

HALE Health Action Local Engagement

Charity number 1123542

A company limited by guarantee number 06443243

Annual Report and Financial Statements for the year ended 31 March 2014

TUESDAY



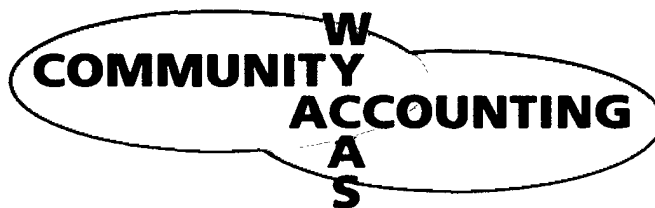
A3HHXEE8

A68

30/09/2014

#157

COMPANIES HOUSE



West Yorkshire Community Accounting Service

HALE Health Action Local Engagement

Annual Report and Financial Statements for the year ended 31 March 2014

Contents	Page
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 13

Prepared by West Yorkshire Community Accounting Service

HALE Health Action Local Engagement

Trustees' report for the year ended 31 March 2014

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
Anna Laycock	Chair	
Catherine Pitts	Vice chair and Company secretary	
Graham Moore	Treasurer	
Helena Hughes	Deputy Chair	Resigned May 2013
Andrew Brown		Resigned Sep 2013
Christine Jillian Flecknoe		
Georgina Haslam		Appointed Jan 2014
Mags Pearson		Appointed Jan 2014
Melanie Roberts-Saunders		Resigned Sep 2013

Company secretary Catherine Pitts

Charity number 1123542 Registered in England and Wales

Company number 06443243 Registered in England and Wales

Registered and principal address

1 Westgate
Shipley
West Yorkshire
BD18 3QX

Bankers

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

Independent examiner

Simon Bostrom FCIE

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 3 December 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.

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.

HALE Health Action Local Engagement

Trustees' report (continued) for the year ended 31 March 2014

Objectives and activities

The charity's main activities

Hale is a Healthy Living Project, delivering community based health improvement activities in Shipley and surrounding areas since 2003. We work with people of all ages, concentrating our efforts in the areas of deprivation and health inequalities where there is greatest need, working around the key themes of Mental Health and Wellbeing, Alcohol Awareness, Sexual Health and Nutrition.

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.

Achievements and performance

Chair's report

During this year we were delighted to be nominated alongside 13 other local charities for a Sovereign Healthcare Good All Round Award, which we were awarded £7,500 – money which enables us to respond to need where it is greatest.

We have been very grateful for donations from Baildon Runners, Natasha Thomas's Great North Swim, Andrew Brown's Longest and Highest Challenge, and Safa Ahmed's skydive, in addition to donations made by individuals who value and wish to support our work.

This year has seen the departure of a number of staff and Management Committee members. We are always sad to say goodbye to a friend and colleague, and we would like to thank all who have supported HALE this far. We now have 53 regular volunteers and we are extremely grateful to every one of them. I would like to say a particular thanks to members of the Management Committee, whose time, energy and support is vital to the governance of HALE.

Here are a few of the highlights of our work:

We have worked closely with residents in the Crosley Wood and Crag Road areas, in partnership with InCommunities, Shipley and Bingley Voluntary Services, the Kirkgate Centre, Trinity 5 Rise Children's Centre and the Bingley Ward Officer

hEat Well Courses ran in 15 Children's Centres, providing guidance and advice on Fat, Salt and Sugar intake, as well as portion size and budgeting for families. Centre staff also received training to be able to share the information.

Working with the Self-Care Lead for Bradford & District to promote the national campaign. We produced four self-care packs for people living with asthma, COPD, heart failure and dementia.

We have seen a real growth in our diabetes work this year, mostly in the Manningham area.

This year we also were successful in getting Big Lottery Funding for our Befriending and Advocacy scheme for older people.

In a period of unprecedented change in the health and social care environment, and at a time when the need for organisations like HALE could not be higher, I am incredibly proud of these innovative projects that change lives. They are only possible through the talent and commitment of both staff and volunteers.

Dr Georgina Haslam

Acting Chair, HALE Management Committee

HALE Health Action Local Engagement

Trustees' report (continued) for the year ended 31 March 2014

Financial review

The net income for the year was £42,615, including net income of £9,831 on unrestricted funds and net income of £32,784 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £114,004

A reserves policy was agreed by the trustees on 24 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.

This equates to £ 83,233. Anticipated shortfall of £ 18,857 has been identified for the 2014/2015 Budget. Surplus funds to be used for Continuation of Current Projects and Development Work, as identified by the Board of Trustees.

Funds held as custodian trustee on behalf of others

£595 is held on behalf of Health Impact CIC (Consortium) and detailed in note 9.

HALE Health Action Local Engagement

Trustees' report (continued) for the year ended 31 March 2014

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 enable them 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 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed  (Trustee)

Name G. HASLAM

Date 17 SEP 2014

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 2014, which are set out on pages 7 to 13.

