



## Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

### Society name:

Hyde Park Source Limited

### Important information you should read before completing this form

You must use this form if you are a:

- registered society (previously referred to as an 'industrial and provident society')
- co-operative society
- community benefit society

registered under the Co-operative and Community Benefit Societies Act 2014.

You must submit this form and the society's accounts within 7 months of the end of your financial year. Failure to submit is an offence for which the society may be prosecuted.

Please note:

- we have an information note that may assist you in completing this application
- any personal details you give on the form will be placed on the society's public file.
- it is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to process your annual return.

Please keep a copy of the form and supporting documents for future reference.

### Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society.

'The 2014 Act' is the Co-operative and Community Benefit Societies Act 2014



## Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

### Filling in the form

1 If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print the completed form and arrange for it to be signed by all relevant individuals.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed and dated by all relevant individuals.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you:

- leave a question blank;
- do not get the form signed; or
- do not attach the required supporting information

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.

6 Email a scanned copy of the signed form and supporting documents to

[mutualsannrtns@fca.org.uk](mailto:mutualsannrtns@fca.org.uk)

or send it by post to:

Mutuals Team  
Financial Conduct Authority  
25 The North Colonnade  
Canary Wharf  
LONDON  
E14 5HS

7. Please make sure you include:

- this form
- a set of printed accounts – signed by two members and the secretary (3 signatures in total)
- an audit report or accountant's report where required; and
- any supporting documents.

# 1

## Details of society

### 1.1 Details of the society

Register number	28755 R
Registered office address	2 Rosebank Road Leeds West Yorkshire
Postcode	LS3 1HH

### 1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	1	2	/	2	0	1	5
---	---	---	---	---	---	---	---	---	---

### Committee of management

If you are a club you do not need to give a year of birth in questions 1.3-1.6.

The names of the members of the Committee at the date on which the return is signed should be entered below in BLOCK CAPITALS.

### 1.3 Details of Chairman

Name	Stella Darby
Address	74 Cliff Road, Leeds
Postcode	LS6 2EZ
Year of birth	1984
Business occupation and other directorships	PhD Student

### 1.4 Details of Treasurer

Name	Wendy Myers
Address	Manor Lodge, Newlaithes Road, Leeds
Postcode	LS18 4LG
Year of birth	1975
Business occupation and other directorships	Projects Manager

## 1.5 Details of Secretary

Name	Heather Vickers
Address	158 Bradford Road Otley West Yorkshire
Postcode	LS21 3LE
Year of birth	1972
Business occupation and other directorships	Finance and Development Coordinator

## 1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
Stella Darby	74 Cliff Road, Leeds, LS6 2EZ	1984	PhD Student
Wendy Myers	Manor Lodge, Newlaithes Road, Leeds, LS18 4LG	1975	Project Managet
Florence Kneeshaw	331a Burley Road, Leeds	1992	Administrator (charity)
Julia Kinch	24 Ash Crescent Headingley Leeds, LS6 3LE	1991	Administrator (Mental Health Charity)
Niall Kerr	8 Knowle Terrace, Leeds, LS4 2PA	1984	PhD Student
Daniel Clarke	3 Virginia Gardens, Outwood, Wakefield, WF3 3TE	1987	Investment Consultant

Please use separate sheets of paper if you need more space, following the instructions provided in section 5 above.

Please indicate how many separate sheets of paper you have used

1
---

**Please continue, answering all questions.**



Mutuals Return AR30 Form

Society name: Hyde Park Source

Register number: 28755 R

Section 1.6 Additional sheet

<b>Name</b>	<b>Address</b>	<b>Date of Birth</b>	<b>Business occupation and other directorships</b>
Stuart Wiggins	10 The Drive, Alwoodley, Leeds, LS17 7QU	1972	Senior Director

1.7 Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?

