

Charity Registration No. 1012053

Company Registration No. 02200394 (England and Wales)

TOUCHSTONE - LEEDS
(TOUCHSTONE)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021

TOUCHSTONE – LEEDS

CONTENTS

CHARITY INFORMATION	PAGE 3
TRUSTEES' REPORT	PAGE 4-20
STATEMENT OF TRUSTEES' RESPONSIBILITIES	PAGE 21
INDEPENDENT AUDITOR'S REPORT	PAGE 22-25
STATEMENT OF FINANCIAL ACTIVITIES	PAGE 26
BALANCE SHEET	PAGE 27
STATEMENT OF CASHFLOWS	PAGE 28
NOTES TO FINANCIAL STATEMENTS	PAGE 29-46

TOUCHSTONE – LEEDS

LEGAL AND ADMINISTRATIVE INFORMATION

Touchstone-Leeds is constituted as a Registered Company Limited by Guarantee and is registered as a Charity.

Full Name: Touchstone – Leeds
Charity Registration Number: 1012053
Company Registration Number: 02200394

Registered Office: Touchstone House
2-4 Middleton Crescent
Leeds
LS11 6JU

Trustees:	Appointed	Resigned
Jeremy Horsell		
Andrew Goodchild		26/07/2021
Christine Baines		
Iwi Ugiagbe-Green		
Janet Reynolds		
Katie Gleghorn		
Philip Gleeson		
Solomy Chawatama		
Sue Timothy		
Tom Stanley	04/10/2021	
Stephen Bailey	29/09/2021	
Sam Cheverton	04/10/2021	
Andrea Beever	04/10/2021	
Prof Edgar Meyer	29/09/2021	

Key Management Personnel:

Alison Lowe MA BA (Hons)	Chief Executive to 31 st July 2021
Arfan Hanif MA BA (Hons)	Chief Executive from 1 st August 2021
Arfan Hanif MA BA (Hons)	Operations Director to 31 st July 2021
Jessica Parker MA BA (Hons)	Business Development Director to Dec 2020
Sharon Brown	Business Development Director from 4 th Jan 2021
Jim Leyland BsC (Hons), MSW	Operations Director
Kathryn Hart MCIPD	HR Director
Zoe Bridge	Finance Director

Company Secretary: Zoe Bridge

TOUCHSTONE – LEEDS

LEGAL AND ADMINISTRATIVE INFORMATION

Auditor: Sagars Accountants Ltd
Gresham House
5-7 St Paul's Street
Leeds
LS1 2JG

Bankers: The Co-operative Bank – Leeds
19-20 Commercial Street
Leeds
LS1 6AL

Yorkshire Bank
The Penny Hill Centre
1 Church St
Hunslet
Leeds
LS10 2AP

TOUCHSTONE – LEEDS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021 for Touchstone – Leeds also known as Touchstone.

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT

Objectives and Activities

The charitable objects (purpose) defined in the Memorandum are “to relieve sickness and promote the fostering of positive physical and mental health and the prevention of breakdown among members of the community by establishing guiding and supporting, the promotion of self-help groups, and provision of personal counselling, housing and other practical facilities and by the advancement of education for the public benefit of lay and professional health care workers”.

More particularly, Touchstone’s vision statement is “Inspiring communities, transforming lives” and this is underpinned by seven values:

- Leadership and Learning
- Inclusion and Diversity
- Value for Money
- Quality and Continuous Improvement
- Integrity and Respect
- Recovery
- Co-Production

The services Touchstone provides are:

- **Accommodation and housing support** – supported housing is provided in individual tenancies, as appropriate to individual need and support to people in shared living environments.
- **Daytime Activities and Support** – provided through drop-in services and more structured programmes and in settings appropriate to the needs of diverse communities. Principally these services are provided in Leeds from the Support Centre in north Leeds and Touchstone House in south Leeds, and across West Yorkshire from the Dewsbury base of the WY-FI (West Yorkshire – Finding Independence) team and smaller offices shared with partners in other locations. Includes Cognitive Behavioural Therapy – talking therapy offered to people from Leeds, with a particular specialism working with BME communities, as part of the IAPT (Improving Access to Psychological Therapies) initiative in partnership with the NHS, Community Links and Northpoint Wellbeing, and Mental Health advocacy work in Kirklees – delivering both the community mental health advocacy service and Independent Mental Health Advocacy (IMHA) statutory service; Liaison & Diversion services in Leeds and Wakefield in partnership with Wakefield Youth Offending Team, Together Women Project, Leeds Police and Leeds Youth Offending Service.
- **Assertive Outreach and Support** – providing support to people in community settings including those with clear needs but who are reluctant to engage with services. This is the main area of work for the Community Support Team.
- **Social Prescribing** – a way of linking patients in primary care with sources of support within the community. It provides GPs with a non-medical referral option that can operate alongside existing treatments to improve health and well-being. Delivered in Kirklees and Leeds.
- **Community Development Work** – improving access to mental health services for people from Black and minority ethnic communities. This work is undertaken by the Community Development Service and East Leeds Health for All – working with small community groups and organisations within Black and minority ethnic communities to address issues of healthy living.
- **Neighbourhood Support** – provided by the Sikh Elders’ Neighbourhood Service to improve the health and wellbeing of older people in Leeds’ Sikh communities.
- **Employment and Education:** Supporting people with mental health issues, including offenders on probation, to develop skills for and to retain employment.

Activities

Primarily Touchstone provides services for people with mental health difficulties, those vulnerable to such problems and to their carers. Through this work and seeking to ensure services were available to the whole of our diverse community, Touchstone has developed a particular strength working with Black and Minority Ethnic (BME) communities. This now gives a secondary focus that has evolved into more general health promotion work and neighbourhood support.

Key Performance Indicators are designed around the Critical Success Factors identified for each individual service, usually in consultation with the commissioners of the service, and are used to assess ongoing service performance by staff, management, trustees and relevant external stakeholders as appropriate.

Public Benefit

The trustees recognise their duties under the Charities Act 2011 and have referred to the Charity Commission's guidance on public benefit when reviewing Touchstone's activities and compiling this report.

The activities described above, and explained in more detail in the following sections, are consistent with Touchstone's values and aims which, in turn, derive from its charitable objects. They seek to deliver public benefit by improving the physical and, especially, mental health of the community either directly or through improving people's experience of other services and their acceptance within the community. All new and potential developments are assessed for consistency with the strategic business plan and, therefore, for their contribution to public benefit.

Access to Touchstone services is generally through referral processes determined by objective criteria based on need and, to the extent that most services are funded by statutory bodies, residence within the relevant geographic boundaries.

Volunteers

Volunteer befrienders supported individual service users in reducing isolation/loneliness, building their confidence and self-esteem, offering a listening ear, enabling them to make friends, supporting them with budgeting, attending social activities, going shopping, walking and reducing anxiety when going out. They supported SUs benefit forms as well as attending the assessments and appeal hearings.

This helped address anxiety issues. Not only do people benefit from the contributions of volunteers, but some also take on the role themselves. Service users have expressed they would not have been able to cope if it were not for the volunteer/befriender. Volunteer support helped with managing their mental health and therefore prevented deteriorations and setbacks.

The contribution of the volunteers is not included in the statement of financial activities as it's not possible to put a reliable value on their contribution.

8 volunteers have gained employment with Touchstone in the previous 12 months.

ACHIEVEMENTS AND PERFORMANCE

Accommodation and Housing Support

Housing and Accommodation Services

The Beacon Housing Service operates city-wide in Leeds from its base at Touchstone House in Beeston. The carefully planned and innovative accommodation-based Support Service in Leeds offers service users furnished self-contained single tenancies in dispersed units across the city.

We are contracted to provide housing support to 41 people under a subcontract with the lead provider, Turning Lives Around. The support is provided in Touchstone tenancies (in association with several RSLs and private landlords).

Housing support is mainly funded through a Support Contract with Leeds City Council. Rent is charged for properties managed by Touchstone; this is eligible for housing benefit so no potential service users are excluded.

