

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

City Gate Community Projects

(A company limited by guarantee)

Charity registration number: 1093245

Company registration number: 04298200

Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham, Chichester
West Sussex
PO18 8NF

CITY GATE COMMUNITY PROJECTS

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CITY GATE COMMUNITY PROJECTS

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Yvonne Au Fiona Bennett (resigned 31 July 2023) Elizabeth Brewer Gwyn Davies Stephen Hardman (resigned 5 July 2023) Keith Harrison Suzanne Maine James Marchant Caroline Ward Jonathan Wilkins Nigel Wright (appointed 11 September 2023) Brooke Courtney (appointed 14 September 2023) Pamela Mitchell (appointed 14 September 2023)
Secretary	Jonathan Wilkins
Charity Registration Number	1093245
Company Registration Number	04298200
Registered Office	The charity is incorporated in England. FareShare Sussex & Surrey Unit 3-4 Fairway Business Centre Westergate Road Brighton BN2 4JZ
Independent Examiner	G W Schulz ACMA Independent Examiners Ltd 2 Broadbridge Business Centre Delling Lane Bosham, Chichester West Sussex PO18 8NF
Bankers	The Co-operative Bank P.O. Box 250 Skelmersdale WN86WT

CITY GATE COMMUNITY PROJECTS

TRUSTEES' REPORT

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2024.

Objectives and activities

Objects and aims

The charitable objects as stated in the governing documents are summarised in our mission: "To fight hunger, tackle food waste and transform lives through the redistribution of food."

The charity's purposes, for the public benefit are:

1. The relief of people in need through fighting hunger
2. The advancement of environmental protection through tackling food waste
3. The advancement of citizenship through the promotion of volunteering

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

The trustees ensure that the charity is always managed with a view to benefitting the public and with regard to its beneficiaries. It also means identifying and minimising risks of harm. Decisions are made in accordance with the general framework for 'trustee decision making'.

In 2023-24, FareShare Sussex & Surrey achieved the following for the public benefit:

- 2.14 million meals provided for vulnerable people
- 905 tonnes of food saved from waste and distributed to community projects
- 144 charity and community partners received food in Sussex and Surrey
- 16,560 vulnerable people received meals every week.

At FareShare Sussex & Surrey, we source good-to-eat food from the food industry that would otherwise go to waste and landfill. We store and sort this food and deliver it to charities, breakfast clubs, after school clubs, children's and family centres, hostels, food banks, supported housing and other community groups to provide nutritious meals for those in the community who need it most.

Use of volunteers

We provide a range of volunteering opportunities for people from diverse backgrounds. We would be unable to offer the same scale of service without their invaluable support.

Our volunteers receive incoming food, stock the warehouses, pick deliveries, load and drive our delivery vans. They also serve on the board, support office administration and underpin our fundraising activities. Our volunteers are motivated by a desire to give back to their community, develop their skills, support vulnerable people and tackle food waste.

CITY GATE COMMUNITY PROJECTS

TRUSTEES' REPORT

FareShare Sussex & Surrey employability training supports people in developing workplace skills and experience to help them on the journey to being work ready and ultimately to find employment, often in the hospitality, warehousing and logistics sectors.

"Whilst volunteering for FareShare Sussex & Surrey, I have been amazed by both the amount of people who benefit from the food redistributed by FareShare, and the generosity of people who have surplus food to give. I have lived in Brighton for 10 years and always thought I knew the area really well. However, since volunteering for FareShare Sussex & Surrey my eyes have opened to how many community kitchens, food banks and other care providers there are, right on my doorstep, that I had no idea about. It's amazing to see businesses like KFC supporting the work of FareShare and giving back to local communities." Adam, Volunteer bike rider

Our employability achievements in 2023-24 include:

- 49 volunteers completed formal training in Food Safety, Health and Safety and manual handling.
- 17 volunteers progressed into employment, having had opportunities to improve skills in communication, food safety and warehousing.
- 19 trainees participated in the FareShare Futures employability training programme.

Structure, governance and management

Nature of governing document

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum and Articles of Association on 03/10/2001 and as amended by Special Resolution.

Recruitment and appointment of trustees

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Achievements and performance

The 2023/24 year was successful in what remained very challenging conditions.

