

CAMBRIDGE CARBON FOOTPRINT LTD

(A Company Limited by Guarantee)

Statement of Accounts

For the Year Ended 31 December 2022

Company Registration Number – 05750297

Registered Charity Number - 1127376

Cambridge Carbon Footprint Ltd

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Legal and Administrative Information

Status: Cambridge Carbon Footprint is a charitable company limited by guarantee, incorporated on 21 March 2006 and registered as a charity on 5 January 2009.

Cambridge Carbon Footprint was established under a Memorandum of Association, which was amended to reflect the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles the members of the Trustee Board are elected at the AGM or can be appointed by resolution of the Board or co-opted by the Board.

The following people served as trustees of the charity during 2022 and up to the date of this report:

Trustees	Role	Date Elected	Date Resigned
Tom Bragg	Chair	31 Oct 2008	
Bev Sedley		30 Nov 2009	
Jane Heal		16 May 2013	15 Mar 2022
Sarah Whitebread	Treasurer	14 Sept 2015	26 May 2022
William McVey		1 Nov 2018	
Nicole Dang		25 July 2019	
Elizabeth Peachey		28 Nov 2019	
Clare Watters		7 Apr 2020	6 Dec 2022
Chris Carter		2 Dec 2021	14 Jul 2022
Shaun Lindsay		22 Sept 2022	
Heather Plumpton		7 Dec 2022	
Iain Smith		7 Dec 2022	
Sandy Chidley		2 Feb 2023	
Edmund Spanner		2 Feb 2023	

Registered address: The Bike Depot, 140 Cowley Road, Cambridge, CB4 0DL

Operational address: The Bike Depot, 140 Cowley Road, Cambridge, CB4 0DL

Independent examiner: Websters Cambridge Limited, 10 Wellington Street, Cambridge, CB1 1HW

Bank: The Co-operative Bank, PO Box 250, Delft House, Southway, Skelmersdale WN8 6WT

Company registration no. 05750297

Registered charity no. 1127376

Tel: 01223 301842 **email:** info@cambridgecarbonfootprint.org

Cambridge Carbon Footprint Ltd

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The Board presents its report and the financial statements for the year ended 31st December 2022.

Objects of the Charity

The object of the Charity as stated in the Memorandum of Association is:

"The promotion for the benefit of the public of the conservation, protection and improvement of the physical and natural environment by raising awareness of climate change and encouraging practical steps to reduce atmospheric carbon dioxide levels."

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Cambridge Carbon Footprint is fulfilling its obligations in this respect by achieving the above objective.

Organisation

Cambridge Carbon Footprint (CCF) is administered by a Trustee Board who meet at least four times a year. Trustees who served during the year are detailed above.

Projects, activities, and achievements

In 2022, we made significant strides in expanding our reach across Cambridgeshire, and building capacity in individuals, businesses, and communities to effectively reduce carbon emissions. This section provides an overview of our projects and achievements.

1. Reaching new audiences with engaging events

The scale and urgency of climate action targets mean that everyone needs to be part of the solution. For many years CCF has focused on turning climate change and carbon reduction discussions into vibrant, positive experiences that resonate with diverse audiences.

This year, Cambridge Carbon Footprint organised Cambridge's first 'Imaginarium' event, as part of the University of Cambridge's 'Cambridge Festival'. The inspiration for the event came from the Transition Movement's founder Rob Hopkins who believes that, "Imagination is central to empathy, to creating better lives, to envisioning and then enacting a positive future". Organisers estimated that 550 people, all families and carers with children took part in the Imaginarium over the weekend. To help immerse themselves into the activity, visitors were invited to become 'Architects of the Future' and imagine a greener, fairer and healthier Cambridgeshire in 2040. Visual prompts and statements in 12 different themed zones were used to spark the visitor's imaginations.