Assertive Outreach and Support

The Community Support Team (CST)

The Team operates from Touchstone House in Beeston (Leeds). It works city wide to support people with mental health difficulties who have been excluded from other existing services, due to the complexity of their needs or their difficult behaviours.

The Team works on an 'assertive outreach' basis, engaging and supporting service users in the community. It also provides some activities of a more social nature, particularly at weekends, and through the Outlook Group.

The Outlook group has developed into a focused programme run in partnership with Assertive Outreach which supports group activities both within our services and the wider community. Our main CST service has helped people with a variety of issues from supporting asylum seekers, parents developing access to their children, to attending training courses and overcoming agoraphobia.

80% of referrals for the CST service must come from Community Mental Health Teams who we work in close partnership with to provide a step down from statutory services back into community participation and life.

Rehabilitation and Recovery Project

The Rehabilitation and Recovery project aims to support service users in both the Recovery Centre to make the challenging transition to living in the community. The project is unique in that the voluntary sector work alongside NHS staff on the wards developing a proportional and joined up approach to supporting people in recovery in a holistic way. It benefits from different agencies working together in partnership-LYPFT, Touchstone, Community Links and Leeds Mind sharing good practice and promoting innovation.

Blossom Service

Blossom is an NHS-funded pilot to work with women who have been subject to Female Genital Mutilation (FGM) across the North of England. The service is a partnership with Leeds Community Healthcare who provide nurses to perform medical procedures whilst Touchstone employs an advocate with lived experience and a mental health support worker.

Community Development Work

Mentally Healthy Leeds

Mentally Healthy Leeds (MHL) is a city-wide service commissioned by Public Health since April 2018. MHL builds on the former Community Development Service that worked successfully to build the mental health resilience of BME communities across Leeds. MHL extends this anti-stigma approach across Leeds, offering support and advice to people and employers around mental health promotion and accredited suicide prevention training via our partner, Community Links.

In 2020/2021, the total number of individual contacts was 2,061 with 1,034 people engaged. The number of service users attending groups, training or volunteering was 541 with 402 professionals being trained in the year.

Better Together a partnership of 5 organisations working together across North East Leeds to promote good health and wellbeing via group and individual support it is hosted and managed as part of MHL and East Leeds Health for All (ELHfA).

Wellbean Hope in a Crisis Café

Leeds

The Wellbean Café works to reduce hospital admissions, reduce factors associated with the inappropriate use of statutory services and provide a safe alternative to NHS mental health support. In 2019, the café was extended to Touchstone House using Winter Pressures funding and has now been commissioned by the Clinical Commissioning Group for 7 nights across Leeds. 731 referrals were received for all three Leeds cafes in the last quarter of 20/2021.

Wellbean Hope in a Crisis Café

Kirklees

Touchstone was also asked to set up another Wellbean Café in Kirklees which opened in February 2019. This funding was initially on a temporary basis but has now been commissioned for 7 nights a week for the next 2 years.

Wakefield Safe Space Crisis Café

Touchstone in partnership with GASPED and Spectrum People was awarded the contract to run Wakefield Safe Space Crisis Café from October 2020, initially for 3 nights and has now been commissioned for 7 nights a week, to operate across Wakefield district until October 2022 with the option to extend by 1 year. Core aim of the service is to:

Provide a safe, high-quality response for both physical and virtual visitors of the Safe Space to de-escalate the presenting crisis; Support visitors of the Safe Space to continue with other Voluntary and Community

Sector providers by making the necessary warm transfers and referrals using a social prescribing approach; Encourage the use of Safe Space when required as part of crisis escalation plans. 176 referrals were received for the service in quarter 4 2020/21.

Daytime Activities and Support

Live Well Leeds

This is a city-wide service for people with mental health difficulties in Leeds. The service is a partnership with 18 other charities and it has been designed to increase access to people from specific communities of interest such as Gypsy Travellers, Asian women, people who are Deaf and visually impaired, sex workers and from Black Minority Ethnic communities. It runs 7 days a week both from premises owned by Leeds City Council and leased at a peppercorn rent and across the city in premises owned/run by sub-contracted partners. The service is a pioneer for Leeds City Council's Adult Social Care Department, and we are regularly featured as exemplars of good practice in commissioning to other local authorities and in the media. The service has an embedded befriending and volunteer offer and many of our volunteers go on to formal volunteering and employment with Touchstone and other organisations.

Live Well Leeds is an open access service which offers "welcome cafes" six days per week to people who are referred/self-refer into the service. Referrals are a short telephone or one to one conversation which incorporates a short risk assessment. Anyone can attend a welcome café to become a service user but they will be assessed by a Trusted Assessor (from across all 19 delivery partners) for access to 121 support, otherwise the offer is group work, befriending or volunteering.

All aspects of the service follow a holistic approach, which is service user-led, including integrating people with mild to moderate mental health problems back into mainstream services and employment. All groups offer educational and therapeutic activities. This service also incorporates "Dosti" which means friendship in Urdu, Hindi, Punjabi, and Gujarati and is a support service for South Asian women.

Live Well Leeds is based at the Support Centre which is also a hub for many services as it hosts Touchstone's Sikh Elders Service, Association of Blind Asians, and Dial House @ Touchstone.

The BME Dementia Service

The BME Dementia Service provides specialist support to people living with memory problems or a diagnosis of dementia and their carers from ethnic minorities. Our aim is to raise awareness of dementia within BME communities by breaking down the barriers that exist about dementia and bring it out into the open so that people can access the support they need while meeting their language, cultural and religious needs.

We provide culturally appropriate Dementia awareness talks within community settings such as Day centres, local community groups or religious centres in English, Punjabi, Hindi, or Urdu languages. We also run a fortnightly South Asian Dementia Café, Hamari Yaadain (Our Memories) on the first and third Thursday of every month from 1pm to 3pm. The café is for South Asian people with memory issues and their carers and run in a mother tongue.

Kirklees Advocacy Service

The IMHA (Independent Mental Health Advocacy) service continues to provide vital statutory support to people detained in hospital, alongside the Community Advocacy service.

In late 2018, Touchstone won the contract to deliver IMCA, DoLS and Care Act advocacy and these services were integrated into the Kirklees Advocacy Service throughout 2019 under the new name of ASK for Advocacy, which is a partnership with Leeds-based charity, Advonet.

ASK4Advocacy worked with 878 service users this in quarter 4 2020/21 compared with 824 in quarter 3 2020/21.

Kirklees Peer Brokerage

The Peer Led Brokerage Service has continued to deliver its innovative service, with individuals being supported by staff and peers to maximize the benefits of their self-directed support personal budgets from Kirklees Council, and "self-funding" individuals. This service not only supports individuals on their recovery pathway but also has an important role to play in sharing good practice and spreading awareness of how effective mental health services should be delivered.

Leeds Peri Natal Mental Health (PNMH) Peer Support Alliance

Touchstone was commissioned by Leeds CCG to support the development of perinatal mental health peer support across Leeds for one year from April 2020. This service employs a peer support coordinator and peer support workers to ensure women and their families have sustainable access to PNMH peer supporters to complement the more formal PNMH services offer in Leeds and create a city wide, self-governing perinatal mental health peer supporter alliance.

Liaison & Diversion

Liaison and Diversion (L&D) services identify people who have mental health, learning disability, substance misuse or other vulnerabilities when they first come into contact with the criminal justice system as suspects, defendants or offenders.

The service can then support people through the early stages of criminal justice system pathway, refer them for appropriate health or social care or enable them to be diverted away from the criminal justice system into a more appropriate setting, if required.

The West Yorkshire contract is delivered in partnership with Wakefield Youth Offending Team, Together Women Project, Leeds Police and Leeds Youth Offending Service, the service is now offered across Leeds, Bradford, Kirklees, Calderdale and Wakefield.

In South Yorkshire, Touchstone provides the peer volunteering and support element of Liaison and Diversion, in partnership with South West Yorkshire Partnership Foundation Trust and our staff are based in Sheffield, Barnsley and Doncaster.

