

Annual Return (AR30) form

Society Name: Hyde Park Source Limited

Society Num: 28755 R

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register.

For guidance on our registration function for societies, which includes guidance on the requirement to submit an Annual Return, please see [here](#)

2.1 What date did the financial year covered by these accounts end?

31/12/2019

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.

Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of Director	Month of Birth	Year of Birth
Chris Sharp	Mar	1982
Julia Kinch	Feb	1991
Ingrid Hutchinson	Mar	1986
Carlos Chavez	Aug	1970
Gemma Foley	Oct	1981
John Dunster	Sep	1991
Tej Bhavra	May	1983

3.2 All directors must be 16 or older. Please confirm this is this case:

☒ All directors are aged 16 or over

3.3 Societies are within the scope of the Company Director Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

☒ No director is disqualified

3.4 Please state any close links which any of the directors has with any society, company or authority.

'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

N/A

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.

Societies must have a secretary

Name of Secretary

Month of Birth

Year of Birth

Heather Vickers

May

1972

4.1 Please confirm that:

☒ accounts are being submitted with this form

☒ the accounts comply with relevant statutory and accounting requirements

☒ the accounts are signed by two members and the secretary (3 signatures in total)

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members

16

Turnover

301659

Assets

78094

Number of Employees

7

Share Capital

16

**Highest rate of interest paid
on shares**

0

4.3 What Standard Industrial Classification code best describes the society's main business?

Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes [here](#)

SIC Code

Other service activities n.e.c. (96090)

*

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

5.1 Please select the audit option the society has complied with:

- ☐ Full Professional Audit
- ☐ Auditor's report on the accounts
- ☐ Lay Audit
- ☒ No audit

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

- ☒ We have complied with the audit requirements

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

- ☐ Yes
- ☒ Not applicable

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

- ☒ Yes
- ☐ No

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

- ☐ Registered
- ☒ Not applicable

5.6 Is the society a housing association?

- ☒ No
☐ Yes

6.1 Is the society a subsidiary of another society?

- ☐ Yes
☒ No

6.2 Does the society have one or more subsidiaries?

(As defined in sections 100 and 101 of the Act)

- ☐ Yes
☒ No

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

You must answer the questions set out in in the next section of this form, depending on which condition for registration you meet.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance [here](#).

7.1 Condition for Registration

- ☐ Co-operative society
☒ Community Benefits society

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society?

For example, did you provide social housing, run an amateur sports club etc.

- Protecting, improving and conserving the physical and natural environment in order to improve the health and well-being of local people;
- Advancing the education and training of the public and in particular disadvantaged people across Leeds in the conservation, protection and improvement of the physical and natural environment;
- Developing the resilience, confidence, skills and experience of socially disadvantaged members of the community in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- The promotion of equality and diversity for the public benefit by promoting activities to foster understanding between people from diverse backgrounds and cultivating a sentiment in favour of equality and diversity.

7B.2 Please describe the benefits to the community the society delivered?

Here we are looking to see what the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

In 2019, the society:

- protected, improved and conserved the physical and natural environment in order to improve the health and well-being of local people,
- advanced the education and training of the public and in particular disadvantaged people across Leeds in the conservation, protection and improvement of the physical and natural environment,
- developed the resilience, confidence, skills and experience of socially disadvantaged members of the community in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society, and
- promoted equality and diversity for the public benefit by promoting activities to foster understanding between people from diverse backgrounds and cultivated a sentiment in favour of equality and diversity.

7B.3 Please describe how the society's business delivered these benefits?

The business of the society must be conducted for the benefit of the community. Please describe how the society's business (as described in answer to question 7B.1) provided benefit to the community.

- We ran regular outdoor education sessions for children aged 3-11 in local primary schools and in the community, for example Rosebank Rangers, Gardening Clubs, Healthy Holidays activities.
- We ran Outdoors, Active and Well for a wide range of people experiencing mild to moderate mental illness, addiction and social exclusion. These were community projects within local communities designed to improve the local environment while improving social inclusion, skills, knowledge, resilience, confidence and mental wellbeing.
- We created and maintained several community gardens in deprived areas of Leeds with local volunteers, for example Cross Green Community Garden and in association with Touchstone through our Live Well project.
- We created several recreational spaces for community use, for example in local primary schools and a community venues.
- We ran regular sessions for and with our culturally diverse local community on Rosebank Millennium Green, improving community relationships and fostering a sense of inclusion and cooperation.

