Charity number 1160095

Annual Report and Financial Statements

for the year ended 30 September 2022





West Yorkshire Community Accounting Service

Annual Report and Financial Statements

for the year ended 30 September 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Trustees' report for the year ended 30 September 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were: Name Position Dates

> Chair Vice-chair Treasurer

lame
William Hyde
Jacki Lawrence
Irene Midgley
Anita Naylor
Cllr Pauline Grahame
Hazel Watson
Lynda Pitts
David Smith
Brian Sugden

Charity number

1160095

Registered in England and Wales

Registered and principal address

Station Road Cross Gates Leeds LS15 7JY Bankers CAF Bank Ltd 25 Kings Hill Avenue West Malling, Kent ME19 4JQ

Independent examiner

Simon Bostrom FCIE West Yorkshire Community Accountancy Service CIO

Stringer House 34 Lupton Street Leeds LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 22 Jan 2015 and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Trustees' report (continued) for the year ended 30 September 2022

Objectives and activities

The charity's objects

The objectives of the CIO are:

a) to promote the relief of elderly people in any manner which now or hereafter may be deemed by law to be charitable in Cross Gates and neighbouring areas in the east of Leeds.

b) the advancement of the education of older people in the area of benefit in relation to financial, health, housing and welfare entitlements.

c) the advancement of the education of the public, promotion of research concerning the needs of older people in relation to the provision of support, such as fuel, heat and light and the publication of useful results of such research.

The charity's main activities

Leeds City Council's 'Neighbourhood Network' grant has supported our long-term sustainability and provided a firm foundation to build on. We augment this basic funding with income from other grants and commissioning, from fundraising, and from small charges for our activities. During 2021-22 the effects of a 10% reduction in the Neighbourhood Network grant were somewhat mitigated by extra funding for Covid support from Voluntary Action Leeds towards the end of the pandemic and the reduction in outgoings when activities were suspended because of lockdowns.

As of September 2021, our operations were focused on the Coronavirus pandemic and managing local lockdowns. We were funded by Leeds City Council to operate a Covid Community Hub for the Cross Gates & Whinmoor Ward, managing community volunteers and providing a wide range of support services. Our own one-to-one volunteering services had been redirected to telephone delivery and we continued to contact all of our members for regular telephone welfare checks. A team of 60 of our staff and volunteers were providing weekly befriending calls to more than 300 of our members. We continued to operate as a Digital Health Hub. During Covid we recruited new members who were signposted to us and membership has continued to increase post-Covid to 1400 older people.

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 and in particular the relief of elderly people in need because of ill health, disability, financial hardship or social isolation, and to the advancement of education and research.

Achievements and performance

From September 2021 we were beginning to open up our activities again as the recovery from the Covid pandemic began. This has continued with the exception of a period around the end of 2021 when the Omicron Covid variant set things back. We first opened our face-to-face activities with bookings to ensure that attendee numbers were manageable and safe. As at September 2022 we have restored many of our previous activities with no restrictions. We found that many of our members had deteriorated physically and/or mentally with the effects of lockdowns, and we devote considerable 1-1 support to these members to help them to reengage with society and improve their wellbeing.

Following on from our experience with the Covid Community Hub, we set up the Cross Gates & Whinmoor Community Hub. This major new venture in the local Crossgates Shopping Centre was opened by the Lord Mayor of Leeds in November 2021. The Hub is run from a shop unit fronting onto the shopping mall. Covid funding from Voluntary Action Leeds was extended from our own resources so as to be sure to deliver one year's operation initially. During the period up to September 2022, the Hub has become established as a vital resource for advice and support for the whole of the community, not just older people, and through the shopping centre footfall it receives visitors from wider afield too. We have distributed the government Household Support Fund and we expect the Hub to become ever more needed as the expected cost of living crisis deepens over the winter.