In 2022 we also partnered with the Cambridge Child and Family Centre, PECT and the Shared Waste Partnership to deliver the Fix-Fest, a successful community day focused on waste reduction, saving carbon and community building. 141 people attended a large repair cafe, an adults clothes swap and children's clothing giveaway and book swap, tying in with National Book Week. 29 volunteers supported the event giving 191 hours of their time. 70 items were checked in to be seen by highly skilled repairers including electrical engineers and computer repairers (there was a waiting list of 40 people who couldn't be seen because we were too full). Feedback regarding the Repair Cafe was 100% positive. The Shared Waste team had an e-waste bin there to collect unrepairable items. PECT said the event had been brilliant for their energy poverty advice stall.

Clothes swap events help address the huge impact that the clothing industry has on the planet, which generates 10% of global greenhouse gas emissions and is the world's second biggest industrial polluter. In 2022 we worked at encouraging more groups to borrow and use our clothes swap kit, a free bookable resource available to local people, community groups and organisations wanting to run their own clothes swap events. CCF provides advice and support to groups wanting to run a clothes swap, and the kit makes it easy. The kit includes all the equipment needed to run a successful swap, including rails, hangers, mirrors and even a pop up change room. In total 11 groups used the kit across the year, with 6 groups running their first clothes swaps. A total of 809.5kg of clothing was swapped and anything left over was donated to local charity shops. The swapped clothing alone saved 21,856 tonnes CO₂e.

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In 2022 we also partnered with the Central Library Service to offer a Human Library that allowed people to borrow an expert 'human book' to ask questions and have conversations on particular sustainability topics. Our experts were drawn from the local authority, third sector and business. In total 37 people had 71 conversations with experts on how to live more sustainably.

2. Building skills for action

Local businesses and communities are in a unique position to address the climate crisis. They are responsive to conditions on the ground, and able to adapt as conditions change. Building skills for action lies at the heart of our approach. Through engagement and cultivation of community and business leaders, bolstering their carbon literacy and skills, and empowering them to find solutions that fit their own needs, we can help facilitate a just transition to net zero.

Following on from our hugely successful Net Zero Now (NZN) training programme in South Cambridgeshire in 2021, we delivered Net Zero Skills (NZN) sessions to Cambridge residents in March 2022. These sessions were designed to provide an introduction to the skills and tools needed to take effective climate action, empowering attendees to take a leading role in delivering activities in their local communities, places of work or study, in their neighbourhoods, social clubs or churches.

We ran four 2 hour sessions in total, online on Zoom. Each topic was introduced by an expert speaker, followed by an interactive learning activity. Sessions were designed as bite sized learning opportunities, with participants welcome to attend individual sessions only or complete the whole series. We had 27 participants, and our YouTube playlist has had over 300 views.

84% of those providing feedback on the live training reported that they found Net Zero Skills helpful, and 100% said that they were planning to take specific action on climate change as a result of attending. Examples of intended actions spanned individual, community and business changes, including cycling more, driving less and eating more sustainably, writing a climate change strategy for their organisation, getting together with other parents at the local school to instigate car sharing and other eco projects, and organising a local repair cafe.

In addition, CCF also offered two one hour lunchtime expert-led sessions Net Zero for SME's. These sessions were designed for small businesses wanting to understand and get started on reducing their carbon emissions. The sessions covered the fundamentals of a carbon reduction framework, starting actions and planning a pathway to net zero, with a particular focus on energy efficiency and management. The sessions were led by Anne Miller, an expert in innovation focusing on accelerating the transition to a low carbon economy, and David Knight, a Senior Environmental Consultant at PECT.

3. Community Outreach

When it comes to reducing emissions, knowledge and action go hand in hand. In 2022 we undertook several projects designed to motivate, empower and enable people to take practical, impactful action by equipping them with the tools, knowledge and support to take action on climate change, and to understand which actions have the most impact.

In July we launched the new Cambridge Climate Map, a free guide to personal carbon reduction, laying out what actions people can take to reduce emissions in their day-to-day lives, and the relative impacts of those actions, advice on how to get started and stay on track when changing habits, and a map of local places where people can access resources and advice to help them get started. To date we've distributed well over 2000 copies of the Cambridge Climate Map.

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In the autumn, we also began work on a new outreach and training scheme, drawing on our experience in engaging with people on climate action in Cambridge to deliver a suite of tools that tackle the difficulties that people encounter in confronting the climate emergency. Our approach focused on a targeted delivery model, enabling people to access support according to their own unique needs and interests, and peer-learning, meeting people in a familiar setting, getting people to share their tips and recommendations, and encouraging them to talk to others about climate action.

