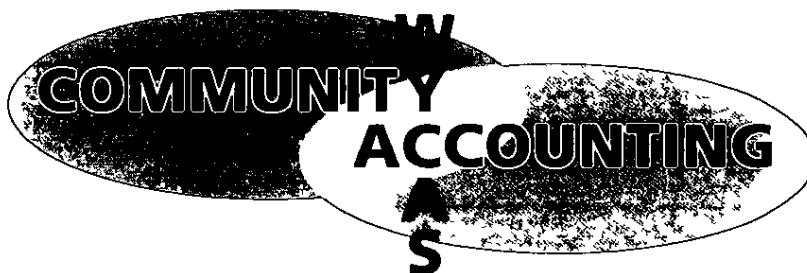


# ***HALE Health Action Local Engagement***

Charity number 1123542

A company limited by guarantee number 6443243

## ***Annual Report and Financial Statements*** ***for the year ended 31 March 2011***



**West Yorkshire Community Accounting Service**



# ***HALE Health Action Local Engagement***

## ***Annual Report and Financial Statements for the year ended 31 March 2011***

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**Prepared by West Yorkshire Community Accounting Service**

# **HALE Health Action Local Engagement**

## **Trustees' report for the year ended 31 March 2011**

### **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>
Anna Barclay		
Carol Ann Woodley		Resigned 16th March 2011
Edward Mowlam		
Sarah Ann Wilson-Fleming	Company Secretary	
Dilys Bruce	Chair	
Helena Hughes	Treasurer	
Dr Jag Picknett	Vice chair	Resigned 17th March 2011
Catherine Pitts		Appointed 17th March 2011
Christine Jillian Flecknoe		Appointed 16th March 2011

**Company secretary** Sarah Ann Wilson-Fleming

**Charity number** 1123542

**Company number** 6443243

### **Registered and principal address**

1st Floor  
Merchants Quay  
Ashley Lane  
Shipley  
BD17 7DB

### **Bankers**

The Co-operative Bank Plc  
PO Box 250  
Skelmersdale  
WN8 6WT

### **Independent examiner**

Chris Tatham  
For and on behalf of

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 28th November 2007. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **HALE Health Action Local Engagement**

## **Trustees' report (continued) for the year ended 31 March 2011**

### **Objectives and activities**

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

HALE aims in all it does to promote the physical, social and mental health wellbeing of the general public by the provision of training, one to one support, exercise, nutritional advice and other activities to those who need them by reason of their youth, age, infirmity or disability, financial hardship or social circumstances, with the overall object of improving their conditions of life and the social fabric of the community in which they live

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

HALE worked with over 2000 people last year, addressing health and wellbeing issues in the Shipley constituency, and Frizinghall and Heaton areas of Bradford

This year we have seen the introduction of the mobile outreach venue that enables HALE to engage communities directly around sexual health and cook and eat. It is also an opportunity for HALE to build partnerships beyond the Shipley boundary, and we have found that children's centres across Bradford are now engaging with health and wellbeing activities through HALE. The promotional events using the bus have significantly increased the numbers of people that we have engaged.

Through its Food and Nutrition work HALE has increased the numbers of people who have benefited from one to one support in home cooking, and has set up two cook and eat programme's as drop ins. We have maintained the allotment work, but have reduced the amount of time delivering food growing projects. We have built up an excellent partnership with Kirkgate Studios who deliver an Eco Mind project and help to maintain the site. Hot Wheels is a new cook and eat programme, which makes use of the Mobile Outreach Venue for cooking awareness in local communities. In total we have worked with 436 people around cooking food. Exercise classes continue to be something that is very important for HALE to deliver – with 146 attendees to this service.

Oral health remains an essential piece of work to be done with parents of under 5's, and we have also been able to train parents and volunteers to deliver the work.

The sexual health outreach work including relationship programme's such as CLASH and Speakeasy has helped us to work with over 300 young people, as well as training young people to be peers for STI screening. The mobile outreach venue has also been used to deliver the Friday night in Parks programme, which makes HALE one of the leading organizations in screening for STIs and distributing the C-card.

The demand for the networker programme has continued to increase, seeing over 260 people this last year. This has been directly supported by the Befriender's project that has recruited 45 volunteers and supported 32 people to be befriended. In addition the Stepping Stone programme has developed and supports asylum seekers, new arrivals and refugees to engage in community activities.

Through funding from the Shipley Area Committee we have distributed a total of 19 grants to community groups across the Shipley constituency promoting health and wellbeing ranging from exercise classes to extra tutors for horse riding for disabled people to birthing pools to gardening tools. This grant also enables HALE to host and support the Creative Solution events and to establish the Health and Wellbeing Hub.