Cross Gates & District Good Neighbours' Scheme CIO Trustees' report (continued) for the year ended 30 September 2022

Achievements and performance continued

We exploit the Hub's position right at the heart of the local community for our own operations and offer it to others such as GPs, Cross Gates Local Care Partnership, other local charities, police, local authority, mental health, etc. to engage with their clients also. We have exploited the outreach opportunities to recruit new members and volunteers. Because the Community Hub is intended to support all of society, we will amend our Constitution so that our Charitable Objectives cover all members of the community as well as older people.

Leeds City Council's 5-year 'Neighbourhood Network' grant will expire in October 2023. There has been an expectation that the grant will be renewed for a further 5 years, but the Council has not yet confirmed this, or on what terms. It is unlikely that the Leeds Neighbourhood Network Schemes would be abandoned, but the Council has a severe funding crisis. Further reductions in this grant would leave Cross Gates & District Good Neighbours more dependent on securing funding from other commissioners and grant givers.

Leeds City Council's initiative to promote access by the third sector to the Leeds Care Record has unfortunately ended as the LCR is being substantially reorganised and can't accept applications Nevertheless, as one of the mandatory requirements for LCR access, we have completed the Data Security and Protection Toolkit with NHS Digital and have obtained an NHS mail email address for Cross Gates Good Neighbours. We have recently successfully completed comprehensive vulnerability testing of our email, website and database by an expert organisation, which enabled us to renew our DSPT for 2021-2022 and maintain our NHSmail address.

During 2021-2022 we successfully completed Time to Shine Small Funds Intergenerational Round: Funding from Leeds Community Foundation for training of older people who are digital novices by college or university students; Nobody Left in the Dark with sponsors including The Good Things Foundation teaching financially and digitally excluded people how to get better deals through using the internet and save money, while staying safe; and Digital Divide Test and Learn funded by Voluntary Action Leeds to increase our IT support offer, developing and training more volunteers and providing additional iPads and tablets for members to use in our 'Try before you buy' scheme.

Funding for the SWIFt programme received via Leeds City Council was regrettably discontinued at the end of August 2022. We have secured funding for another programme, Enhance, from Leeds Community Healthcare NHS Trust which, although not a replacement for SWIFt, does target a similar population of mainly frailer older people. Our NHSmail and DSPT compliance will prove valuable for this project and probably many others in the future.

The West Yorkshire Combined Authority has funded Short Walks - companionship walks to build confidence to support people to get out and about.

We are taking part in the Shared Outings theme of Travel Connections, funded by Leeds Older People's Forum with £0.5M from the Department for Transport to Tackle Loneliness with Transport - a take on our own Shared Tables to provide 60 trips out with various criteria.

The net expenditure for the year was £44,495, including net expenditure of £7,123 on unrestricted funds and net expenditure of £37,372 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £201,768.

We aim to hold reserves amounting to six months' average expenditure; this includes the full redundancy liability. Our Reserves Policy requires us to consider our commitments and activity levels and the risk associated with each stream of income and expenditure. For 2021-22 our Trustees increased our reserves to £180k to reflect our expanded staffing and our new commitment to the Community Hub.

Approved by the board of trustees on 3/12/2022

William Hyde (Trustee)

Independent examiner's report to the trustees of Cross Gates & District Good Neighbours' Scheme CIO

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2022, which are set out on pages 6 to 13.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

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 Charities Act;
- 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.

Simon Bostrom FCIE

5/12/2022

West Yorkshire Community Accountancy Service CIO

Stringer House 34 Lupton Street Leeds LS10 2QW

Statement of Financial Activities

(including summary income and expenditure account) for the year ended 30 September 2022

