

## **Raven House Trust Directors Report**

**October 2020 – September 2021**

Main developments:

### Trustees

2 trustees resigned from their positions during this period, Margaret Smith & Henry Davies.

1 new trustee joined during this period, Jason Hughes

Trustee meetings have been conducted on a regular basis.

### Staff

A change at management level has seen the role move to a job share with the roles being split to Operations Manager & Finance Manager roles.

RHT recruited a placement through the Government Kickstart Programme. The position being filled from August 2021 onwards for a 6 month period. At the time of writing the candidate has secured a permanent full time position with a local printing company and commences employment with them on 07/02/22.

6 permanent staff are employed by RHT with the additional member reported being the Kickstart member.

### Overview

The income driven by the charity shop was significantly reduced due to both lockdowns and restrictions. Various COVID business grants were secured totalling £14,000 plus a £3,000 for shelving for the foodbank.

We purchased a new van in March 2021. This was funded by £7,500 grant together with donations plus a loan over a 3 year period, the repayments of which are funded by a sponsor.

Food parcels distributed during the financial year fed 11k people. The value of food parcels distributed amounted to £104k. Aid Referrals (furniture packages to those in need) recommenced in May 2021 with £23k of free furniture being distributed to Sept 2021.

Food parcels are no longer issued directly to the recipient of the food due to COVID restrictions. We directly supply the agencies we work with who ensure the food parcels are issued to those in need. This supports our GDPR policy to retain less personal data as we no longer have to keep records of who the food is distributed to.

Bruce Johnson

Chair

**RAVENHOUSE TRUST LIMITED**

**A REGISTERED CHARITY NUMBER : 1031971**

**A REGISTERED COMPANY NUMBER: 02886655 (ENGLAND and WALES)**

**ADDRESS :**

276-278 Cromwell Road,  
Newport,  
South Wales.  
NP19 0HT

**INDEX TO ACCOUNTS  
FOR THE YEAR ENDED  
30th SEPTEMBER 2021**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
RAVENHOUSE TRUST LIMITED**

A registered charity number : 1031971  
Company registration number : 2886655  
FOR THE YEAR ENDED  
30th SEPTEMBER 2021

The report relates to financial statements set out from page 3 to 13.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year, under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts present a true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

***S Lewis***

Mrs Susan Lewis FCCA

6 Park road  
Newbridge  
Newport  
Gwent  
NP11 4RF

Date: 17th December 2021

# RAVENHOUSE TRUST LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 30th SEPTEMBER 2021

		2021	2021	2021	2020	2020	2020
	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
<b>Incoming Resources</b>							
Donations, Bequests, Gifts		74,287	3,841	78,128	35,749	9,791	45,540
Tax Recovered Gift Aid		4,111	0	4,111	6,718	0	6,718
Warehouse / Shop Income		23,642	0	23,642	50,342	0	50,342
Grants	3	28,286	12,000	40,286	10,000	0	10,000
Investment Income		0	2	2	2	10	12
Sundry Income		2,208	0	2,208	0	0	0
<b>Incoming Resources</b>		<b>132,534</b>	<b>15,843</b>	<b>148,377</b>	<b>102,811</b>	<b>9,801</b>	<b>112,612</b>
<b>Resources Expended</b>							
Other Gifts Needy		0	0	0	0	4,147	4,147
Direct Charitable Expenditure	4	101,139	8,805	109,944	88,328	8,805	97,133
Management and Administration	6	3,878	0	3,878	4,333	0	4,333
<b>Resources Expended</b>		<b>105,017</b>	<b>8,805</b>	<b>113,822</b>	<b>92,661</b>	<b>12,952</b>	<b>105,613</b>
<b>Movement in funds before transfers (-Deficit)</b>		<b>27,517</b>	<b>7,038</b>	<b>34,555</b>	<b>10,150</b>	<b>-3,151</b>	<b>6,999</b>
<b>Movement after exceptional items</b>		<b>27,517</b>	<b>7,038</b>	<b>34,555</b>	<b>10,150</b>	<b>-3,151</b>	<b>6,999</b>
<b>Transfers</b>		<b>5,485</b>	<b>1,379</b>	<b>6,864</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Movement in Funds For Year</b>		<b>33,002</b>	<b>8,417</b>	<b>41,419</b>	<b>10,150</b>	<b>-3,151</b>	<b>6,999</b>
Balance brought forward		39,339	13,051	52,390	29,189	7,397	36,586
<b>Fund balances carried forward</b>		<b>£72,341</b>	<b>£21,468</b>	<b>£93,809</b>	<b>£39,339</b>	<b>£4,246</b>	<b>£43,585</b>

