

MITZVAH DAY UK CHARITABLE TRUST

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2020

CHARITY NUMBER: 1125682

MITZVAH DAY UK CHARITABLE TRUST

CONTENT AND LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2020

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Trustees

L Marks  
L Sidney  
M Livingston  
J Falb-Mizrahi  
E Shuker  
P Oppenheimer  
D Morris

Address for Enquiries

3<sup>rd</sup> Floor  
207 Regent Street  
London  
W1B 3HH

Bankers

HSBC Plc  
18a Curzon Street  
London W1J 7LA

Independent Examiners

SPW (UK) LLP  
Chartered Accountants  
Gable House  
239 Regents Park Road  
London N3 3LF

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees submit their annual report and financial statements for the year ended 31 December 2020. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 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)".

Status

The charity is a charitable trust and was set up in August 2008. The trust was given charitable status by the Charity Commissioners in the same month, registration number 1125682.

Objectives and activities

The charity's objectives are to promote good citizenship by encouraging and facilitating volunteering opportunities in furtherance of charitable causes for the benefit of the public, principally but not exclusively amongst the Jewish community, and to build social cohesion.

Mitzvah Day exists to bring people of all faiths and backgrounds together through hands-on social action projects, primarily on one collective day of action each year in November. It is proudly Jewish-led, and whilst over 90% of our 1,200 or so UK-based projects are run by Jewish groups, it has also become a prominent vehicle for Jewish-led interfaith activity. In order to maintain and enhance the links between participating Partner communities and charities, interfaith relationships, awareness of Mitzvah Day and, ultimately, funding, Mitzvah Day has also developed and supports projects which run throughout the year.

Our key objectives are to steadily grow and continually improve Mitzvah Day, to keep the brand alive throughout the year in order to strengthen the core of the charity and to encourage year-round community building & social cohesion and act as a springboard for year-round social action, and to develop and action a fundraising plan to enable growth and organisational development.

As a charity we want to encourage as many people as possible to take part in Social Action projects to help others. Social Action projects make a vital difference to the world around us and can include a wide variety of activities. Some examples of these activities are as follows:

- Art and crafts activities including making dog toys for animal rescue centres,
- Eco-projects such as tree planting and litter picks,
- Friendship projects such as visiting care homes,
- Collection projects such as food collections for local food banks, clothing collections, and stationery collections,
- Appreciation projects such as writing letters to hospital workers, support staff, fire service workers etc.,
- Cooking projects to make food to be donated to night shelters and refuge centres,
- Upcycling projects such as making tote bags out of t-shirts, and
- Care projects such as making and distributing essential supplies to rough sleepers.

The Trustees have complied with their duty to have due regard to guidance on public benefit published by the Charity Commission in exercising their powers or duties.

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TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

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Trustees

The Trustees being members of the Management Committee throughout the period were: L Marks, L Sidney, M Livingston, J Falb-Mizrahi, E Shuker, P Oppenheimer and D Morris.

Achievements and performance

In the early stages of the Covid-19 pandemic we encouraged people to check on their neighbours before launching #EveryMitzvahMatters, our online interfaith social action programme. Through virtual sessions, led by celebrities, we made nutritious meals and face coverings for vulnerable and isolated people in our local area. #EveryMitzvahMatters welcomed hundreds of people from all faiths and backgrounds around the world to do hands-on social action from the safety of their homes and had thousands of viewers who watched the recorded sessions.

We focused on two existential crises exacerbated by Covid-19, food poverty and loneliness, addressing immediate physiological and psychological needs. Projects included supporting local foodbanks with doorstep collections and making handmade cards and letters for care homes alongside 'calls of kindness' and recording musical performances and poems for care home residents.

We worked closely with Government officials to create Pandemic Guidelines and with charity partners to create Covid-safe projects.

With a second lockdown announced directly before Mitzvah Day we decided we couldn't be limited by the restrictions and indeed we had to do more. We launched 'A Month of Mitzvahs' filling lockdown with kindness and good deeds every day throughout the lockdown.

Mitzvah Day 2020 saw hundreds of local foodbank collections, gratitude packs and home-baked treats for key-workers and so much more. Care home residents across the country were deeply touched by videos, cards, letters and plants delivered to them particularly when lounge areas were closed and visitors not permitted. We were very encouraged by this reaction in the midst of a pandemic.