#### **Achievements and performance**

HALE has successfully secured another 2 years commission from the NHS and the local authority as well as a two year grant from Lloyds TSB Foundation that will ensure HALE continues to be in a strong financial position. The Mobile Outreach Venue is going from strength to strength and enables us to have a resource that is a benefit to the whole community of Bradford and surrounding areas.

HALE has increased its partnership working and this is signified by the success of Kirkgate Ketchup (a midwife drop in) which we have now been able to replicate in the Frizinghall area of Bradford with the support of the midwife team, Surestart and the children centres.

# **HALE Health Action Local Engagement**

## **Trustees' report (continued) for the year ended 31 March 2011**

### **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 advancement of health

### **Financial review**

The net expenditure after transfers for the year was £6,984, including net income of £32,000 on unrestricted/designated funds and net expenditure of £38,984 on restricted funds

### **Reserves policy**

A reserves policy was agreed by the trustees on 24th September 2009

It is the view that we should have sufficient funds to enable HALE to exist for a period of time (three months), to enable the development of alternative funding streams

The reserves at 31st March 2011 were £62,055

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to

select suitable accounting policies and apply them consistently,

observe the methods and principles in the Charities SORP,

make judgements and estimates that are reasonable and prudent,

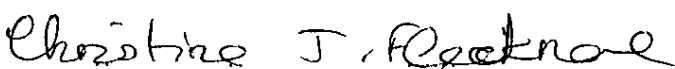
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) and in accordance with the special provisions the Companies Act 2006 relating to small companies

Signed on behalf of the board of trustees

Signed 

Name CHRISTINE TILLIAN FLECKNOE

Date 15.09.2011

## **HALE Health Action Local Engagement**

### **Independent examiner's report to the trustees of HALE Health Action Local Engagement**

I report on the accounts of the charitable company for the year ended 31 March 2011, which are set out on pages 6 to 11

#### **Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 43 of the 1993 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act and state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with the 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 seeking explanations from the 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 section 386 of the Companies Act 2006, and

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005)

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

Signed 

Name Chris Tatham

Relevant professional qualification or body ACA

Date 5 October 2011

For and on behalf of

**West Yorkshire Community Accounting Service**

Stringer House

34 Lupton Street

Leeds

LS10 2QW

**HALE Health Action Local Engagement**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2011**

	Notes	2011 Designated and Unrestricted funds £	2011 Restricted funds £	2011 Total funds £	2010 Total funds £
<b>Incoming resources</b>					
Grants and contracts	(2)	239,861	151,779	391,640	415,898
Sales and fees		8,155	-	8,155	1,690
Subscriptions		1,954	2,146	4,100	4,087
Bank interest		496	-	496	207
Other income		3,000	-	3,000	1,125
<b>Total incoming resources</b>		<b>253,466</b>	<b>153,925</b>	<b>407,391</b>	<b>423,007</b>
<b>Resources expended</b>					
Staffing costs	(3)	191,506	87,284	278,790	212,368
Project and delivery costs		11,915	45,773	57,688	56,857
Operational and central costs		26,325	18,610	44,935	44,224
Advertising and publicity		5,606	7,132	12,738	7,695
Governance		4,481	93	4,574	5,527
Depreciation		8,379	7,271	15,650	14,619
<b>Total resources expended</b>		<b>248,212</b>	<b>166,163</b>	<b>414,375</b>	<b>341,290</b>
<b>Net income / (expenditure) before transfers</b>		<b>5,254</b>	<b>(12,238)</b>	<b>(6,984)</b>	<b>81,717</b>
Transfers between funds	(4)	26,746	(26,746)	-	-
<b>Net income / (expenditure)</b>		<b>32,000</b>	<b>(38,984)</b>	<b>(6,984)</b>	<b>81,717</b>
<b>Fund balances brought forward</b>		<b>100,961</b>	<b>82,863</b>	<b>183,824</b>	<b>102,107</b>
<b>Fund balances carried forward</b>	(4)	<b>132,961</b>	<b>43,879</b>	<b>176,840</b>	<b>183,824</b>

