommodation costs cover the rent and upkeep of two premises and represents 9% of turnover. During the year, we moved to a larger warehouse to handle the growing levels of food donations and ensure we could continue to operate in a safe environment.
4. Grants made to clients for large household items, such as electrical goods and furniture has increased significantly in 2018/19 to a level that equates to over 5% of turnover. Almost all of this expenditure is covered by restricted grants received from organisations.
5. Other small items of expenditure make up the balance of costs, such as IT, telephone, insurance, professional fees, training costs and publicity materials, amounting to 4% of turnover.

Restricted Funding

The Welcome Centre has been fortunate again this year to receive several grants totalling £41,782 to support specific projects or restricted activities. The table below highlights the number of the projects supported.

Supporter	Amount	Description
William Brook	£15,000	Supported volunteers programme
Garfield Weston	£1,837	Targeted support for specific projects
Dugdale Trust	£4,541	Targeted support for specific purchases made on behalf of our clients
Acts 4.35	£12,264	Targeted support for specific purchases made on behalf of our clients
Family Action	£8,140	Targeted support for specific purchases made on behalf of our clients

THE WELCOME CENTRE (HUDDERSFIELD)

REPORT OF THE TRUSTEES for the year ended 31 August 2019

Capital Expenditure

In 2018/19 £454 was spent on fixed asset additions, relating to a new printer.

The budget for 2019/20 includes around £30k to cover further improvements in Lord Street to support the growth of our advocacy activities.

Reserves Policy

In accordance with guidance from the Charity Commission, The Welcome Centre has a policy relating to the retention and management of a financial reserve. We aim to hold a cash reserve, to provide for 6 months full operating costs for our core activities (excluding the value of donated items and restricted expenditure). In addition, we also aim to retain a balance within our current account equivalent to one month's operating costs.

The monthly running costs in 2018/19 amounted to around £14,876, requiring a total reserve of £104,130 which is fully funded.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes a Charitable Incorporated Organisation (CIO). This is different to last year, as on 10 January 2019, the charity converted from a company limited by guarantee, as defined by the Companies Act 2006, to the new structure of CIO.

Recruitment and appointment of new trustees

Trustees are elected by members at the AGM, or are appointed by the Board between AGMS.

Trustees are appointed from among full members, who are formally confirmed by the Board following an appointment process which includes induction. Members sign a Code of Conduct and join one of the four subgroups of the Board, which are:

1. Finance and Operations
2. Marketing and Fundraising
3. Human Resources and Volunteering
4. Advocacy, Guidance and Support

The Board takes into consideration major risks at each meeting and each subgroup has risk as a standing item on its agenda via a risk matrix. Fund raising guidance has also been considered in some detail.

THE WELCOME CENTRE (HUDDERSFIELD)

REPORT OF THE TRUSTEES for the year ended 31 August 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number

CE016153 (England & Wales)

Registered Charity Number

1151282

Registered Office

15 Lord Street
Huddersfield
HD1 1QB

Trustees

Jeanne Watson	Chair
Barry Stephen Lee	Vice Chair
Richard Whiteley	Treasurer
John Steven Ainley	Secretary
Catherine Mary Bottomley	
Yvonne Harding	
Joy Nixon	
Julia Norman	
Andrew Mark Tomlinson	Resigned 13.11.18

Independent Examiner

Sheards
Chartered Accountants
Vernon House
40 New North Road
Huddersfield
West Yorkshire
HD1 5LS

Approved by the board of Trustees on 7th October 2019 and signed on its behalf by:

Jeanne Watson – Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE WELCOME CENTRE (HUDDERSFIELD)**

Independent examiner's report to the trustees of The Welcome Centre (Huddersfield) ('the Charity')

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 August 2019.

Responsibilities and basis of report

As the charity's 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 your charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.

Kevin Winterburn ACA
Institute of Chartered Accountants in England and Wales
Sheards
Chartered Accountants
Vernon House
40 New North Road
Huddersfield
West Yorkshire
HD1 5LS

5 November 2019

THE WELCOME CENTRE (HUDDERSFIELD)

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 August 2019

		Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	Note	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	334,081	41,198	375,279	266,012
Charitable activities	4				
Support services and food packs		120,452	22,000	142,452	127,171
Other trading activities	3	<u>28,118</u>	<u>2,903</u>	<u>31,021</u>	<u>58,003</u>
Total		482,651	66,101	548,752	451,186
EXPENDITURE ON					
Charitable activities	5				
Support services and food packs		417,922	75,163	493,085	404,443
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Total		417,922	75,163	493,085	405,443
NET INCOME/(EXPENDITURE)		64,729	(9,062)	55,667	45,743
RECONCILIATION OF FUNDS					
Total funds brought forward		167,370	51,479	218,849	173,106
TOTAL FUNDS CARRIED FORWARD		<u>232,099</u>	<u>42,417</u>	<u>274,516</u>	<u>218,849</u>

