

Company registration number: 3091262

Charity registration number: 1060138

Leeds Involving People

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2024



Accounting | business advisory

foster mann is a trading name of Foster Mann (UK) Limited

Registered office: Unit 26G, Springfield Commercial Centre, Bagley Lane, Farsley, Leeds, LS28 5LY

Registered in England: 11833403

Leeds Involving People

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Leeds Involving People

Reference and Administrative Details

Chairman	Margaret Wilkinson
Charity Registration Number	1060138
Company Registration Number	3091262
Registered Office	<p>The charity is incorporated in England.</p> <p>Suite 5 Unity Business Centre 26 Roundhay Road Leeds LS7 1AB</p>
Independent Examiner	<p>Foster Mann (UK) Limited Unit 26G Springfield Commercial Centre Bagley Lane Farsley Leeds LS28 5LY</p>

Leeds Involving People

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Objectives and activities

Public benefit

The objects of the charitable company are the relief of persons who have physical and/or mental impairments or who are in some way disadvantaged by reason of their health by the provision of advice, support and education. This includes the promotion of the representation of service users and carers in planning, delivery and monitoring of services and to advise statutory and other agencies on the development of policy and good practice on user and carer involvement, in order to improve the conditions of life for the residents of Leeds.

Leeds Involving People offer a service that links decision-makers and communities. We give a voice to residents and support the improvement of health, social care and community services.

LIP is a member-led charity that provides and represents the independent voice of people to have a platform through the promotion of effective involvement to share their lived experiences. We do this by:

- Ensuring there is always user voice at the core of decision-making
- Creating a branding that is trusted by the citizens of Leeds as an independent charity that offers an opportunity for people to improve Leeds health and social care services.
- Acting as an Independent voice in the Leeds health and social care economy
- Involving the community in the development of health and social care services by ensuring their opinions and concerns are at the centre of decision-making processes that shape services and the involvement agenda.
- Working with partners across the public and private sector sharing best practise and ensuring coproduction continues in commissioning, consultation and engagement
- Continuing to provide expertise to our partners in bespoke engagement plans to ensure hard to reach communities are given the full opportunity to participate
- Acting as an independent conduit to effective engagement by providing a trusted broker in the system of service provision
- Involving people by promoting best practice in involvement and by ensuring we use methods that are appropriate, accessible and responsive to the needs of individuals and communities.
- Supporting individuals and organisations to become involvement ready so they can work in partnership with public bodies to shape, improve and co-design services.
- Supporting organisations to effectively involve their services users to become 'involvement ready'
- Acting as a specialist voice for seldom-heard communities as identified in the Connecting Leeds strategy, outer area strategy

Leeds Involving People

Trustees' Report

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

Sindo Dahri (resigned 21 August 2023)
Paul Landey
Mary Naylor (resigned 26 April 2023)
Philip Gleeson (resigned 16 October 2023)
Margaret Wilkinson
Tessa Francis
Helen Crockett
Cllr Jane Dawson (resigned 18 October 2023)
Prem Singh Duggal

Chairman:

Mary Naylor (resigned 26 April 2023)
Philip Gleeson (resigned 16 October 2023)
Margaret Wilkinson

Welcome from our Chair, Dr Margaret Wilkinson

Leeds Involving People was saddened by the retirement of Mary Naylor due to ill health. Mary has been so supportive of Leeds Involving People, its work and its members over the years that she will be greatly and fondly missed by everyone. All at Leeds Involving People, the trustees, the staff and the members thank Mary for her hard work over the years.

Philip Gleeson had been acting as chair of Leeds Involving People in Mary 's absence of poor health in the previous financial year but he had to curtail his involvement with LIP rather suddenly in early October 2023.

We were delighted and very fortunate to welcome Sharon Burke to Leeds Involving People In mid-September 2023. With her guidance and contacts across the city, organisations and 3rd sector of Leeds. It has allowed Leeds Involving People to refresh and consolidate operations and revitalise engagement in all our activities for the benefit of the members and the grant providers.