7B.4 Did the society work with a specific community, and if so, please describe it here?

For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

No.

7B.5 What did the society do with any surplus or profit?

For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

The surplus was reinvested into the society's charitable activities and put into reserves.

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.

Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

N/A

HYDE PARK SOURCE LIMITED
UNAUDITED MANAGEMENT COMMITTEE REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

THOMAS COOMBS LIMITED
3365 The Pentagon
Century Way
Thorpe Park
Leeds
LS15 8ZB

HYDE PARK SOURCE LIMITED

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019

The Management Committee presents their report and financial statements of the society for the year ended 31st December 2019.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE SOCIETY, ITS TRUSTEES AND ADVISORS

Hyde Park Source Ltd is a registered society under the Co-operative and Community Benefit Societies Act 2014, registration number 28755R.

The Trustees (Management Committee) during the year were:

Chris Sharp	Chair/Treasurer
Julia Kinch	(Resigned December 2019)
Ingrid Hutchinson	(Appointed October 2019)
Carlos Chavez	(Appointed September 2019)
Gemma Foley	(Appointed December 2019)
John Dunster	
Tej Bhavra	

Secretary:

Heather Vickers

Principal Address:

2 Rosebank Road
Leeds
LS3 1HH

Bankers Address:

Co-operative Bank plc
P O Box 250
Skelmersdale
WN8 6WT

Reporting Accountants:

Thomas Coombs Limited
3365 The Pentagon
Century Way
Thorpe Park
Leeds LS15 8ZB

Governing document:

Constitution adopted 10 July 1998 and amended on 14th July 2015 to incorporate reference to the Cooperative and Community Benefit Societies Act 2014.

HYDE PARK SOURCE LIMITED

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019

Hyde Park Source aims to improve people's health and wellbeing through improving the environment. We are committed to increasing the potential of individuals and communities – promoting equality of education and training.

We work with local communities to improve their surroundings, designing and creating attractive, exciting and useful places for people to live, work and play.

STRUCTURE GOVERNANCE AND MANAGEMENT

Hyde Park Source Ltd (aka Hyde Park Source, HP Source) is a Registered Society with Exempt Charitable Status, registration number 28755R. The society has a Management Committee of not less than three and not more than twelve persons. The society endeavours to recruit Management Committee members from across Leeds who have an interest in education or neighbourhood renewal. We advertise through volunteer hubs, across voluntary sector networks and newsletters and social media. We also encourage volunteers and residents who have worked with us to become involved.

MEMBERS OF THE MANAGEMENT BOARD

The Members of Management Board who held office during the year 2019 are listed elsewhere in this report. The board comprises of both committee members, who also act as directors of the society, and non committee members.

KEY MANAGEMENT PERSONNEL

The Management Committee consider P Tatham, B Hutchinson and H Vickers as comprising the key management personnel of the organisation in charge of directing and controlling the organisation and running and operating the organisation on a day-to-day basis. The pay of the society's key management personnel is reviewed annually and increased subject to the financial position of the society.

OBJECTIVES AND ACTIVITIES

Improving health and wellbeing through improving the local environment.

Our work is guided by our principles to: Connect, Be Active, Take Notice, Keep Learning and Give. We connect with people across Leeds: individuals, families, community groups and organisations. We help to build relationships within communities, through helping people to **connect** with local spaces and transform them.

We facilitate projects, enabling the community to be **active** throughout the process from initial consultation to design, implementation to evaluation. This gives people the tools to be able to sustain the project and be resilient and adaptive when faced with change.

Through steering committees, staff & volunteer supervisions based around these principles, we **take notice** of people's thoughts and feelings about themselves, others, projects they are involved with and Hyde Park Source in general. We use this feedback to make sure we act in an effective and compassionate way.