The cost of living crisis bit even deeper, as utilities, fuel and food inflation saw demand for our services continue to skyrocket. Food inflation still remains high... in January running at 7%, more than triple the government inflation target of 2%. The consequences had a direct cost impact on the charity, our partners and ultimately, those we serve. '40% of adults say they had to spend more than usual to get what they normally buy' (ONS, February 2024)

Food supply

CITY GATE COMMUNITY PROJECTS

TRUSTEES' REPORT

The charity continues to benefit from working in partnership securing food from a wide range of suppliers from all stages of the supply chain, including growers, manufacturers, wholesalers, hospitality and retailers.

For only the second time in 20 years, we saw our food volumes fall (by 8% - 982 to 905 tons) as supply was squeezed even tighter by a variety of very challenging factors. In particular, the availability and flow of surplus food slowed significantly as product ranges and national food volumes reduced and consumers faced empty shelves at retailers.

In spite of such strong headwinds, FareShare Sussex & Surrey still managed to distribute 905 tonnes of food to the communities we serve. However, during the year, we experienced disruption to our food supply at different stages, including an especially difficult period at the start of our first quarter. Local food sourcing became increasingly important, leading to the need for further staffing investment, increasing a part time role to full time. The investment is yielding promising results but for the moment is still not sufficient to bridge the gap and meet increasing needs.

"We're extremely proud to support FareShare Sussex & Surrey. Their team makes sure the logistics of donating our surplus food is incredibly efficient and always provide great impact reports. Ultimately, this means we have a great partnership, making it very straightforward to contribute regularly. Knowing our donations benefit local communities directly and that our stakeholders also recognise the social impact from our surplus is very important to us at Higgidy." Matt Carter, Sustainability Manager, Higgidy Pies

People

The headcount in our staff team was strengthened during the year. A new recruitment and growth strategy across the teams had the aim of increasing capacity and maximising opportunities to rescue and redistribute a more stable volume of food. Central to this initiative is the acquisition and impending opening of the new depot in Guildford.

Our volunteer base remained stable at over 200, with 72 new volunteers recruited. Recruitment of volunteers for the new Guildford depot commenced, with encouraging early sign ups ready for operational opening in May 2024.

Staff and volunteers demonstrated considerable commitment and flexibility, delivering enough food to provide 214 million meals to 144 Community Food Members (2022-23: 153), providing nutritious meals for 16,560 beneficiaries per week (2022-23: 17,290). Our volunteers contributed an incredible 26,411 hours during the year.

In July 2023, we added a much-needed new role to the Senior Leadership Team. With the growing financial demands of a second site, a Head of Finance was appointed. This investment was made to add relevant in-house expertise and experience to match the growing demands of the charity.

Over the year, we ran 42 cooking on a budget workshops for a total of 242 people, in partnership with our community groups. Beneficiaries included homeless people and young adults with unstable living conditions, women escaping domestic abuse, people from the travelling community, people who are neurodiverse or have additional needs or suffer from mental health issues, those who are unemployed and low income families struggling with the cost of living.

CITY GATE COMMUNITY PROJECTS

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The charity aims to continue to develop its employability programme to support people towards being work ready and moving towards employment. The Board designated funds from its free reserve to support this aim and to facilitate the successful programme being rolled out into our new Surrey site in 2024.

"I enjoy being with people from a variety of backgrounds who all share the same passion to tackle food poverty and get surplus food in the system to those people who need it most." Debbie, Volunteer Chef

"I always look forward to Thursdays. After my visit to the foodbank, I jump on the bus and come to Moulsecoomb. I have a cup of tea and then go to the warehouse. Everyone is so kind here. We have a lot of fun together. I feel very welcome." David, Volunteer

Food demand remains high as supply reduces

As already noted, demand for food from our charity partners has remained high and increased further as the impact of inflation and the cost of living crisis continued to impact. This, combined with a lower food yield, meant forming a waiting list of community partners who needed to receive food from us. The list totalled 23 at the end of March, which equates to 16% of our memberships served in the past year. Furthermore, 39 existing members requested an increase in food volume supplied which equates to 27% of our members. Both of these numbers have noticeably increased in the last year

"The food is fresh, wholesome and nutritious as well [...] and some people aren't fortunate enough to have that in their weekly diet, [...]. Especially for people that are HIV positive 'cause our immune systems are low and it's important that we get those vitamins and minerals that we need[...]" Lunch Positive Guest

"It's quite a massive resource when things are really tight, and when you're having a bad week you can actually feed your family for a whole week". Mother of two and client at Littlehampton Community Fridge

Development

A major development focus has been securing a new depot in Surrey. In December a long-term lease on a 4,500 sq ft industrial property in Guildford was signed. The site will resource us to rescue and redistribute more food, to more charities and community groups in Surrey whilst reducing food miles. The depot will also accommodate a learning facility for the Surrey employability programme launching later in 2024. The first phase fitout of the facility was completed in April ready for operational launch in May 2024.