It has been a year of challenges and change for Leeds Involving People but throughout LIP has upheld its core tenet to engage with our members and take their voices to the service providers to inform and improve their approach to person centred care.

Leeds Involving People members have readily engaged with our project streams and provided excellent feedback on the reality of their experiences as service users and where service could be improved. They encouraging raise their voices to influence appropriateness of services for all. Leeds Involving People applauds their contribution "to make a difference".

Leeds Involving People continues to reach out to other diverse communities and minority groups to ensure their concerns are raised to improve the services available for all in Leeds.

Thank you to everyone for all their time and contributions to make a real difference in Leeds.

Leeds Involving People

Trustees' Report

Contents

Together We Can (NHS Integrated Care Board, ICB)

Together We Can, TWC, is a steering group to voice the concerns of our members of the current mental health services linked to the Leeds Mental Health Strategy aims. TWC provides user - led solutions and innovation to improve the intended deliverables of the Mental Health Strategy to the mental health service users within their communities and within primary care and secondary care.

LIP has a strong membership at the regular monthly meetings of TWC.

LIP does invest in the TWC meetings to develop and train members to engage in other workstreams and engage or contribute to the Mental Health Partnership Board and share with the Community Health Transformation programme.

We engaged and explored several topics, from getting involved, exploring Trauma with emphasis on Child Sexual Abuse, what is meant to live in a Mentally Healthy City, a workshop on Resilience, the impact of surroundings and venue for mental health appointments. LIP held discussions and asked if mental health inequalities been reduced,

had the gap between mental health support services been closed and has the disparity between physical and mental health been resolved.

Members were very concerned about the wording in the mission statement of the Leeds 2020 - 2025 Mental Health Strategy and how it related to them. Members were concerned of the lack of compassion shown at assessments and appointments, they felt that the staff were overstretched to deliver support.

Members did not report that the gap between services had narrowed, that there were breakdowns in communications between services and a revolving door system placing members back in long waiting times to be seen.

TWC delivered a full day event on STIGMA in October facilitated by Cllr Sharon Burke.

It was an immersive and uplifting experience for all and a booklet was produced from one of the activities on Stigma written by the attendees. The booklet is very insightful perspective of our service users.

Going forward the contract with the ICB has closed, as the NHS work has been absorbed into the future work of Community Mental Health Transformation.

LIP will continue to facilitate TWC engagement as it believes that TWC is the corner stone of our work and engagement with members.

Leeds Involving People

Trustees' Report

Leeds City Council, LCC, Adult Social Care

Leeds Involving People, LIP is active in three main projects:

- The Better Lives Board, BLB
- Forum for Race Equality in Social Care and Health, FRESH
- Leeds Deaf Action Forum, DEAForum

BLB

Board meetings are held bi-monthly with presentation from the 3rd sector organisations, LIP's service users and representatives from LCC, Adult Social Care.

Topics covered and discussed were: an update on the assurances for the Care Quality Commission, CQC and the Leeds Local Account development, Adults and Health Digital Plan; Keeping Well, Age Friendly progress update, and the Adult Social Care plan; Better Information and Access and a report back from the Communication sub-committee; tackling Poverty and Inequality, providing clear information on support with a focus on winter; a workshop on how to work as a Board and Direct payments.

The breadth of engagement with Adult Social Care is considerable. The main issue arising from feedback from all the meetings was easier access for service users to information and being aware of options available for all services. People, new to Adult Social Care, found it very difficult, at first, to comprehend the system. We were informed by service users that the benefits of Direct Payment to support individuals to co-ordinate their own care support to their own needs could be liberating.

FRESH

LIP worked jointly with Adult Social Care on equality within a range of different services. The discussions have moved on to talk just about equality but to bringing about equity for individuals and a more person-centred approach by Adult Social Care.

Topics discussed were: accessing GP services, workforce race equality and aging well, talking about dying, trauma, historic and cultural, specific to FRESH members, and what comes under the remit of Social Care.

Two extra events took place, one in November for a CQC inspection preparation on Housing Care and Home Care Extra.

The seconds special event took place in March to celebrate 32 years of FRESH.