As a staff team we are always learning and make sure there is space within our work to reflect. We have a weekly meeting to feedback and take time each New Year to come together with our Management Committee to reflect on the past year and envision the next.

MANAGEMENT COMMITTEE REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2019

We give thanks to all who have helped us reach our aim through these principles over 2019 and hope you will continue to over the coming years. We really appreciate the time and energy given by people actively making connections within communities, supporting one another to learn & grow.

After nearly 20 years as an employee our esteemed colleague Heather Vickers is stepping down from her role as Finance and Funding Coordinator. Heather has been an integral part of HPS since its inception, helping to develop our financial systems as we have grown over the years, as well as being an absolute whizz with the funding bids. Not only has Heather been pivotal in the financial success of HPS she has also more recently taken a lead on supporting the wellbeing of staff. She has helped us to develop a wellbeing strategy, become a Mindful Employer as well as implementing various other supportive and reflective practise to improve our wellbeing and support us to be better and more content with our jobs. We will all miss her very much, very few people at HPS have ever volunteered or worked here without a Heather. We wish her all the very best for the future.

ACHIEVEMENTS AND PERFORMANCE

We continue to develop our work in three key areas.

- **Outdoor Education:** children's groups and training courses.
- **Design & Build:** transforming unused outdoor community spaces.
- **Community Garden Groups:** supported adults groups.

We also coordinate a number of annual public events including **Woodhouse Ridge Festival** and **Rosebank Galas**.

This is our year in numbers!

415 Volunteers; 164 Regular

412 Children; 172 Regular

6 Community Events with 1019 Attendees

510 Sessions over 1843 Hours

20 Design and Build Projects: 8 Community Garden Groups: 5 Education Projects

HYDE PARK SOURCE LIMITED

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019

CHRIS SHARP, CHAIR TO THE COMMITTEE

As we reflect on what kind of a year it has been for Hyde Park Source, we should pause and think about what 2019 has been like for all of us as residents of the UK. Watching the news, with its pessimistic reports of ongoing political uncertainty, continued austerity, the seeming inevitability of a climate catastrophe, and apparent divisions across society, our home might be seen as being a less-than favourable place to live. We all, however, know different.

Organisations like Hyde Park Source, with our ethos of improving lives through improving the environment, are a real antidote to such times. The existence of such an inclusive, open, positive and kind group of people offers us hope – and more than that – a plan for the future.

2019 has seen Hyde Park Source launch an ambitious Membership Programme, to bring more of the grass-roots people who make the organisation what it is into positions of influence. An engaged membership and management committee, made up of individuals who have volunteered with and benefitted from Hyde Park Source, will ensure the heart of the organisation will remain true as we continue to serve Leeds.

Highlights from this year include employing Gemma as a designer for D&B, to help us develop our standard design packages, the completion of the Cross Green Hub, new groups set up as part of the Live Well projects and our ongoing 'Our Rosebank' and 'Outdoor Active and Well' projects

By coming together, we can make a positive change. By celebrating what we have in common, as well as our differences, we are stronger. By being kind and putting others first, we can all develop and improve. By looking after the environment, we can look more optimistically to the future. Hyde Park Source will continue to do all these things and more in the face of any adversity because of the Volunteers, supporters and staff who make us what we are.

FINANCIAL REVIEW

We continue to have a healthy mix of grants and generated income.

Our grant income increased – this was largely due to grants for developing the Community Hub at Cross Green and we don't expect this income to continue at this level.

We are currently extremely stable in terms of grant funding. We are in the first year of a Big Lottery grant for our Outdoors Active and Well project along with Live Well, which is also a 5-year contract through public health.

We are gradually building our reserves at the end of each year, which is moving us into a more stable long-term financial position.

We continue to develop the way we work with partner organisations, which will help to develop the network, strengthening us and others, whilst retaining our grassroots ethos.

In 2019 we secured funding to carry out a full renovation on our building which will allow us to run more workshops and skill shares, as well as letting other groups use the facilities for meetings and events.

We are looking forward to 2020 and the ongoing challenges of balancing finances and creating lasting positive changes to the people of Leeds.