Community Chronic Pain Management Service

Touchstone provides the Peer Support Coordinator for this service which started in January 2020 to work with people affected by moderate to severe pain. The Peer Support coordinator is responsible for:

- Recruiting, training, developing, and supporting Peer Support Volunteers
- Establish and maintain links with Community Groups already engaged with hard to reach groups
- Work with such groups to co-develop new ways to engage under represented populations
- Work to maximise patient engagement with, completion of, and benefit from the Chronic Pain Pathway in Leeds

Coproduction Rehabilitation Service

This is a new service that was commissioned in October 2019 for coproduction peer support workers to identify the needs of people held in secure accommodation and co-produce alternative provision to enable them to live more/independently in the community.

TOUCHSTONE – LEEDS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Crisis Resolution Intensive Support Service (CRISS)

The Crisis Resolution and Intensive Support Service is a multidisciplinary and multi-agency service made up of staff from LYPFT, Adult Social Care, Harm reduction workers and Community Links. The service aims to provide immediate Crisis interventions, safety planning and ongoing referral for community-based services or for hospital admission.

Since 2020 Touchstone has provided the peer support workers with lived experience to this service. They provide peer support and practical assistance to people in order for them to take control over their own lives and engage actively in their unique recovery process.

Leeds Mental Wellbeing Service (LMWS)

The Leeds Mental Wellbeing Service (LMWS) was established in November 2019 bringing together existing primary care mental health services including Improving Access to Talking Therapies (IAPT) under one single five-year contract led by the Leeds Community Healthcare Trust (LCH).

The aim of the service is to provide integrated, primary care based, mental health support for people with mild/moderate and complex Common Mental Health Disorders (CMHD) and stable Serious Mental Illness (SMI). The IAPT service delivery element continues within this integrated primary care mental health service which also includes peer support and coproduction initiatives, the latter elements being led by Touchstone.

Shafa

Shafa is a Touchstone project working across West Yorkshire and South Yorkshire. Shafa means renewal, restoration and healing in Urdu. Touchstone's approach is to work with people who have offended from the South Asian community based on a recovery and strengths-based approach.

Staff work with South Asian people who have committed offences to resettle them within their communities across West and South Yorkshire providing a comprehensive and unique range of consultancy and cultural interpretation services to both the Community Rehabilitation Companies and the National Probation Service.

Self-Directed Support

SDS is for people with usually, Adult Social Care, personal budgets who opt for Touchstone to provide them with the kind of support that meets their goals, whenever, wherever and however they choose. SDS is provided by a group of bank and permanent staff who work with individuals who "buy" their services according to their agreed support plan objectives.

Stronger Families

Funded by the European Social Investment fund (ESIF) via the Big Lottery, the Stronger Families programme is here to help and support families across Leeds and Bradford. We are working with families across Leeds and Bradford to develop skills and employment opportunities, focussing on health & well-being, employability and skills building, and financial inclusion support.

Connecting Opportunities

Also funded by the European Social Investment fund (ESIF) via the Big Lottery, Connecting Opportunities works with new migrants to develop their skills and opportunities to find work and be part of the local community. The aim of Connecting Opportunities is to support the most vulnerable and marginalised new migrants in Leeds City Region to integrate and to increase their employability and become economically active members of the wider community.

Employment & Education

Workplace Leeds

Our employment support worker/job retention work with the Workplace partnership, has continued to develop in collaboration between Leeds Mind, ourselves and Community Links to support people with mental health needs to retain and find work opportunities in Leeds.

Neighbourhood Services

The Sikh Elders' Service

This service is modelled on Leeds' network of Neighbourhood Services for Older People but takes account of the identity and needs of Sikh elders. It aims to develop a variety of projects to benefit the social, physical, and mental well-being of Sikh elders; develop projects that will respect cultural and religious need; promote independent living; reduce isolation; and promote privacy, dignity, and choice. Services are provided both to groups in the community and to people in their own homes.

The focus of the service is to extend befriending opportunities to older Sikh people across Leeds and for transport support to reduce social isolation. 92 service users were registered with the service in 2020/21.

The service has successfully raised small pots of income through fundraising and through grant applications which has allowed Touchstone to deliver some additional activity e.g.: the Intergenerational workshop "Linking Lives" is storytelling in nursery by retired professionals talking to young children about their personal growth journeys of living in Leeds. The income raised this way has varied from year to year, depending on the capacity of staff as well as the availability of external funding streams.

Organisation-wide performance and achievements

Good progress has been made in achieving the objectives set out in the Strategic Business Plan. The trustees are particularly pleased to note:

- Growth of organisation (services and staff) e.g., Crisis Café – Safe Space in Wakefield and development of West Yorkshire Perinatal Mental Health Peer Supporter Alliance
- Retained Investors in People (IIP) Platinum until 2024
- Being placed 3rd best Charity to work for in the Best Organisations to work for List - 2021 and gained 3* rating for World Class Staff Engagement
- Ranked 35th in the Best Large Companies to work for in the UK
- Being placed 13th in the UK's Top 50 Most Inclusive Employers List
- Awarded Rathbones Covid 19 – Response Award Winner
- Retained Investors in Volunteers until 2024
- Recognised as a Disability Confider - Employer
- Retained Shafa Service and linked with Liaison & Diversion Service – West Yorkshire
- The implementation of a Management Development Programme aimed at supporting staff from under-represented groups to gain the experience and qualifications to apply for management roles in Touchstone or externally.

Financial Review

Performance

Total income for the year was £8,013,222 (2020: £7,749,695) an increase of 3.4%, Touchstone has managed to maintain the large growth achieved in the prior year through extension of existing contracts and development of new services and income streams.

Expenditure in year was lower than the previous year by 1.1% at £7,578,844 (2020: £7,661,567) and has enabled the charity to produce a surplus of £434,378.

With a net gain in value in the year on current asset investments of £33,657 (see note 9) the net increase in funds for the financial year is £468,035. This comprised of an increase of £97,523 in restricted funds and an increase in unrestricted (including designated) funds of £370,512.

At the year-end, Touchstone had net current assets of £1,817,286 of which £305k are restricted funds.

Current Asset Investments

Income, gains, and losses recognised from current asset investments, including changes in the value of equity holdings at the balance sheet date, represent £33,657 which is 12.95% on investments held at that date.

Touchstone intends its investment decisions to achieve the best financial return available consistent with the ethical principles reflecting the charity's aims.

Touchstone recognises that all financial investments carry a level of risk and that the likely rewards of each investment rise in relation to the perceived level of risk.

Touchstone intends to take a prudent approach, mitigating the specific risks of individual investments by ensuring diversification of investments, between classes of investment and individual investments, and by avoiding high risk investments entirely.

The charity continues to invest with COIF Charities Investment Fund, the fund has limited ethical exclusions and has therefore, been determined as and promoted as a responsible fund.

Future Plans 2021-2022

Touchstone has continued to adapt and grow during the Covid 19 pandemic. We have learned a lot during the Covid 19 pandemic, and we have played a critical role in ensuring our resources are continually focussed on the needs of our service users. Whilst all our core funding is stable during this period, we are now operating in an environment of public sector efficient cuts and the need to deliver value for money whilst maintaining high quality levels of service delivery.

Investment in digital technology and the introduction of 'agile' working across Touchstone will provide opportunities for ongoing efficiencies as well as improving the service user experience through more choice and services tailored to their specific needs. Service users will remain at the heart of plans to better align our resources to service delivery priorities.

To support sustainable growth in line with Touchstone's vision and values consideration will be given to investing resources into developing the right level of 'support service' infrastructure capacity. This will be based on the 'Invest to Save' principle ensuring that any investment generates efficiencies, improves service delivery outcomes and releases leadership resources to better focus on service delivery priorities.

Specific direction is set out in Touchstone's Strategic Business Plan 2021 – 2026, last reviewed in March 2021. The Plan sets out five strategic objectives up to 2026 with detailed steps for the next three years and an indication of the actions for subsequent years.

Touchstone main objectives for 2021-22 are set out below:

Sustain and grow high quality support services for those most vulnerable to mental health issues across Yorkshire.