To do this we designed a mobile stall to take to events, including a large visual display of the Climate Map and recruited the help of a team of enthusiastic outreach volunteers. In addition to the stall, we began work on a new online directory and a flexible 1 hour workshop, adaptable for a variety of audiences, including community groups, workplaces and religious groups. The workshops were delivered in early 2023, both in-person and online and were received very positively, with over 80% of participants feeling more motivated to make changes to reduce their carbon emissions, and over 90% motivated to share their experiences with others.

4. Cambridgeshire Repair Cafe Network

Repair Cafes are community events that match people who need stuff fixed with people who are passionate about fixing things. The Cambridgeshire Repair Cafe Network (CRCN) provides training, resources and support for a growing group of community repairers and organisers who give their time and expertise to run these free community repair events. In 2022 we supported eight new Cafes to get started, with a total of 24 Cafes held across the course of the year.

We held three 'How to run a Repair Cafe in your community' training events, a Repairers Skillshare at the Makespace community workshop and a Skillshare on Electrical Repairs. The Centre for Sustainable Design invited the Network to speak at a European Repair Cafe Webinar that was attended by 152 representatives from dozens of countries.

A highlight of the year was being able to recruit our new Repair Cafe Network Co-ordinator, Sandy Skelton. The post was made possible through funding kindly donated by Sentec Ltd (a Xylem Brand) and a generous donation from 42 Technology, alongside many private donations made to our successful Green Match Fund campaign.

5. Home energy projects

Thermal imaging vividly reveals where buildings leak heat. Research shows that thermal imaging increases a homeowner's ability and intention to retrofit their home. Our thermal imaging training and loan scheme trains people in how to use the cameras and interpret the images, and allows them to book a camera to survey their own homes, and those of their friends and neighbours.

This year's thermal imaging programme was marked by a rapid increase in interest in thermal imaging, and in the numbers of cameras we had available for loan. By winter 2022 we had 9 thermal imaging cameras available for trainees: 5 belonging to South Cambridgeshire District Council, 1 to Cambridge City Council and 3 to CCF. 9 volunteers around Cambridge City and South Cambs hosted a camera each for collection and return, so that most loans could be local.

Public demand for training and loans was much stronger than in previous years, at least partly because of the energy crisis. We were unable to fully meet this welcome demand, even with a record number of cameras on loan. We decided to limit training spaces so that new trainees could be assured of being able to book a camera loan. We have already successfully fundraised to enable us to buy more cameras to meet the demand for next season and to further develop and improve the project.

There has also been a surge of interest in thermal imaging from other organisations, with 10 councils and community groups asking us for advice on setting up their own Thermal Imaging schemes. These include

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Suffolk Climate Change Partnership and East Cambs District Council, who now have camera loan schemes in operation. Tring in Transition in Hertfordshire and the Fal Energy Partnership in Cornwall are both trialling loan schemes.

Our *Open Eco Homes* project continues to help people to create beautiful, high functioning, low energy homes with householder led tours of renovated and new build eco homes. In 2022, we ran a total of 20 tours and talks, and for the first time, offered a mixture of in-person and online tours. This included 9 homes open on 14 days (some were open for both online and in-person tours) and 6 very popular online talks. In total we had 370 attendees.

Since the earliest days we've prepared a detailed case study of each Open Eco Home, describing the measures undertaken, and listing the key suppliers used. Following requests to make this information more easily accessible, we've created an online Supplier and Installer Directory listing all the suppliers used and recommended by our hosts. These range from "Air Source Heat Pumps" to "Wood burners".

Of the 370 participants in Open Eco Homes this year, 52% of participants had not been to an Open Eco Homes event before. Based on feedback from participants, we estimate that 416 tonnes CO₂e will be saved by improvements inspired or enabled by this year's event.

6. Building influence in Cambridge and beyond

Connecting and engaging with others is crucial to effectively tackle the climate emergency. In 2022, we continued to work to develop our influence. We met 5 times with the City Council in their Local Climate Change Forum, to liaise with them and other local groups working in similar areas, looking for opportunities to collaborate effectively, and suggesting improvements and new actions.

