

Independent Examiner's Report to the Trustees of the BASIC Life Charity

I report on the accounts of the charity for the year ended 31 December 2020 which are set out on form CC16a.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

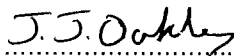
Basis of independent examiner's report

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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J. J. Oakley F.C.A

Beatons Limited
Chartered Accountants
7 Three Rivers Business Park
Felixstowe Road
Ipswich
Suffolk
IP10 0BF

13 May 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

The BASIC Life Charity

Receipts and payments accounts

CC16a

For the period
from

01/01/2020

To

31/12/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Shop Sales (Felixstowe)	64,954	-	-	64,954	72,277
Shop Sales (Walton)	38,092	-	-	38,092	40,238
Shop Sales (Depot)	4,873	-	-	4,873	6,594
Bank Interest	21	-	-	21	14
Grants and Donations	87,224	15,765	-	102,989	7,204
Online Sales	33,838	-	-	33,838	31,391
Gift Aid	1,041	-	-	1,041	-
VAT	1,936	-	-	1,936	83
Sub total (Gross income for AR)	228,107	15,765	-	243,872	157,801
A2 Asset and investment sales, (see table).					
Beach hut	-	-	-	-	15,000
Sub total	-	-	-	-	15,000
Total receipts	228,107	15,765	-	243,872	172,801
A3 Payments					
Shop and Depot Rent	31,296	-	-	31,296	29,605
Salary/Administration/Casual	77,645	-	-	77,645	78,248
PAYE/ N.I. Contributions	6,429	-	-	6,429	11,442
Rates	1,388	-	-	1,388	2,657
Electricity /Gas/ Telephone	8,558	-	-	8,558	6,812
Insurance/Accountancy	5,822	-	-	5,822	5,062
Printing/Postage/Stationery	5,590	-	-	5,590	4,917
Sundry Expenses/Petty Cash	3,469	-	-	3,469	1,900
Donations Paid	6,866	-	-	6,866	5,919
Online facility	3,322	-	-	3,322	3,697
Motor Expenses	1,676	-	-	1,676	3,746
Other Costs (Repairs Etc)	6,251	-	-	6,251	3,083
Sub total	158,313	-	-	158,313	157,088
A4 Asset and investment purchases. (see table)					
Motor vehicles	9,245	15,765	-	25,010	-
Sub total	9,245	15,765	-	25,010	-
Total payments	167,558	15,765	-	183,323	157,088
Net of receipts/(payments)	60,550	-	-	60,550	15,713
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,414	-	-	25,414	9,701
Cash funds this year end	85,964	-	-	85,964	25,414

Section B Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank and petty cash	85,964	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	85,964	-	-
(agree balances with receipts and payments account(s))				

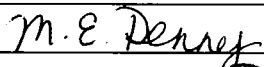

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Held on Deposit (Fxt Shop)	3,000	-	-
	Held on Deposit (Depot)	2,400	-	-
	VAT reclaim due	2,706	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Van	Unrestricted	-	-
	Van	Unrestricted	-	-
	Van	Restricted	-	-
	Zafira	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE	Unrestricted	1,539	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	MARY-BETH DENNY	9/6/21
	HELEN HOOD	9/6/21



Trustees' Annual Report for the period

Period start date

Period end date

From

To

Section A

Reference and administration details

Charity name

The BASIC Life Charity

Other names charity is known by

BASIC

Registered charity number (if any)

1079263

Charity's principal address

312 High Street

Walton

Felixstowe, Suffolk

Postcode

IP11 9QJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Diana Barnard		Until 31 st May 2020	
2	Mary-Beth Denny			
3	Alison Sheeran		Until 11 th July 2020	
4	Helen Hood			
5	Rosemary Rowell			
6				
7				
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9				
10				
11				
12				
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14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Deed
How the charity is constituted	Trust
Trustee selection methods	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

THE RELIEF OF PERSONS IRRESPECTIVE OF RACE OR RELIGION WHO ARE IN NEED BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY, POVERTY OR SOCIAL OR ECONOMIC CIRCUMSTANCES BY THE PROVISION OF THE BASICS OF LIFE, BEING THOSE OF SHELTER, FOOD, EDUCATION, RECREATION AND CHRISTIAN SPIRITUAL GUIDANCE, ANYWHERE IN THE WORLD AND BY ANY OTHER SUCH CHARITABLE MEANS AS THE TRUSTEES SHALL FROM TIME TO TIME DETERMINE

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Charity has continued to run its two traditional shops in the Felixstowe area.

Our pricing policy has remained the same and this has enabled local residents to buy products at prices considerably cheaper than in other retail outlets [including all local charity shops].