A new trial partnership with Natural England to redistribute wild Venison was pioneered. The deer were removed from a Site of Special Scientific Interest that was being badly damaged by over population. The trial resulted in 2 tonnes of prime protein, redistributed to 64 charities. Following the success a second trial is being worked on for later in 2024 with a broader partnership coalition.

CITY GATE COMMUNITY PROJECTS

TRUSTEES' REPORT

"We are delighted to continue our partnership with FareShare Sussex & Surrey, and are so impressed with the impact of the work they do. The partnership provides Collinson employees ways to directly support their local communities, along with volunteering opportunities to help fight food poverty and tackle food waste." Jane Barr, Social Impact Team, Collinson

Environmental Impact

FareShare Sussex & Surrey continues to review and improve our own environmental footprint as an organisation. This is driven by our 'Green Team', made up of staff from all parts of the organisation. The team continues to work through our action plan, making carbon reductions from our 2021/22 carbon footprint report. The plan includes both small and large scale improvements. In the last year, we have saved 1447 tonnes of CO2 from being released into the atmosphere through our work rescuing food.

In September, we launched a trial with an additional, second hand electric cargo bike operating out of Brighton depot. The trial partnered with other local charities sharing the resource to collect and distribute more food with zero carbon use. Our fleet now comprises five out of eight delivery and collection vehicles powered by electricity.

A donor was secured to meet 50% of the cost of adding a solar PV system to one of our Brighton warehouses. The Development team is working hard to raise funds for the balance.

The fit out of the new Guildford Depot led to green learning being implemented at the outset of the set up in Surrey. Looking ahead, the Green Team will continue to seek environmental improvements to our operations with the next Carbon Audit planned in 2025.

"Fareshare Sussex & Surrey do such a great job identifying and rescuing surplus and waste food from suppliers all over the region and redistributing it to a huge number of charities and community groups. Both these issues are important to us so we are delighted to know that supporting the work at Fareshare Sussex & Surrey is so effective and has a double impact." Sarah Wickens, Director at Store Property Group

Other notable achievements included:

- Completion of successful external audits of Health & Safety and Food Safety.
- 244 different corporates' staff members attended volunteering days this year
- Securing of a long-term depot lease in Guildford
- Largest ever Big Give campaign raising £30,000
- Largest ever Food Drive collection with Tesco
- Increasing our community composting to ensure even our waste contributes to local social good
- Food waste down to 1% across our operations

CITY GATE COMMUNITY PROJECTS

TRUSTEES' REPORT

"FareShare is a lifesaver for the charity and those it serves. Regular deliveries of good quality food helps us produce 1,400 nutritious meals a week, cooked from scratch to feed those sleeping rough or in vulnerable housing without cooking equipment. The meals are frozen so we can provide prepared food in our support parcels which we deliver to 450-600 families a week." Trudy, Warming Up The Homeless

Financial review

Despite a difficult funding and operating landscape, the directors are pleased to report a surplus of income over expenditure in 2023-24 of £183,434 (2022-23: 191,667). As a result, the trustees established a designated fund to develop and grow our successful Employability Programme. This includes additional staffing, improving facilities and launching the programme in our new Guildford Depot in 2024. The board also froze fees for all Community Food Members for the first three months of 2023-24, to help ease pressures imposed by inflation and the rising cost of living.

Total income for the year increased to £960,359 (2022-23: £797,563), despite an increasingly competitive background for fundraising. This was mostly achieved through voluntary income, including grants and donations. In addition we were exceptionally fortunate to receive legacy income of £206,200 of which £200,000 has been designated for the Employability Project. Overall income increased by 20% compared with 2022-23.

Total expenditure was £776,925 (2022-23: £605,896) with spending on charitable activities being 93% of total expenditure.