In November, CCF became a member of the Cambridgeshire Sustainable Travel Alliance, supporting the principle of a Sustainable Travel Zone, as a once-in-a-decade opportunity to make travel in the Cambridge-area lower carbon and to improve public transport and promote active travel. We responded to the 'Making Connections' Sustainable Travel Zone Consultation, advocating improvements to the proposals to make them fairer and beneficial to more people.

CCF also responded to the UK Government Net Zero Review in October 2022, calling for long-term government action and funding of energy efficiency, home insulation and renewable energy programmes that would result in new jobs and lower energy costs. We proposed well targeted, long-term retrofit funding for those who need it, reducing VAT on insulation materials and repairs, reducing stamp duty on homes with good EPCs and removing the planning restrictions on onshore wind.

Summary

In total we were involved in running or supporting others to run 87 carbon reduction events and activities in 2022, nearly doubling the 45 events we ran or supported in 2021. This total includes 53 events run by us, and a further 34 where we supported others to run activities in their communities. We estimate our combined attendance for these events was 3,832 compared with 1,541 in 2021.

Financial review

Fundraising efforts have made a significant difference to our financial result this year. Our total income in 2022 amounted to £119,323 (2021 income £66,286). After total expenditure of £77,196 (2021 £93,805), we ended the year with a surplus of £42,127 (2021 deficit of £27,519).

While we increased both grants and donation income in 2022, we also reduced our costs, largely due to a reduction in staff time for project work. Our restricted 'Open Eco Homes' fund was in deficit in anticipation of further funding yet to be received; in contrast other restricted funds were in credit, including 'Net Zero Now' and 'Circular Cambridge', both anticipating planned project work in 2023.

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Although our unrestricted funds increased to £26,181 by the year end (2021 £12,352), we will need to continue to work at controlling costs, and recovering staff costs through grant income where possible in 2023.

Fundraising efforts since the year end have already helped to improve our financial situation. In 2023 we received new grants from Cambridge City Council and South Cambridgeshire District Council, and thanks to fundraising efforts as part of the Big Give Green Match Fund and new efforts at developing corporate partnerships, we have secured significant new funds for our home energy and repair cafe work.

Reserves

Donation income is our primary funding source for our core fund – from which we support all of the organisation's fixed costs. As donated income cannot always be predicted, and the success of funding bids is not guaranteed, the trustees believe it is prudent for the charity to aim for a minimum reserve equivalent to three months expenditure. This will provide:

- the ability to meet unforeseen expenditure, including costs arising should CCF be wound up (closedown costs, redundancy payments, return of grant funding);
- flexibility in achieving our objectives; and
- a financial 'cushion' until additional core funding can be secured.

In accordance with the Charity Commission's guidelines, the Trustees review this policy annually and consequently manage the cash flow in an appropriately prudent manner. Circumstances in 2021 resulted in the reserve being again slightly lower than the desired amount. Greater income in 2022 has begun to restore the reserves to the appropriate level.

Investments

Although funds are minimal, whenever cash is not required for short-term use, it is held in a separate deposit account in order to earn some interest. The security of those invested funds is inevitably reflected in the low rate of interest currently earned.

Responsibilities of the Board

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the board should follow best practice and:

- select suitable accounting policies and apply them consistently
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The board is responsible for maintaining proper accounting records which 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. The Board is 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 charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected by members of the Company or appointed by resolution or co-option by the Trustees.

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Induction of Trustees

Induction and training of Trustees is currently carried out informally but the Trustees will review this if and when the size of the Board increases.

Trustees Indemnities

In accordance with normal commercial practice, the charity has a policy of purchasing insurance to protect it from claims arising from negligent acts, errors or omissions occurring while on charity business.