The notes form part of these financial statements

THE WELCOME CENTRE (HUDDERSFIELD)**BALANCE SHEET****At 31 August 2019**

		Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	12	8,348	10,506	18,854	28,988
CURRENT ASSETS					
Stocks	13	25,372	-	25,372	21,085
Debtors	14	7,208	-	7,208	1,292
Cash at bank and in hand		<u>212,740</u>	<u>31,911</u>	<u>244,651</u>	<u>174,190</u>
		245,320	31,911	277,231	196,567
CREDITORS					
Amounts falling due within one year	15	(21,569)	-	(21,569)	(6,706)
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET CURRENT ASSETS		<u>223,751</u>	<u>31,911</u>	<u>255,662</u>	<u>189,861</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		232,099	42,417	274,516	218,849
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET ASSETS		<u>232,099</u>	<u>42,417</u>	<u>274,516</u>	<u>218,849</u>

The notes form part of these financial statements

THE WELCOME CENTRE (HUDDERSFIELD)**BALANCE SHEET - CONTINUED****At 31 August 2019**

		2019	2018
		Total funds	Total funds
		£	£
FUNDS	Note		
	16		
Unrestricted funds:			
General fund		127,969	91,964
Long Term Reserve		89,254	75,406
Designated Funds		<u>14,876</u>	<u>-</u>
		232,099	167,370
Restricted funds:			
Supported Volunteers Project		14,139	8,739
Provision of Client Budgeting Courses		2,072	2,072
Dugdale Trust		329	-
Premises Expansion		6,583	7,583
Client Advice Worker Project		-	8,984
Renewal of Critical Infrastructure		2,440	5,026
Additional Cold Food Storage Capacity		2,043	2,318
Volunteers Breakroom Project		99	114
Provision of Equipment Grants to Clients		1,122	440
Co-op Local Community Fund		-	3,348
Kids Kitchen Club		4,154	4,154
Sustainability		1,697	2,452
Development Worker		-	5,000
Town Foundation		-	1,249
Feeding Families		6,829	-
Family Action		560	-
Garfield Weston Fund		<u>350</u>	<u>-</u>
		<u>42,417</u>	<u>51,479</u>
TOTAL FUNDS		<u><u>274,516</u></u>	<u><u>218,849</u></u>

The notes form part of these financial statements

THE WELCOME CENTRE (HUDDERSFIELD)

BALANCE SHEET - CONTINUED

At 31 August 2019

The financial statements were approved by the Board of Trustees on 7th October 2019 and were signed on its behalf by:

Jeanne Watson – Chair of Trustees

The notes form part of these financial statements

THE WELCOME CENTRE (HUDDERSFIELD)**CASH FLOW STATEMENT
for the year ended 31 August 2019**

		2019 £	2018 £
Cash flows from operating activities:	Notes		
Cash generated from operations	1	<u>70,914</u>	<u>48,710</u>
Net cash provided by (used in) operating activities		<u>70,914</u>	<u>48,710</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(453)</u>	<u>(2,664)</u>
Net cash provided by (used in) investing activities		<u>(453)</u>	<u>(2,664)</u>
		<u> </u>	<u> </u>
Change in cash and cash equivalents in the reporting period		70,461	46,046
Cash and cash equivalents at the beginning of the reporting period		<u>174,190</u>	<u>128,144</u>
Cash and cash equivalents at the end of the reporting period		<u><u>244,651</u></u>	<u><u>174,190</u></u>

The notes form part of these financial statements

NOTES TO THE CASH FLOW STATEMENT
for the year ended 31 August 2019

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	55,667	45,743
Adjustments for:		
Depreciation charges	10,588	9,291
Increase in stocks	(4,287)	(10,004)
Increase in debtors	(5,917)	(252)
Increase in creditors	<u>14,863</u>	<u>3,932</u>
Net cash provided by (used in) operating activities	<u><u>70,914</u></u>	<u><u>48,710</u></u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity constitutes a public benefit as defined by FRS 102.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 10% on cost
Computer equipment	- 25% on cost

Stocks

Stocks represent goods donated or purchased which have yet to be distributed to beneficiaries. Stocks are valued on the basis of either their purchase price (bought in items) or the estimated cost of the goods in an open market (donated goods).