HYDE PARK SOURCE LIMITED

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019

HYDE PARK SOURCE FUNDERS in 2019

During 2019 our larger grant income came from:

The Veolia Environmental Trust

The People's Health Trust

Healthy Holidays

The 4 Good Fund

Big Lottery Fund

Liz and Terry fund

Leeds park fund

Pockets park fund

RESERVES

The Hyde Park Source Management Committee has set a reserves policy that requires that:

- Reserves are maintained at a level that ensure that Hyde Park Source's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves are maintained in a readily realisable form.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted
- Planned activity level
- Organisational commitments

Risk assessment: overall income and expenditure.

An annual risk assessment of all income and expenditure is done to identify any areas of concern. This is also continually monitored throughout the year as the financial position changes.

Future activity level: likely requirements on reserves. Any future reserves expended on projects are to be agreed by the Management Committee at the start of the financial year. Additional reserves expended within the financial year are to be agreed by the Management Committee.

Organisational commitments: Hyde Park Source is committed to generating and maintaining the agreed reserves level as agreed by the Management Committee. This will be reviewed annually.

INDEPENDENT ACCOUNTANTS

At the previous AGM Thomas Coombs Limited were re-appointed as the Independent Accountants to Hyde Park Source Limited. Thomas Coombs Limited will be proposed for re-appointment as independent accountants as they have expressed their willingness to be appointed.

HYDE PARK SOURCE LIMITED

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST DECEMBER 2019

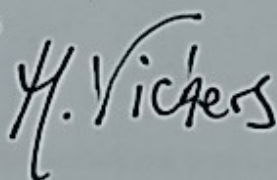
STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

The Co-operative and Community Benefit Societies Act 2014 requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the society and of the income and expenditure of the society for that period. In preparing these financial statements, the Management Committee are required to:

- Selected suitable accounting policies and then apply them consistently;
- Made judgements and estimates that are reasonable and prudent;
- Prepared the financial statements on a going concern basis unless it is inappropriate to presume that the society will continue in business.

The Management Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the society and to enable it to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. It has general responsibility for taking reasonable steps to safeguard the assets of the society and to prevent and detect fraud and other irregularities.

Heather Vickers
Secretary



Dated: 2nd June 2020

HYDE PARK SOURCE LIMITED**INDEPENDENT ACCOUNTANT'S REPORT UNDER SECTION 85 OF THE CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014 ON THE UNAUDITED FINANCIAL STATEMENTS OF HYDE PARK SOURCE LIMITED**

We report to the members on the unaudited financial statements for the year ended 31st December 2019 set out on pages 9 to 21.

This report is made solely to the members as a body. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the society's members that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's members as a body, for our work or for this report.

Respective responsibilities of Management Committee and the Independent accountant

The Management Committee are responsible for the preparation of the financial statements and they consider that the society is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our procedures consisted of comparing the accounts with the books of account kept by the society and making such limited enquires of the officers of the society as we considered necessary for the purpose of this report. These procedures provide the only assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the revenue account and balance sheet for the year ended 31st December 2019 are in agreement with the books of account kept by the society under section 75 of the Co-operative and Community Benefit Societies Act 2014;
- (b) having regard only to, and on the basis of the information contained in the books of account, the revenue account and balance sheet for the year ended 31st December 2019 comply with the requirements of the Co-operative and Community Benefit Societies Act 2014; and
- (c) the society met the financial criteria enabling it to disapply the requirement to have an audit of the accounts for the year specified in section 84 of the Co-operative and Community Benefit Societies Act 2014.