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 144 (2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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: Simon Bostrom

Relevant professional qualification or body: FCIE

Date: 22/9/14

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 2014

	Notes	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
Incoming resources					
Grants, contracts and donations	(2)	19,954	421,378	441,332	395,972
Sales and fees		24,934	457	25,391	15,911
Subscriptions		2,113	6,055	8,168	6,320
Bank interest		1,045	-	1,045	901
Other income		1,226	-	1,226	342
Total incoming resources		49,272	427,890	477,162	419,446
Resources expended					
Staffing costs	(3)	12,702	276,494	289,196	305,175
Project and delivery costs		1,041	83,134	84,175	73,573
Operational and central costs		12,491	38,186	50,677	47,102
Advertising and publicity		-	2,075	2,075	2,993
Governance		1,236	782	2,018	10,057
Depreciation		6,406	-	6,406	13,750
Total resources expended		33,876	400,671	434,547	452,650
Net income / (expenditure) before transfers		15,396	27,219	42,615	(33,204)
Transfers between funds		(5,565)	5,565		
Net movement in funds		9,831	32,784	42,615	(33,204)
Fund balances brought forward		104,173	21,242	125,415	158,619
Fund balances carried forward	(4)	114,004	54,026	168,030	125,415

All incoming resources and resources expended derive from continuing activities.

HALE Health Action Local Engagement

Balance sheet

as at 31 March 2014

	2014	2014	2014	2013
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (5)	-	-	-	6,406
Total fixed assets	-	-	-	6,406
Current assets				
Debtors and prepayments (6)	11,959	-	11,959	12,706
Cash at bank and in hand (7)	106,267	54,026	160,293	115,809
Total current assets	118,226	54,026	172,252	128,515
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	4,222	-	4,222	9,506
Total current liabilities	4,222	-	4,222	9,506
Net current assets / (liabilities)	114,004	54,026	168,030	119,009
Net assets	114,004	54,026	168,030	125,415
Funds				
Unrestricted funds	114,004	-	114,004	104,173
Restricted funds	-	54,026	54,026	21,242
Total funds	114,004	54,026	168,030	125,415

For the year ending 31 March 2014 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:  (Trustee)

Name G. HASLAM

Date: 17 SEP 2014

HALE Health Action Local Engagement

Notes to the accounts

for the year ended 31 March 2014

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. 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 Statement of Financial Activities (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 2014

2 Grants and donations	2014	2014	2014	2013
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Baildon Parish Council (BPC)	-	9,371	9,371	8,860
Born in Bradford (BIB)	-	3,784	3,784	-
NHS Bradford and Airedale	-	194,329	194,329	194,329
Bradford MDC	-	79,540	79,540	53,490
Community Development Foundation (CDF)	-	5,209	5,209	2,124
Ecorys UK Limited	-	20,000	20,000	20,000
Helmsley Securities	4,017	-	4,017	-
Lloyds TSB Foundation	-	14,900	14,900	-
NHS Bradford Clinical Commissioning Group (CCG)	-	4,320	4,320	-
Sovereign Healthcare	7,500	5,000	12,500	-
The Big Lottery	-	79,737	79,737	20,687
The Brelms Trust	-	3,000	3,000	-
GlaxoSmithKline Impact Award	-	-	-	35,000
GP Alliance	-	-	-	18,150
Integrated Care	-	-	-	11,820
The Scurrah Wainwright Charity	-	-	-	4,000
Youth Opportunities Fund	-	-	-	4,090
YPSHTP Small Grant Scheme	-	-	-	4,090
Other grants	-	-	-	13,218
Other donations	8,437	2,188	10,625	6,114
	<u>19,954</u>	<u>421,378</u>	<u>441,332</u>	<u>395,972</u>

3 Staff costs and numbers

Staffing costs includes the following:

	2014	2013
	£	£
Gross salaries	238,653	201,287
Social security costs	15,440	5,287
Pensions	10,995	8,537
	<u>265,088</u>	<u>215,111</u>

The average number employees during the year was 18, being an average of 10 full time equivalent (2013: 23, 9 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2014	2013
	£	£
Costs of the scheme to the charity for the year	10,995	8,537