We will do this by:

- Identifying need amongst the most vulnerable groups and communities we work with and developing high quality bids to deliver services to meet that need.
- Influencing and developing systems level collaborative relationships with commissioners and decision-makers to invest in the groups/communities we identify using case studies, data and insight reporting.
- Achieving our Business Development Strategy growth target of achieving £8 million (direct income) by 2023 to ensure we have the infrastructure to support our teams, grow our reserves in line with our reserves policy and are sustainable for the future.
- Invest in support services infrastructure to ensure there is capacity supporting and enabling good sustainable quality service delivery.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Become a partner of choice and develop sustainable relationships with the statutory, public, private and voluntary sectors.

We will do this by:

- Continuing to highlight the contribution of Touchstone to the elimination of health inequalities via delivery of our annual Communications Strategy and plan.
- Developing 10 new local and strategic partnerships throughout the year
- Participating in emerging systems level 'Collaboratives' and to explore potential opportunities from this.
- Investing in maintaining existing partnerships both through contractual relationships and through skills share and other generous leadership initiatives.
- Showcasing Touchstone's expertise in coproduction and sharing this through our annual coproduction conference

To maintain a just, safe and reflective culture to continuously improve our stakeholder experience.

We will do this by:

- Providing high quality and respectful services measured by achievement of at least 95% satisfaction rate in the annual service user survey
- Reporting and reviewing 100% complaints received throughout the year alongside a service user audit panel and undertaking lessons learned reviews where required.
- Completing 100% safeguarding self-audits and auctioning all recommendations during the year.
- Monitoring and reporting on all staff grievance and disciplinary cases to Board and reducing the overall number each year.

To be an employer of choice; recognising and continuously developing our people as valued and essential leaders in the delivery of quality services.

We will do this by:

- Applying the best leadership and people management practices
- Carry out internal and Best Companies staff surveys and implement actions in line with staff's feedback
- Developing an action plan in response to recommendations from the Investors in People Platinum re-accreditation.
- Maintaining a happy and healthy workforce as evidenced by levels of sickness absence of 3% or less and maintaining or improving the wellbeing scores in our annual Best Company staff survey. To develop a wellbeing strategy in line with IIP Platinum recommendations.
- Achieving, reviewing and acting on the recommendations from the 2021 Investor in Volunteers accreditation and bringing together all Touchstone's people management practices under one strategy.

- Celebrating the diversity and difference of our staff through ongoing engagement, improved representation, investment in development opportunities and benchmarking against national best practice standards e.g., Best Companies, Stonewall Employers list
- Continuing to invest in the work of our staff Green Group, implementing the Climate Emergency Policy actions, alongside them.

Embed co-production to involve service users and carers in all aspects of service delivery and design.

We will do this by:

- Providing high quality and respectful services measured by achievement of at least 95% satisfaction rate in the annual service user survey
- Delivering an annual coproduction conference alongside service users.
- Undertaking an annual review of coproduction quality and compliance via completion of the Coproduction Quality Standards.

Ensuring at least 2 Service User Consultants are in place at all times and that service user involvement is embedded at all levels of organisational decision-making and activity.

Principal Funding Sources

The accommodation services are funded through rent charges to individual tenants, the majority of which, in practice, are received as directly paid Housing Benefit, and through support funding paid under a contract with Leeds City Council as part of a consortium with Turning Lives Around and Foundation. Touchstone also provides volunteer elements of the consortium contract on behalf of other consortium partners.

Other services are mainly funded through statutory sources. Leeds City Council (Adult Social Care) provide block contract funding for Live Well Leeds Sikh Elders Service, the Mentally Healthy Leeds service, Your Space, Better Together (East Leeds Health for All -ELHfA) and some of the income for the Community Support Team (CST).

NHS Leeds CCG continues to fund services - Leeds Mental Wellbeing Service, a majority contribution to the Community Support Team, and Wellbean Café – Hope in a Crisis.

NHS Kirklees CCG funds the Kirklees Wellbean Café and contribution towards the Kirklees Ask for Advocacy service.

LYPFT continue to fund elements of the wider CST portfolio including Rehab and Recovery, CRISS and Complex Rehab services.

Income from self-directed support (SDS), provided on individual contracts for each service user, continues to fluctuate, mainly provided by Leeds City Council for people eligible for personal budgets.

The Ask for Advocacy and Peer Support Services are funded by Kirklees Council

NHS England fund the Liaison and Diversion Services, via contracts with Wakefield Council in West Yorkshire and South and West Yorkshire Partnerships Foundation NHS Trust (SWYFT) in South Yorkshire.

Reserves Policy

The Board has agreed as policy that the free reserves of the organisation, defined as the net current assets that are neither restricted nor designated for specific purposes, should be sufficient to provide a reasonable working balance to meet commitments as they become due whilst recognising the possible delays in receipt of grants and other income due. The Board has assessed that, under current circumstances, the free reserves should be the equivalent of 3 months' total expenditure.

Using the total expenditure from the 2021/22 organisation budget, free reserves should be in the region of £2,032K. As at 31 March 2021, free reserves (excluding restricted tangible assets) stood at £1,346k. Due to successful control of expenditure within the year, the charity has increased free reserves by 44.3% which is a significant improvement on prior years, however the reserves are £686k from our target level, our strategic business plan and budgeting will aim to reduce the gap over the medium term of 5 to 10 years.

The Board's reserves policy also requires the trustees to reassess any designated funds annually when reviewing its reserves so that no funds are needlessly designated and excluded from the calculation of reserves.

The trustees have assessed the major risks to which the charity is exposed to and are satisfied those systems are in place to mitigate exposure to the major risks.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 30 November 1987, and a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of Trustees

Trustees serve on the Board in the capacity of both Company Director and Charity Trustee. They receive no remuneration and any expenses reclaimed are set out in Note 7 to the accounts. Appointments to the Board are made at the Annual General Meeting in accordance with the detailed regulations set out in the Articles of Association. Between Annual General Meetings, the Board itself has the power to make further appointments to the Board.

One third of the Trustees retire every three years at the Annual General Meeting and are eligible for re-election.

The trustees encourage service user involvement with the Board and service users are invited to all meetings and have a standing agenda item for feedback. Former service users are also able to become trustees.

The charity complies with the charity governance code recommendation in relation to the Trustee maximum term of office (3x3 years) however 2 trustees' terms were extended beyond this maximum due to their particular areas of expertise within Finance and Investment and Adult Social Care and Safeguarding.

Trustee Induction and Training

Potential trustees would generally meet with the Chair of Trustees and the Chief Executive and are invited to attend at least one Board meeting as an observer, before joining the Board. There is an induction pack of organisational information for new trustees.

There is at least one Board Away day each year to reflect on performance and future priorities with senior managers, as well as a Trustee only half day which considers governance matters.

At this meeting, Trustees have for the past three years conducted a facilitated self-assessment of their Governance performance using the key principles of the 2017 Charity Governance Code as parameters for the self-assessment process.

The 2020 Review noted improvements in the Diversity principle – in response to a decline noted in the 2019 Review - as well as some deterioration in the Board Effectiveness and Decision making, Risk, and Control principles, both of which have been substantially addressed since the self- assessment review took place. The Board has again evaluated the possibility of an external review of this process and has concluded that this would not be costs effective for a charity of this size.

Trustees are encouraged and supported to attend other relevant training both externally and that provided by Touchstone.

Organisational Structure

The Board of trustees, which shall not have less than 6 or more than 20 trustees, is responsible for the strategic direction and governance of the organisation. The Board meets at least five times a year and there are four committees covering Finance and Development, Operations and Quality Standards, Risk and Audit, and a Joint Negotiating and Consultative Committee.

The management structure is headed by the Chief Executive, who is appointed by the Board to manage the day-to-day operations of the organisation. The Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and service delivery.

The Chief Executive is responsible to the Board for the operation and development of the organisation, in line with the Strategic Business Plan, and for advising the Board on strategy and policy issues. In this, the Chief Executive is currently assisted by the Senior Management Team consisting of the Business Development Director, Finance Director, Operations Director - Inclusion, Operations Director – Quality and Performance and Human Resources Director.