**RAVENHOUSE TRUST LIMITED**  
**BALANCE SHEET**  
**AS AT 30th SEPTEMBER 2021**

		2021	2021	2021	2020	2020	2020
		Unrestricted	Restricted	Unrestricted	Restricted	Restricted	Total
Notes	Funds	Funds	Total	Funds	Funds	Total	
	£	£	£	£	£	£	£
<b>Fixed Assets</b>							
Tangible Assets	10	26,112	0	26,112	1,290	0	1,290
<b>Current Assets</b>							
Debtors	11	0	0	0	0	0	0
Cash at Bank and in Hand		35,800	21,468	57,268	37,859	13,051	50,910
		61,912	21,468	83,380	39,149	13,051	52,200
<b>Current Liabilities</b>							
Creditors - Amounts falling due within one year - Accruals	12	3,673	0	3,673	1,100	0	1,100
<b>Net Current Assets(-Liabilities)</b>		58,239	21,468	79,707	38,049	13,051	51,100
<b>Total Assets less current liabilities</b>		84,351	21,468	105,819	39,339	13,051	52,390
<b>Creditors - Amounts falling due after more than one year</b>	12	12,010	0	12,010	0	0	0
		£72,341	£21,468	£93,809	£39,339	£13,051	£52,390
<b>Capital Funds</b>							
Unrestricted		72,341		72,341	39,339		39,339
Restricted			21,468	21,468		13,051	13,051
		£72,341	£21,468	£93,809	£39,339	£13,051	£52,390

These financial statements were approved by the Council of Management on 17th December 2021

For the year ended 30th September 2020, the company was entitled to exemption from an audit under section 477 of The Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, the directors acknowledge their responsibilities for complying with the requirements of The Act with respect to accounting records section 386 and the preparation of accounts, these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime section 381.

Advantage has been taken, in the preparation of the financial statements, of special exemptions applicable to small companies on the grounds that, in the Council of Management's opinion the company qualifies as a small company under s381 & s396 of The Companies Act 2006.

Chairman: 

Secretary/Trustee: 

# **RAVENHOUSE TRUST LIMITED**

## **INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th SEPTEMBER 2021**

	Notes	2021 £	2020 £
<b>Turnover - Continuing Activities</b>	2	148,377	112,612
		<u>148,377</u>	<u>112,612</u>
Administrative Expenses		<u>113,822</u>	<u>96,820</u>
<b>Operating Surplus/-Deficit</b>	7	34,553	34,543
Other Operating Income			
Interest Receivable		2	12
Interest Payable and similar charges		0	0
<b>Surplus/-Deficit on ordinary activities Before Taxation</b>		<u>34,555</u>	<u>34,555</u>
Tax on Ordinary Activities	9	0	0
<b>Surplus/-Deficit on ordinary activities After Taxation</b>		<u>34,555</u>	<u>34,555</u>
Transfers		6,864	0
Freehold Property		0	0
<b>Surplus/-Deficit after exceptional item</b>		<u>41,419</u>	<u>34,555</u>
Tax on Exceptional Item		0	0
Retained surplus(-deficit) brought forward		52,390	36,586
<b>Retained Surplus(-Deficit) Carried Forward</b>		<u>£93,809</u>	<u>£71,141</u>

RAVENHOUSE TRUST LIMITED  
NOTES TO THE ACCOUNTS  
FOR YEAR ENDED 30th SEPTEMBER 2021

NOTE 1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

Accounting Convention

The financial statements have been prepared under the historical cost convention other than certain freehold property which is included at valuation.

Incoming Resources

Voluntary income is received by way of donations and gifts and is included in incoming resources when these are receivable. Income from sales of donated goods has also been included.

Interest receivable is included when it is received.

Resources Expended

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

Tangible Fixed Assets and Depreciation

Motor Vehicles

Depreciation has been provided on cost at 20% using the straight line basis.

Office Equipment

Depreciation has been provided on cost at 20% using the straight line basis

Freehold Land and Buildings

Depreciation is only provided on freehold land and buildings where the Trustees consider that the remaining useful life is less than 50 years. The freehold property acquired in 2000 has been included at market value. All other freehold property has been included at cost.

Taxation

As a registered charity the Trust benefits from rates relief and is generally exempt from Corporation Tax but not from Value Added Tax. Irrecoverable Value Added Tax is included in the cost of those items to which it relates.

Income tax recovered on deeds of covenants and Gift Aid donations are credited to the general unrestricted funds.

RAVENHOUSE TRUST LIMITED  
NOTES TO THE ACCOUNTS  
FOR YEAR ENDED 30th SEPTEMBER 2021      (continued)

Pension Costs

The charity operates a money purchase pension scheme. The assets of the Scheme are held and managed separately from those of the Charity.

Fund Accounting

1. Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the charitable objects.
2. Restricted funds are funds which have been given for particular purposes.
3. Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

NOTE 2. Turnover

The turnover and deficit/surplus for the period is attributable to the company's principal activity, namely, assisting those in need, alleviating homelessness, particularly among young people and the provision of training.

