

The League of the Helping Hand

ANNUAL REPORT & FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2014



Founded 1908
Registered Charity No: 208792

A Company Limited by Guarantee
Registered in England No: 00307257

THE LEAGUE OF THE HELPING HAND
FOR THE YEAR ENDED 31 MARCH 2014

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The following does not form part of the statutory Financial Statements:

15	Donations
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THE LEAGUE OF THE HELPING HAND
LEGAL AND ADMINISTRATIVE INFORMATION

Vice President: Mr P de Winton

General Committee

Chairman: Ms M Burton
Hon. Treasurer: Mr O Haines
Hon. Solicitor: Mr I Burman
Mrs P Boucher
Mrs J Horley
Mr W Horley
Mr J Korn
Mrs G Lavelle
Mrs B Salter
Mrs E Thorn
Hon. Life Member: Mr P de Winton

Secretariat: Mrs S Freestone
Mrs YL Hughes
PO Box 342, Burgess Hill, RH15 5AQ
Tel: 01444 236099 E Mail: secretary@lhh.org.uk

Website: www.lhh.org.uk

Registered Office: 2 St Andrews Place
Lewes
East Sussex BN7 1UP

Bankers: CAF Bank Limited
25 Kings Hill Avenue
Kings Hill, West Malling
Kent ME19 4JQ

Independent Examiner: VMR Anderson BA (Hons) FCA DChA
Clark Brownscombe Limited
2 St Andrews Place, Lewes
East Sussex BN7 1UP

Fund Managers: Smith & Williamson Investment Management
Portwall Place, Portwall Lane
Bristol BS1 6NA

THE LEAGUE OF THE HELPING HAND
REPORT OF THE GENERAL COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2014

Introduction to LHH

History

The League of the Helping Hand was founded in 1908 by a Miss Ashby, who was a professor of elocution. She was anxious that her legacy should in some small way alleviate the difficulties and concerns of those who, because they had very little to live on found themselves in distress. The League was incorporated in 1935. In 1990 gifts made to beneficiaries, both on a one off basis and as regular quarterly gifts amounted to £57,200. By 2004 this had risen to a figure in excess of £78,000. Now, ten years later, the League has distributed £109,203 to applicants in the current financial year.

Chairman's Report for 2013/14

It is with sadness and immense gratitude that the Trustees accepted the retirement of Flu Ram and Dawn Colvin as Vice Presidents. They have previously served as Chairman and Secretary respectively for many years. We are delighted that Peter de Winton, a former Trustee, has become Vice President. Bea Salter stood down as Chairman of the General Committee in September 2013, having served three years. She remains a Trustee and a much valued colleague. We welcome William Horley as a new Trustee to the General Committee. Our new Secretary Sue Freestone, is settling in well and she is being supported by Yee Ling Hughes, who has a wealth of experience.

Suitable background information from sponsors on applicants remains very variable. The Secretariat spend considerable and increasing amounts of time and effort in checking the accuracy of the information provided and eliciting additional information to ensure that applications are as fully supported as possible. Trustees have noted continuing problems in the length of time taken to assess applicants for benefit awards or changes in benefits. While this is not a new problem, delays in assessment do seem to be increasing in many areas of the country.

The Chairman and immediate past Chairman met in February with others working in the charity sector and had interesting and stimulating discussions on matters to be taken into account in deciding awards to applicants and methods for recruiting individuals from a wide spectrum to act as trustees.

Challenges in the coming year include a further review of our application form. This was last revised in 2012, but substantial changes in relation to benefits have occurred since that time. It is also hoped to incorporate changes which will lessen to some extent the demands on the Secretariat in relation to acquiring further and better information on individual applicants. In relation to good governance, we shall continue to update our general practice and procedures in order to remain in line with current good practice.

On behalf of the General Committee, I should like to express our sincere and grateful thanks to all those, both individuals and organisations, who have supported the work of the League and without whose help our work would be so much more difficult. Thank you for your continued interest, help and assistance.

Mary Burton
April 2014

THE LEAGUE OF THE HELPING HAND
REPORT OF THE GENERAL COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2014

Structure, Governance and Management

Constitution

Originally an unincorporated body, The League of The Helping Hand (LHH) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 29 October 1935 as amended subsequently. It is registered as a charity with the Charity Commission.

LHH's objective is to help and alleviate individual cases of suffering in mind or body among persons who, in the opinion of the General Committee of LHH, require financial assistance owing to ill health, accident or infirmity and are both deserving and necessitous.

Organisation

LHH is governed by its trustees who are directors of the company and who make up the General Committee. Prior to the appointment of any new trustee, he or she is asked to attend at least two of the General Committee's quarterly meetings before a decision is made to appoint. Details of the trustees and the appointments and resignations during the year are set out in the Legal and Administrative Information.