Thomas Coombs Limited

Thomas Coombs Limited
Chartered Accountants
3365 The Pentagon
Century Way
Thorpe Park
Leeds, LS15 8ZB

Date: 2nd June 2020

HYDE PARK SOURCE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (REVENUE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2019

	Note	Unrestricted Funds £	Restricted Fund £	Total 2019 £	Total 2018 £
INCOME AND ENDOWMENTS FROM					
Donations, grants and legacies	2	1,402	175,721	177,123	141,240
Charitable activities					
Incoming recourses from charitable activities	3	124,536	-	124,536	119,096
Investments		-	-	-	-
Total		<u>125,938</u>	<u>175,721</u>	<u>301,659</u>	<u>260,336</u>
EXPENDITURE ON					
Charitable activities	4				
Support costs		30,498	12,081	42,579	43,344
Costs incurred on society's objects		<u>87,599</u>	<u>152,224</u>	<u>239,823</u>	<u>198,891</u>
Total		<u>118,097</u>	<u>164,305</u>	<u>282,402</u>	<u>242,235</u>
Net income		<u>7,841</u>	<u>11,416</u>	<u>19,257</u>	<u>18,101</u>
Transfer between funds	15	-	-	-	-
Net movement in funds		<u>7,841</u>	<u>11,416</u>	<u>19,257</u>	<u>18,101</u>
RECONCILIATION OF FUNDS					
Totals funds brought forward	15	22,639	36,182	58,821	40,720
Total funds carried forward	15	<u>30,480</u>	<u>47,598</u>	<u>78,078</u>	<u>58,821</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 11 to 21 form part of these accounts.

HYDE PARK SOURCE LIMITED

BALANCE SHEET AS AT 31ST DECEMBER 2019

	Note	£	2019 £	£	2018 £
Fixed Assets					
Tangible assets	10		<u>3,490</u>		<u>3,729</u>
<i>Total fixed assets</i>			3,490		3,729
Current Assets					
Stocks		-		889	
Debtors	11	20,455		12,343	
Cash at bank and in hand		<u>60,113</u>		<u>54,436</u>	
<i>Total current assets</i>		<u>80,568</u>		<u>67,668</u>	
Liabilities					
Creditors: Amounts falling due within one year	12	<u>(5,964)</u>		<u>(12,571)</u>	
<i>Net current assets</i>			74,604		55,097
Total net assets			<u>78,094</u>		<u>58,826</u>
The funds of the society					
Share capital	16		16		5
Restricted income funds	14		47,598		36,182
Unrestricted funds	14		<u>30,480</u>		<u>22,639</u>
			<u>78,094</u>		<u>58,826</u>

The accounts were approved by the Management Committee on 2nd June 2020.

Secretary.....*H. Vickers*.....

Signed.....*H. VICKERS*.....

Committee Member.....*C. SHARP*.....

Signed.....*CLG*.....

Committee Member.....*I. HUTCHISON*.....

Signed.....*I. HUTCHISON*.....

On behalf of the Management Committee

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are as follows:

a) Basis of preparation

The society constitutes a public benefit entity as defined by FRS 102. 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Cooperative and Community Benefit Societies Act 2014 and UK Generally Accepted Accounting Practice.

The society has does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the society and rounded to the nearest £.

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

b) Going concern

The financial statements have been prepared on a going concern basis as the Management Committee believe that no material uncertainties exist. The Management Committee have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the society to be able to continue as a going concern.

c) Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the society is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the society will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the society and it is probable that they will be fulfilled.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the society. Income is received in exchange for supplying services in order to raise funds and is recognised when entitlement has occurred.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

- ACCOUNTING POLICIES (continued)

d) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds comprise the costs associated with fund raising activity.
- Expenditure on charitable activities includes the costs of activities undertaken to further the purpose of the society and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Charitable expenditure comprises those costs incurred by the society in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

e) Tangible fixed assets and depreciation.

Tangible fixed assets are stated at cost (or deemed cost) less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Motor vehicle	- 20% per annum straight line
Computer equipment	- 33.3% per annum straight line
Other equipment	- 20% per annum straight line

Individual fixed assets costing £400 or more are capitalised.

- ACCOUNTING POLICIES (continued)

- f) Debtors and creditors receivable / payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

- g) Leases
Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

- h) Employee benefits
When employees have rendered service to the society, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The society operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

- i) Funds
Unrestricted funds are available for use at the discretion of the Management Committee in furtherance of the general objectives of the society and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the society for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

- j) Taxation
The society has been accepted as a society for tax purposes by HMRC and can claim charitable tax exemptions to the extent that income and gains are applicable and applied to charitable purposes only.