The directors are responsible for the financial viability and sustainability of FareShare Sussex & Surrey. Risks are assessed quarterly and managed with Trustee and Senior Leadership Team oversight. The directors reviewed and updated the reserves policy during the year, which ensures a minimum of six months' reserve funding in place.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

CITY GATE COMMUNITY PROJECTS

TRUSTEES' REPORT

Statement of responsibilities

The trustees (who are also the directors of City Gate Community Projects for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company 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 corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 24/09/2024 and signed on its behalf by:



.....
Jonathan Wilkins
Company secretary and trustee

CITY GATE COMMUNITY PROJECTS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY GATE COMMUNITY PROJECTS

I report to the charity trustees on my examination of the accounts of City Gate Community Projects for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of City Gate Community Projects (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of City Gate Community Projects are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Management Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of City Gate Community Projects as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
G W Schulz ACMA
Independent Examiners Ltd

24 September 2024

CITY GATE COMMUNITY PROJECTS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	3	674,850	109,085	783,935	627,056
Charitable activities	4	162,857	-	162,857	157,462
Investment income	5	2,023	-	2,023	453
Other income	6	<u>11,544</u>	<u>-</u>	<u>11,544</u>	<u>12,592</u>
Total income		<u>851,274</u>	<u>109,085</u>	<u>960,359</u>	<u>797,563</u>
Expenditure on:					
Raising funds	8	56,345	-	56,345	67,215
Charitable activities	9	<u>617,846</u>	<u>102,734</u>	<u>720,580</u>	<u>538,681</u>
Total expenditure		<u>674,191</u>	<u>102,734</u>	<u>776,925</u>	<u>605,896</u>
Net income		<u>177,083</u>	<u>6,351</u>	<u>183,434</u>	<u>191,667</u>
Net movement in funds		177,083	6,351	183,434	191,667
Reconciliation of funds					
Total funds brought forward		<u>904,673</u>	<u>34,439</u>	<u>939,112</u>	<u>747,445</u>
Total funds carried forward	16	<u><u>1,081,756</u></u>	<u><u>40,790</u></u>	<u><u>1,122,546</u></u>	<u><u>939,112</u></u>

The notes on pages 13 to 25 form an integral part of these financial statements.

CITY GATE COMMUNITY PROJECTS
(REGISTRATION NUMBER: 04298200)
BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	<u>270,639</u>	<u>288,725</u>
		<u>270,639</u>	<u>288,725</u>
Current assets			
Debtors	13	118,745	109,969
Cash at bank and in hand		<u>789,885</u>	<u>564,845</u>
		908,630	674,814
Creditors: Amounts falling due within one year	14	<u>(56,723)</u>	<u>(24,427)</u>
Net current assets		<u>851,907</u>	<u>650,387</u>
Net assets		<u>1,122,546</u>	<u>939,112</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		40,790	34,439
Unrestricted income funds			
Unrestricted funds		<u>1,081,756</u>	<u>904,673</u>
Total funds	16	<u>1,122,546</u>	<u>939,112</u>

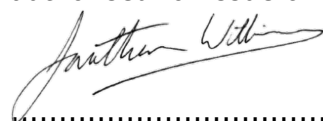
For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 10 to 25 were approved by the trustees, and authorised for issue on 24/09/2024 and signed on their behalf by:



Jonathan Wilkins
Company secretary and trustee

The notes on pages 13 to 25 form an integral part of these financial statements.

CITY GATE COMMUNITY PROJECTS

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash income		183,434	191,667
Adjustments to cash flows from non-cash items			
Depreciation	8	48,238	42,547
Investment income	5	<u>(2,023)</u>	<u>(453)</u>
		229,649	233,761
Working capital adjustments			
Increase in debtors	13	(8,776)	(59,468)
(Decrease)/increase in creditors	14	(10,852)	6,402
Increase in deferred income	14	<u>43,149</u>	<u>-</u>
Net cash flows from operating activities		<u>253,170</u>	<u>180,695</u>
Cash flows from investing activities			
Interest receivable and similar income	5	2,023	453
Purchase of tangible fixed assets	12	<u>(30,153)</u>	<u>(139,046)</u>
Net cash flows from investing activities		<u>(28,130)</u>	<u>(138,593)</u>
Net increase in cash and cash equivalents		225,040	42,102
Cash and cash equivalents at 1 April		<u>564,845</u>	<u>522,743</u>
Cash and cash equivalents at 31 March		<u><u>789,885</u></u>	<u><u>564,845</u></u>
Reconciliation of net cash flow to movement in net funds			
Increase in cash		225,040	42,102
Net funds at 1 April 2023		<u>564,845</u>	<u>522,743</u>
Net funds at 31 March 2024		<u><u>789,885</u></u>	<u><u>564,845</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 13 to 25 form an integral part of these financial statements.