Risk Management

The trustees regularly review the risks to which the charity is exposed and implement procedures to mitigate them. There are internal controls built into the procedures which the trustees believe are working satisfactorily.

Objective and Activities

LHH's objective and the current policy is to help three different categories of beneficiary who suffer from illness or incapacity and are in need of financial assistance or respite; these are Regular Beneficiaries, Single Payment Beneficiaries and Carers, all of which need to be referred by independent agencies. The Charity operates throughout the United Kingdom.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and setting the expenditure priorities for the year ahead.

Activities – achievements and performance

LHH has established its grant making policy to achieve its objects for the public benefit to improve the lives of three groups of disadvantaged people, by advancing relatively small sums with which their lives can be improved significantly. The grant making policy is reviewed annually to ensure that it reflects the objects and advances public benefit.

THE LEAGUE OF THE HELPING HAND
REPORT OF THE GENERAL COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2014

Regular Beneficiaries

Seven new people have been taken on as Regular Beneficiaries since April 2013. Three beneficiaries relinquished their benefaction as they were no longer in need and have expressed their gratitude and thanks for the help received from LHH. Sadly, two beneficiaries have died. This brings the current total number of people receiving help to 74. The incoming Secretary has now been in post for a full year and has endeavoured to maintain the friendly and supportive relationships established by the retiring secretary. During this period all but two beneficiaries were visited in their own homes. The annual visit forms a very important part of the unique relationship which exists between this charity and its beneficiaries;

“Thank you for (your visit) today, we really appreciate what you have done and are doing for us. We shall look forward to seeing you again; it’s so nice to be able to speak to an honest genuine person. Thank you for the time you have spent listening, understanding and getting to know us.”

As the Regular Beneficiaries are located across England, Scotland and Wales, the Secretary makes several visiting trips throughout the year, keeping costs to a minimum by staying with friends and family wherever possible. The secretary continues this personal contact via quarterly newsletters, Christmas cards, birthday cards, emails and telephone calls. Many thanks have been received not only for the financial assistance given but also the caring nature of LHH’s work.

Single Payment Beneficiaries

The number of one-off grants has dropped by 7.3% this financial year. Out of the 964 application forms received (1040 in 2012/13), LHH was able to give a positive response to 349 (36%) of applicants.

LHH grants range from £50 to £250 maximum. Of the grants awarded, the average (mean) amount was £152 (£147 in 2012/13) and the most frequently awarded amount was £100.

Grants were awarded towards the purchase of essential household furnishings such as beds, sofas and wardrobes; white electrical goods, clothing/footwear as well as contributing towards utility bills/heating oil, hospital travelling and daily living expenses.

The Worshipful Company of Mercers continues to support LHH’s welfare programme and their annual grant of £20,000 is a considerable boost to the Single Payment’s fund.

Carers’ Breaks

Now in the final year of the 3 year grant funding from The Sobell Foundation (£5000 per year, totalling £15,000). LHH will be seeking further donations/grants in order to continue offering Carer’s Breaks to the many unpaid Carers whose own health is often compromised through their caring duties.

THE LEAGUE OF THE HELPING HAND
REPORT OF THE GENERAL COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2014

Financial Overview

Overview

We have maintained the levels of grants and donations to that achieved in the year 2012/13 with investment income improving by a modest 4%. In addition, we applied successfully for taxation rebates on certain investment income for the five years to 2013/14 of £14,159. The result has been an overall increase in income of £18,977 when comparing with the 2012/13 year.

This increase will enable LHH to start the current year with a healthy surplus which will be spread between quarterly gifts, one-off gifts and Carer's Breaks. Although this is a one-off surplus, we will maintain our strict controls on the relationship between income and gift payments.

Income and Expenditure

Investment income has fractionally increased whilst the total of grants and donations have remained static. Annual administration costs are up 5% from the previous year, but are at controllable levels, and are as budgeted.

Investment Portfolio

LHH is reliant on the performance of the portfolio to maintain the capital base whilst providing high yields. Approximately 75% is invested in equities being similar to 2013 with the balance in Government and fixed interest accounts.

The market value of investments at the year end taking account of unrealised and realised gains and losses is similar to 2013.

The Future

The income forecast for this coming year 2014/15 is likely to be in line with that achieved for 2013/14 with exclusion of the taxation rebate.

The budget for 2014/15 envisages a continuation of existing activities with grants covered by net anticipated income after expenditure. LHH continues to source additional donations and funds.

The number of regular beneficiaries is budgeted to continue at current levels on the basis that income levels are maintained (with the exception of increasing gifts to utilise the surplus arising from the taxation rebate). LHH continues to focus on making resources stretch as far as possible to cover beneficiaries' needs. LHH is mindful of the uncertain economic conditions, and controls are in place to ensure we work within these conditions.