- ☒ No  
☐ Yes

1.8 Does the society carry out any activity which is regulated under the Financial Services and Markets Act 2000? (e.g. accepting deposits in a form other than withdrawable shares; offering insurance products; undertaking residential mortgage business). If 'yes' please state the society's Financial Services Register firm reference number

- ☒ No  
☐ Yes

Financial Services Register firm reference number

1.9 Is the society a subsidiary of another society?

- ☒ No  
☐ Yes

1.10 Does the society have one or more subsidiaries?

- ☒ No  
☐ Yes

1.11 Is the society currently accepted by the HM Revenue and Customs as a charity for tax purposes?

- ☐ No  
☒ Yes

Please confirm you have attached a copy of the letter from HM Revenue and Customs confirming charitable tax status:

- ☒ Yes

1.12 Is this society a charity registered with the Office of the Scottish Charity Regulator (OSCR)?

- ☒ No  
☐ Yes ▶ provide your Scottish Charity number below

1.13 Is the society registered with one of the following (please tick)?

- ☐ Homes and Communities Agency  
☐ The Welsh Ministers  
☐ Scottish Housing Regulator

If so, please provide your register number

**All societies must answer the following questions:**

- if a **bona fide co-operative society** go to question 1.14
- if **existing for the benefit of the community** go to question 1.19

**Bona fide co-operative society**

**1.14** How did members benefit from the business, industry or trade of the society during the year?

**1.15** Is membership of the society required to obtain the benefits offered by it?

- ☐ Yes  
☐ No

**1.16** In what way did members participate in an ongoing basis in the society's primary business during the year?

**1.17** How did members democratically control the society?

**1.18 How did the society use any surplus/profit?**

If the society distributed the surplus/profit to members please explain how this was done.

--

Please use separate sheets of paper if you need more space (see section 5 above)

Please indicate how many separate sheets of paper you have used.

--

**Continue to 2.1**



## Community benefit society

### 1.19 Who are the community the society benefited?

Disadvantaged people and communities living in Leeds.

### 1.20 How did the society benefit that community during the year?

ACHIEVEMENTS AND PERFORMANCE Another great year at 'The Source'! We delivered more projects and worked with more people than in 2014. Some of our projects have continued over a number of years whilst others are short term. We worked on 20 community projects, 4 school projects and 6 projects with children and young people. We delivered 345 sessions totalling 979 hours. We have seen the fruits of the time we invested in our design process; projects have been delivered more smoothly with even better feedback from clients than last year. "From design to implementation local people's voices were listened to. We created a fantastic space that brings value to our service but more importantly to local people" Howard, LS14 Trust. Now that we have several long term projects established across the city, we are looking at ways we can connect them, for example sharing produce grown and skills learnt by different groups. This will be a focus for 2016, with new partnerships being formed that will support this work. It has made a real difference this year to have the 5 Principles and Pathways to guide our thinking. From the feedback we have had this way of working comes through in the way we work with people and deliver projects. "People with complex needs were included by every staff member and treated with dignity" Mary, Cross Green Community Group. We are all looking forward to 2016 with some exciting partnership projects on the horizon.

### 1.21 How did the society use any surplus/profit?

N/A

Please use separate sheets of paper if you need more space (see section 5 above).

Please indicate how many separate sheets of paper you have used.

**Continue to 2.1**

# 2 Statistics

## Account details

### 2.1 You must enter the figures below

See notes for help on items E-T. Enter NIL where applicable

A	Members at beginning of year	17
B	Members ceased during year	17
C	Members admitted during year	6
D	Members at end of year	6
E	Turnover for year	160572
F	Total of income and expenditure (receipts and payments added together)	339003
G	Net surplus/(deficit) for year	(17859)
H	Fixed assets	1956
I	Current assets	14636
J	Total assets (equal to amount in row O, below)	16592
K	Current liabilities	2100
L	Share capital	NIL
M	Long-term liabilities	NIL
N	Reserves	14492
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	16592
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	NIL
Q	Loans from members	NIL
R	Loans from Employees' Superannuation Schemes	NIL
S	Dividends on sales	NIL
T	Share interest	NIL

**2.2 Names of subsidiaries as defined in sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014**


**2.3 Names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions (as approved by the FCA)**

The society must have written authority from us to exclude a subsidiary from group accounts




# 3

## The audit

### 3.1 Type of audit used for the attached accounts.

If the society has used a full professional audit or an accountant's report then the report must be prepared by a registered auditor.