HALE Health Action Local Engagement

Notes to the accounts continued

for the year ended 31 March 2014

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
NHS Bradford and Airedale	-	194,329	194,329	-	-
Awards for All	-	9,955	9,420	-	535
Baildon Older peoples project	-	3,356	3,048	-	308
Baildon Project	1,032	-	270	(762)	-
BIB Eat healthy project	-	3,784	433	-	3,351
Bingley Youth Project	1,800	-	1,800	-	-
BMDC - Warm Homes 2013	5,854	1,575	7,119	(310)	-
BMDC - Warm Homes Eat Well	-	10,000	9,811	-	189
BMDC - Wellbeing Café	1,447	5,888	6,911	-	424
BMDC (Dementia small grant)	3,000	30	2,975	-	55
BMDC self care programme	-	31,416	31,224	-	192
BMDC Shipley cares network	-	22,300	6,570	-	15,730
BMDC Social Services	-	13,615	14,775	1,160	-
BPC Youth project	-	8,000	8,151	151	-
Brelms Loud Whispers	-	3,000	355	-	2,645
Cragg Wellbeing	417	2,249	2,478	-	188
Hospital Befriending Service	3,650	6,000	14,540	4,890	-
HSCFV Alcohol Awareness	815	20,000	20,403	-	412
Lloyds TSB Foundation	-	14,900	-	-	14,900
NHS Bradford CCG	-	4,320	3,655	-	665
Our Place	-	2,960	300	-	2,660
The Big Lottery	-	70,213	58,441	-	11,772
Youth Opportunities Fund	1,618	-	1,618	-	-
YPSHTP Small Grant Scheme	1,609	-	2,045	436	-
	<u>21,242</u>	<u>427,890</u>	<u>400,671</u>	<u>5,565</u>	<u>54,026</u>

Fund name

NHS Bradford and Airedale
Awards for All
Baildon Older peoples project
Baildon Project
BIB Eat healthy project
Bingley Youth Project
BMDC - Warm Homes 2013
BMDC - Warm Homes Eat Well
BMDC - Wellbeing Café
BMDC (Dementia small grant)
BMDC self care programme
BMDC Shipley cares network
BMDC Social Services
BPC Youth project
Brelms Loud Whispers
Cragg Wellbeing
Hospital Befriending Service
HSCFV Alcohol Awareness
Lloyds TSB Foundation
NHS Bradford CCG
Our Place
The Big Lottery
Youth Opportunities Fund
YPSHTP Small Grant Scheme

Purpose of restriction

To reduce in health inequalities by working with local communities
Volunteer Support for Refugee and Asylum Seekers
Project to deal with Isolation and Social Aspects
Support for Social Groups and Activities
Towards costs of the 'PAU education' healthy eating pilot project
Towards costs of youth projects.
Education project promoting warm meals in cold weather periods
Education project promoting warm meals in cold weather periods
Set up and running costs for a café in Baildon
Towards costs of Dementia project.
Staff Hosting
Mental Health Project dealing with older persons
Grant funded support for older people.
Youth Project using Mobile Outreach Vehicle (MOV)
Towards outreach service costs
Allotment activities funded by CDF
A befriending service funded by a variety of different funders
Peer to Peer Volunteer Programme dealing with Younger People
Contribution towards costs of salaries, rent and rates
For costs relating to the dietary bus stop project
Our place project activities funded by CDF
Towards the costs of a befriending project for older people
Youth Project dealing with Sexual Health
Youth Project dealing with Sexual Health

HALE Health Action Local Engagement

Notes to the accounts continued

for the year ended 31 March 2014

4 Restricted funds continued

The positive transfers relate to a contribution from unrestricted funds towards restricted activity funds.

The negative transfers are funds moved to unrestricted funds at the end of an activity.

5 Tangible assets

	Office equipment £	Motor vehicles £	Total £
<u>Cost</u>			
At 1 April 2013	10,429	55,000	65,429
Additions / (disposals)	-	-	-
At 31 March 2014	10,429	55,000	65,429
<u>Depreciation</u>			
At 1 April 2013	10,429	48,594	59,023
Charge for year	-	6,406	6,406
At 31 March 2014	10,429	55,000	65,429
<u>Net book value</u>			
At 31 March 2014	-	-	-
At 31 March 2013	-	6,406	6,406

6 Debtors and prepayments

	2014 £	2013 £
Debtors	10,534	5,885
Prepayments	1,425	6,821
	11,959	12,706

7 Cash at bank and in hand

	2014 £	2013 £
Current account	53,727	32,337
Ecology savings account	52,069	-
Guaranteed deposit account	52,504	51,640
High interest account	1,706	31,706
Petty cash	287	100
Prepaid vouchers	-	26
	160,293	115,809

8 Creditors and accruals

	2014 £	2013 £
Creditors	260	5,045
Accruals	3,367	3,851
Monies held for Consortium	595	610
	4,222	9,506

HALE Health Action Local Engagement
Notes to the accounts continued
for the year ended 31 March 2014

9 Commitments under operating leases

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows:

	2013 £	2013 £	2013 £	2012 £
	Land and Buildings £	Equipment £	Total £	Total £
Within 1 year	11,608	2,909	14,517	8,069
Between two and five years	26,382	6,225	32,607	427
	<u>37,990</u>	<u>9,134</u>	<u>47,124</u>	<u>8,496</u>

10 Trustee expenses

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

11 Related party transactions

There were no related party transactions during this or the previous financial year.