All incoming resources and resources expended derive from continuing activities

# HALE Health Action Local Engagement

## Balance sheet

as at 31 March 2011

		2011	2011	2011	2010
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(6)	33,906	-	33,906	22,031
<b>Total fixed assets</b>		<u>33,906</u>	<u>-</u>	<u>33,906</u>	<u>22,031</u>
<b>Current assets</b>					
Debtors and prepayments	(7)	5,370	476	5,846	5,595
Cash at bank and in hand	(8)	115,201	46,904	162,105	189,337
<b>Total current assets</b>		<u>120,571</u>	<u>47,380</u>	<u>167,951</u>	<u>194,932</u>
<b>Current liabilities.</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(9)	21,516	3,501	25,017	33,139
<b>Total current liabilities</b>		<u>21,516</u>	<u>3,501</u>	<u>25,017</u>	<u>33,139</u>
<b>Net current assets / (liabilities)</b>		<u>99,055</u>	<u>43,879</u>	<u>142,934</u>	<u>161,793</u>
<b>Total assets less current liabilities</b>		<u>132,961</u>	<u>43,879</u>	<u>176,840</u>	<u>183,824</u>
<b>Net assets</b>		<u>132,961</u>	<u>43,879</u>	<u>176,840</u>	<u>183,824</u>
<b>Funds</b>					
Unrestricted funds		95,961	-	95,961	100,961
Designated funds	(5)	37,000	-	37,000	-
		<u>132,961</u>	<u>-</u>	<u>132,961</u>	<u>100,961</u>
Restricted funds	(4)	-	43,879	43,879	82,863
<b>Total funds</b>		<u>132,961</u>	<u>43,879</u>	<u>176,840</u>	<u>183,824</u>

For the year ending 31 March 2011 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved at a meeting of the trustees and signed on its behalf by

Signed Christine J. Flecknoe Date 15.09.2011

Name CHRISTINE JULIAN FLECKNOE  
(Trustee)



# **HALE Health Action Local Engagement**

## **Notes to the accounts**

**for the year ended 31 March 2011**

### **1 Accounting policies**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

#### **Incoming resources**

All incoming resources are included in the SOFA when the charity becomes entitled to the resources, the trustees are virtually certain they 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 as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

#### **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 £500 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:

Project and office equipment over 1 year

Computer equipment over 1 year

Motor vehicles 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.

#### **Fund accounting**

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

# **HALE Health Action Local Engagement**

## **Notes to the accounts continued**

### **for the year ended 31 March 2011**

<b>2 Grants and donations</b>	2011	2011	2011	2010
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BMDC Streets Ahead	-	-	-	1,180
Bradford and Airedale PCT	194,329	-	194,329	193,402
The Big Lottery	-	15,492	15,492	15,685
BMDC Community Chest	-	-	-	500
Age Cocern (Fit as a Fiddle)	-	-	-	1,100
GP Alliance	-	36,300	36,300	36,790
Bfd & Airedale PCT (Inspiration Ward)	-	-	-	7,500
Bfd & Airedale Community Health (Sexual Health	-	-	-	954
Shipley Area Co-ordinators Office	-	45,900	45,900	45,902
Bradford MDC - Wellbeing fund	-	3,000	3,000	4,030
Yorkshire & Humber Innovation Fund	-	3,500	3,500	96,000
Youth Opportunities Grant	-	-	-	1,850
BMDC Social Services	-	10,250	10,250	10,250
Future Jobs Fund	10,532	-	10,532	755
GlaxoSmithKline Impact Award	35,000	-	35,000	-
Lloyds TSB Foundation	-	19,600	19,600	-
Barnardo's	-	932	932	-
BMDC - Female Refugee and Asylum seekers	-	4,790	4,790	-
BMDC - Frizinghall Women's Diabetes group	-	200	200	-
BMDC - Fun and Fruity Project	-	2,000	2,000	-
Shipley Area Co-ordinators Office - resources	-	500	500	-
Refugee and Asylum Networker	-	4,690	4,690	-
BMDC - Wellbeing Cafe	-	2,700	2,700	-
West Yorkshire Police Community Trust	-	1,625	1,625	-
BMDC - Bingley Rural	-	300	300	-
	<u>239,861</u>	<u>151,779</u>	<u>391,640</u>	<u>415,898</u>

<b>3 Staff costs and numbers</b>	2011	2010
	£	£
Gross salaries	173,592	126,070
Social security costs	10,744	6,843
Bradford & Airedale PCT salaries	70,764	64,134
Pensions	7,149	2,058
Payroll fees	515	374
Freelance fees	6,541	3,994
Staff travel	5,169	2,073
Staff training	1,654	2,766
CRB checks	347	328
Childcare vouchers	-	175
Recruitment	2,315	3,553
	<u>278,790</u>	<u>212,368</u>

The average number employees during the year was 18 (2010 12)