	Notes				
	Notes	2022	2022	2022	2021
		nrestricted	Restricted	Total	Total
	0	funds	funds	funds	funds
		£	£	£	£
Income from:		~	~	2	2
Grants and donations	(2)	6,149	210,420	216,569	311,340
Sales and fees	(-)	27,787	28,844	56,631	20,389
Fundraising		963	1,643	2,606	2,581
Social events		373	-	373	_,001
Bank interest		220	-	220	12
Total income	-	35,492	240,907	276,399	334,322
		00,402	240,007	210,000	004,022
Expenditure on:					
Salaries, NI and pensions	(3)	21,857	172,099	193,956	190,720
Payroll costs	(0)	390	1,414	1,804	1,595
Staff travel expenses		-	522	522	148
Materials and resources for activities		69	680	749	2,731
Training		150	60	210	821
Volunteer expenses and costs		45	4,152	4,197	714
Postage		-	949	949	105
Telephone and internet		_	1,761	1,761	2,933
Stationery		629	319	948	459
Independent examination		-	1,200	1,200	1,200
Printing and copying		_	4,841	4,841	4,568
Repairs, maintenance and cleaning		1,348	653	2,001	2,833
Insurance		-	897	897	744
Rent, rates and service charges		_	40,007	40,007	6,024
Room hire		1,869	10,169	12,038	4,229
Food and refreshments		1,328	11,238	12,566	12,661
Memberships and subscriptions		50	942	992	615
Furniture and equipment		591	2,277	2,868	4,988
Tutors fees		3,415	9,038	12,453	7,610
IT support and website		3,209	1,280	4,489	3,395
Entertainers		473	-	473	165
Prizes		-	2,860	2,860	1,030
Bank charges		-	122	122	124
Minibus expenses		1,204	9,295	10,499	6,724
Sundries		1,007	10	1,017	154
Recruitment		-	-	-	47
Depreciation		6,475	-	6,475	5,601
Total expenditure	-	44,109	276,785	320,894	262,938
•		(8,617)	(35,878)	(44,495)	71,384
Net income / (expenditure) Transfers between funds		, ,	. ,	(++,+30)	71,004
	-	1,494	(1,494)	-	- 71 201
Net movement in funds		(7,123)	(37,372)	(44,495)	71,384
Fund balances brought forward	-	216,162	95,809	311,971	240,587
Fund balances carried forward	(4)	209,039	58,437	267,476	311,971

All incoming resources and resources expended derive from continuing activities.

Balance sheet

as at 30 September 2022	2022 Unrestricted		2022 Restricted	2022 Total	2021 Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	7,271		7,271	10,252
Total fixed assets		7,271	-	7,271	10,252
Current assets					
Debtors and prepayments	(6)	-	6,373	6,373	5,523
Cash at bank and in hand	(7)	201,768	80,578	282,346	297,799
Total current assets		201,768	86,951	288,719	303,322
Current liabilities: amounts falling due within one year					
Creditors and accruals	(8)		28,514	28,514	1,603
Total current liabilities		-	28,514	28,514	1,603
Net current assets / (liabilities)		201,768	58,437	260,205	301,719
Net assets		209,039	58,437	267,476	311,971
Funds Unrestricted funds Restricted funds		209,039	- 58,437	209,039 58,437	216,162 95,809
Total funds		209,039	58,437	267,476	311,971
		200,000	00,407	201,410	011,071

The financial statements were approved by the board of trustees on 3/12/2022

William Hyde (Trustee)

Notes to the accounts for the year ended 30 September 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Kitchen equipment: over 4 years

Minibus and related equipment: over 4 years

Furniture and fittings: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Grants and donations	2022 Unrestricted	2022 Restricted	2022 Total	2021 Total
	funds	funds	funds	funds
	£	£	£	£
Anne Burke Legacy	L	1,000	1,000	L
Good Things Foundation	-	1,358	1,358	- 8,663
Leeds City Council (LCC)		134,164	134,164	226,109
Leeds Community Foundation (LCF)	_	4,356	4,356	11,903
Leeds Convalescent Society	-	600	600	1,100
Leeds Older People's Forum (LOPF)	-	49,670	49,670	1,550
Ludlow Trust	-	3,000	3,000	-
Places for People	-	1,350	1,350	-
VAL	-	9,000	9,000	-
W Yorks Combined Authority	-	5,000	5,000	-
Charles and Elsie Sykes Trust	-	-	-	3,000
John Fieldhouse legacy	-	-	-	10,000
National Lottery Community Fund (NLCF)	-	-	-	14,735
Reach plc	-	-	-	2,500
The Rank Foundation	-	-	-	20,478
Other grants and donations	6,149	922	7,071	11,302
	6,149	210,420	216,569	311,340
			0000	0004
3 Staff costs and numbers			2022	2021
Cross coloriza			£	£
Gross salaries			180,697	177,179
Social security costs Employment allowance			12,451 (5,000)	12,415 (4,000)
Pensions			(5,000) 5,808	(4,000) 5,126
			193,956	190,720
			193,900	190,720