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

1. ACCOUNTING POLICIES - continued**Donated goods**

Income is recognised by the charity for goods donated at fair value based on the estimated cost of the goods in an open market, when the Charity takes control of the donated goods.

Initially the donated items are recorded as stock, with the corresponding amounts recorded as donations. When the stocks are distributed to beneficiaries, they are recognised as an expense in the SoFA.

2. DONATIONS AND LEGACIES

	2019	2018
	£	£
Donations and gifts	331,702	255,250
Client support payments	24,945	-
Corporate sponsorship	<u>18,632</u>	<u>10,762</u>
	<u>375,279</u>	<u>266,012</u>

3. OTHER TRADING ACTIVITIES

	2019	2018
	£	£
Fundraising activities	18,846	37,909
Other income	<u>12,175</u>	<u>20,094</u>
	<u>31,021</u>	<u>58,003</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2019	2018
		£	£
Grants	Support services and food packs	<u>142,452</u>	<u>127,171</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

4. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	2019 £	2018 £
Kirklees Community Partnerships	-	2,500
Esmee Fairbairn Foundation	-	26,370
Garfield Weston Foundation	2,000	-
Kirklees Capacity Building	48,000	48,000
Community Cards	-	4,500
One Community Foundation	-	3,000
Town Foundation	-	10,000
West Yorkshire Police Commissioner	-	4,701
Charles & Elsie Sykes	-	5,000
Persimmon Homes	1,000	1,000
Hilden Charitable Foundation	-	3,000
Howitt Homeless Trust	500	900
Oddfellows	-	3,200
William Brooke Benevolent Fund	15,000	15,000
Third Sector Leaders	5,000	-
St James' Place	1,000	-
Kirklees Federation of Tenants and Residents Association	59,952	-
FV & E Brook Charitable Trust	10,000	-
	<u>142,452</u>	<u>127,171</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities (See note 6) £	Support costs (See note 7) £	Totals £
Support services and food packs	<u>460,588</u>	<u>29,622</u>	<u>2,875</u>	<u>493,085</u>

6. GRANTS PAYABLE

	2019 £	2018 £
Support services and food packs	<u>29,622</u>	<u>-</u>

7. SUPPORT COSTS

	Governance costs £
Independent examiner's fees	984
Legal fees	<u>1,891</u>
	<u>2,875</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2019 £	2018 £
Depreciation - owned assets	<u>10,587</u>	<u>9,291</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2019 nor for the year ended 31 August 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2019 nor for the year ended 31 August 2018.

10. STAFF COSTS

	2019 £	2018 £
Wages and salaries	<u>123,920</u>	<u>118,867</u>

The average monthly number of employees during the year was as follows:

	2019	2018
Support staff - Full time equivalent	<u>7</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	260,515	5,497	266,012
Charitable activities			
Support services and food packs	63,600	63,571	127,171
Other trading activities	<u>41,998</u>	<u>16,005</u>	<u>58,003</u>
Total	366,113	85,073	451,186
EXPENDITURE ON			
Charitable activities			
Support services and food packs	327,865	76,578	404,443
Other	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Total	328,865	76,578	405,443

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	37,248	8,495	45,743
RECONCILIATION OF FUNDS			
Total funds brought forward	130,123	42,983	173,106
TOTAL FUNDS CARRIED FORWARD	<u>167,371</u>	<u>51,478</u>	<u>218,849</u>

12. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 September 2018	3,559	24,658	26,165	54,382
Additions	<u>-</u>	<u>-</u>	<u>453</u>	<u>453</u>
At 31 August 2019	<u>3,559</u>	<u>24,658</u>	<u>26,618</u>	<u>54,835</u>
DEPRECIATION				
At 1 September 2018	862	7,121	17,411	25,394
Charge for year	<u>2,697</u>	<u>2,467</u>	<u>5,423</u>	<u>10,587</u>
At 31 August 2019	<u>3,559</u>	<u>9,588</u>	<u>22,834</u>	<u>35,981</u>
NET BOOK VALUE				
At 31 August 2019	<u>-</u>	<u>15,070</u>	<u>3,784</u>	<u>18,854</u>
At 31 August 2018	<u>2,697</u>	<u>17,537</u>	<u>8,754</u>	<u>28,988</u>

13. STOCKS

	2019 £	2018 £
Stocks for distribution	<u>25,372</u>	<u>21,085</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	-	250
Prepayments	<u>7,208</u>	<u>1,042</u>
	<u>7,208</u>	<u>1,292</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	10,011	1,719
Social security and other taxes	1,129	1,635
Accruals and deferred income	<u>10,429</u>	<u>3,352</u>
	<u>21,569</u>	<u>6,706</u>