How to access information and options available has been a theme throughout.

Not everyone has access nor able to use the internet but finding the key words to access detailed information was not readily available. Greater use of the LCC Hubs in Libraries or community centres to provide information or guide members to where they could access information has been a huge progress.

DEAForum

Members of the DEAForum come from the Leeds Deaf Community and the purpose is for the DEAForum to raise concerns and action improvement of services for those Deaf and hard of hearing.

Topics focussed on understanding the Leeds Local Plan, accessing GP Services when the instruction is to phone in to make an appointment to be seen, the Green Doctor, proposed changes with Community Mental Health Services, an update on telecare and updating the Terms of Reference and rules of the DEAForum.

Main issues raised by DEAForum members has been improving access to primary care services, specifically GP services and offering alternative methods of communications to access services. LIP recommends that surgeries or services have a text relay system to allow requests for appointments and the expansion of Sign Live availability. Training of staff of how to use Sign Live would help as would maintaining the ipads in good working order. This puts total reliance on smart phones that not everyone can afford nor use without some instruction particularly when English is not the first language and meanings get lost in translation.

Leeds Involving People

Trustees' Report

Mental Health Collaborative

The Collaborative is a group of key stakeholders with the aim of opening up conversations about mental health involving everyone across the system in Leeds from those commissioning and providing support to those accessing support. The intention is to bring about change with the goal of improving mental health and wellbeing for the people of Leeds.

LIP have ensured representation at a range of different meetings and projects undertaken in this financial year. e.g. Youth Justice, working with 2 groups of young offenders to find out what support they needed.

A survey was co-produced for all staff and young offenders within the system.

GP access, continuing to work on improving access to GP surgeries for all.

Training members to ensure they were prepared and equipped with the necessary skills required to be involved.

The Listening Project

LIP continues to facilitate a series of events to gather information about why certain communities were not accessing Social Care for the Listening Project.

Fundamentally and repeatedly engagement reported poor communication, not knowing how to access information, difficulty navigating the LCC website if the key words to navigate are not known, or not comprehending the language. It was reported that the words quoted of the services did not match what members were experiencing at the point of delivery. LIP has provided feedback that many citizens do not realise that Adult Social Care is delivered by LCC and not the NHS. The website states that there may be a cost when in most cases there is a cost. Overwhelmingly people would prefer to speak to an informed person and rather than being told the answer to a question is not known being reassured that an answer or response would be sought.

Other key themes were: not understanding what Adult Social Care is or offers, feeling ashamed or embarrassed to ask for help, fear of cultural needs not being recognised by the services, language and accessibility barriers.

The Visible Group

LIP facilitates the Visible Leadership Reference Group and have representation on the Visible Steering Group. Visible is made up of survivors of child sexual abuse.

They undertake the work to improve the health and wellbeing for other services by explaining to service providers how to engage, treat and be aware of upsetting trigger points or actions at appointments.

They have produced podcast guides, newsletters and made connections with other groups to increase the diversity of involvement in the Reference Group.

Visible have increased the frequency of their Reference Group meetings and have plans to widen access and their work in the near future.

Leeds Involving People

Trustees' Report

Connecting Leeds

LIP is the key engagement partner of the Connecting Leeds programme and the Streets for all programme of gathering information or advertising to the public how they can engage with LCC. The Leeds areas undertaken are: Armley Town Street, Inner West, Chapel Allerton, A660, Outer East. Work commenced in March 2024 on Inner North West and Outer North West.

National Institute of Health Research at the University of Leeds

Two events were held with LIP members, one was scoping the barriers of members engaging in Research studies and the second event was to provide feedback to the members who had partaken in the initial discussions.

We acknowledge the ongoing support and engagement with the University of Leeds, Leeds City Council and West Yorkshire Integrated Care Board and their partners for their inclusivity for patient and public involvement.

Training

LIP has designed and trained both staff and members to support wellbeing, build confidence and support engagement:

Winter Wellbeing, Celebrating Neurodiversity, Engagement/Involvement Ready, Managing Anxiety, Loving Yourself.