- ☐ Full professional audit    ▶ Continue to section 4
- ☒ Accountant's report        ▶ Complete questions 3.2 and 3.3
- ☐ Lay audit                      ▶ Complete questions 3.2 and 3.3
- ☐ Unaudited                    ▶ Complete questions 3.2 and 3.3

### 3.2 Do the society's registered rules allow the society not to undertake a full professional audit?

- ☒ No
- ☐ Yes

### 3.3 Has the membership passed at a general meeting a resolution allowing the society not to undertake a full professional audit for the year of account in question? (In accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014)

- ☐ No
- ☒ Yes

# 4

## Accounts and signature

### Accounts

- 4.1 Date on which the accounts and balance sheet will be/were laid before the AGM (dd/mm/yyyy)

1	4	/	0	6	/	2	0	1	6
---	---	---	---	---	---	---	---	---	---

- 4.2 Has your society produced accounts to the minimum standard required?

- ☒ Yes ▶ you must confirm that you have attached the accounts and the audit/accountant's report bearing the original signatures of the auditor (if required by law), the secretary and the two committee members. ☒ Attached
- ☐ No ▶ you must produce accounts to the minimum standard required, see notes for details.

### Signature – all societies to complete

- 4.3 The Secretary of the society must sign and date below

I certify that the information in this form is correct to the best of my knowledge and belief.

Name	Heather Vickers
Signature	
Phone number	0113 2458863
Email	heather@hydeparksource.org
Date	12/072016

**FCA Mutuals Public Register no. 28755 R**

**HYDE PARK SOURCE LIMITED**

**MANAGEMENT COMMITTEE REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2015**

## **HYDE PARK SOURCE LIMITED**

### **MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 DECEMBER 2015**

The Trustees presents their report and financial statements of the society for the year ended 31 December 2015.

#### **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:**

Stella Darby	Chairperson
Wendy Myers	Treasurer
	(Appointed February 2015)
Niall Kerr	(Appointed September 2015)
Liz Smith	(Appointed September 2015) (Resigned 27 April 2016)
Dave Ashwell	(Appointed February 2015) (Resigned 22 April 2016)
Jamie Doddsgriffin	(Resigned September 2015)
Keith Gibson	(Resigned July 2015)
Eleanor Rogers	(Resigned July 2015)
Nafisa Hussain	(Resigned July 2015)
Michael Leighton	(Resigned July 2015)
Adele Rae	(Appointed 10 Nov 2015)
Florence Kneeshaw	(Appointed 10 Nov 2015)
Julia Kinch	(Appointed 9 February 2016)
Stuart Wiggans	(Appointed 9 February 2016)
Daniel Clarke	(Appointed 9 February 2016)
Fran McCartney	(Appointed 9 February 2016)

##### **Secretary:**

Heather Vickers

##### **Principal address:**

2 Rosebank Road  
Leeds  
LS3 1HH

##### **Bankers:**

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

##### **Reporting Accountants:**

Garbutt & Elliott LLP  
Chartered Accountants  
33 Park Place  
Leeds  
LS1 2RY

##### **Governing document:**

Constitution adopted 10 July 1998 and amended on 14<sup>th</sup> 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 31 DECEMBER 2015

#### 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.

The trustees 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 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.

We **give** thanks to all who have helped us reach our aim through these principles over 2015 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.

## HYDE PARK SOURCE LIMITED

### MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 DECEMBER 2015

#### ACHIEVEMENTS AND PERFORMANCE

Another great year at 'The Source'! We delivered more projects and worked with more people than in 2014. Some of our projects have continued over a number of years whilst others are short term.

We worked on 20 community projects, 4 school projects and 6 projects with children and young people.

We delivered 345 sessions totalling 979 hours.

We have seen the fruits of the time we invested in our design process; projects have been delivered more smoothly with even better feedback from clients than last year.

*"From design to implementation local people's voices were listened to. We created a fantastic space that brings value to our service but more importantly to local people"*  
Howard, LS14 Trust.

Now that we have several long term projects established across the city, we are looking at ways we can connect them, for example sharing produce grown and skills learnt by different groups. This will be a focus for 2016, with new partnerships being formed that will support this work.

It has made a real difference this year to have the 5 Principles and Pathways to guide our thinking. From the feedback we have had this way of working comes through in the way we work with people and deliver projects.

*"People with complex needs were included by every staff member and treated with dignity"*  
Mary, Cross Green Community Group.

We are all looking forward to 2016 with some exciting partnership projects on the horizon.

#### FINANCIAL REVIEW

##### Sustainability

2015 saw HPS continue to increase and rely on the income we generate through partnership projects, especially with schools and local community organisations. Whilst this is an important factor in maintaining our sustainability, we recognise the need to secure larger, longer term grant funding to enable us to rebuild our reserves and develop as an organisation. In this way we can ensure that we continue to be led by and responsive to the genuine, complex needs of our beneficiaries and their communities.