Structure, governance and management

The Trustees are responsible for the strategy and direction of Mitzvah Day. Responsibility for the day-to-day running of the charity is devolved to the staff - a full-time, paid Chief Executive, Project Coordinator, and part time Senior Projects and Partnerships Manager. In addition to this, part time contracted support includes a Bookkeeper, Interfaith Advisor, PR and Communications and Social Media management.

Over the year there are 5-6 regular Trustee meetings examining different aspects of the charity's requirements, ensuring that the charity is running as it should, with a special emphasis on strategy, finances, risk management and staffing. During the Covid-19 pandemic we moved to optional fortnightly check-in meetings between June and September 2020.

During the year no new trustees joined our board, however we are reviewing and updating our induction and training to ensure that we have a full induction process.

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

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Volunteers

Mitzvah Day volunteers are champions for community cohesion and social action. Not only do they substantially increase our reach and capacity building, they make a real difference within their neighbourhoods supporting local causes. We work with Mitzvah Day coordinators from both our charity partners and community groups all committed to doing acts of kindness for others and bringing together people from all faiths and backgrounds to do so.

The charity is extremely grateful for the unstinting efforts of its volunteers who are involved in the charity's work. It is estimated that over 75,000 volunteer hours were provided during the year. If this is conservatively valued at £7 an hour (well below minimum wage), the volunteer effort amounts to over £525,000. In addition, on Mitzvah Day in 2020, goods were collected for distribution to those in need; these were valued at approximately £25,000.

Key facts

- Over 26,000 volunteers
- 359 Partner organizations running a Mitzvah Day
- 36 Countries taking part
- 46 interfaith projects
- 35 charity partners benefitting in a meaningful way with additional hundreds of local food banks supported

Plans for future periods

Our ambition is to continue to build on this success. We intend to continue to extend the geographic coverage of our activities, including internationally, and promote Mitzvah Day more extensively within the areas in which we already operate. We will also continue to build stronger links with other faiths through shared activities and projects, and build bridges within our own community.

2021 will be a year for rebuilding and reconnecting as like many organisations we were not able to operate as usual and were forced to adapt in response to the urgent needs exacerbated by the Covid-19 pandemic.

We are refocusing on our interfaith relationships to rebuild and reconnect with individuals and communities from all faiths and backgrounds. We believe that although we faced a decline in engagement in 2020 due to Coronavirus we can rebuild our engagement and return to 2019 levels of engagement.

We will continue to develop our strategy going forward and serve the most pressing needs in our society and support our charity partners with the increasing demands on their services.

Through hands-on social action projects not only will we address real needs but we will continue to build a stronger civil society through our relationships and friendships with our neighbours as we support local needs.

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

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Risk statement

The Trustees have considered the broad areas of risk for the charity and have put in place measures to mitigate or negate those risks. This is kept under review and specialist advice is sought where necessary.

Mitzvah Day as an organization operates strict financial controls and continually monitors the position. Some of the key controls are:

- Formal agendas and minutes of meetings
- Annual budgets
- Management accounts
- Written formal procedures

Financial review

This year we raised £187,866 (2019: 188,629) thanks to the generous support of our donors and we spent £141,273 (2019: £187,750). This has resulted in a surplus of £46,593 (2019: £879).

As with many charities the effect of Covid-19 was immediately felt, and the charity carefully, and even more closely than normal, monitored costs and took action where appropriate to minimise these. During the year we made the decision to reduce expenditure and save vital funds wherever possible.

We originally set a target-funding requirement of £200,000 for the year to 31<sup>st</sup> December 2020, representing a modest increase on 2019's requirement. However, based on the Covid-19 pandemic we reforecast to a funding requirement of £170,000 to better reflect the current circumstances, an expected downturn in charitable donations and a shift in operations.

We made significant cuts to expenditure including not producing merchandise, moving out of our offices and furloughing staff utilising the Job Retention Scheme when business as usual was not possible and our in-person programmes were untenable. We sadly parted ways with one member of staff in July.

We expect that there will be a moderate increase in expenditure for 2021 as we begin to return to our more usual operations and explore the new normal. Trustees are determined to ensure overheads remain at a low level and that staff are able to function and operate efficiently whilst encouraging as many people as possible to take part in Mitzvah Day and social action projects throughout the year.

Reserves and investment policy

The Trustees regularly review the reserves required to meet known and estimated expenditure for the running of projects.