The average number of employees during the year was 11.1, being an average of 6.5 full time equivalent (2021: 10.7, 6.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	5,808	5,126

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
LCC Adult Social Care	18,532	96,081	104,525	-	10,088
Lunch Club	2,017	9,908	9,274	-	2,651
Time to Shine (TTS) Shared Tables	3,146	-	478	-	2,668
TTS Supported Wellbeing	1,837	27,500	29,337	-	-
T Days lunch club	2,555	4,380	5,393	-	1,542
Minibus Fund	1,311	18,492	15,758	-	4,045
Digital Inclusion	10,626	5,415	14,520	-	1,521
Covid 19 support	50,066	23,300	58,149	(1,494)	13,723
Live Well Café	477	-	145	-	332
The Rank Foundation	5,242	461	5,703	-	-
LOPF	-	12,700	11,200	-	1,500
LOPF ENHANCE	-	21,970	12,187	-	9,783
LOPF Shared Outings	-	15,000	7,303	-	7,697
LCC Mice	-	100	100	-	-
WYCA Short Walk Project	-	5,000	2,113	-	2,887
Leeds Convalescent Society		600	600		
	95,809	240,907	276,785	(1,494)	58,437

Purpose of restriction

Fund name

	·
LCC Adult Social Care	Delivery of the Neighbourhood Network Scheme.
Lunch Club	For the set up and running of a Lunch Club.
Time to Shine (TTS) Shared Tables	s For the pilot shared tables scheme.
TTS Supported Wellbeing	To fund part time workers and a contribution to overheads.
T Days lunch club	To set up and run the T days lunch club - delivery of hot meals to housebound members.
Minibus Fund	Towards minibus running costs to provide assisted trips for members.
Digital Inclusion	Funding from Good Things Foundation and Places for People for digital inclusion projects
Covid 19 support	Funding from LCC, Charles and Elsie Sykes Trust, LOPF and VAL for transition and recovery from Covid19.
	The transfer out of the fund was to reflect the purchase of a new shop sign, which will be depreciated as part of general fund assets.
Live Well Café	Towards the Live Well Café costs.
The Rank Foundation	For the salary costs of the Time to Shine leader on digital publicity.
LOPF	Towards staffing for SHINE magazine, and other communications, and the Lets Talk Transport project.
LOPF ENHANCE	Towards staffing and overheads for hospital discharge support.
LOPF Shared Outings	To provide 60 trips out for members.
LCC Mice	Towards Easter art activities at Cross Gates and Whinmoor hubs.
WYCA Short Walk Project	Towards staffing costs to develop, co-ordinate and provide companionship walks to members.
Leeds Convalescent Society	For new furniture at Cross Gates and Whinmoor hubs.

5 Tangible assets	Furniture and Fittings	Kitchen equipment	Minibus and related	Total
<u>Cost</u>	£	£	£	£
At 1 October 2021	-	1,307	39,095	40,402
Additions	3,494			3,494
At 30 September 2022	3,494	1,307	39,095	43,896
Depreciation				
At 1 October 2021	-	327	29,823	30,150
Charge for year	874	327	5,274	6,475
At 30 September 2022	874	654	35,097	36,625
Net book value			2 000	7.074
At 30 September 2022	2,620	653	3,998	7,271
At 30 September 2021	-	980	9,272	10,252
6 Debtors and prepayments			2022	2021
			£	£
Debtors			-	231
Prepayments			6,373	5,292
			6,373	5,523
7 Cash at bank and in hand			2022	2021
Cash at bank			£ 282,306	£ 297,697
Cash in hand			40	102
	282,346	297,799		
8 Creditors and accruals			2022	2021
			£	£
Accruals			4,498	1,603
Deferred income			24,016	-
			28,514	1,603
Deferred income			2022	2021
A			£	£
Accruals	v for opolygia)		4,498	1,603
Deferred income (see note below	v for analysis)		24,016	- 1,603
			28,514	1,003
Deferred income			Deferred to	Delegand
Deferred income			next year	Released from last
			HEAL YEAL	year
			£	£
LCC Adult Social Care 0	Q grant rec'd in adv (Oct-Dec22	2)	24,016	_
	·		24,016	-

9 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £93,337 (previous year: £98,526). No trustee received any remuneration or benefit in this capacity during this or the previous year.