Risk Assessment

The Board assesses the risks facing the charity on an ongoing basis; the key risks for this year were identified as:

- Staff being overworked
- Staff being stressed
- Inadequate funding to continue well

The board gives attention to handling these risks and has an action plan to mitigate the key risks and clarify responsibilities for dealing with concerns. Key mitigating activities identified by the Board include:

- Regular appraisals and communication systems that capture and act appropriately on staff concerns
- Clear internal processes and procedures documented and kept up-to-date to assist with handovers
- Accessible avenues for staff to raise concerns, and organisational support to re-evaluate working arrangements
- Active fund-raising group with Trustee, staff and volunteer engagement to identify new sources of funding
- Timely financial management with regard to the reserves policy & exit strategy.
- Regular review of the ratio of reliable funding sources (e.g. regular donations) against uncertain sources (e.g. grants) to achieve a healthy balance.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in engaging the public and administering the charity. In 2022, 7,103 voluntary hours were donated (2021: 2,422 hours), equivalent to £77,423 calculated at the Living Wage.

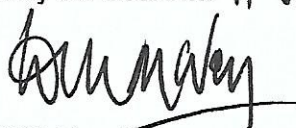
Members of the Board

Members of the board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during 2022 and up to the date of this report are set out above.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of members at 31 December 2022 was 37.

The company has taken advantage of the small companies exemption in preparing the report above. The trustees declare that they have approved the trustees' report (including directors' report) above.

Approved by the Board on *14th September 2023* and signed on its behalf by:



William M McVey
Director and Trustee

Cambridge Carbon Footprint Ltd

Independent Examiner's Report to the Trustees for the year ended 31 December 2022

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (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 the Company 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

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 the Company 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.

Edward Mo FCCA

Websters Cambridge Limited
A Tax, Legal and Accounting firm
10 Wellington Street
Cambridge
CB1 1HW



14/09/23

STATEMENT OF FINANCIAL ACTIVITIES
 (incorporation an income and expenditure account)
FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted General £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:	Notes				
Donations and legacies					
Grants	3	2,492	49,867	52,359	13,557
Donations		42,637	22,786	65,423	49,197
Income from other trading activities					
Fundraising and sponsorship		-	1,500	1,500	3,500
Investments					
Bank interest		41	-	41	32
Total income		45,170	74,153	119,323	66,286
Expenditure on:					
Charitable activities	4	28,818	48,378	77,196	93,805
Total expenditure		28,818	48,378	77,196	93,805
Net income/(expenditure)		16,352	25,775	42,127	(27,519)
Transfers between funds	10	(2,523)	2,523	-	-
Net movement in funds		13,829	28,298	42,127	(27,519)
Reconciliation of funds:					
Total funds brought forward	10	12,352	4,400	16,752	44,271
Total funds carried forward	10	26,181	32,698	58,879	16,752

The notes on pages 11 to 18 form part of these accounts.

BALANCE SHEET

	Notes	2022	2021
Fixed Assets			
Tangible assets		51	124
Total fixed assets	6	<u>51</u>	<u>124</u>
Current assets			
Debtors	7	8,143	3,544
Cash at bank and in hand		56,737	36,267
Total current assets		<u>64,880</u>	<u>39,811</u>
Liabilities			
Creditors: amounts falling due within one year	8	6,052	23,183
Net current assets		<u>58,828</u>	<u>16,628</u>
Total assets less current liabilities		<u>58,879</u>	<u>16,752</u>
The funds of the charity:			
Restricted income funds		32,698	4,400
Unrestricted funds		26,181	12,352
Total charity funds	10	<u>58,879</u>	<u>16,752</u>

For the year ending 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

This report has 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 notes on pages 11 to 18 form part of these accounts.

Approved by the Board on *14th September* 2023 and signed on its behalf by:



Trustee

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

These accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

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), the Companies Act 2006 and the Charities Act 2011.

Cambridge Carbon Footprint Ltd meets the definition of a public benefit entity under FRS 102.

b) Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

With regards to the following year, the most significant area of uncertainty of the charity is the level of donation income which needs to be raised each and every year to fulfill a programme of events.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations, grants and gifts are recognised when receivable.

Income from Gift Aid tax reclaims is recognised for any donations with valid Gift Aid declarations in the same period as the donation. Gift aid is considered to be part of the original gift and is added to the same fund as the original donation unless the donor specifies otherwise. Any amounts of Gift Aid not received by the year end are accounted for in income and accrued income in debtors.