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

City Gate Community Projects meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Gift aid

Gift aid receivable is included in income when there is a valid declaration from the donor. Any Gift aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% reducing balance (pre April 2021)
Furniture and equipment	10% on cost (post April 2021)
Motor vehicles	10% on cost
Leasehold improvements	over term of lease

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;				
Donations	101,985	11,350	113,335	105,612
Legacies	206,200	-	206,200	-
Gift aid reclaimed	13,550	-	13,550	22,708
Corporate donations	28,129	-	28,129	72,163
Other donations	44	-	44	-
Grants, including capital grants;				
FareShare UK funding	107,082	-	107,082	128,554
Trusts & Foundations	210,700	89,415	300,115	272,643
Statutory funding	7,160	8,320	15,480	25,376
	<u>674,850</u>	<u>109,085</u>	<u>783,935</u>	<u>627,056</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Administrative fees (CRM)	162,857	162,857	156,138
Intern placement	-	-	1,324
	<u>162,857</u>	<u>162,857</u>	<u>157,462</u>

5 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>2,023</u>	<u>2,023</u>	<u>453</u>

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

6 Other income

	Unrestricted funds Designated	General	Total 2024	Total 2023
	£	£	£	£
Miscellaneous	<u>1,544</u>	<u>10,000</u>	<u>11,544</u>	<u>12,592</u>

7 Food donated and distributed

Food donated and distributed during the financial year is summarised in the table below. Donated food is supplied by retailers, food manufacturers and consumers.

	2024 kg	2023 kg
Stocks of food at the beginning of the year	52,362	51,990
Donated food	904,877	993,272
Distributed food	(904,840)	(982,800)
Disposal of waste	<u>(9,492)</u>	<u>(10,100)</u>
Stocks of food at end of the year	<u>42,907</u>	<u>52,362</u>

8 Expenditure on raising funds

Costs of generating donations and legacies

	Note	Unrestricted funds General	Total 2024	Total 2023
		£	£	£
Marketing and publicity		6,464	6,464	13,091
Other direct costs of generating voluntary income		4,501	4,501	15,788
Staff Costs	11	<u>45,380</u>	<u>45,380</u>	<u>38,336</u>
		<u>56,345</u>	<u>56,345</u>	<u>67,215</u>

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

9 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2024 £	Total 2023 £
Rent and rates		-	50,819	25,447	76,266	57,917
Utilities		-	20,449	9,350	29,799	11,732
Equipment		2,461	4,800	-	7,261	4,771
Health and safety		-	1,796	-	1,796	4,441
Cleaning		1,348	5,409	500	7,257	4,378
Insurance		-	2,037	1,000	3,037	5,624
Repairs and maintenance		1,839	9,773	1,950	13,562	9,577
Memberships, licences and subscriptions		197	3,044	-	3,241	5,951
Marketing and publicity		-	9,500	-	9,500	-
Vehicle expenses		-	41,181	23,837	65,018	77,411
Recruitment and administration		210	2,170	-	2,380	2,093
Printing, post and stationery		113	2,860	-	2,973	3,883
Volunteer expenses		838	8,533	1,400	10,771	5,800
Telephone		-	6,897	1,615	8,512	4,197
Training and staff wellbeing		-	8,683	-	8,683	1,214
Travel and subsistence		-	6,076	-	6,076	3,153
Waste collection		-	8,324	-	8,324	8,768
Sundry expenses		-	282	-	282	228
Independent examination		-	1,500	-	1,500	1,500
Depreciation, amortisation and other similar costs		939	38,139	9,160	48,238	42,548
Staff costs	11	-	377,629	28,475	406,104	283,495
		<u>7,945</u>	<u>609,901</u>	<u>102,734</u>	<u>720,580</u>	<u>538,681</u>

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2024	2023
	£	£
Staff costs during the year were:		
Wages and salaries	413,206	295,403
Social security costs	27,561	19,470
Pension costs	<u>10,717</u>	<u>6,958</u>
	<u><u>451,484</u></u>	<u><u>321,831</u></u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2024	2023
	No	No
Fundraising	1	1
Charitable activities	<u>14</u>	<u>11</u>
	<u><u>15</u></u>	<u><u>12</u></u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £145,213 (2023 - £105,169).