Acts 435

LIP is registered as an advocate for Acts 435, up to £150 can be donated to people in need.

Acknowledgements

Leeds Involving People's Board of Trustees, staff and members would like to thank our strategic partners and funders. Without their support LIP would not be able to fulfil our mission to link decision makers and communities together. Nor would LIP be able to give a voice to under-represented, diverse and minority communities, disabled and disadvantages citizens to inform and support improvement of health and social care, community services and access to information.

Structure, governance and management

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Leeds Involving People

Trustees' Report

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Statement of trustees' responsibilities

The trustees (who are also the directors of Leeds Involving People for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its income and expenditure, of the charitable company for that period. 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 accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

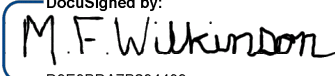
Leeds Involving People

Trustees' Report

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 7 July 2024 and signed on its behalf by:

DocuSigned by:

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Margaret Wilkinson
Chairman and trustee

**Chartered Accountants' Report to the Trustees on the Preparation of the Unaudited
Statutory Accounts of
Leeds Involving People
for the Year Ended 31 March 2024**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Leeds Involving People for the year ended 31 March 2024 as set out on pages 11 to 24 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW) we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Leeds Involving People, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Leeds Involving People and state those matters that we have agreed to state to the board of directors of Leeds Involving People, as a body, in this report, in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Leeds Involving People and its board of directors as a body for our work or for this report.

It is your duty to ensure that Leeds Involving People has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and of Leeds Involving People. You consider that Leeds Involving People is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Leeds Involving People. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Foster Mann (UK) Limited
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Foster Mann (UK) Limited
Unit 26g Springfield Commercial Centre
Bagley Lane
Farsley
Leeds
LS28 5LY
7 July 2024

Leeds Involving People

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2024 £
Income and Endowments from:			
Donations and legacies	3	2,103	2,103
Charitable activities	4	<u>274,798</u>	<u>274,798</u>
Total income		<u>276,901</u>	<u>276,901</u>
Expenditure on:			
Raising funds	5	(52,887)	(52,887)
Charitable activities	6	<u>(208,126)</u>	<u>(208,126)</u>
Total expenditure		<u>(261,013)</u>	<u>(261,013)</u>
Net income		<u>15,888</u>	<u>15,888</u>
Net movement in funds		15,888	15,888
Reconciliation of funds			
Total funds brought forward		<u>166,553</u>	<u>166,553</u>
Total funds carried forward	16	<u>182,441</u>	<u>182,441</u>
		Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Donations and legacies	3	3,133	3,133
Charitable activities	4	<u>399,448</u>	<u>399,448</u>
Total income		<u>402,581</u>	<u>402,581</u>
Expenditure on:			
Raising funds	5	(39,663)	(39,663)
Charitable activities	6	<u>(356,666)</u>	<u>(356,666)</u>
Total expenditure		<u>(396,329)</u>	<u>(396,329)</u>
Net income		<u>6,252</u>	<u>6,252</u>
Net movement in funds		6,252	6,252
Reconciliation of funds			
Total funds brought forward		<u>160,301</u>	<u>160,301</u>
Total funds carried forward	16	<u>166,553</u>	<u>166,553</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 16.

The notes on pages 13 to 24 form an integral part of these financial statements.

Leeds Involving People
(Registration number: 3091262)
Balance Sheet as at 31 March 2024

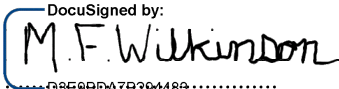
	Note	2024 £	2023 £
Fixed assets			
Tangible assets	11	2,335	6,521
Current assets			
Debtors	12	9,393	19,202
Cash at bank and in hand	13	<u>175,466</u>	<u>154,753</u>
		184,859	173,955
Creditors: Amounts falling due within one year	14	<u>(4,753)</u>	<u>(13,923)</u>
Net current assets		<u>180,106</u>	<u>160,032</u>
Net assets		<u>182,441</u>	<u>166,553</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>182,441</u>	<u>166,553</u>
Total funds	16	<u>182,441</u>	<u>166,553</u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 24 were approved by the trustees, and authorised for issue on 7 July 2024 and signed on their behalf by:

DocuSigned by:

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Margaret Wilkinson
Chairman and trustee

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by share capital, incorporated in England.