As of July 2021, Alison Lowe resigned as Chief Executive of Touchstone, and after a through recruitment and assessment process the trustees are delighted at the appointment of Arfan Hanif (Operations Director – Quality and Performance) as Chief Executive.

The post of Deputy Chief Executive is currently being recruited to and in October 2021 we successfully appointed a new Operations Director – Quality & Performance.

Key Management Remuneration Policy

Pay and remuneration for the charity's key management personnel are set by the trustees with reference to the standard local government pay scales. While annual cost of living increases are therefore determined by national negotiation between local government employers and trade unions, the scale range of each role are periodically reviewed by trustees with reference to external comparators (benchmarks) including published salary surveys from reputable professional and industry bodies, and samples of advertised scales for similar roles being recruited in comparable organisations.

TOUCHSTONE – LEEDS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Risk Management

The Board of Trustees conducts regular and frequent reviews of the major risks to which the organisation is exposed through the Risk and Audit Committee, the Finance and Development Committee and the Operations Committee. This includes assessing the potential impact and likelihood, identifying the current controls in place, and those to be put in place, to mitigate the risk.

A corporate risk register is maintained of risks faced by the organisation under the headings of Governance, External, Business Development, IT, Regulatory & Compliance, Financial, Operational, Communications and PR and HR. It is jointly compiled by trustees, senior managers and staff. Particular attention being paid to risks that the organisation sees as having a high potential impact and a high residual likelihood of occurrence despite existing controls.

At the last review, the most significant of the risks and uncertainties facing the organisation were potential cuts to funding due to the impact of COVID 19 and Brexit, contribution to reserves not in line with organisational growth, and pressure on the organisation's central services and resources.

Plans and strategies for managing and mitigating these risks include seeking to diversify income sources, proactively managing commissioner relationships, robust budgeting to ensure delivery of best value for money, maintaining strong relationships with funders, a clear strategic direction, strong governance and quality assurance processes.

Touchstone holds insurances deemed suitable and sufficient for the scale and nature of operations, including Directors and Officers Indemnity cover.

The trustees, who are also the directors for the purpose of company law, and who served during the year and to the date of signing were:

Trustee:	Appointed	Resigned
Jeremy Horsell		
Andrew Goodchild		26/07/2021
Christine Baines		
Iwi Ugiagbe-Green		
Janet Reynolds		
Katie Gleghorn		
Philip Gleeson		
Solomy Chawatama		
Sue Timothy		
Tom Stanley	04/10/2021	
Stephen Bailey	29/09/2021	
Sam Cheverton	04/10/2021	
Andrea Beever	04/10/2021	
Prof Edgar Meyer	29/09/2021	

TOUCHSTONE – LEEDS

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2021

Provision for small companies

This report has been prepared in accordance with the provisions applicable to companies entitled to claim the small companies' exemption.

The trustees' report was approved by the Board of Trustees.

A handwritten signature in black ink, appearing to be 'J. P. ...', written over a horizontal dotted line.

Trustee
Date:

TOUCHSTONE – LEEDS

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2021

The trustees (who are also directors of Touchstone - Leeds for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law 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 charity and of the incoming resources and application of resources, including the income and expenditure for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- 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 company will continue in operation.

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

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

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF TOUCHSTONE - LEEDS

Opinion

We have audited the financial statements of Touchstone – Leeds ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 21, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF TOUCHSTONE – LEEDS (Continued)

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 together with the Charities SORP (FRS102) 2019.

We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company for fraud.

The laws and regulations we considered in this context were Charities Commission Regulations and requirements from funders.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of grant and donation income and the override of controls by management.

Our audit procedures to respond to these risks included:

- enquiries of management and the Trustees about their own identification and assessment of the risks of irregularities,
- sample testing on the posting of journals,
- reviewing accounting estimates for biases,
- reviewing contracts and carrying out detailed substantive testing on the completeness of income,
- reading minutes of meetings of those charged with governance; and
- obtaining confirmation from the trustees that there was no regulatory correspondence with the Charity Commission.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Susan Seaman BA FCA CIOT
(Senior Statutory Auditor)

SAGARS ACCOUNTANTS LTD
Chartered Accountants & Statutory Auditor
Gresham House
5-7 St Paul's Street
Leeds
LS1 2JG

2021

TOUCHSTONE – LEEDS

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds		Restricted	Total	Total
		General	Designated	Funds	2021	2020
		£	£	£	£	£
INCOME FROM						
<i>Income from charitable activities:</i>	2					
Accommodation & Housing Support		575,056	-	-	575,056	531,985
Assertive Outreach & Support		590,561	-	-	590,561	555,934
Community Development Work		1,262,214	-	236,731	1,498,945	1,521,259
Daytime Activities & Support		4,982,339	-	167,982	5,150,321	4,749,292
Employment and Education		35,820	-	60,579	96,399	139,923
Neighbourhood Services		63,246	-	6,097	69,343	63,548
Social Prescribing		-	-	-	-	172,337
		<u>7,509,236</u>	-	<u>471,389</u>	<u>7,980,625</u>	<u>7,734,278</u>
Other trading activities	3	32,372	-	-	32,372	15,012
Bank interest		225	-	-	225	405
TOTAL INCOME		<u>7,541,833</u>	-	<u>471,389</u>	<u>8,013,222</u>	<u>7,749,695</u>
EXPENDITURE ON						
<i>Expenditure on charitable activities:</i>	4					
Accommodation & Housing Support		549,915	-	-	549,915	517,217
Assertive Outreach & Support		508,023	-	-	508,023	490,876
Community Development Work		1,138,444	-	114,386	1,252,830	1,402,207
Daytime Activities & Support		4,941,942	5,435	188,845	5,136,222	4,923,613
Employment and Education		29,356	-	44,761	74,117	116,927
Neighbourhood Services		51,640	-	6,097	57,737	56,138
Social Prescribing		-	-	-	-	154,589
		<u>7,219,320</u>	<u>5,435</u>	<u>354,089</u>	<u>7,578,844</u>	<u>7,661,567</u>
NET INCOME / (EXPENDITURE)		322,513	(5,435)	117,300	434,378	88,128
Gains from investments	9	33,657	-	-	33,657	6,228
NET INCOMING RESOURCES		356,170	(5,435)	117,300	468,035	94,356
Transfers between funds		(4,771)	24,548	(19,777)	-	-
NET MOVEMENT IN FUNDS		<u>351,399</u>	<u>19,113</u>	<u>97,523</u>	<u>468,035</u>	<u>94,356</u>
TOTAL FUNDS BROUGHT FORWARD		1,096,097	45,664	207,490	1,349,251	1,254,895
TOTAL FUNDS CARRIED FORWARD		<u>1,447,496</u>	<u>64,777</u>	<u>305,013</u>	<u>1,817,286</u>	<u>1,349,251</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 29-46 comprise part of these financial statements

TOUCHSTONE – LEEDS

BALANCE SHEET AS AT 31 MARCH 2021 – COMPANY NUMBER 02200394

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	10	190,891	252,856
CURRENT ASSETS			
Debtors	13	822,080	1,540,570
Investments	12	293,451	159,794
Cash at bank and in hand		<u>2,487,792</u>	<u>881,359</u>
		3,603,323	2,581,723
CREDITORS: Due within one year	14	<u>(1,976,928)</u>	<u>(1,485,328)</u>
NET CURRENT ASSETS		<u>1,626,395</u>	<u>1,096,395</u>
NET ASSETS		<u><u>1,817,286</u></u>	<u><u>1,349,251</u></u>
REPRESENTED BY:			
Restricted funds	16	305,013	207,490
<u>Unrestricted funds</u>			
General funds	17	1,447,496	1,096,097
Designated funds	18	<u>64,777</u>	<u>45,664</u>
		1,512,273	1,141,761
TOTAL FUNDS		<u><u>1,817,286</u></u>	<u><u>1,349,251</u></u>

The notes on pages 29-46 comprise part of these financial statements

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Trustees on



 Jeremy Horsell
 Trustee (Chair)



 Iwi Ugiagbe-Green
 Trustee

TOUCHSTONE – LEEDS

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021	2020
		£	£
Cash flows from operating activities:			
Cash generated from operations	20	1,710,299	521,724
Investing activities			
Purchase of tangible fixed assets		-	(18,010)
Sale/Purchase of Current Asset Investments		<u>(100,000)</u>	<u>140,000</u>
Net cash (used in) / generated from investing activities		(100,000)	121,990
Net cash used in financing activities		-	-
Net (decrease) / increase in cash and cash equivalents		1,610,299	643,714
Cash and cash equivalents at the beginning of the year		938,594	294,880
Cash and cash equivalents at the end of the year		<u><u>2,548,893</u></u>	<u><u>938,594</u></u>
Relating to:			
Cash at bank and in hand		2,487,792	881,359
Notice Deposits		<u>61,101</u>	<u>57,235</u>

1. Accounting policies

Charity information

Touchstone – Leeds is a company limited by guarantee incorporated in England and Wales. The registered office is Touchstone House, 2-4 Middleton Crescent, Leeds, LS11 6JU. The charity's principal activities are described in detail on page 4 along with the nature of the charity's operations. The company has adopted the following principal accounting policies which should be read in conjunction with the financial statements.