10 Operating leases

Expected future minimum lease payments	2022	2021		
lease, analysed into the period in which the	commitment falls d	ue:		
			£	£
Within one year			18,000	17,605
In the second to fifth years inclusive	18,000	-		
Over five years from the balance sheet date	e			-
			18,000	17,605
11 Funds held as agent	Balance b/f	Incoming	Outgoing	Balance c/f
-	£	£	£	£
Alzeimers Society	612	431	1,043	-
-	612	431	1,043	-

Fund name Alzeimers Society

Additional information

donations collected on behalf of, and paid over to the Alzheimer's Society. These figures have been excluded from the charity's accounts.

Cross Gates & District Good Neighbours' Scheme CIO Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account)

for the year ended 30 September 2022

Income Grants and donations Sales and fees Fundraising Social events	2022 nrestricted funds £ 6,149 27,787 963 373	funds £ 21,162 8,885 1,198 -	2022 Restricted funds £ 210,420 28,844 1,643 -	2021 Restricted funds £ 290,178 11,504 1,383	2022 Total funds £ 216,569 56,631 2,606 373	2021 Total funds £ 311,340 20,389 2,581
Bank interest Total income	220	12	- 240.007		220	12
	35,492	31,257	240,907	303,065	276,399	334,322
Expenditure						
Salaries, NI and pensions	21,857	9,774	172,099	180,946	193,956	190,720
Payroll costs	390	90	1,414	1,505	1,804	1,595
Staff travel expenses	-	-	522	148	522	148
Materials and resources for activities	69	-	680	2,731	749	2,731
Training	150	-	60	821	210	821
Volunteer expenses and costs	45	60	4,152	654	4,197	714
Postage	-	36	949	69	949	105
Telephone and internet	-	-	1,761	2,933	1,761	2,933
Stationery	629	147	319	312	948	459
Independent examination	-	180	1,200	1,020	1,200	1,200
Printing and copying	-	1,012	4,841	3,556	4,841	4,568
Repairs, maintenance and cleaning	1,348	1,816	653	1,017	2,001	2,833
Insurance	-	-	897	744	897	744
Rent, rates and service charges	-	-	40,007	6,024	40,007	6,024
Room hire	1,869	2,580	10,169	1,649	12,038	4,229
Food and refreshments	1,328	134	11,238	12,527	12,566	12,661
Memberships and subscriptions	50	72	942	543	992	615
Furniture and equipment	591	485	2,277	4,503	2,868	4,988
Tutors fees	3,415	116	9,038	7,494	12,453	7,610
IT support and website	3,209	960	1,280	2,435	4,489	3,395
Entertainers	473	165	-	-	473	165
Prizes	-	-	2,860	1,030	2,860	1,030
Bank charges	-	-	122	124	122	124
Minibus expenses	1,204	551	9,295	6,173	10,499	6,724
Sundries	1,007	120	10	34	1,017	154
Recruitment	-	-	-	47	-	47
Depreciation	6,475	5,601			6,475	5,601
Total expenditure	44,109	23,899	276,785	239,039	320,894	262,938
Net income / (expenditure)	(8,617)	7,358	(35,878)	64,026	(44,495)	71,384
Transfers between funds	1,494	(304)	(1,494)	304		
Net movement in funds	(7,123)		(37,372)	64,330	(44,495)	71,384
Fund balances brought forward	216,162	209,108	95,809	31,479	311,971	240,587
Fund balances carried forward	209,039	216,162	58,437	95,809	267,476	311,971