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2019

2. DONATIONS, GRANTS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Donations:				
Ridgefest	-	2,110	2,110	2,120
Other	1,402	-	1,402	1,860
Grants:				
MICE donation	-	300	300	400
MICE Ridge 19	-	590	590	-
4 Good Fund	-	2,000	2,000	8,000
Pocket Parks Fund	-	10,500	10,500	-
City Connect	-	2,878	2,878	-
Clarion Housing Group	-	-	-	2,235
Inner East Housing Advisory Panel	-	-	-	3,000
Seedbed Christian Community Trust	-	-	-	5,000
Inner NW Area Community Committee	-	-	-	4,472
Leeds Park Fund	-	2,500	2,500	-
Wesleyan Foundation	-	9,580	9,580	1,940
Leeds Healthy Holidays	-	9,720	9,720	5,400
Jimbo's Fund	-	-	-	5,000
Stay Well Winter	-	2,500	2,500	-
Leeds for Life	-	-	-	500
People's Health Trust	-	4,539	4,539	7,642
Inner NW Housing Advisory Panel	-	-	-	4,000
Veolia Environmental Trust	-	19,875	19,875	19,875
The Charities of Thomas Wade	-	-	-	2,000
Liz and Terry Bramall Foundation	-	5,000	5,000	-
Ward Based Initiative	-	10,000	10,000	-
Awards for All	-	10,000	10,000	-
Big Lottery Fund – Phase 1	-	17,969	17,969	67,796
Big Lottery Fund – Phase 2	-	65,660	65,660	-
	<u>1,402</u>	<u>175,721</u>	<u>177,123</u>	<u>141,240</u>

Of the income from Charitable Activities £1,402 was unrestricted (2018: £1,860) and £175,721 was restricted (2018: £139,380)

3. INCOME FROM CHARITABLE ACTIVITIES

	2019 Total £	2018 Total £
Sales, Fees and other Income	<u>124,536</u>	<u>119,096</u>

Of the income from charitable activities £124,536 was unrestricted (2018: £119,096) and £nil was restricted (2018: £nil).

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2019

4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

		Total 2019 £	<i>Total 2018 £</i>
Cost of activities undertaken directly			
Staff salaries and NI	(Note 7)	106,981	<i>91,020</i>
Pensions		5,127	<i>4,379</i>
Payroll costs		1,137	<i>1,016</i>
Sessional Workers		12,682	<i>4,758</i>
Repairs and Maintenance		4,157	<i>1,432</i>
Travel and transport		3,518	<i>3,627</i>
Volunteers expenses		4,002	<i>3,931</i>
Meetings and events		3,936	<i>1,492</i>
Materials		94,452	<i>80,361</i>
Vehicle running costs		3,831	<i>2,479</i>
Profit on disposal of Fixed Asset		-	<i>(4,824)</i>
Repayment of Grant		-	<i>9,220</i>
		<u>239,823</u>	<i><u>198,891</u></i>
Support costs			
Staff salaries and NI	(Note 7)	18,267	<i>17,154</i>
Pensions		855	<i>804</i>
Premises costs		2,990	<i>2,823</i>
Internet and telephone		870	<i>1,515</i>
Insurance		4,461	<i>6,022</i>
Office expenses		2,210	<i>2,081</i>
Training		1,376	<i>1,231</i>
Publicity		2,530	<i>2,263</i>
Membership and subscriptions		453	<i>506</i>
Legal and professional expenses		5,759	<i>6,626</i>
Sundry		1,402	<i>1,318</i>
Depreciation		<u>1,406</u>	<i><u>1,001</u></i>
		<u>42,579</u>	<i><u>43,344</u></i>
	Total	<u>282,402</u>	<i><u>242,235</u></i>

Of the expenditure on Charitable Activities £118,097 was unrestricted (2018: £110,275) and £164,305 was restricted (2018: £131,960).

5. INDEPENDENT EXAMINERS REMUNERATION

The independent examiners remuneration amounts to an independent examination fee of £1,700 (2018 - £1,830).