Interest on deposit funds held is included when receivable and the amount can be measured reliably by the charity which is normally upon notification of the interest paid or payable by the bank.

Sponsorship from fundraising and events are recognised in income when the event takes place.

Trading income is recognised on point of sale for both donated and purchased goods and services.

d) Expenditure and irrecoverable VAT

Expenditure and liabilities are recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and is classified as expenditure on charitable activities.

Expenditure on charitable activities includes the direct costs of activities undertaken to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**e) Governance and support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance costs, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity.

Support costs are allocated across funds on the basis of employee time or allocated to the general fund.

f) Redundancy costs

The charity made no redundancy payments during the reporting period.

g) Grants

Grants awarded to other bodies are recognised when an acceptable grant application has been received from the applicant and has been approved by the trustees.

h) Financial instruments

The charity 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.

i) Deferred income

No material item of deferred income has been included in the accounts.

j) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at best estimate of the amount required to settle the obligation at the reporting date.

l) Fixed assets

Equipment, furniture and fittings owned by the Company are capitalised at cost and are depreciated over two to four years on a straight line basis.

m) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

n) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar amount.

o) Taxation

The company 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 company 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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**p) Fund accounting**

Where the charity undertakes a specific project, as determined internally or by the external donor, all incoming and expended resources are accounted for separately through a separate fund.

These funds are classified as follows:

Restricted funds	- Where the grant donor specifies how the funds should be applied.
Unrestricted funds	
General reserve	- All other funds, which are available for general purposes.

q) Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 5. Contributions outstanding at the year end were £288 (2021: £7,560).

The money purchase plan is managed by NEST and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan. The pension fund is then converted into a pension upon the employee's normal retirement age which is defined as when they are eligible for a state pension. The charity has no liability beyond making its contributions and collecting and paying across the deductions for the employee's contributions.

Employer pension contributions are allocated to funds using the same calculation that the related salary costs are allocated to funds.

r) Critical accounting estimates and areas of judgement

Estimates and judgements such as general expenditure accruals and the gift aid debtor are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Based upon the results shown in these accounts, there are no estimates or assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2 Legal status of the Charity

The Company is limited by guarantee, registered in England and Wales and does not have a share capital. As at 31 December 2022 there were 37 (2021 - 32) members.

Members' liability is limited to £10 each in the event of the Company being wound up, while they are members or within one year after they cease to be a member, for payment of debts and liabilities contracted before they ceased to be a member.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

3 Grant Income - Current Year

Note	Unrestricted Funds		Restricted Funds					2022 TOTAL FUNDS
	Core Fund 10	Charter 13	Circular Cambridge 11	Open Eco- Homes 12	Zero Carbon Cambridge 14	Cambridge Sustainable Food 15	Net Zero Now 16	
	£	£	£	£	£	£	£	£
Cambridge City Council	-	2,492	-	3,000	7,000	-	-	12,492
Cambridge Forum (CFCI Trust)	-	-	-	2,000	-	-	-	2,000
South Cambridgeshire District Council	-	-	-	-	-	-	15,000	15,000
National Lottery	-	-	-	-	-	-	10,000	10,000
Other sources	-	-	12,867	-	-	-	-	12,867
	-	2,492	12,867	5,000	7,000	-	25,000	52,359

Grant Income - Prior Year

	£	£	£	£	£	£	£	2021 TOTAL £
Cambridge City Council	-	-	-	4,000	-	-	-	4,000
Cambridge Forum (CFCI Trust)	-	-	-	2,000	-	-	-	2,000
South Cambridgeshire District Council	-	-	-	-	6,000	-	-	6,000
Other sources	1,557	-	-	-	-	-	-	1,557
	1,557	-	-	6,000	6,000	-	-	13,557