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

12 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Leasehold improvements £	Total £
Cost				
At 1 April 2023	340,776	139,046	-	479,822
Additions	<u>7,626</u>	<u>-</u>	<u>22,527</u>	<u>30,153</u>
At 31 March 2024	<u>348,402</u>	<u>139,046</u>	<u>22,527</u>	<u>509,975</u>
Depreciation				
At 1 April 2023	186,437	4,661	-	191,098
Charge for the year	<u>33,394</u>	<u>13,905</u>	<u>939</u>	<u>48,238</u>
At 31 March 2024	<u>219,831</u>	<u>18,566</u>	<u>939</u>	<u>239,336</u>
Net book value				
At 31 March 2024	<u>128,571</u>	<u>120,480</u>	<u>21,588</u>	<u>270,639</u>
At 31 March 2023	<u>154,339</u>	<u>134,385</u>	<u>-</u>	<u>288,724</u>

13 Debtors

	2024 £	2023 £
Trade debtors	45,625	69,240
Prepayments	21,845	18,363
Accrued income	10,996	21,504
Other debtors	<u>40,279</u>	<u>862</u>
	<u>118,745</u>	<u>109,969</u>

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	7,063	18,899
Other creditors	21	4,030
Accruals	6,490	1,498
Deferred income	<u>43,149</u>	<u>-</u>
	<u>56,723</u>	<u>24,427</u>

CITY GATE COMMUNITY PROJECTS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £10,717 (2023 - £6,958).

Contributions totalling £Nil (2023 - £40) were payable to the scheme at the end of the year and are included in creditors.

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

16 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General Funds	654,673	849,730	(666,246)	(200,000)	638,157
<i>Designated</i>					
Employability project	-	-	-	200,000	200,000
Surrey Development Fund	<u>250,000</u>	<u>1,544</u>	<u>(7,945)</u>	<u>-</u>	<u>243,599</u>
	<u>250,000</u>	<u>1,544</u>	<u>(7,945)</u>	<u>200,000</u>	<u>443,599</u>
Total unrestricted funds	<u>904,673</u>	<u>851,274</u>	<u>(674,191)</u>	<u>-</u>	<u>1,081,756</u>
Restricted funds					
Cold Room - Capital Funded Fixed Assets	33,251	-	(8,313)	-	24,938
Cold Room - Fixed Assets	1,136	-	(283)	-	853
Equipment - Fixed Assets	52	-	(13)	-	39
Rent and unit costs	-	7,000	(7,000)	-	-
Surrey extension	-	15,000	(15,000)	-	-
Solar panels	-	10,000	-	-	10,000
Service delivery support	-	65,070	(65,070)	-	-
Electric vehicles	-	10,000	(5,040)	-	4,960
Health and safety equipment	<u>-</u>	<u>2,015</u>	<u>(2,015)</u>	<u>-</u>	<u>-</u>
	<u>34,439</u>	<u>109,085</u>	<u>(102,734)</u>	<u>-</u>	<u>40,790</u>
Total funds	<u>939,112</u>	<u>960,359</u>	<u>(776,925)</u>	<u>-</u>	<u>1,122,546</u>

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	704,213	781,474	(581,014)	(250,000)	654,673
<i>Designated</i>					
Surrey Development Fund	-	-	-	250,000	250,000
Total unrestricted funds	<u>704,213</u>	<u>781,474</u>	<u>(581,014)</u>	<u>-</u>	<u>904,673</u>
Restricted funds					
Cold Room - Capital Funded Fixed Assets	41,649	-	(8,398)	-	33,251
Cold Room - Fixed Assets	1,514	-	(378)	-	1,136
Equipment - Fixed Assets	69	-	(17)	-	52
Salaries	-	14,489	(14,489)	-	-
Van and equipment	-	1,600	(1,600)	-	-
	<u>43,232</u>	<u>16,089</u>	<u>(24,882)</u>	<u>-</u>	<u>34,439</u>
Total funds	<u>747,445</u>	<u>797,563</u>	<u>(605,896)</u>	<u>-</u>	<u>939,112</u>

CITY GATE COMMUNITY PROJECTS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	218,264	21,588	30,787	270,639
Current assets	476,616	422,011	10,003	908,630
Current liabilities	<u>(56,723)</u>	<u>-</u>	<u>-</u>	<u>(56,723)</u>
Total net assets	<u>638,157</u>	<u>443,599</u>	<u>40,790</u>	<u>1,122,546</u>

	Unrestricted funds		Restricted funds	Total funds at 31 March 2023
	General	Designated		
	£	£	£	£
Tangible fixed assets	254,286	-	34,439	288,725
Current assets	424,814	250,000	-	674,814
Current liabilities	<u>(24,427)</u>	<u>-</u>	<u>-</u>	<u>(24,427)</u>
Total net assets	<u>654,673</u>	<u>250,000</u>	<u>34,439</u>	<u>939,112</u>