Accounting convention

The financial statements have been prepared in accordance with the charity's memorandum and articles of association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

Going Concern

The Trustees have reviewed the annual forecast and Touchstone's Strategic Business Plan 2021-26 and are mindful that we are moving into a period of public sector efficiency cuts alongside the ongoing uncertainty of Covid-19 and the potential impact this could have on our income sources.

This assessment is based on our core funding being stable and we continue to diversify our income streams across West Yorkshire to further mitigate the risk of these being reduced. This, along with government support and retained reserves will allow the charity to continue to meet its obligations as they fall due and operate as a going concern.

As a result, the trustees have continued to adopt the going concern basis of accounting in preparing the annual financial statements.

Charitable funds

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes of projects.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

1. Accounting policies (Continued)

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Incoming resources

Rental income is credited in respect of the period to which it relates.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity 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.

Contract income and any other funding received in respect of the cost of providing services is credited to the income and expenditure account in the period to which it relates, unless it relates to a previously audited year, when it is credited as received.

Income is recognised by the charity only when it is entitled to, it is measurable, and it is probable they will receive such income

Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed or proportionally charged to the functional categories of resources expended in the SOFA. The company is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. The costs include those related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Costs related to the management and administration of the organisation, which include senior management, finance and administrative support, and the overheads of premises shared by different service areas, are allocated to the functional areas by application of the following three factors:

- an assessment is made of the time devoted by central staff to the governance of the charity itself as distinct from support of its service areas. Currently it is assessed that 5% of the Directors and Senior Managers' time, and therefore other service costs, are allocated to this;
- costs related to shared premises are allocated in proportion to the floor area occupied by the different functional areas;
- costs related to 'primary' management, financial and administrative support are allocated in proportion to the staff costs of the different functional areas of the organisation.

Tangible fixed assets

All purchases of and improvements to land and buildings costing more in total than £1,000 are capitalised and depreciated. Additions to office equipment and fixtures and fittings costing more than £1,000 are capitalised and depreciated. Refurbishment and tenancy furniture costing less than £1,000 is written off as incurred.

1. Accounting policies (Continued)

Freehold property is depreciated on a straight-line basis over 50 years. Freehold renovation is depreciated on a straight-line basis over 25 years.

Other fixed assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Office equipment	33%
Fixtures and fittings	15%

Extra depreciation is provided where it becomes apparent on annual review that the estimated useful life of an asset is permanently reduced, or the asset becomes impaired.

Current asset investments

Touchstone intends its investment decisions to achieve the best financial return available consistent with the ethical principles reflecting the charity's aims. Touchstone recognises that all financial investments carry a level of risk and that the likely rewards of each investment rise in relation to the perceived level of risk. Touchstone intends to take a prudent approach, mitigating the specific risks of individual investments by ensuring diversification of investments, between classes of investment and individual investments, and by avoiding high risk investments entirely. No investment will be made in non-traded equities, hedge funds, commodities or derivatives.

Investments held as current asset investments are stated at fair value at the balance sheet date. Any difference between cost and market value is adjusted annually through the Statement of Financial Activities

Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amount of its tangible assets to determine whether there is any indication that those assets have suffered and impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Financial Instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102, in full, to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1. Accounting policies (Continued)

Basic financial assets

Basic financial assets, which include debtors, cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled

Retirement benefits

The company operates a defined contribution pension scheme, the pension charge represents the amounts payable by the company to the fund in respect of the year.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**2. Income from charitable activities**

	Contract Income	Grant Income	Housing Income	Other Income	SDS Income	Total 2021	Total 2020
	£	£	£	£	£	£	£
Accommodation & Housing Support	-	-	539,751	31,405	3,900	575,056	531,985
Assertive Outreach & Support	590,556	-	-	5	-	590,561	555,934
Community Development Work	872,753	235,929	-	390,263	-	1,498,945	1,521,259
Daytime Activities & Support	4,497,714	167,981	-	244,797	239,829	5,150,321	4,749,292
Employment and Education	35,820	60,579	-	-	-	96,399	139,923
Neighbourhood Services	69,343	-	-	-	-	69,343	63,548
Social Prescribing	-	-	-	-	-	-	172,337
	6,066,186	464,489	539,751	666,470	243,729	7,980,625	7,734,278

3. Other Trading Activities

	Total 2021	Total 2020
	£	£
Other Activities	32,597	15,417
Analysis by fund:	£	£
Unrestricted General Fund	32,597	15,417

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**4. Expenditure from charitable activities**

	Accommodation & Housing Support £	Assertive Outreach & Support £	Community Development Work £	Daytime Activities & Support £	Employment and Education £	Neighbourhood Services £	Social Prescribing £	Total 2021 £	Total 2020 £
Activity & Welfare Costs	1,153	2,429	41,270	9,529	-	2,248	-	56,629	125,879
Administration Costs	-	-	-	-	-	-	-	-	11,239
Audit, Consultancy & Professional Fees	-	-	20	14,774	589	-	-	15,383	17,412
Central	-	-	20,954	26,950	2,622	-	-	50,526	43,815
Central Management Charge	-	-	-	-	-	-	-	-	77,696
Depreciation (Restricted)	-	-	-	729	-	-	-	729	5,449
Furniture, Repair & Renewal	29,495	-	350	30	-	-	-	29,875	48,491
Grants - Partners & Networks	-	-	111,870	828,485	-	-	-	940,355	1,170,734
Other Direct Service Costs	1,605	-	96	9,184	-	-	-	10,885	26,140
Other Office & Mgmt Costs	97	-	204	859	14	-	-	1,174	22,624
Premises Rent & Utilities	17,649	-	57,523	67,146	7,864	-	-	150,182	166,274
Printing, Stationery & IT	6,523	3,259	15,092	38,729	-	4,450	-	68,053	60,126
Property Maintenance	21,095	-	617	6,636	-	-	-	28,348	43,703
Provider Rent, HA Charges & Council Tax	153,794	-	-	-	-	-	-	153,794	159,361
Staff Travel, Recruitment & Training	4,213	5,645	25,885	31,793	139	233	-	67,908	174,031
Staffing Costs	230,616	419,720	799,577	3,328,684	56,894	42,621	-	4,878,112	4,350,181
Telephone & Postage	3,676	3,065	13,756	53,762	1,724	673	-	76,656	68,946
User Activities & Materials	-	-	-	-	-	-	-	-	117
	469,916	434,118	1,087,214	4,417,290	69,846	50,225	-	6,528,609	6,572,218
Primary Support Costs	64,111	59,227	132,724	576,149	3,422	6,020	-	841,653	872,879
Supplementary & Governance Costs	15,888	14,678	32,892	142,783	849	1,492	-	208,582	216,470
	549,915	508,023	1,252,830	5,136,222	74,117	57,737	-	7,578,844	7,661,567