##### Grants

As of December 2015, The Tudor Trust continued as our only major funder, however, we have also accessed numerous smaller grants which are vital to our work.

We have been developing a major three year project with Leeds Mind and TCV Hollybush, which will work with many of Leeds' most disadvantaged communities, focussing on improving wellbeing and employability of people with or at risk of developing mental health problems. In March we were told our bid to the Big Lottery's Reaching Communities was successful. This will provide a major income stream for the organisation and a stability that has been lacking since the end of our previous Reaching Communities project in 2013.

## **HYDE PARK SOURCE LIMITED**

### **MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 DECEMBER 2015**

#### **Reserves**

The Hyde Park Source management committee has set a reserves policy which requires that:

- Reserves are maintained at a level which ensures that Hyde Park Source's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves are maintained in a readily realizable 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: of overall income and expenditure**

An annual risk assessment of all income and expenditure will be done to identify any areas of concern by the Finance and Development Coordinator and the Treasurer and reported to the committee.

#### **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.

#### **Current reserves level**

We will calculate three months' running costs annually and have this amount ratified by the management committee at the beginning of the financial year. The society's free reserves at 31 December 2015 were in deficit at -£1797 (2014 £8900). The management committee are aware of their free reserves position. They are committed to securing other unrestricted funds in the short term.

#### **Hyde Park Source Funders**

During 2015 our larger grant income came from:

Tudor Trust  
Community First  
Housing Advisory Panel  
The People's Health Trust  
Comic Relief  
Caird Peckfield  
Jimbo's Fund  
Affinity Sutton and  
Safer Communities



## **HYDE PARK SOURCE LIMITED**

### **MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31 DECEMBER 2015**

#### **Hyde Park Source Funders**

During 2015 our main funders were the following:

Tudor Trust  
Trusthouse Charitable Foundation  
Caird Peckfield  
Ernest Cook Trust  
Jimbo's Fund  
People's Health Trust

together with income generated by our own fees

#### **INDEPENDENT ACCOUNTANTS**

At the previous AGM Ian Pickup & Co. were re-appointed as the Independent Accountants to Hyde Park Source. Since that meeting Ian Pickup & Co merged with Garbutt & Elliott LLP. Garbutt & Elliott LLP will be proposed for appointment as independent accountants as they have expressed their willingness to be appointed.

#### **STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES**

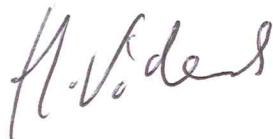
The Co-operative and Community Benefit Societies Act 2014 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Society as at the end of the financial year and of its income and expenditure for the year ended on that date. In preparing those financial statements the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- prepared the financial statements on a going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Society. It is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Heather Vickers  
Secretary

14 June 2016





## HYDE PARK SOURCE LIMITED

### INDEPENDENT ACCOUNTANTS' 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 31 December 2015 set out on pages 8 to 18.

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 entitled to opt out of an audit, and that an independent accountant's report is needed. It is our responsibility to carry out procedures designed to enable us to report our opinion.

#### **Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants. Our procedures included a review of the accounting records kept by the society and a comparison of the accounts presented with those. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Management Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently we do not express an audit opinion on the view given by the accounts.

#### **Opinion**

In our opinion

- (a) The financial statements, including the revenue account, balance sheet and Notes thereon, are in agreement with the accounting records 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 those accounting records, the revenue account and balance sheet comply with the requirements of the Co-operative and Community Benefit Societies Act 2014; and
- (c) For the preceding year of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.

*Garbutt & Elliott LLP*

Garbutt & Elliott LLP  
Chartered Accountants  
33 Park Place  
Leeds  
LS1 2RY

Date: *4 July 2016*

# HYDE PARK SOURCE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Income and endowments from:</b>					
Donations and legacies	2	-	-	-	236
Charitable activities	2	2791	61044	63835	79447
Other Trading Activities	2	96713	-	96713	79411
Investments		24	-	24	66
<b>Total</b>		<b>99528</b>	<b>61044</b>	<b>160572</b>	<b>159160</b>
<b>Expenditure on:</b>					
Charitable activities	3	108021	70410	178431	165271
<b>Net income/(expenditure)</b>		<b>(8493)</b>	<b>(9366)</b>	<b>(17859)</b>	<b>(6111)</b>
Transfers between funds		(248)	248	-	-
<b>Net movement in funds</b>		<b>(8741)</b>	<b>(9118)</b>	<b>(17859)</b>	<b>(6111)</b>
Total funds brought forward	12	8900	23445	32345	38456
Total funds carried forward	12	159	14327	14486	32345

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 18 form part of these accounts.