THE LEAGUE OF THE HELPING HAND
REPORT OF THE GENERAL COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2014

Investment Management

The investment portfolio is managed by Smith & Williamson Investment Management (S&W). In order to comply with the Trustee Investment Act 2000, and as recommended by S&W, the investment objectives and policy are reviewed on a regular basis by the General Committee. The level of investment risk is also established and agreed in accordance with guidelines provided by S&W. The primary objective is to maximise income whilst maintaining capital growth through a diversified portfolio of securities.

Reserves Policy

LHH meets its obligations to beneficiaries out of the income derived from the investment portfolio and the grants it receives, and may on occasion do so out of capital. The level of reserves is sufficient to cover forthcoming management and administrative expenditure and regular grants and donations to which it is committed.

Statement of Trustees Responsibilities

The members of the Board of Trustees, as Trustees and Directors, are responsible for preparing the Report of the Trustees and the financial statements. The Trustees have chosen to prepare financial statements for the company in accordance with United Kingdom Generally Accepted Accounting Practice (UK GAAP). Company law requires the Trustees to prepare such financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit for that period and comply with UK GAAP and the Companies Act 2006.

In preparing these financial statements the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- state whether applicable accounting standards have been followed, subject to any material departures and explained in the financial statements;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safe-guarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the General Committee

Date: 2 July 2014

Yee Ling Hughes - Secretary

THE INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF
THE LEAGUE OF THE HELPING HAND

I report on the financial statements of the Trust for the year ended 31 March 2014, which are set out on pages 9 to 14.

Respective responsibilities of trustees and independent examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities' Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS REPORT
TO THE TRUSTEES OF
THE LEAGUE OF THE HELPING HAND
(CONTINUED)

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - b. to prepare financial statements which accord with the accounting records, comply with the accounting requirements of the Company Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005)

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

V M R Anderson BA (Hons) FCA DChA
Chartered Accountant
Clark Brownscombe Limited
2 St Andrews Place
Lewes
East Sussex
BN7 1UP

Date: 3 July 2014

LEAGUE OF THE HELPING HAND
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2014

		Unrestricted Funds	
	Note	2014 £	2013 £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income:			
- Investment income		128,694	109,663
- Bank deposit interest		1,334	1,206
- Subscriptions		2,491	2,495
- Donations		17,092	17,270
- Grants		<u>20,000</u>	<u>20,000</u>
TOTAL INCOMING RESOURCES		<u>169,611</u>	<u>150,634</u>
RESOURCES EXPENDED			
Costs of generating funds:			
- Investment management costs		9,690	9,030
Charitable activities	2	135,166	146,100
Governance costs	3	<u>1,687</u>	<u>1,651</u>
TOTAL RESOURCES EXPENDED		<u>146,543</u>	<u>156,781</u>
Net incoming/(outgoing) resources		23,068	(6,147)
Other recognised gains on investment assets		<u>28,846</u>	<u>247,291</u>
NET INCOMING RESOURCES FOR THE YEAR		51,914	241,144
Fund balances at 1 April 2013		<u>2,490,746</u>	<u>2,249,602</u>
Fund balances at 31 March 2014		<u>2,542,660</u>	<u>2,490,746</u>

The notes form part of these financial statements

THE LEAGUE OF THE HELPING HAND
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2014

		2014	2013
INCOME	£	£	£
Investment income receivable		128,694	109,663
Bank deposit interest		1,334	1,206
Subscriptions and donations		19,583	19,765
Mercer's grant		<u>20,000</u>	<u>20,000</u>
		169,611	150,634
ADMINISTRATIVE EXPENSES			
Communications	1,621		1,848
Accountancy fees	1,687		1,651
Secretariat fees	23,446		21,826
Sundry expenses	545		505
Office equipment purchase and maintenance	-		22
Insurance	<u>351</u>		<u>340</u>
		<u>27,650</u>	<u>26,192</u>
NET INCOME		141,961	124,442
GIFTS			
Payments relating to regular beneficiaries:			
Quarterly gifts	50,611		49,666
Christmas gifts	4,550		4,640
Holidays	2,400		3,470
Visits	2,853		2,523
Payments to other beneficiaries:			
One-off gifts	<u>48,789</u>		<u>61,260</u>
		<u>109,203</u>	<u>121,559</u>
SURPLUS FOR THE FINANCIAL YEAR BEFORE INVESTMENT GAINS		<u>32,758</u>	<u>2,883</u>

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

		2014	2013
		£	£
Retained surplus for the year		32,758	2,883
Investment managers fees		(9,690)	(9,030)
Realised gains on investments		31,078	20,978
Unrealised (losses)/gains on revaluation of investments		<u>(2,232)</u>	<u>226,313</u>
Total recognised gains for the year		<u>51,914</u>	<u>241,144</u>

The notes form part of these financial statements.