TOUCHSTONE – LEEDS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

5. Support costs

	Charitable Activities	Governance	Total 2021	Total 2020
	£	£	£	£
Specific 'Central' Salaries	338,815	30,968	369,783	362,511
Personnel Costs	53,491	-	53,491	111,356
Administrative Costs	499,025	16,364	515,389	422,589
Touchstone House Costs	111,572	-	111,572	192,893
Total	1,002,903	47,332	1,050,235	1,089,349

6. Net movement in funds

	Total 2021	Total 2020
	£	£
Net movement in funds is stated after charging/(crediting)		
Auditors Remuneration	15,000	30,373
Depreciation of owned tangible fixed assets	61,965	75,617

7. Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2020 – none)

Expenses incurred on behalf of the charitable company and reimbursed to 3 trustees during the year amounted to £539 (2020 - £410) which related to travel, accommodation, and subsistence

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**8. Employees**

The average monthly number of employees during the year was:

Total 2021	Total 2020
Number	Number
223	206

Employment Costs

	Total 2021	Total 2020
	£	£
Wages & Salaries	4,799,775	4,189,324
Agency & Relief Staff	129,017	15,927
Severance Payments	4,985	28,817
	4,933,777	4,234,068
Social Security Costs	400,624	349,334
Other Pension Costs	119,420	94,589
	5,453,821	4,677,991

Remuneration of key management personnel is as follows:

	Total 2021	Total 2020
	£	£
Aggregate compensation inc employers NI and pension contributions	327,280	291,947

Key management personnel comprises of the senior management team.

The number of employees whose annual remuneration was £60,000 or more were:

	Total 2021	Total 2020
	Number	Number
£80,000 - £89,000	1	-
£70,000 - £79,000	-	1

9. Net gains/(losses) on investments

	Total 2021 £	Total 2020 £
Revaluation of investments	33,657	6,228

10. Tangible fixed assets

	Contribution to shorthand lease refurbishment costs £	Freehold property (inc renovation costs) £	Office equipment £	Total 2021 £
COST				
At 1 April 2020	269,781	412,714	501,418	1,183,913
Disposals	(269,781)	(206,118)	(358,620)	(834,519)
At 31 March 2021	-	206,596	142,798	349,394
DEPRECIATION				
At 1 April 2020	269,781	251,983	409,293	931,057
Depreciation charged in year	-	9,150	52,815	61,965
Eliminated in respect of disposals	(269,781)	(206,118)	(358,620)	(834,519)
At 31 March 2021	-	55,015	103,488	158,503
NET BOOK VALUE				
At 31 March 2021	-	151,581	39,310	190,891
At 31 March 2020	-	160,731	92,125	252,856

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**11. Tangible fixed assets (freehold property)**

	Land and buildings	Renovation costs	Fixtures and fittings	Total
	£	£	£	£
COST				
At 1 April 2020	152,623	122,181	137,910	412,714
Disposals	-	(117,550)	(88,568)	(206,118)
At 31 March 2021	<u>152,623</u>	<u>4,631</u>	<u>49,342</u>	<u>206,596</u>
DEPRECIATION				
At 1 April 2020	25,428	119,146	107,409	251,983
Charge for year	1,018	185	7,947	9,150
Disposals	-	(117,550)	(88,568)	(206,118)
At 31 March 2021	<u>26,446</u>	<u>1,781</u>	<u>26,788</u>	<u>55,015</u>
NET BOOK VALUE				
At 31 March 2021	<u>126,177</u>	<u>2,850</u>	<u>22,554</u>	<u>151,581</u>
At 31 March 2020	<u>127,195</u>	<u>3,035</u>	<u>30,501</u>	<u>160,731</u>

12. Current asset investments

	Total 2021 £	Total 2020 £
Investments	293,451	159,794

The movement on the investments balance in year is made up of the following:

	Equity £	Deposit £	Total £
As at 1 April 2020	102,559	57,235	159,794
Investment in year	100,000	-	100,000
Gain	29,791	3,866	33,657
As at 31 March 2021	<u>232,350</u>	<u>61,101</u>	<u>293,451</u>

13. Debtors: amounts falling due within one year

	Total 2021	Total 2020
	£	£
Trade Debtors	611,757	1,260,353
Other Debtors	34,455	24,701
Prepayments and accrued income	175,868	255,516
	<u>822,080</u>	<u>1,540,570</u>

14. Creditors: amounts falling due within one year

	Total 2021	Total 2020
	£	£
Trade Creditors	82,408	255,773
Other Taxation and Social Security	137,433	176,249
Other Creditors	10,496	(319)
Accruals and Deferred Income	1,746,591	1,053,625
	<u>1,976,928</u>	<u>1,485,328</u>

15. Deferred income

	Total 2021	Total 2020
	£	£
Brought forward	889,748	87,902
Recognised within the year	(889,748)	(87,902)
New deferrals in the year	1,315,074	889,748
Balance carried forward	<u>1,315,074</u>	<u>889,748</u>

Deferred income relates to income received in advance when the charity does not have entitlement until the service has been provided

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**16. Restricted funds**

The income funds of the charity included restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Freehold Property	89,987	-	(728)	-	89,259
Service User Evaluation	19,777	-	-	(19,777)	-
The Big Lottery Fund Grant; WY-FI	31,242	43,826	(44,762)	-	30,306
The Big Lottery Fund Grant; PCP	13,252	-	-	-	13,252
ESIF: Connecting Opportunities	-	130,418	(130,418)	-	-
ESIF: Stronger Families	-	37,563	(37,563)	-	-
CDW: MAP+ Project	53,232	-	-	-	53,232
ABCD Training & Facilitation	-	22,897	(22,897)	-	-
ABCD Community Builder	-	13,175	(13,175)	-	-
Chapel Allerton Hub TLF	-	6,277	(6,277)	-	-
Mens Health Unlocked	-	16,754	(16,754)	-	-
TLF Funding	-	169,382	(75,418)	-	93,964
Sikh Elders	-	6,097	(6,097)	-	-
Healthy Connections	-	25,000	-	-	25,000
	207,490	471,389	(354,089)	(19,777)	305,013

Movement in funds

	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Freehold Property	95,436	-	(5,449)	-	89,987
Freehold Capital Development	27	-	-	(27)	-
Service User Evaluation	19,777	-	-	-	19,777
The Big Lottery Fund Grant; WY-FI	29,233	104,103	(102,094)	-	31,242
The Big Lottery Fund Grant; PCP	13,252	-	-	-	13,252
CDW Activity Fund	1,033	-	-	(1,033)	-
Leeds Community Foundation; PCP	-	95	(300)	205	-
ESIF: Connecting Opportunities	-	98,866	(98,866)	-	-
ESIF: Stronger Families	-	61,556	(61,556)	-	-
CDW: MAP+ Project	43,201	202,028	(191,997)	-	53,232
Stay Well This Winter	-	2,188	(2,188)	-	-
ABCD Training & Facilitation	-	34,276	(34,276)	-	-
ABCD Community Builder	-	13,254	(13,254)	-	-
LMWS	-	491,584	(491,584)	-	-
	201,959	1,007,950	(1,001,564)	(855)	207,490

16. Restricted funds (Continued)

The freehold property fund is the grant funded part of Touchstone House which houses several services and main offices.

The CDW Map+ Project fund represents funding received from Leeds City Council for targeted work with new migrant communities in Leeds.

The Big Lottery Fund Grants (WY-FI and PCP) funds represent the income and associated expenditure on two projects funded by Big Lottery.

ESIF Funds (Connecting Opportunities and Stronger Families) represent the income and associated expenditure on two projects funded by European Structural and Investment Funds.

ABCD Training and Facilitation represents funding received by Leeds City Council to proliferate the use of ABCD and the principles of asset-based working to strengthen communities across the city by providing training and facilitating and ABCD Practitioners network.

ABCD Community Builder represents funds received from Leeds City Council to employ a community builder to lead an ABCD approach to communities within the Lincoln Green area of the city.

TLF Funding represents funds received by Leeds City Council in support of the Touchstone Loves Food Bank that was set up at the beginning of Covid-19 Pandemic to provide food and other necessities to the most vulnerable in our communities.