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

6. NET INCOME / EXPENDITURE IS STATED AFTER CHARGING

	2019	2018
	£	£
Depreciation	1,406	1,001
(Gain)/loss on disposal of tangible fixed asset	-	(4,824)
	<u>1,406</u>	<u>(3,823)</u>

7. EMPLOYEE INFORMATION

	2019	2018
	£	£
Salaries and wages	119,638	103,676
Social security costs	<u>5,610</u>	<u>4,498</u>
	<u>125,248</u>	<u>108,174</u>

The average number of employees during the year calculated on a basis of full-time equivalent was:

Employees	7	6
Trustees	<u>7</u>	<u>6</u>
	<u>14</u>	<u>12</u>

No employee received emoluments of more than £60,000 in either year.

The key management personnel of Hyde Park Source Limited are the Management Committee together with P Tatham, B Hutchinson and H Vickers. The total employee benefits of the key management personnel of the society were £65,594 (2018: £64,054).

8. TRUSTEES EXPENSES

No member of the Management Committee received remuneration for their services during the year (2018: £Nil). No member of the Management Committee received any reimbursed expenses during the year (2018: £Nil).

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

9. PRIOR YEAR COMPARABLE STATEMENT OF FINANCIAL ACTIVITIES - 2018

	Unrestricted Funds £	Restricted Fund £	Total £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,860	139,380	141,240
Charitable activities			
Incoming recourses from charitable activities	119,096	-	119,096
Total	<u>120,956</u>	<u>139,380</u>	<u>260,336</u>
EXPENDITURE ON			
Charitable activities	<u>110,275</u>	<u>131,960</u>	<u>242,235</u>
Net Income	10,681	7,420	18,101
Transfers between funds	(710)	710	-
Net movement in funds	<u>9,971</u>	<u>8,130</u>	<u>18,101</u>
RECONCILIATION OF FUNDS			
Totals funds brought forward	12,668	28,052	40,720
Total funds carried forward	<u>22,639</u>	<u>36,182</u>	<u>58,821</u>

10. TANGIBLE FIXED ASSETS

	Computer Equipment £	Other Equipment £	Motor Vehicle £	Total £
Cost:				
At 1 st January 2019	9,334	7,760	3,200	20,294
Additions	1,167	-	-	1,167
Disposals	-	-	-	-
31 st December 2019	<u>10,501</u>	<u>7,760</u>	<u>3,200</u>	<u>21,461</u>
Depreciation:				
At 1 st January 2019	9,058	7,240	267	16,565
Charge for the year	506	260	640	1,406
Eliminated on Disposal	-	-	-	-
At 31 st December 2018	<u>9,564</u>	<u>7,500</u>	<u>907</u>	<u>17,971</u>
Net book value:				
At 31 st December 2019	<u>937</u>	<u>260</u>	<u>2,293</u>	<u>3,490</u>
Net book value				
At 31 st December 2018	<u>276</u>	<u>520</u>	<u>2,933</u>	<u>3,729</u>

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

11. DEBTORS

	2019	2018
	£	£
Debtors and prepayments	<u>20,455</u>	<u>12,343</u>

12. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
VAT Payable	3,129	10,331
Creditors and accruals	<u>2,835</u>	<u>2,240</u>
	<u>5,964</u>	<u>12,571</u>

13. OPERATING LEASE AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018
	£	£
Within one year	1,290	1,290
Between one and five years	5,160	5,160
Over five years	<u>2,840</u>	<u>4,130</u>
	<u>9,290</u>	<u>10,580</u>

14. ANALYSIS OF NET ASSETS BY FUNDS

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted funds	938	46,660	47,598
Unrestricted funds	<u>2,552</u>	<u>27,928</u>	<u>30,480</u>
	<u>3,490</u>	<u>74,588</u>	<u>78,078</u>