The address of its registered office is:

Suite 5 Unity Business Centre

26 Roundhay Road

Leeds

LS7 1AB

These financial statements were authorised for issue by the trustees on 7 July 2024.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Leeds Involving People meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

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

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Grants, including capital grants; Government grants	2,103	2,103
Total for 2024	2,103	2,103
Total for 2023	3,133	3,133

4 Income from charitable activities

	Unrestricted funds General £	Total funds £
	274,798	274,798
Total for 2024	274,798	274,798
Total for 2023	399,448	399,448

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		48,702	48,702
Total for 2024		<u>48,702</u>	<u>48,702</u>
Total for 2023		<u>37,919</u>	<u>37,919</u>

b) Investment management costs

	Note	Unrestricted funds General £	Total funds £
Allocated support costs	7	4,185	4,185
Total for 2024		<u>4,185</u>	<u>4,185</u>
Total for 2023		<u>1,744</u>	<u>1,744</u>
			Total costs £

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Governance costs	7	208,126	208,126
Total for 2023		<u>356,666</u>	<u>356,666</u>

**Total
expenditure
£**

In addition to the expenditure analysed above, there are also governance costs of £208,126 (2023 - £356,666) which relate directly to charitable activities. See note 7 for further details.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Staff costs		
Wages and salaries	148,926	148,926
Social security costs	8,408	8,408
Pension costs	9,879	9,879
Other staff costs	3,202	3,202
Audit fees		
Other fees paid to auditors	3,451	3,451
Marketing and publicity	1,717	1,717
Other governance costs	32,543	32,543
Total for 2024	208,126	208,126
Total for 2023	356,666	356,666

8 Net incoming/outgoing resources

Net incoming resources for the year include:

2024
£

9 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	148,926	258,480
Social security costs	8,408	16,441
Pension costs	9,879	15,024
Other staff costs	3,202	4,756
	170,415	294,701

No employee received emoluments of more than £60,000 during the year.

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2023	11,407	11,407
Disposals	<u>(7,612)</u>	<u>(7,612)</u>
At 31 March 2024	<u>3,795</u>	<u>3,795</u>
Depreciation		
At 1 April 2023	4,886	4,886
Charge for the year	4,186	4,186
Eliminated on disposals	<u>(7,612)</u>	<u>(7,612)</u>
At 31 March 2024	<u>1,460</u>	<u>1,460</u>
Net book value		
At 31 March 2024	<u>2,335</u>	<u>2,335</u>
At 31 March 2023	<u>6,521</u>	<u>6,521</u>

12 Debtors

	2024 £	2023 £
Trade debtors	<u>9,393</u>	<u>19,202</u>

13 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	81	231
Cash at bank	<u>175,385</u>	<u>154,522</u>
	<u>175,466</u>	<u>154,753</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	4,699
Other taxation and social security	1,976	6,093
Other creditors	1,193	1,691
Accruals	1,584	1,440
	<u>4,753</u>	<u>13,923</u>

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £9,879 (2023 - £15,024).

16 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
General	<u>166,553</u>	<u>276,901</u>	<u>(261,013)</u>	<u>182,441</u>

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
General	<u>160,301</u>	<u>402,581</u>	<u>(396,329)</u>	<u>166,553</u>

17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2024 £
Tangible fixed assets	2,335	2,335
Current assets	184,859	184,859
Current liabilities	<u>(4,753)</u>	<u>(4,753)</u>
Total net assets	<u>182,441</u>	<u>182,441</u>

Leeds Involving People

Notes to the Financial Statements for the Year Ended 31 March 2024

	Unrestricted funds General £	Total funds at 31 March 2023 £
Tangible fixed assets	6,521	6,521
Current assets	173,955	173,955
Current liabilities	(13,923)	(13,923)
Total net assets	<u>166,553</u>	<u>166,553</u>