The Mitzvah Day Reserves Policy is to maintain sufficient level of reserves to enable normal operating activities to continue over a period of 3 to 6 months should a shortfall in income occur, and to take account of potential risks and contingencies that may arise from time to time. Based on our learning from the pandemic situation we are working towards maintaining and if possible increasing our reserves to ensure sustainability and stability.

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Reserves and investment policy

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This policy is reviewed annually at a Trustee Board meeting. The Chief Executive will present the Trustee Board with a draft document and supporting materials that enables them to make an informed decision about levels of Reserves and feeds into their approval of the Strategy Document and Annual Operating Budget.

Any funds, surplus to immediate requirements, are held on bank deposit.

The trustees reviewed the level of reserves at the beginning of the year, which was felt to be on the very low side, and made a decision to try to increase the level of reserves if possible so that they held approximately six months of costs which would enable the trustees to make decisions in the best long-term interests of the charity. At the end of 2019 the reserves were £58,874 and by the end of 2020, due to careful cost control and planning they had increased to £99,929, putting the charity in a stronger and more stable financial position in 2020 than previously.

Independent examiners

The Trustees intend to appoint SPW (UK) LLP to undertake the independent examination of the Trust in the following year.

Signed on behalf of the Trustees on 06 - 09 - 21.

  
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L Marks - Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

MITZVAH DAY UK CHARITABLE TRUST

I report to the trustees on my examination of the financial statements of Mitzvah Day UK Charitable Trust (the 'Charity') for the year ended 31 December 2020, which are set out on pages 3 to 7.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

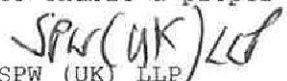
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

  
SPW (UK) LLP  
Chartered Accountants  
Gable House  
239 Regents Park Road  
London N3 3LF

Date:



STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020

		<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2020</u>	<u>Total</u> <u>2019</u>
<b>Income from</b>	<b>Notes</b>				
Donations and Legacies		95,510	-	95,510	112,102
Charitable Activities					
Grants		82,341	10,000	92,341	76,483
Investment Income		15	-	15	38
		-----	-----	-----	-----
Total Income		177,866	10,000	187,866	188,629
		=====	=====	=====	=====
<b>Expenditure on</b>					
Raising funds					
Project Expenses	2	5,030	1,667	6,697	23,833
Charitable activities					
Support Costs	3	116,976	8,333	125,309	153,564
Governance Costs	4	9,267	-	9,267	10,353
		-----	-----	-----	-----
Total Expenditure		131,273	10,000	141,273	187,750
		=====	=====	=====	=====
<b>Net Income Before</b>					
<b>Transfers</b>		46,593	-	46,593	879
Fund balance brought					
Forward		53,725	-	53,725	52,846
		-----	-----	-----	-----
Fund balance carried					
Forward		£100,318	£ -	£100,318	£53,725
		=====	=====	=====	=====

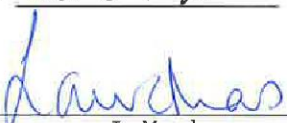
BALANCE SHEET AS AT 31 DECEMBER 2020

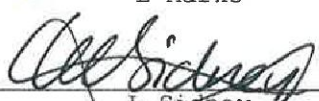
<b>Fixed Assets</b>	<b>Notes</b>		<b>2019</b>
Tangible Assets	6	4,361	4,484
<b>Current Assets</b>			
Other Debtors	7	894	4,081
Cash at Bank and in Hand		99,929	58,874
		<u>100,823</u>	<u>62,955</u>
<b>Current Liabilities</b>			
Other Creditors	8	4,866	13,714
Net Current Assets		95,957	49,241
<b>NET ASSETS</b>		<u>£100,318</u>	<u>£53,725</u>

FUNDS

<b>Unrestricted Funds</b>			
Balance at start of year		53,725	52,846
Net Surplus for year		46,593	879
Balance at end of year	9	<u>£100,318</u>	<u>£53,725</u>

Approved by the Trustees on 06.09.21 and signed on its behalf by:

  
L Marks

  
L Sidney

Trustees

NOTES TO THE ACCOUNTSFOR THE YEAR ENDED 31 DECEMBER 20201. ACCOUNTING POLICIESCHARITY INFORMATION

Mitzvah Day UK Charitable Trust is registered as a charity with the Charity Commission in England and Wales. The principal office address is 3<sup>rd</sup> Floor, 207 Regent Street, London, W1B 3HH.