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

15. MOVEMENT ON FUNDS

	Balance 1 st January 2019 £	Income £	Expenditure £	Transfers From Unrestricted Funds £	Balance 31 st December 2019 £
Restricted Funds:					
Jimbo's Fund	1,622	-	(1,622)	-	-
Big Lottery - Phase 1	8,527	17,969	(26,496)	-	-
Big Lottery - Phase 2	-	65,660	(36,522)	-	29,138
Leeds Healthy Holidays	-	9,720	(9,720)	-	-
Inner East Housing Advisory Panel	5,848	-	(5,848)	-	-
4 Good Fund	8,000	2,000	(10,000)	-	-
Veolia Environmental Trust	5,489	19,875	(25,364)	-	-
Inner NW Housing Advisory Panel	1,093	-	(1,093)	-	-
Awards for All	-	10,000	(2,168)	-	7,832
Seedbed Christian Community Trust	2,000	-	(2,000)	-	-
Leeds Park Fund	-	2,500	-	-	2,500
Stay Well Winter	-	2,500	(926)	-	1,574
City Connect	-	2,878	(184)	-	2,694
Ridgefest Donation	1,238	2,110	(2,703)	-	645
MICE Donation	-	590	(590)	-	-
MICE Mural	-	300	-	-	300
Pocket Parks Fund	-	10,500	(8,548)	-	1,952
People's Health Trust	2,365	4,539	(6,904)	-	-
Wesleyan Foundation	-	9,580	(9,580)	-	-
Liz and Terry Bramall Foundation	-	5,000	(4,037)	-	963
Ward Based Initiative	-	10,000	(10,000)	-	-
Total Restricted Funds	<u>36,182</u>	<u>175,721</u>	<u>(164,305)</u>	<u>-</u>	<u>47,598</u>
Unrestricted Funds	<u>22,639</u>	<u>125,938</u>	<u>(118,097)</u>	<u>-</u>	<u>30,480</u>
Total Funds	<u>58,821</u>	<u>301,659</u>	<u>(282,402)</u>	<u>-</u>	<u>78,078</u>

HYDE PARK SOURCE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019**

15. MOVEMENT ON RESTRICTED FUNDS (continued)

Purposes of restricted funds:

Jimbo's Fund	Towards the cost of developing and running the Killingbeck Community Allotment Project.
Big Lottery	For the Outdoors, Active and Well project.
Leeds Healthy Holidays	For running of healthy holidays projects in the Easter and Summer holidays for young people.
Inner East Housing Advisory Panel	Towards the costs of developing the Cross Green Community Hub.
4 Good Fund	Towards development of Cross Green Community Hub.
Seedbed Christian Community Trust	Setting up of a new social enterprise to divert wood from landfill. To set up Cross Green Community Hub.
Veolia Environment Trust	Towards development of Cross Green Community Hub.
Housing Advisory Panel	Towards renovations at the society's building.
Money Mice Donation	Towards a mural to go in charity premises.
Inner North West Area Community Committee Grant	For the Rosebank Rangers after-school and holiday club.
Ridgefest Donations	Toward the running of the annual event.
Money Mice Gala	Towards new steps for band stand.
ASDA Donation	For the Outdoors, Active and Well project.
Ward based initiative	Towards development of Cross Green Community Hub.
Liz and Terry Bramall Foundation	Towards Building skills project.
Pockets Park Fund	Towards helping communities establish pocket parks.
Stay Well Winter	Towards cook and eat project.
City Connect	Towards new e-bike and shelter.
The People's Health Trust	For running regular community activities and events on Rosebank Millennium Green.
Wesleyan Foundation Rangers	Towards the running of Rosebank Rangers sessions in school holidays.

HYDE PARK SOURCE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019

15. MOVEMENT ON RESTRICTED FUNDS (continued)

Leeds Park Fund

Towards materials and LCW Sessions.

HYDE PARK SOURCE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2019**

16. SHARE CAPITAL

At 31st December 2019 sixteen members have each purchased £1 share in the society (2018: five).

17. RELATED PARTY TRANSACTIONS

Leeds Wood Recycling CIC of which Peter Tatham, a member of the key management personnel, is connected purchased goods and services amounting to £nil (2018: £1,440) from Hyde Park Source during the year.

Leeds Coppice Workers Ltd of which Peter Tatham, a member of the key management personnel, is connected sold goods amounting to £799 (2018: £1,298) to Hyde Park Source during the year.

18. ULTIMATE CONTROLLING PARTY

The society is controlled by the Management Board with no one individual having ultimate control of the entity.