**THE LEAGUE OF THE HELPING HAND
BALANCE SHEET
AS AT 31 MARCH 2014
COMPANY NUMBER: 00307257**

	Note	2014	2013
		£	£
FIXED ASSETS			
Investments	6	2,489,093	<u>2,468,661</u>
CURRENT ASSETS			
Debtors		20,966	8,200
Cash at bank		<u>37,900</u>	<u>15,792</u>
		58,866	23,992
CREDITORS: Amounts falling due within one year		<u>5,299</u>	<u>1,907</u>
NET CURRENT ASSETS		<u>53,567</u>	<u>22,085</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,542,660</u>	<u>2,490,746</u>
FUNDS			
Unrestricted funds – includes revaluation reserve of £406,452 (2013: £409,376)		<u>2,542,660</u>	<u>2,490,746</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved on behalf of the General Committee on 18 June 2014

Oliver Haines - (Hon Treasurer)

The notes form part of these financial statements

THE LEAGUE OF THE HELPING HAND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

1. Accounting Policies

a) Basis of preparation

The financial statements have been prepared under the historical cost convention as modified by the revaluation of the investment portfolio and incorporate the results of the principal activity which is described in the General Committee's report and which is continuing. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In addition they have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities 2005".

b) Income

Income for the year comprises investment income, bank interest, subscriptions, donations, grants and legacies and is accounted for on the receivable basis.

c) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which cannot be recovered.

The main categories of expenditure are:-

- Charitable activities include grants made and related support costs.
- Costs of generating funds are investment management costs.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

d) Grants payable

Amounts payable to the beneficiaries are accounted for when the charity is committed to paying them.

e) Fund accounting

Unrestricted Funds: these are generally funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

f) Investments

Investments are included in the financial statements at their market value. Gains or losses arising on realisation are shown in the Statement of Financial Activities. The historical cost of the investments was £2,079,466 (2013: £1,938,698).

THE LEAGUE OF THE HELPING HAND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

g) Donations
 Donations and fund raising income are accounted for when received.

h) Legacies
 Legacies are accounted for when received.

2. Charitable Activities

	2014	2013
	£	£
Grants	109,203	121,559
Other support costs	<u>25,963</u>	<u>24,541</u>
	<u>135,166</u>	<u>146,100</u>

3. Governance Costs

	2014	2013
	£	£
Accountancy fees	<u>1,687</u>	<u>1,651</u>

4. Trustees remuneration

No trustee received any remuneration for taking the role. It is not general practice to reimburse travel expenses to trustees.

5. Taxation

The company is a registered charity and under Section 505 (1) of the Income and Corporation Taxes Act 1988 is exempt from taxation.

THE LEAGUE OF THE HELPING HAND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

6. Investments

	Investments	Cash	Total 2014	Total 2013
	£	£	£	£
Market value at 1 April 2013	2,348,075	120,586	2,468,661	2,221,361
Additions at cost	309,156	-	309,156	246,289
Disposal proceeds	(200,158)	-	(200,158)	(323,078)
Net investing movement	-	(108,998)	(108,998)	76,789
Investment income retained in CAF and Close Brothers	-	1,276	1,276	1,039
Investment manager's fees	-	(9,690)	(9,690)	(9,030)
Further funds invested	-	-	-	8,000
	<u>2,457,073</u>	<u>3,174</u>	<u>2,460,247</u>	<u>2,221,370</u>
Unrealised (losses)/ gains	(2,232)	-	(2,232)	226,313
Realised gains	<u>31,078</u>	<u>-</u>	<u>31,078</u>	<u>20,978</u>
Market value at 31 March 2014	<u><u>2,485,919</u></u>	<u><u>3,174</u></u>	<u><u>2,489,093</u></u>	<u><u>2,468,661</u></u>

7. Share capital

The company is limited by guarantee, having no share capital, members having a liability not exceeding £1 each.

THE LEAGUE OF THE HELPING HAND

DONATIONS

LHH would like to thank all those who have made donations during the year. These include:-

General Donations

The Worshipful Company of Mercers
ZVM Rangoonwala Foundation
HC Coleman Charitable Trust
The Coutts Charitable Trust
EasyFundraising
Mrs Le Couteur
Chiddick Charitable Trust
The Gilander Foundation
Mrs H Jones
The Sobell Foundation
Mrs D Blake
Mr Scaping
The Sydney Black Charitable Trust
Sir John Sumner's Trust
RS Brownless Charitable Trust
A Blackley
Spencer Hart Charitable Trust

SUPPORTING LHH

LHH welcomes fundraising support by all methods including:

- Gift Aid
- Donations
- Events and sponsorship
- Legacies
- Membership of LHH
- www.easyfundraising.org.uk/causes/lhh – online shopping portal

This page does not form part of the statutory financial statements