4 Expenditure on Charitable Activities
- Current Year

Note	Unrestricted Funds		Restricted Funds					2022 TOTAL FUNDS
	Core Fund 10	Charter 13	Circular Cambridge 11	Open Eco- Homes 12	Zero Carbon Cambridge 14	Cambridge Sustainable Food 15	Net Zero Now 16	
	£	£	£	£	£	£	£	£
Staff Costs	22,855	-	13,919	8,445	7,668	-	499	53,386
Activities & Events including grants	880	795	424	66	510	9,975	59	12,709
Office costs	3,660	-	1,981	1,866	1,811	-	227	9,545
Finance & Governance costs	628	-	339	258	311	-	20	1,556
	28,023	795	16,663	10,635	10,300	9,975	805	77,196

Expenditure on Charitable Activities - Prior Year

	£	£	£	£	£	£	£	2021 TOTAL £
Staff Costs	18,127	7,492	1,021	15,665	8,854	-	17,027	68,186
Activities & Events including grants	62	23	146	-	-	9,975	59	10,265
Office costs	2,831	1,210	166	2,530	1,429	-	2,749	10,915
Finance & Governance costs	2,919	226	29	467	261	387	150	4,439
	23,939	8,951	1,362	18,662	10,544	10,362	19,985	93,805

Governance costs

Included with the above expenses are governance costs as follows:

								2022 TOTAL
Current year								
AGM expenses	(159)	(66)	(9)	(138)	(78)	-	(150)	(600)
Independent Examiner's fees	504	-	273	208	249	-	16	1,250
Prior year								
AGM expenses	159	66	9	138	78	-	150	600
Independent Examiner's fees	318	132	18	276	156	-	300	1,200

CAMBRIDGE CARBON FOOTPRINT LTD

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted Funds		Restricted Funds					2022 TOTAL FUNDS £
		Core Fund 10	Charter 13	Circular Cambridge 11	Open Eco- Homes 12	Zero Carbon Cambridge 14	Cambridge Sustainable Food 15	Net Zero Now 16	
Note		£	£	£	£	£	£	£	
5 Staff Costs - Current Year									
	Salary costs	21,876	-	13,298	8,146	7,324	-	476	51,120
	Employer's National Insurance	-	-	-	-	-	-	-	-
	Employer's Pension contributions	909	-	510	270	310	-	20	2,019
	Travel and subsistence	71	-	110	29	35	-	2	247
4		22,856	-	13,918	8,445	7,669	-	498	53,386
Staff Costs - Prior Year									
	Salary costs	16,452	6,830	931	14,281	8,071	-	15,522	62,087
	Employer's National Insurance	886	368	50	769	435	-	836	3,344
	Employer's Pension contributions	709	294	40	615	348	-	669	2,675
	Travel and subsistence	80	-	-	-	-	-	-	80
4		18,127	7,492	1,021	15,665	8,854	-	17,027	68,186

No employee received remuneration amounting to more than £60,000.

The average monthly head count during the year was 3 (2021 - 5).

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

	2022	2021	
	£	£	
6			
Fixed Assets			
Fixtures, fittings & equipment			
Cost			
As at 1 January 2022	5,910	5,910	
Additions	-	-	
As at 31 December 2022	<u>5,910</u>	<u>5,910</u>	
Depreciation			
As at 1 January 2022	5,786	5,627	
Charge for year	73	159	
As at 31 December 2022	<u>5,859</u>	<u>5,786</u>	
Net book value			
As at 1 January 2022	<u>124</u>	<u>283</u>	
As at 31 December 2022	<u>51</u>	<u>124</u>	
	2022	2021	
	£	£	
7			
Debtors			
Debtors	-	-	
Other debtors	7,793	3,194	
Prepayments and accrued income	350	350	
	<u>8,143</u>	<u>3,544</u>	
All debtors are recoverable in less than one year.			
	2022	2021	
	£	£	
8			
Creditors: Amounts falling due within one year			
Creditors and accruals	3,954	5,225	
Payroll liabilities	2,098	17,958	
	<u>6,052</u>	<u>23,183</u>	
9			
Analysis of net assets between funds - Current Year			
	General funds	Restricted funds	2022 Total funds
	£	£	£
Tangible fixed assets	51	-	51
Current assets	32,073	32,807	64,880
Current liabilities	(5,943)	(109)	(6,052)
Net assets as at 31 December 2022	<u>26,181</u>	<u>32,698</u>	<u>58,879</u>
Analysis of net assets between funds - Prior Year			
	General funds	Restricted funds	2021 Total funds
	£	£	£
Tangible fixed assets	124	-	124
Current assets	20,921	18,890	39,811
Current liabilities	(8,693)	(14,490)	(23,183)
Net assets as at 31 December 2021	<u>12,352</u>	<u>4,400</u>	<u>16,752</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