Chapel Allerton Hub TLF represents additional funding received from Leeds City Council in support of the Touchstone Loves Food Bank which came directly from the Chapel Allerton Ward Hub Funding.

Mens Health Unlocked represents funding received from Leeds Older Peoples Forum (LOPF) as lead partner of the Men's Health Unlocked programme supported by The National Lottery Community Fund – the aim of the programme is to improve and save the lives of men who live and/or work in Leeds, connecting with and supporting men most at risk to the effects and aftermath of Covid-19.

Sikh Elders – Covid-19 Harm Minimisation funding was received from Leeds City Council (ASC) this funding was to work with the Sikh community in raising awareness around Covid-19 and the impacts on themselves and their community.

Healthy Connections – Funding application was acknowledged for receipt of funding towards a digital inclusion programme

In 2020 it was agreed by trustees that the Service User Evaluation funds that were being held in restricted had been incorrectly transferred into restricted funding and have now been transferred into designated as a resource to utilise to make improvements to our Service User delivery within services, Touchstone is looking to set up a Service User Academy and utilise these funds for that purpose.

17. Unrestricted funds – General**Movement in funds**

	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Unrestricted funds	1,096,097	7,575,490	(7,219,320)	(4,771)	1,447,496
	<u>1,096,097</u>	<u>7,575,490</u>	<u>(7,219,320)</u>	<u>(4,771)</u>	<u>1,447,496</u>

Movement in funds

	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Unrestricted funds	1,011,068	6,747,973	(6,646,641)	(16,303)	1,096,097
	<u>1,011,068</u>	<u>6,747,973</u>	<u>(6,646,641)</u>	<u>(16,303)</u>	<u>1,096,097</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**18. Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Movement in funds				Balance at 31 March 2021 £
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	
	£	£	£	£	
Tenancy Units					
furniture replacement	664	-	-	(664)	-
Touchstone House					
cyclical maintenance	5,000	-	(2,862)	2,862	5,000
Support Centre					
cyclical maintenance	15,000	-	(2,573)	2,573	15,000
dilapidations	25,000	-	-	-	25,000
Service User Evaluation	-	-	-	19,777	19,777
	45,664	-	(5,435)	24,548	64,777

	Movement in funds				Balance at 31 March 2020 £
	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	
	£	£	£	£	
Tenancy Units					
furniture replacement	664	-	-	-	664
Touchstone House					
cyclical maintenance	4,833	-	(1,975)	2,142	5,000
Support Centre					
cyclical maintenance	11,371	-	(11,387)	15,016	15,000
dilapidations	25,000	-	-	-	25,000
	41,868	-	(13,362)	17,158	45,664

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**18. Designated funds (Continued)**

Tenancy Units – cyclical maintenance is required to fund the routine cyclical maintenance (external decorating and prior to painting repairs) of certain buildings in which tenancies are granted, although the programme is managed by housing providers. The trustees consider it prudent to designate sufficient funds to allow for a full cycle of such maintenance.

Tenancy Units – furniture replacement. As the furnishings held in the tenancy units are uninsured the trustees consider it prudent to designate funds sufficient to replace furnishings as might be required by the currently assessed contingent risks.

Touchstone House – cyclical maintenance is required to maintain the property; the trustees consider it prudent to designate sufficient funds to allow for future redecoration and routine maintenance above day to day repairs.

Support Centre – cyclical maintenance this fund is to allow for future decoration and routine maintenance, above strictly day to day repairs, to ensure the property is kept to a high standard.

Support Centre – dilapidations, this fund has been designated to meet the cost of internal and external decorating and any other repairs required at the end of the lease.

Service User Evaluation - The service user evaluation fund is for research that was commissioned by Touchstone and has been transferred from Restricted Funds during the year, the programme has been delayed and currently under review

19. Analysis of net assets between funds

	Unrestricted Funds		Restricted	Total
	General	Designated	Funds	
	£	£	£	£
Fund balances at 31 March 2021 are represented by:				
Tangible Assets	101,634	-	89,257	190,891
Current Assets	1,345,862	64,777	215,756	1,626,395
	<u>1,447,496</u>	<u>64,777</u>	<u>305,013</u>	<u>1,817,286</u>

	Unrestricted Funds		Restricted	Total
	General	Designated	Funds	
	£	£	£	£
Fund balances at 31 March 2020 are represented by:				
Tangible Assets	162,869	-	89,987	252,856
Current Assets	933,228	45,664	117,503	1,096,395
	<u>1,096,097</u>	<u>45,664</u>	<u>207,490</u>	<u>1,349,251</u>

TOUCHSTONE – LEEDS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

20. Cash generated from operations

	Total 2021	Total 2020
	£	£
Surplus for the year	468,035	94,356
Adjustments for:		
Investment income recognised in SOFA	-	-
Fair value (gains) and losses on investments	(29,791)	(5,917)
Depreciation and impairment of tangible fixed assets	61,965	75,617
Movements in working capital:		
Decrease/(increase) in debtors	718,490	(730,637)
(Decrease)/increase in creditors	491,600	1,088,305
Cash generated by operations	<u>1,710,299</u>	<u>521,724</u>

21. Operating Lease Note

	Total 2021	Total 2020
Expiring within 1 Year	-	-
Expiring within 2-5 Years inclusive	18,138	23,954
Over 5 Years	-	-
	<u>18,138</u>	<u>23,954</u>

22. Related party transactions

During the year, the charity was involved in a contract with Leeds Survivor-Led Crisis Service, a charity of which Alison Lowe, the Chief Executive of Touchstone-Leeds is the Chair. Payments for services provided as part of this contract totalled £64,198 (2020: £59,975).

23. Members liability

The company is limited by guarantee. Every member of the company is liable to contribute to the assets of the company in the event of the company being wound up either whilst he is a member or within one year of him ceasing to be a member, for payment of the debts and liabilities of the Association contracted before he ceased to be a member, and of the cost, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount not to exceed £1.

At 31 March 2021 the number of members so liable was 5 (2020 – 5)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**24. Comparative Statement of Financial Activities**

	Note	Unrestricted Funds		Restricted Funds	Total 2020
		General	Designated	Funds	
		£	£	£	£
INCOME FROM					
<i>Income from charitable activities:</i>					
	2				
Accommodation & Housing Support		531,985	-	-	531,985
Assertive Outreach & Support		555,934	-	-	555,934
Community Development Work		1,269,513	-	251,746	1,521,259
Daytime Activities & Support		4,097,191	-	652,101	4,749,292
Employment and Education		35,820	-	104,103	139,923
Neighbourhood Services		63,548	-	-	63,548
Social Prescribing		172,337	-	-	172,337
		<u>6,726,328</u>	-	<u>1,007,950</u>	<u>7,734,278</u>
Other trading activities		15,012	-	-	15,012
Bank interest		405	-	-	405
Income from investments		-	-	-	-
TOTAL INCOME		6,741,745	-	1,007,950	7,749,695
EXPENDITURE ON					
<i>Expenditure on charitable activities:</i>					
	4				
Accommodation & Housing Support		517,217	-	-	517,217
Assertive Outreach & Support		490,876	-	-	490,876
Community Development Work		1,160,492	-	241,715	1,402,207
Daytime Activities & Support		4,252,496	13,362	657,755	4,923,613
Employment and Education		14,833	-	102,094	116,927
Neighbourhood Services		56,138	-	-	56,138
Social Prescribing		154,589	-	-	154,589
		<u>6,646,641</u>	<u>13,362</u>	<u>1,001,564</u>	<u>7,661,567</u>
NET INCOME / (EXPENDITURE)		95,104	(13,362)	6,386	88,128
Gains / Losses from investments	9	6,228	-	-	6,228
NET INCOMING RESOURCES		101,332	(13,362)	6,386	94,356
Transfers between funds		(16,303)	17,158	(855)	-
NET MOVEMENT IN FUNDS		85,029	3,796	5,531	94,356
TOTAL FUNDS BROUGHT FORWARD		1,011,068	41,868	201,959	1,254,895
TOTAL FUNDS CARRIED FORWARD		1,096,097	45,664	207,490	1,349,251