# HYDE PARK SOURCE LIMITED

## BALANCE SHEET AS AT 31 DECEMBER 2015

	Note	£	2015 £	2014 £
<b>Fixed assets</b>				
Tangible assets	7		1956	1072
<i>Total fixed assets</i>			1956	1072
<b>Current assets</b>				
Debtors	8	6600	6591	
Cash at bank and in hand	9	8036	26008	
<i>Total current assets</i>		14636	32599	
<b>Liabilities</b>				
Creditors: Amounts falling due within one year	10	(2100)	(1320)	
<i>Net current assets</i>			12536	31279
<b>Total net assets</b>			14492	32351
<b>The funds of the society</b>				
Share Capital	14		6	6
Restricted income funds	12		14327	23445
Unrestricted funds	12		159	8900
			14492	32351

The accounts were approved by the management committee on 14 June 2016

Secretary HEATHER VICKERS Signed H. Vickers

Committee member WENDY MYERS Signed W. Myers

Committee member DANIEL CLARKE Signed D. Clarke

On behalf of the management committee

The notes on pages 11 to 18 form part of these accounts.

**HYDE PARK SOURCE LIMITED**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2015**

	Note	2015 (Total Funds) £	2014 (Prior year Funds) £
Cash Flows from operating Activities:			
<i>Net cash provided by (used in) operating activities</i>	15	(16696)	(13239)
Cash Flows From investing activities:			
Dividends, interest and rents from investments		24	66
Purchase of property plant and equipment		(1300)	-
<i>Net cash provided by (used in) investing activities</i>		<u>(17972)</u>	<u>(13173)</u>
Cash flows from financing activities:			
Cash inflows from new borrowing		-	2
<i>Net cash provided by (used in) financing activities</i>		<u>-</u>	<u>2</u>
Change in cash and cash equivalents in the reporting period		(17972)	(13171)
Cash and cash equivalents at the beginning of the reporting period	16	<u>26008</u>	<u>39179</u>
<i>Cash and cash equivalents at the end of the reporting period</i>	16	<u><u>8036</u></u>	<u><u>26008</u></u>



## HYDE PARK SOURCE LIMITED

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

#### 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 accounts 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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS1032)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Cooperative and Community Benefit Societies Act 2014.

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. They consider that no restatement is required.

c) Going concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the society to continue in operational existence for the next 12 to 18 months, and have adequate contingency plans in the event that income streams are reduced. Consequently the accounts have therefore been prepared on the basis that the society is a going concern.

d) Income

All incoming resources are recognised as follows:

- Income is recognised when the society has entitlement to the funds, any performance conditions have been met and it is probable that the income will be received and the amount can be measured reliably
- Income from Government and other grants, whether 'capital' grants or 'revenue' grants is recognised when the society has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.
- Investment income is included when receivable and the amount can be measured reliably by the society.
- Where income is received for expenditure in a future accounting period that amount is deferred.

e) Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligations can be measured reliably. Expenditure is classified under the following activity 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 charity 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.

## HYDE PARK SOURCE LIMITED

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

#### ACCOUNTING POLICIES (cont)

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.

#### f) Value added tax

The society's activities are classified as either outside the scope or exempt for the purposes of value added tax, and the society is unable to reclaim the value added tax it suffers on its expenditure. Expenditure in these financial statements is therefore shown inclusive of value added tax.

#### g) Tangible fixed assets and depreciation.

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value over their expected useful lives on the following bases:

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.

#### h) Debtors

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any discounts due.

#### i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity within the 12 months after the balance sheet date

#### j) Creditors and Provisions

Creditors and provisions are recognised where the society has a present obligation resulting from a past event that will probably result in the transfers of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value after allowing for any discounts which may be due.

#### k) Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the society without further specified purpose and are available as general funds.

#### l) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor.



# HYDE PARK SOURCE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

### 2. INCOME AND ENDOWMENTS

#### Donations and legacies:

	2015	2014
	£	£
Sundry donations	-	236

All of the income from donations was unrestricted in both years.