16. MOVEMENT IN FUNDS

	At 1.9.18 £	Net movement in funds £	Transfers between funds £	At 31.8.19 £
Unrestricted funds				
General fund	91,964	64,729	(28,724)	127,969
Long Term Reserve	75,406	-	13,848	89,254
Designated Funds	<u>-</u>	<u>-</u>	<u>14,876</u>	<u>14,876</u>
	167,370	64,729	-	232,099
Restricted funds				
Supported Volunteers Project	8,739	5,400	-	14,139
Provision of Client Budgeting Courses	2,072	-	-	2,072
Dugdale Trust	-	329	-	329
Premises Expansion	7,583	(1,000)	-	6,583
Client Advice Worker Project	8,984	(8,984)	-	-
Renewal of Critical Infrastructure	5,026	(2,586)	-	2,440
Additional Cold Food Storage Capacity	2,318	(275)	-	2,043
Volunteers Breakroom Project	114	(15)	-	99
Provision of Equipment Grants to Clients	440	682	-	1,122
Co-op Local Community Fund	3,348	(3,348)	-	-
Kids Kitchen Club	4,154	-	-	4,154
Sustainability	2,452	(755)	-	1,697
Development Worker	5,000	(5,000)	-	-
Town Foundation	1,249	(1,249)	-	-
Feeding Families	-	6,829	-	6,829
Family Action	-	560	-	560
Garfield Weston Fund	<u>-</u>	<u>350</u>	<u>-</u>	<u>350</u>
	51,479	(9,062)	-	42,417
TOTAL FUNDS	<u>218,849</u>	<u>55,667</u>	<u>-</u>	<u>274,516</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	482,651	(417,922)	64,729
Restricted funds			
Supported Volunteers Project	15,000	(9,600)	5,400
Dugdale Trust	4,541	(4,212)	329
Client Advice Worker Project	-	(8,984)	(8,984)
Provision of Equipment Grants to Clients	12,264	(11,582)	682
Co-op Local Community Fund	-	(3,348)	(3,348)
Sustainability	-	(755)	(755)
Development Worker	-	(5,000)	(5,000)
Town Foundation	-	(1,249)	(1,249)
Feeding Families	16,365	(9,536)	6,829
Family Action	8,140	(7,580)	560
FOODAID	7,790	(7,790)	-
Garfield Weston Fund	2,000	(1,650)	350
Premises Expansion	-	(1,000)	(1,000)
Renewal of Critical Infrastructure	-	(2,586)	(2,586)
Additional Cold Food Storage Capacity	-	(275)	(275)
Volunteers Breakroom Project	-	(15)	(15)
	66,101	(75,163)	(9,062)
TOTAL FUNDS	<u>548,752</u>	<u>(493,085)</u>	<u>55,667</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.17 £	Net movement in funds £	Transfers between funds £	At 31.8.18 £
Unrestricted Funds				
General fund	35,249	37,247	19,468	91,964
Long Term Reserve	76,458	-	(1,052)	75,406
Designated Funds	<u>18,416</u>	<u>-</u>	<u>(18,416)</u>	<u>-</u>
	130,123	37,247	-	167,370
Restricted Funds				
Supported Volunteers Project	5,566	3,173	-	8,739
Provision of Client Budgeting Courses	2,072	-	-	2,072
Client Referral Data Analysis Project	2,923	(2,923)	-	-
Premises Expansion	8,583	(1,000)	-	7,583
Client Advice Worker Project	7,489	1,495	-	8,984
Renewal of Critical Infrastructure	7,498	(2,472)	-	5,026
Management Development Training	6,110	(6,110)	-	-
Additional Cold Food Storage Capacity	2,613	(295)	-	2,318
Volunteers Breakroom Project	129	(15)	-	114
Provision of Equipment Grants to Clients	-	440	-	440
Co-op Local Community Fund	-	3,348	-	3,348
Kids Kitchen Club	-	4,154	-	4,154
Sustainability	-	2,452	-	2,452
Development Worker	-	5,000	-	5,000
Town Foundation	<u>-</u>	<u>1,249</u>	<u>-</u>	<u>1,249</u>
	42,983	8,496	-	51,479
TOTAL FUNDS	<u>173,106</u>	<u>45,743</u>	<u>-</u>	<u>218,849</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	366,113	(328,866)	37,247
Restricted funds			
Supported Volunteers Project	15,000	(11,827)	3,173
Client Referral Data Analysis Project	-	(2,923)	(2,923)
Dugdale Trust	5,242	(5,242)	-
Premises Expansion	-	(1,000)	(1,000)
Client Advice Worker Project	26,370	(24,875)	1,495
Renewal of Critical Infrastructure	-	(2,472)	(2,472)
Management Development Training	-	(6,110)	(6,110)
Additional Cold Food Storage Capacity	-	(295)	(295)
Volunteers Breakroom Project	-	(15)	(15)
Provision of Equipment Grants to Clients	3,570	(3,130)	440
Co-op Local Community Fund	4,236	(888)	3,348
Kids Kitchen Club	4,701	(547)	4,154
Sustainability	2,500	(48)	2,452
Development Worker	5,000	-	5,000
Town Foundation	10,000	(8,751)	1,249
Brace Balfour (Kettles & Toasters)	120	(120)	-
Feeding Families	6,944	(6,944)	-
Leeds Building Society - Equipment	1,000	(1,000)	-
PASSTHROUGH	390	(390)	-
	85,073	(76,577)	8,496
TOTAL FUNDS	<u>451,186</u>	<u>(405,443)</u>	<u>45,743</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.17 £	Net movement in funds £	Transfers between funds £	At 31.8.19 £
Unrestricted funds				
General fund	35,249	101,976	(9,256)	127,969
Long Term Reserve	76,458	-	12,796	89,254
Designated Funds	18,416	-	(3,540)	14,876
Restricted funds				
Supported Volunteers Project	5,566	8,573	-	14,139
Provision of Client Budgeting Courses	2,072	-	-	2,072
Client Referral Data Analysis Project	2,923	(2,923)	-	-
Dugdale Trust	-	329	-	329
Premises Expansion	8,583	(2,000)	-	6,583
Client Advice Worker Project	7,489	(7,489)	-	-
Renewal of Critical Infrastructure	7,498	(5,058)	-	2,440
Management Development Training	6,110	(6,110)	-	-
Additional Cold Food Storage Capacity	2,613	(570)	-	2,043
Volunteers Breakroom Project	129	(30)	-	99
Provision of Equipment Grants to Clients	-	1,122	-	1,122
Kids Kitchen Club	-	4,154	-	4,154
Sustainability	-	1,697	-	1,697
Feeding Families	-	6,829	-	6,829
Family Action	-	560	-	560
Garfield Weston Fund	-	350	-	350
	<u>42,983</u>	<u>(566)</u>	<u>-</u>	<u>42,417</u>
TOTAL FUNDS	<u>173,106</u>	<u>101,410</u>	<u>-</u>	<u>274,516</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 31 August 2019