10 Funds and Reserves

Separate funds have been established for the following reasons:

Restricted funds

Circular Cambridge	Circular Cambridge is a programme of events supporting the development of a grass roots circular economy; these activities support individuals and communities to recycle, reuse, swap, share and repair the things we want and need in our lives.
Open Eco-Homes	Through providing opportunities to visit properties that have applied ecological methods and practices, this project provides inspiration and advice to anyone looking to create a property that is more energy efficient and environmentally friendly.
Zero Carbon Cambridge	Funded by Cambridge City Council, a programme of events and activities designed to encourage and support Cambridge residents to understand and reduce their carbon emissions across all four areas of the carbon footprint: food, energy, shopping and transport.
Cambridge Sustainable Food	A network of individuals and organisations, formerly hosted by CCF but now independent, that have come together to promote sustainable food in Cambridge, working on four key areas: food waste, healthy and sustainable diets, food poverty and developing a food hub for Cambridge.
Net Zero Now	Funded by South Cambridgeshire District Council and the National Lottery, providing training and support to build the knowledge and confidence in local communities to accelerate the move to net zero emissions.

Unrestricted funds

Cambridge Climate Change Charter	This project is delivered on behalf of Cambridge City Council. The Charter is designed to support individuals, businesses and other organisations to better understand and reduce their carbon emissions and pledge action, supported by the Charter's online resources.
Core Fund	The general fund of CCF, providing support for the administrative functions of the charity as well as activities not fully-funded from other sources.

Movements on Funds - Current Year:

	Balance at 1 January 2022	Incoming Resources	Outgoing Resources	Transfers between Funds	Balance at 31 December 2022
	£	£	£	£	£
Restricted Funds					
Circular Cambridge	3,648	23,869	(16,663)	-	10,854
Open Eco-Homes	-	8,284	(10,635)		(2,351)
Zero Carbon Cambridge	733	7,000	(10,300)	2,567	-
Cambridge Sustainable Food	19	10,000	(9,975)	(44)	-
Net Zero Now	-	25,000	(805)	-	24,195
	4,400	74,153	(48,378)	2,523	32,698
Unrestricted Funds					
Core Fund	14,611	42,678	(28,023)	(3,085)	26,181
Cambridge Climate Change Charter	(2,259)	2,492	(795)	562	-
	12,352	45,170	(28,818)	(2,523)	26,181
Total Funds	16,752	119,323	(77,196)	-	58,879

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

10 Funds and Reserves (continued)

Movements on Funds - Prior Year:

	Balance at £	Incoming £	Outgoing £	Transfers £	Balance at £
Restricted Funds					
Circular Cambridge	5,010	-	(1,362)		3,648
Open Eco-Homes	36	9,637	(18,662)	8,989	-
Zero Carbon Cambridge	5,277	6,000	(10,544)		733
Cambridge Sustainable Food	381	10,000	(10,362)		19
Net Zero Now	14,904	-	(19,985)	5,081	-
	25,608	25,637	(60,915)	14,070	4,400
Unrestricted Funds					
Core Fund	11,971	40,649	(23,939)	(14,070)	14,611
Cambridge Climate Change Charter	6,692	-	(8,951)		(2,259)
	18,663	40,649	(32,890)	(14,070)	12,352
Total Funds	44,271	66,286	(93,805)	-	16,752

11 Related Parties

The Trustees neither received nor waived any emoluments during the year (2021 - £nil). One Trustee was reimbursed £62 in relation to office expenses incurred on the Charity's behalf (2021 - £nil).

No Trustee received payment for professional or other services supplied to the charity (2021 - £nil).

During the year aggregate donations were received from 6 trustees and their close family (2021 - 6) amounting to £29,040 (2021 - £26,040).