In addition to the charity shops we have continued our food banks and developed our BASIC Community Pop-Up Shops.

Our vision was to have them covering most of the deprived areas of the town of Ipswich during 2020.

We achieved this by having representation each week at six individual sites across the town.

Coupled with our other pop-up shops in Felixstowe, Walton, Trimley, Martlesham and Newmarket we ended the year regularly giving food to more than 300 local families suffering from severe food insecurity,

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our work continues to grow within Felixstowe and the surrounding areas and it is clear that we are making a very positive impact on the local community.

During the pandemic we turned our shops into Emergency Resource Centres and, at one time, we were the only resource for free food with delivery to over 20,000 people.

We passed on a considerable amount of food and gave away most of our stock to those in need for free, and provided reassurance and advice to residents who were alarmed by the imposed restrictions.

Our work was recognised as being significant to the local communities by several official agencies, and our method of food redistribution was described as 'best practice' by Suffolk County Council.

To support the logistical demands posed by COVID and the recent expansion of the BASIC LIFE community pop-ups, we were able to purchase a second-hand van with a tail-lift with funds received from the National Lottery Fund. The new van allowed us to distribute food to all the Ipswich Pop-Up Shops and proved to be a major asset when collecting and delivering items for the Felixstowe charity shop.

At the end of 2020 we opened a new 'Books and Vintage' shop in Walton which will allow sales of the large amount of books we have donated to the charity shop there.

The new shop will also offer employment for a manager, volunteering opportunities, help us to streamline the donations and offer a new resource to the community.

Our Charity partnerships with the food industry now include Marks and Spencer, Tesco, Morrisons, Waitrose, Lidl, Aldi and Asda. We are partners with both Neighbourly and Fare Share for supermarket collections and we are also subscribers to the Ipswich Fare Share depot.

We redistribute i.r.o. 1,500 kgs of food per week; a high percentage of this food would ordinarily be destined for waste.

Despite the enforced closure of our shops during the spring and autumn we were able to maintain similar sales to previous years. This was in some part due to our increased online activity and more effective working practices.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The trustees and management decided that 2020 should be a year of consolidation.

This decision was taken to take stock and determine the best way to move forward after recent years of expansion beyond the charity's expectation.

However, due to the pandemic and the rising need in the communities, we moved forward with the opening of new pop-up shops across Ipswich while maintaining those in Felixstowe and the surrounding areas.

We received significant funding from the National Lottery Fund and many donations from local groups such as Felixstowe Lions and Rotary clubs.

The result of maintaining sales, expanding revenue sources, and receiving donations has achieved a more robust financial position. We have been able to maintain and exceed our level of reserves and we felt this was prudent in view of the changing landscape due to the Covid-19 infections.

We continued to make payment for free breakfasts for the pupils at two local schools as we have done for several years now.

In addition, we were able to make significant donations to private local individuals in extreme need.

At Christmas we once again supplied boxes of gifts to residents at local care and nursing home, families referred by local health visitors, housing groups etc. This year we worked with Felixstowe Salvation Army to assist with distribution.

On Christmas Eve evening we redistributed a large amount of excess food received from supermarkets to Felixstowe residents; these food and gifts were distributed from two of our Felixstowe pop-up shop locations.

At the same time, we expanded our services as above and were therefore able to assist even more people.

Along with maintaining the recent expansion and working towards offering the BASIC LIFE Community Pop-up Shops to more rural settings, the charity continues to work towards strengthening the 'core' of the charity but developing the staff infrastructure and policies. It is agreed that building resilience in the context of post-COVID community support.

In conclusion, in an unprecedented year, the charity provided an enormous amount of help to the communities we serve. Being the only local charity, which remained open during the pandemic, we were able to aid innumerable people in need.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our sales decreased overall during the enforced lockdowns during 2020. However, we increased our online sales and received significant grants. We increased our reserves in relation to the potential risk of more closures due to the pandemic.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

The BASIC Life Charity received significant grants and donations during 2020, including a £49k National Lottery Grant.

The charity remained open throughout lockdown (from 20th March 2020) and was able to distribute over 630 food parcels, each of three or four bags of food, to feed approx 1500-2000 local people.

We were the only resource of free food with free delivery, for about 30k people until government food parcels started to arrive in the latter part of April.

Our system of redistribution was adopted as 'Best Practice' by East Suffolk Council.

Our financial situation is robust at July 2020.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

M. E. Denney

Helen Hood

Full name(s)

Mary-Beth Denney

Helen Hood

Position (eg Secretary, Chair, etc)

Trustee

Trustee

Date

9/6/21