#### Charitable Activities:

	Unrestricted funds £	Restricted funds £	2015 Total £	2014 Total £
Grants:				
John Paul Getty Jnr	-	-	-	5500
Money Mice Gala	188	-	188	-
Rosebank Rangers	5560	-	5560	-
Trusthouse Charitable Foundation	3850	-	3850	-
CDF Grow Outside	-	-	-	1869
Community First	1530	-	1530	13530
Caird Peckfield	7285	-	7285	2475
Arise South Leeds	-	-	-	960
Ernest Cook Trust	2050	-	2050	-
Housing Advisory Panel	-	-	-	4000
Affinity Sutton	-	-	-	4985
Jimbos Fund	10737	-	10737	-
Comic Relief	995	-	995	3600
Yorkshire Building Society	1300	-	1300	-
Liz and Terry Bramhall Trust	-	-	-	4598
Peoples Health Trust	2742	-	2742	2744
Ridgefest	-	-	-	686
Ridge Rangers	1140	-	1140	-
Wade's Charity	-	-	-	2000
Tudor Trust	23000	-	23000	23000
Safer Communities	667	-	667	4000
Bedford Fields NHPRA	-	-	-	500
Other	2791	-	2791	5000
	<u>63835</u>	<u>-</u>	<u>63835</u>	<u>79447</u>

Of the income from Charitable Activities £2791 was unrestricted (2014 £ Nil) and £61044 was restricted (2014 £79447)

#### Other Trading activities – activities for generating funds

	2015	2014
	Total	Total
	£	£
Sales, Fees and other Income	<u>96713</u>	<u>79411</u>

All of the income from trading activities in both years was unrestricted.

# HYDE PARK SOURCE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

### 3. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES:

		Total 2015 £	Total 2014 £
Cost of activities undertaken directly			
Staff salaries and NI	(Note 4)	88334	77382
Payroll costs		865	694
Other Staff costs		52	-
Sessional Workers		1780	7805
Repairs & Maintenance		2141	1895
Travel and transport		1840	1913
Volunteers expenses		1787	1110
Meetings and events		2238	895
Materials		35642	36734
Vehicle running costs		3165	3448
		<u>137844</u>	<u>131876</u>
Support Costs			
Staff salaries and NI	(Note 4)	17239	15204
Premises costs		4380	2187
Internet and telephone		835	1079
Insurance		5245	5187
Office expenses		2850	1670
Software		127	786
Training		1853	1532
Publicity		1218	1793
Membership and subscriptions		161	174
Legal and professional expenses		5879	2845
Sundry		384	522
Depreciation		416	416
		<u>40587</u>	<u>33395</u>
	Total	<u>178431</u>	<u>165271</u>

Of the expenditure on Charitable Activities £108021 was unrestricted (2014 £85860) and £70410 was restricted (2014 £79411).

### 4. NET INCOME/EXPENDITURE IS STATED AFTER CHARGING/(CREDITING)

	2015 £	2014 £
Depreciation	<u>416</u>	<u>416</u>

# HYDE PARK SOURCE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

### 5. EMPLOYEE INFORMATION

	2015 £	2014 £
Salaries and wages	101187	89188
Social security costs	4386	3398
	<u>105573</u>	<u>92586</u>

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

6 5

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

The key management personnel of Hyde Park Source Limited are the trustees, P Tatham, B Hutchinson and H Vickers. The total employee benefits of the key management personnel of the society were £56131 (2014: £49053).

### 6. TRUSTEE EXPENSES

No trustee received remuneration for their services during the year (2014 £Nil). No Trustee received any reimbursed expenses during the year (2014 £Nil)

### 7. TANGIBLE FIXED ASSETS

	Computer Equipment £	Other Equipment £	Motor Vehicle £	Total £
Cost:				
At 1 January 2015	7912	6460	19372	33744
Additions	-	1300	-	1300
31 December 2015	<u>7912</u>	<u>7760</u>	<u>19372</u>	<u>35044</u>
Depreciation:				
At 1 January 2015	7912	5388	19372	32672
Charge for the year	-	416	-	416
At 31 December 2015	<u>7912</u>	<u>5804</u>	<u>19372</u>	<u>33088</u>
Net book value at 31 December 2015	-	1956	-	1956
Net book value At 31 December 2014	-	1072	-	1072