18 Analysis of net funds

	At 1 April 2023 £	At 31 March 2024 £
Cash at bank and in hand	<u>154,753</u>	<u>154,753</u>
Net debt	<u>154,753</u>	<u>154,753</u>
	At 1 April 2022 £	At 31 March 2023 £
Cash at bank and in hand	<u>141,864</u>	<u>141,864</u>
Net debt	<u>141,864</u>	<u>141,864</u>

19 Related party transactions

Leeds Involving People

Statement of Financial Activities by fund for the Year Ended 31 March 2024

Unrestricted Funds

	Total Unrestricted Funds 2024 £	Total Unrestricted Funds 2023 £
Income and Endowments from:		
Donations and legacies	2,103	3,133
Charitable activities	<u>274,798</u>	<u>399,448</u>
Total income	<u>276,901</u>	<u>402,581</u>
Expenditure on:		
Raising funds	(52,887)	(39,663)
Charitable activities	<u>(208,126)</u>	<u>(356,666)</u>
Total expenditure	<u>(261,013)</u>	<u>(396,329)</u>
Net income	<u>15,888</u>	<u>6,252</u>
Net movement in funds	15,888	6,252
Reconciliation of funds		
Total funds brought forward	<u>166,553</u>	<u>160,301</u>
Total funds carried forward	<u><u>182,441</u></u>	<u><u>166,553</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	Total 2024 £	Total 2023 £
Income and Endowments from:		
Donations and legacies (analysed below)	2,103	3,133
Charitable activities (analysed below)	<u>274,798</u>	<u>399,448</u>
Total income	<u>276,901</u>	<u>402,581</u>
Expenditure on:		
Raising funds (analysed below)	(52,887)	(39,663)
Charitable activities (analysed below)	<u>(208,126)</u>	<u>(356,666)</u>
Total expenditure	<u>(261,013)</u>	<u>(396,329)</u>
Net income	<u>15,888</u>	<u>6,252</u>
Net movement in funds	15,888	6,252
Reconciliation of funds		
Total funds brought forward	<u>166,553</u>	<u>160,301</u>
Total funds carried forward	<u><u>182,441</u></u>	<u><u>166,553</u></u>

Leeds Involving People

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	Total 2024 £	Total 2023 £
<i>Donations and legacies</i>		
UK Government grants	2,103	3,133
	<u>2,103</u>	<u>3,133</u>
<i>Charitable activities</i>		
Contractual income from government or public authorities	274,798	399,448
	<u>274,798</u>	<u>399,448</u>
<i>Raising funds</i>		
Direct costs	(26,233)	(35,989)
Subcontract cost	(22,469)	(1,930)
Depreciation of office equipment	(4,185)	(1,744)
	<u>(52,887)</u>	<u>(39,663)</u>
<i>Charitable activities</i>		
Wages and salaries	(148,926)	(258,480)
Staff NIC (Employers)	(8,408)	(16,441)
Staff pensions (Defined contribution) - pension scheme 1	(9,879)	(15,024)
Staff training & recruitment	(3,202)	(4,756)
Rent	(3,594)	(5,550)
Rates	(5,049)	(6,504)
Insurance	(3,423)	(3,414)
Repairs and maintenance	-	(1,455)
Telephone and fax	(1,341)	(3,170)
Computer software and maintenance costs	(2,453)	(3,284)
Printing, postage and stationery	(5,264)	(6,358)
Trade subscriptions	(1,591)	(2,668)
Charitable donations	-	(150)
Hire of plant and machinery (Operating leases)	(2,456)	(4,800)
Cleaning	(41)	-
Travel and subsistence	(8,238)	(13,953)
Advertising	(1,717)	(4,292)
Accountancy fees	(3,451)	(2,636)
Legal and professional fees	-	(3,900)
Bank charges	(10)	-
Bank interest receivable	1,321	169
Fines	(400)	-
PAYE Interest	(4)	-
	<u>(208,126)</u>	<u>(356,666)</u>

This page does not form part of the statutory financial statements.