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	848,764	(746,788)	101,976
Restricted funds			
Supported Volunteers Project	30,000	(21,427)	8,573
Dugdale Trust	9,783	(9,454)	329
Client Advice Worker Project	26,370	(33,859)	(7,489)
Provision of Equipment Grants to Clients	15,834	(14,712)	1,122
Co-op Local Community Fund	4,236	(4,236)	-
Kids Kitchen Club	4,701	(547)	4,154
Sustainability	2,500	(803)	1,697
Development Worker	5,000	(5,000)	-
Town Foundation	10,000	(10,000)	-
Brace Balfour (Kettles & Toasters)	120	(120)	-
Feeding Families	23,309	(16,480)	6,829
Leeds Building Society - Equipment	1,000	(1,000)	-
PASSTHROUGH	390	(390)	-
Family Action	8,140	(7,580)	560
FOODAID	7,790	(7,790)	-
Garfield Weston Fund	2,000	(1,650)	350
Client Referral Data Analysis Project	-	(2,923)	(2,923)
Premises Expansion	-	(2,000)	(2,000)
Renewal of Critical Infrastructure	-	(5,058)	(5,058)
Management Development Training	-	(6,110)	(6,110)
Additional Cold Food Storage Capacity	-	(570)	(570)
Volunteers Breakroom Project	-	(30)	(30)
	<u>151,174</u>	<u>(151,740)</u>	<u>(566)</u>
TOTAL FUNDS	<u>999,938</u>	<u>(898,528)</u>	<u>101,410</u>

The Welcome Centre operates a reserve policy, such that it aims to retain an amount of cash equivalent to six month's core operating costs (excluding the value of donated items) plus an amount equivalent to one month's core operating costs to provide working funds. If the charity could no longer continue to operate, the reserve would be used to allow it to be wound up and to meet potential redundancy and lease term payments.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2019.