### 8. DEBTORS

	2015 £	2014 £
Debtors and prepayments	<u>6600</u>	<u>6591</u>

# HYDE PARK SOURCE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

### 9. CASH AT BANK AND IN HAND

	2015 £	2014 £
Bank current account	7990	25877
Cash in hand	46	131
	<u>8036</u>	<u>26008</u>

### 10. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Creditors and accruals	<u>2100</u>	<u>1320</u>

### 11. ANALYSIS OF NET ASSETS BY FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	-	14327	14327
Unrestricted funds	<u>1956</u>	<u>(1797)</u>	<u>159</u>
	<u>1956</u>	<u>12530</u>	<u>14486</u>

### 12. MOVEMENT ON FUNDS

	Balance 1 January 2015 £	Incoming Resources £	Outgoing Resources £	Transfers From Unrestricted Funds	Balance 31 December 2015 £
Restricted Funds:					
Jimbo's Fund	-	10737	(10737)	-	-
Big Lottery	350	-	(174)	-	176
Ernest Cook Trust	-	2050	-	-	2050
Money Mice Gala	-	188	(188)	-	-
Community First	168	2100	(2268)	-	-
Caird Peckfield	758	7285	(8181)	138	-
Housing Advisory Panel	4000	6130	(9797)	-	333
Trusthouse Charitable Foundation	-	3850	(1901)	-	1949
Comic Relief	3600	995	(4705)	110	-
Yorkshire Building Society	-	1300	-	-	1300
People's Health Trust	2744	2742	(4627)	-	859
Ridgefest	165	-	(165)	-	-
Tudor Trust	7660	23000	(23000)	-	7660
Safer Communities	4000	667	(4667)	-	-
	<u>23445</u>	<u>61044</u>	<u>(70410)</u>	<u>248</u>	<u>14327</u>
Unrestricted Funds	<u>8900</u>	<u>99528</u>	<u>(108021)</u>	<u>(248)</u>	<u>159</u>
Total funds	<u>32345</u>	<u>160572</u>	<u>(178431)</u>	<u>-</u>	<u>14486</u>



# HYDE PARK SOURCE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

### 12. MOVEMENT ON RESTRICTED FUNDS (continued)

#### Purposes of restricted funds:

Big Lottery:	For the Step Up project.
Community First	For setting up and working with a range of Community projects in deprived areas of Leeds
Caird Peckfield	For the 'Growing for Colour' environmental and heritage community project in Armley Mills.
Housing Advisory Panel	For environmental projects in Holbeck.
Comic Relief	For phase two of the Killingbeck allotment project
The People's Heath Trust	For running regular community activities and events on Rosebank Millennium Green.
Ridgefest	For forest school tools and equipment.
Tudor Trust	For the salary costs of the Volunteer Coordinator and associated expenses.
Safer Communities	For environmental improvements and community projects in Woodhouse.
Yorkshire Building Society	For the purchase of a new boiler.
Trusthouse Charitable Foundation	Towards the salary costs of the Hyde Park Source Projects Coordinator.
Money Mice Gala	Towards the cost of running the annual Gala day on Rosebank Millenium Green.
Ernest Cook Trust	Towards the cost of and installation costs for a new hot water boiler at Hyde Park Source.
Jimbos Fund	Towards the cost of developing and running the Cross Green Community Allotment Project.

### 13. TAXATION

The society has been accepted as a 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.

### 14. SHARE CAPITAL

At 31<sup>st</sup> December 2015 six members have each purchased a £1 share in the society.

### 15. CASH FLOWS FROM OPERATING ACTIVITIES

	2015 £	2014 £
Net income/expenditure for the reporting period (as per the statement of financial activities)	(17859)	(6111)
Adjustments for:		
Depreciation Charges	416	416
Dividends, interest and rents from investments	(24)	(66)
(Increase)/decrease in debtors	(9)	426
Increase/(decrease) in creditors	780	(7904)
Net cash provided by (used in) operating activities	<u>(16696)</u>	<u>(13239)</u>

## HYDE PARK SOURCE LIMITED

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

#### 16. CASH AND CASH EQUIVALENTS

	2015	2014
	£	£
Bank and Cash in hand	<u>8036</u>	<u>26008</u>

#### 17 RELATED PARTY TRANSACTIONS

There were no related party transactions in the year (2015 None).