There were no employees with emoluments above £60,000

# HALE Health Action Local Engagement

## Notes to the accounts continued

for the year ended 31 March 2011

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BMDC Streets Ahead	1,060	-	-	-	1,060
BMDC Social Services	3,322	10,250	9,151	-	4,421
The Big Lottery	1,703	15,492	13,555	-	3,640
Inspiration Ward	199	-	-	-	199
GP Alliance	8	36,300	32,757	-	3,551
Shipley Area Co-ord Office	8,096	46,390	52,851	-	1,635
Y & H Innovation Fund	66,625	3,500	42,614	(27,511)	-
Youth Opportunities Grant	1,850	-	125	-	1,725
Wellbeing Fund	-	4,656	5,175	519	-
Lloyds TSB Foundation	-	19,600	-	-	19,600
Barnardo's	-	932	109	-	823
Female Refugee/Asylum seeker	-	4,790	650	-	4,140
F'hall Women's Diabetes group	-	200	-	-	200
Fun and Fruity Project	-	2,000	1,230	-	770
Shipley Area - Resources	-	500	342	-	158
Refugee and Asylum Networker	-	4,690	4,936	246	-
Wellbeing Cafe	-	2,700	1,108	-	1,592
West Yorkshire Police CT	-	1,625	1,470	-	155
BMDC - Bingley Rural	-	300	90	-	210
	<u>82,863</u>	<u>153,925</u>	<u>166,163</u>	<u>(26,746)</u>	<u>43,879</u>

Fund name	Purpose of restriction
BMDC Streets Ahead	Grant for health and activity sessions
BMDC Social Services	Towards costs of projects in the Windhill and Wrose wards
The Big Lottery	A befriending project for older people
Inspiration Ward	For improvement in adult services
GP Alliance	For a network co-ordinator, obesity and sexual health programmes
Shipley Area Co-ord Office	To promote health and wellbeing in Shipley, including a befriending and small grants project
Y & H Innovation Fund	For the purchase and refurbishment of a healthy living bus and one year's running costs The transfer is because the restriction on the asset (bus) relates to the purchase and not the use The fund is now completed
Youth Opportunities Grant	For youth opportunities work
Wellbeing Fund	To run wellbeing activities for older people with mental health needs The transfer is the use of unrestricted funds on the project
Lloyds TSB Foundation	Contribution towards core salary costs and rent and rates
Barnardo's	For work with young people
Female Refugee/Asylum seeker	For work with female refugee and asylum seekers
F'hall Women's Diabetes group	for work with the diabetes group
Fun and Fruity Project	For healthy eating sessions
Shipley Area - Resources	Resources for health bus
Refugee and Asylum Networker	For work with refugee and asylum seekers, the transfer is the use of unrestricted funds on the project
Wellbeing Cafe	Set up and running costs for a cafe in Baildon
West Yorkshire Police CT	For alcohol work in Myrtle Park, Bingley
BMDC - Bingley Rural	For healthy eating sessions

## 5 Designated Funds

Project continuation fund	To meet the shortfall in funding identified in the 2011/12 budget, £37,000
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# HALE Health Action Local Engagement

## Notes to the accounts continued

for the year ended 31 March 2011

### 6 Tangible assets

	Bus £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2010	29,375	7,964	37,339
Additions	25,625	1,900	27,525
At 31 March 2011	55,000	9,864	64,864
<b>Depreciation</b>			
At 1 April 2010	7,344	7,964	15,308
Charge for year	13,750	1,900	15,650
At 31 March 2011	21,094	9,864	30,958
<b>Net book value</b>			
At 31 March 2011	33,906	-	33,906
At 31 March 2010	22,031	-	22,031

### 7 Debtors and prepayments

	2011 £	2010 £
Debtors	3,830	3,864
Prepayments	2,016	1,731
	5,846	5,595

### 8 Cash at bank and in hand

	2011 £	2010 £
Current account	59,789	72,412
Guaranteed deposit account	51,650	50,000
High interest account	50,345	66,625
Petty cash	207	300
Prepaid vouchers	114	-
	162,105	189,337

### 9 Creditors and accruals

	2011 £	2010 £
Creditors	22,817	24,009
Accruals	1,200	9,130
Money held for Consortium	1,000	-
	25,017	33,139

### 10 Commitments under Operating Leases

At 31 March 2011 the charity had annual commitments under non-cancellable operating leases as follows

		2011 £	2010 £
Land and buildings	Expiry date between one and five years	22,500	10,000
Other	Expiry date between one and five years	950	751
		23,450	10,751

### 11 Related party transactions and trustee expenses

There were no related party transactions during the year

No trustee received any expenses during the year