NOTE 2. Grant Income

Grant Income totalling £40,286 was received in the year ended 30th September 2021 (2020: £10,000)

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2021**

**NOTE 4 DIRECT CHARITABLE EXPENDITURE**

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
<b>Provision of Premises</b>						
Building repairs	7,278	4,435	11,713	2,480	0	2,480
Insurance	3,003	0	3,003	985	0	985
Utilities	3,197	0	3,197	2,896	0	2,896
	13,478	4,435	17,913	6,361	0	6,361
<b>Charity Shop/Warehouse Trading</b>						
Food Purchased	0	3,417	3,417	21,982	0	21,982
Salaries and Wages	64,963	0	64,963	42,287	0	42,287
Pensions	1,363	0	1,363	0	0	0
Rent	7,752	0	7,752	13,750	0	13,750
Van Loan	1,836	0	1,836	3,188	0	3,188
Vehicle Costs	3,441	0	3,441	0	0	0
Kickstart		953	953	0	0	0
Sundries	2,228	0	2,228	760	0	760
Depreciation	6,078	0	6,078	0	0	0
	87,661	4,370	92,031	81,967	0	81,967
<b>TOTAL</b>	<b>£101,139</b>	<b>£8,805</b>	<b>£109,944</b>	<b>£88,328</b>	<b>£0</b>	<b>£88,328</b>

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2021**

**Note 5 Fund Raising Costs**

There were no fund raising costs during the year.

**NOTE 6 MANAGEMENT AND ADMINISTRATION EXPENDITURE**

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Printing, Postage & Stationery	658		658	213	95	308
Telephone	679		679	659	0	659
Office Equipment/Hardware	198		198	28	129	157
Software	336		336	293	0	293
Legal and Professional Charges	1,005		1,005	625	0	625
Subscriptions	188		188	0	0	0
Bank Charges	357		357	466	0	466
Advertising	235		235	1,875	0	1,875
Trustees' Indemnity Insurance	222		222	174	0	174
<b>TOTAL</b>	<b>£3,878</b>	<b>£0</b>	<b>£3,878</b>	<b>£4,333</b>	<b>£224</b>	<b>£4,557</b>

**Note 7 Operating Surplus**

This is stated after charging:-

Depreciation

Total £	Total £
2021	2020
6,078	711

**Note 8 Wages and Salaries**

Wages and salaries

Average number of employees

64,963	42,287
8	4

No employee was paid in excess of £60,000 per annum.

**Note 9 Taxation**

The company will seek exemption to corporation tax due to its charitable status

**RAVENHOUSE TRUST LIMITED**  
**NOTE 10 . TANGIBLE FIXED ASSETS AS AT**  
**30th SEPTEMBER 2021**

DEPRECIATION METHOD - 'STRAIGHT LINE'.

DEPRECIATION ANNUAL RATES:-

	<u>LAND &amp; BUILDING</u>	<u>20% CHATTELS FITTINGS</u>	<u>20% DESIGN PROFES</u>	<u>33% OFFICE EQUIPMNT</u>	<u>20% MOTOR VEHICLES</u>	<u>TOTAL</u>
	£	£	£	£	£	£
<b>COST</b>						
Opening balance	0	0	0	5,430	8,556	13,986
Disposals	0	0	0	0	0	0
Additions	0	0	0	0	30,900	30,900
<b>CLOSING BALANCE</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,430</u>	<u>39,456</u>	<u>44,886</u>
<b>DEPRECIATION</b>						
Opening balance	0	0	0	5,430	7,266	12,696
Disposals						0
Charge for year	0	0	0	0	6,078	6,078
<b>CLOSING BALANCE</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,430</u>	<u>13,344</u>	<u>18,774</u>
<b>NET BOOK VALUE</b>						
At beginning of year	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£1,290</u>	<u>£1,290</u>
At end of year	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£26,112</u>	<u>£26,112</u>

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2021**

**Note 10 Fixed Assets (continued)**

The company owns 77 shares in National Grid. These shares were donated and their market value at 30th September 2021 was £765 (2020:£704)

	2021	2020
	Total	Total
	£	£
<b>Note 11 Debtors</b>		
Sundry Debtors	nil	nil
	<u>0</u>	<u>0</u>

**Note 12 Creditors - Amounts falling due within one year**

Hire Purchase agreement Van - KN69 RUY	3,673	0
Accruals	800	1,100
	<u>4,473</u>	<u>1,100</u>

**Note 12 Creditors - Amounts falling due after one year**

Hire Purchase agreement Van - KN69 RUY	12,010	0
	<u>12,010</u>	<u>0</u>

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2021**

**Note 13 Called Up Share Capital**

The company is limited by guarantee and accordingly has no share capital. Every member of the company has undertaken to contribute such amounts as may be required (not exceeding £5 ) to the company's assets if it should be wound up while he/she is a member, or within one year after he/she ceases to be a member.

**Note 14 Transactions with trustees and Connected Persons**

There were no transactions between the charity and trustees or connected persons during the year.

The charity has purchased insurance of £150,000 which will indemnify itself and its Trustees against any losses suffered as a result of action taken by its trustees.

**Note 15 Gifts in Kind**

Gifts in kind have been removed from Incoming Resources as there is no monetary income attached to these items.

The value of items donated to Foodbank are :

<u>Organisation Name</u>	<u>2021</u>	<u>2020</u>
Bettws Stow Park & Ravenhouse Food Banks	£96,920	£53,205
Caldicot Food Bank	£7,260	£27,928
	<u>£104,180</u>	<u>£81,133</u>

Furniture / sundry items to the value of £23,642 were donated to Ravenhouse during this period.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
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