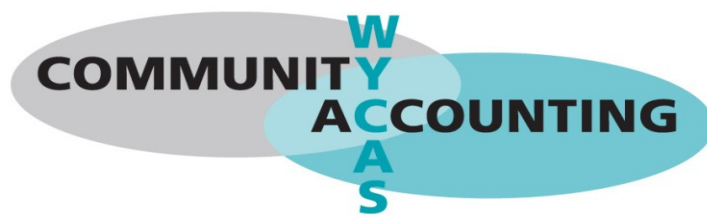


# **Halton Moor and Osmondthorpe Project for Elders**

Charity number 1096626

## **Annual Report and Financial Statements for the year ended 31 March 2019**



West Yorkshire Community Accounting Service

# **Halton Moor and Osmondthorpe Project for Elders**

## **Annual Report and Financial Statements for the year ended 31 March 2019**

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**Prepared by West Yorkshire Community Accounting Service**

# **Halton Moor and Osmondthorpe Project for Elders**

## **Trustees' report for the year ended 31 March 2019**

### **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:

| <b>Name</b>       | <b>Position</b> | <b>Dates</b>          |
|-------------------|-----------------|-----------------------|
| Janette Nixon     | Chair           |                       |
| Harry Collins     | Vice-chair      |                       |
| Tamsin Stephenson | Secretary       | Resigned October 2018 |
| Vera Barker       |                 |                       |
| June Cartwright   |                 |                       |
| Mick Lyons        |                 |                       |
| Annette Townend   |                 |                       |
| Colin Palmer      |                 |                       |
| Lynda Fotherby    |                 |                       |
| Cllr Helen Hayden |                 |                       |

### **Charity number**

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

### **Principal address**

Osmondthorpe Hub  
Osmondthorpe Lane  
Osmondthorpe  
Leeds  
LS9 9EF

### **Bankers**

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

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

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

### **Method of recruitment and appointment of trustees**

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

# **Halton Moor and Osmondthorpe Project for Elders**

## **Trustees' report (continued) for the year ended 31 March 2019**

### **Objectives and activities**

#### **The charity's objects**

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

#### **The charity's main activities**

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

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Achievements and performance**

This is my final year in post as chair of HOPE. I have enjoyed the role over the last three years immensely and seen at first hand the incredible work HOPE does for people 60 plus in the local community. I have seen the difference social interaction makes to the lives of so many people and the networks that have developed due to the services HOPE provides. I will, however, stand for re-election as a member of the trustee board as I am passionate about the project and feel it is of vital importance that local people, direct HOPE and keep this project at the heart of the local community.

I am immensely proud of staff, trustees and volunteers who work together as the united front of HOPE to deliver high quality, user led services.

In closing, I would like everyone for their support over the last three years, it has all been appreciated and  
Janette Nixon – Chair

#### **Financial review**

Net expenditure for the year was £2,126, all relating to unrestricted funds.

#### **Reserves policy**

The charity's free cash reserves at the year end were nil.

HOPE Trustees would like to note the difficult financial year 2018 – 2019. The year was difficult for two main reasons, staff levels reduced to one paid member of staff. This impacted on the time normally allocated to fundraising.

In addition, we were coming to the end of an eight-year contract with Leeds City Council - Adult Social Care. However, HOPE was successful in its tender and on the 1 October 2018, HOPE started its new five-year grant, this new grant had a significant uplift. In addition, HOPE was allocated additional funding from the Clinical Commissioning Group over a five-year period. As difficult as things have been, HOPE is now moving forward on a much more financially solid basis.

Signed on behalf of the board of trustees:

Signed: Janette Nixon

Date: 31 January 2020

Name Janette Nixon (Trustee)

# **Halton Moor and Osmondthorpe Project for Elders**

## **Independent examiner's report to the trustees of Halton Moor and Osmondthorpe Project for Elders**

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2019, which are set out on pages 5 to 8.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Stephen Procter          Name: Stephen Procter

Date: 31 January 2020

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Halton Moor and Osmondthorpe Project for Elders**  
**Receipts and payments account**  
**for the year ended 31 March 2019**