ACCOUNTING CONVENTION

The accounts have been prepared in accordance with the Charities Act 2011 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)." The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

GOING CONCERN

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

INCOMING RESOURCES

Donations and grants are included in incoming resources when received.

Income from fund raising events is included in incoming resources when the event takes place.

Investment income is included in incoming resources on the accruals basis.

RESOURCES EXPENDED

Expenditure is accounted for on the accruals basis.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

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**FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the accounts.

**TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, Fittings and Equipment	25% Straight line basis
Computer Equipment	25% Straight line basis
Website Development	25% reducing balance basis

**IMPAIRMENT OF FIXED ASSETS**

At each reporting date fixed assets are reviewed to determine whether there is any indication that those assets have suffered a material impairment loss. If a material impairment loss arises then it is recognised in the profit and loss account or against the revaluation reserve if the asset has been revalued.

**FINANCIAL INSTRUMENTS**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 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.

**BASIC FINANCIAL ASSETS**

Basic financial assets, which include debtors and bank balances, are measured at transaction price and subsequently carried at cost less impairment losses for bad and doubtful debts as they are receivable within one year.

**BASIC FINANCIAL LIABILITIES**

Basic financial liabilities, which include creditors, are initially recognised at transaction price and are not amortised as they are payable within one year.

**RETIREMENT BENEFITS**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

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2.	<u>CHARITABLE ACTIVITIES</u>	<u>2020</u>	<u>2019</u>
	Project Expenses	£6,697 =====	£23,833 =====

3.	<u>SUPPORT COSTS</u>	<u>2020</u>	<u>2019</u>
	Rent	6,614	14,430
	Business Rates	569	1,082
	Insurance	1,218	1,018
	Computer Expenses	6,865	6,079
	Telephone	1,364	1,671
	Printing, Postage & Stationery	2,315	3,871
	Public Relations	13,789	15,496
	Travel	587	2,127
	Depreciation	1,525	1,834
	Bank Charges	38	69
	Sundry	802	5,058
	Staff Training	600	1,270
	Wages and Salaries	89,023	99,559
		£125,309 =====	£153,564 =====

4.	<u>GOVERNANCE COSTS</u>	<u>2020</u>	<u>2019</u>
	Accountancy Fees	1,200	1,200
	Legal and Professional Fees	8,067	9,153
		£9,267 =====	£10,353 =====

5. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

The trustees neither received nor waived any emoluments or reimbursed expenses during the year (2019: £nil).

6.	<u>TANGIBLE FIXED ASSETS</u>	<u>Fixtures, Fittings and Equipment</u>	<u>Computer Equipment</u>	<u>Website Development</u>	<u>Total</u>
	Cost				
	At 1 January 2020	973	3,380	13,800	18,153
	Additions in the year	-	1,401	-	1,401
		----	-----	-----	-----
	At 31 December 2020	£973 =====	£4,781 =====	£13,800 =====	£19,554 =====
	Depreciation				
	At 1 January 2020	855	3,380	9,433	13,668
	Charge for the year	83	350	1,092	1,525
		----	-----	-----	-----
	At 31 December 2020	£938 =====	£3,730 =====	£10,525 =====	£15,193 =====
	Net book value				
	At 31 December 2020	£ 35 =====	£1,051 =====	£3,275 =====	£4,361 =====
	At 31 December 2019	£118 =====	£ - =====	£4,366 =====	£4,484 =====

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

/...continued

7.	<b><u>DEBTORS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	Other Debtors and Prepayments	£894	£4,081
		=====	=====

8.	<b><u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	Trade Creditors	-	7,361
	Taxation and Social Security	2,466	2,753
	Other Creditors and Accruals	2,400	3,600
		=====	=====
		£4,866	£13,714
		=====	=====

9. **STATEMENT OF FUNDS**

	<b>At 1 Jan 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>At 31 Dec 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted Funds	53,725	177,866	(131,273)	-	100,318
Restricted Funds	-	10,000	(10,000)	-	-
	-----	-----	-----	-----	-----
	53,725	187,866	(141,273)	-	100,318
	=====	=====	=====	=====	=====

General funds represent the free funds of the charity, which are not specifically designated.

Restricted funds - this relates to the following grant:

£10,000 was received from the Bloom Foundation, and was used in relation to the Interfaith project, which aims to bring together people of all faith groups.