|   | Notes | 2019<br>Total<br>funds<br>£ | 2018<br>Total<br>funds<br>£ |
|---|-------|-----------------------------|-----------------------------|
| <b>Receipts</b>                           |       |                             |                             |
| Grants and donations                      | (2)   | 58,847                      | 32,622                      |
| Fundraising                               |       | 1,747                       | 11,599                      |
| Contributions for activities              |       | 1,990                       | 1,605                       |
| Other income                              |       | 86                          | 767                         |
| <b>Total receipts</b>                     |       | <b>62,670</b>               | <b>46,593</b>               |
| <b>Payments</b>                           |       |                             |                             |
| Salaries, NIC's and pensions              | (3)   | 37,226                      | 31,520                      |
| Payroll costs                             |       | 208                         | 173                         |
| Recruitment                               |       | 4                           | -                           |
| Staff travel expenses                     |       | 161                         | 199                         |
| Volunteer and student expenses            |       | 18                          | 58                          |
| Training                                  |       | 74                          | 180                         |
| Office expenses                           |       | 2,245                       | 2,443                       |
| Rent and rates                            |       | 6,609                       | 6,527                       |
| Utilities                                 |       | 1,401                       | 1,219                       |
| Insurance                                 |       | 462                         | 443                         |
| Telephone                                 |       | 877                         | 1,132                       |
| Events and activities                     |       | 7,629                       | 6,377                       |
| Food and refreshments                     |       | 2,203                       | 163                         |
| Affiliation fees                          |       | 96                          | 70                          |
| Equipment and materials                   |       | 2,072                       | 665                         |
| Accounting and independent examination    |       | -                           | 564                         |
| Roundabout sponsorship                    |       | -                           | 118                         |
| Consultancy                               |       | 1,950                       | -                           |
| Bank charges                              |       | 985                         | 70                          |
| Other expenses (including moving)         |       | 576                         | 156                         |
| <b>Total payments</b>                     |       | <b>64,796</b>               | <b>52,077</b>               |
| <b>Net payments</b>                       |       | <b>(2,126)</b>              | <b>(5,484)</b>              |
| <b>Cash fund balances brought forward</b> |       | <b>2,126</b>                | <b>7,610</b>                |
| <b>Cash fund balances carried forward</b> |       | <b>-</b>                    | <b>2,126</b>                |

**Halton Moor and Osmondthorpe Project for Elders**  
**Statement of assets and liabilities**  
**as at 31 March 2019**

|                                | 2019     | 2018         |
|--------------------------------|----------|--------------|
|                                | Total    | Total        |
|                                | £        | £            |
| <b>Cash funds</b>              |          |              |
| Yorkshire Bank current account | 398      | 1,538        |
| CAF Gold account               | 446      | 446          |
| Cash in hand                   | (844)    | 142          |
| <b>Total cash funds</b>        | <u>-</u> | <u>2,126</u> |

**Assets retained for the charity's own use**

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

| <b>Liabilities</b>                             | £            |
|--|--------------|
| Independent examination 2018 (paid April 2019) | 600          |
| Independent examination 2019                   | 600          |
|  | <u>1,200</u> |

**Approval of the accounts**

The financial statements were approved by the board of trustees on

Date: 31 January 2020

Signed: Janette Nixon (Trustee)

Name Janette Nixon

# **Halton Moor and Osmondthorpe Project for Elders**

## **Notes to the accounts**

### **for the year ended 31 March 2019**

#### **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 registered 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**

All fund are unrestricted funds and are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.



# Halton Moor and Osmondthorpe Project for Elders

## Notes to the accounts continued

for the year ended 31 March 2019

| 2 Grants and donations                      | 2019          | 2018          |
|---|---------------|---------------|
|   | Total         | Total         |
|   | funds         | funds         |
|   | £             | £             |
| Leeds City Council (Adult Social Care)      | 34,485        | 19,160        |
| Leeds City Council (Adult Social Care)      | 4,835         | 2,500         |
| Leeds City Council (Housing Advisory Panel) | -             | 2,462         |
| George Moore Foundation                     | -             | 1,000         |
| Leeds Community Foundation                  | -             | 1,000         |
| Hesco Bastion/Jimbo's Fund                  | 15,000        | -             |
| Santander                                   | -             | 5,000         |
| Wades Charity                               | -             | 1,500         |
| Donations                                   | 4,527         | -             |
|   | <u>58,847</u> | <u>32,622</u> |

| 3 Staff costs and numbers | 2019          | 2018          |
|---------------------------|---------------|---------------|
|                           | £             | £             |
| Gross salaries            | 35,049        | 28,330        |
| Social security costs     | 3,414         | 3,325         |
| Employment allowance      | (3,000)       | (3,000)       |
| Pensions                  | 1,763         | 2,865         |
|                           | <u>37,226</u> | <u>31,520</u> |

The average number employees during the year was 1.3, being an average of 1.2 full time equivalent (2018:1 and 1 FTE).

| Defined contribution pension scheme                     | 2019  | 2018  |
|---|-------|-------|
|   | £     | £     |
| Costs of the scheme to the charity for the year         | 1,763 | 2,865 |
| Amount of any contributions outstanding at the year end | -     | -     |
| Amount of any contributions prepaid at the year end     | -     | -     |

### 4 Trustee expenses

No trustee received any expenses during this year or the previous year.

### 5 Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.