

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the Charity, its Trustees and advisers	1
Trustees' report	2 - 8
Independent examiner's report	9 - 10
Statement of financial activities	11
Balance sheet	12 - 13
Statement of cash flows	14
Notes to the financial statements	15 - 30

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Trustees

H Cadman
T L Pinter
A Ruia
W E Quantrill (appointed 14 December 2022)
J W Fahie (appointed 16 May 2023)
L J A Balaam (appointed 16 May 2023)
H S Wolley (appointed 31 October 2023)
B H Chandler (resigned 30 November 2022)
S Raychaudhuri (resigned 31 October 2023)

Company registered number

06686196

Charity registered number

1228051

Registered office

216 Dales Road
Ipswich
Suffolk
IP1 4JY

Chief executive officer

Claire Staddon

Accountants

Larking Gowen LLP
Chartered Accountants
1 Claydon Business Park
Great Blakenham
Ipswich
IP6 0NL

Bankers

HSBC UK
12 Tavern Street
Ipswich
IP1 3AZ

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

EMMAUS SUFFOLK LIMITED
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TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Trustees present their annual report together with the financial statements of the Charity for the 1 October 2022 to 30 September 2023. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Chair's Report

Review of activities (October 22 – September 23)

This year has been dominated by the cost of living crisis both for us organisationally as well as for the local community we serve. Basic costs and bills increased well beyond predictions but with the dedication of the Head Office Team in particular our Administrator the impact was mitigated by long term utility contracts all being fixed for 5 years to stabilise our costs. The biggest impact therefore was on the recently acquired Royal Oak site and our newest site – 44 Carr Street.

We were given notice to quit from our long standing Sailmaker site mid 2023 and thankfully our Area Retail Manager was already looking for a larger site. We were able to acquire a large town centre site which housed both the retail and the Wellbeing Hub for a rental less than Sailmakers wanted for a significantly smaller space. Both these issues impacted our income generation expectations for the year but leave us in a much better position for 2023-24.

Hopstead a large housing funder partnered with us to with the funding to install 2 modular housing units built by a CIC based in Waterbeach, Cambridgeshire; New Meaning Foundation. These units have become assets to the Charity and are amazing homes for two single people. They were agreed, built and installed in 2023 and will be deployed for occupation early next financial year. This also attracted an in-kind donation from our Corporate Partner Axter of enough Solar panels for the units to produce more electricity than they use.

It must be noted, however, that this funding was given to the Charity to distribute to all agreed parties involved in the build. With hindsight any future funding of this scale should be distributed directly to the main parties involved as our income information was skewed by this to our disadvantage for other fund applications.

Working with our Federation partners is important and the Board agreed to loan the CEO to Emmaus Cambridge for 2 days a week for 6 months in 2023, to allow the leaving Cambridge CEO to manage their health issues, support the stability of the Community and ensure a seamless recruitment of a new CEO. This opportunity has enriched our relationship with a sister organisation and lead to improved working practices in both Communities.

The core work of offering a wider variety of meaningful activity for homeless, socially-isolated and otherwise vulnerable people has increased due to the pressures of the cost of living crisis. We have worked directly with 260 individuals throughout the past year, more than double last year. This work has involved 1920 separate interventions on issues which is over 300 active 1:1 hours of support.

Our Wellbeing Community Hubs are now a corner stone of our local solidarity offer. All Hubs are free to access and funded through our income generation or through local fundraising and grants. Whilst our retail trading arm continued to provide meaningful activities to companions and volunteers on site at all 4 social enterprises and we have been able to increase our house clearance offer to compliment this. The Royal Oak Community Café has a clear social value around food poverty and its outreach service has cemented its place as a recognised safe space in the local community. The Kids and Carers lunch club has increased to 2 days a week and the

EMMAUS SUFFOLK LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

subsidised One Pot Wonder is served 3 days a week supported through Corporate sponsorship by Axter Roofing, a local Company funding the offer.

The fact that the charity has been able to navigate all the financial challenges in the most difficult operating environment, is due to the hard work, commitment and the innovative approaches taken by our dedicated and hard working team, who have stepped up and adapted swiftly and flexibly to the situation in sensitive ways, going above and beyond in their duty of care, they are a real credit to the organisation.

Whilst income, through our social enterprises has been very limited over the year, a number of grants from a range of organisations including; Hopestead and the Big Lottery Reaching Community Fund has enabled us to both expand our reach and our offer across the East of Suffolk.

We are deeply grateful to all the local businesses and organisations, which have provided support, enabling us to help more people, broadened our offer and strengthen our financial position. In particular Suffolk Building Society becoming a corporate sponsor.



Harriet Cadman
Chair of Trustees

Date: 13 June 2024

EMMAUS SUFFOLK LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities

a. Policies and objectives

The objects of the charity as set out in the company's memorandum and articles of association are the alleviation and relief of poverty, hardship and distress, in conformance with the Emmaus movement. The principal activity of the company is the establishment of social enterprises to offer a work framework for meaningful activities to support vulnerable people and the most poor. It continued to receive some donations for this aim during the year.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Our vision:

A world in which everyone has a home and a sense of belonging.

Our Mission:

Emmaus Suffolk is committed to working as a community, sharing a life where everyone is treated equally, and living in harmony with dignity by helping those less fortunate than ourselves.

Our Strategic Priorities (which are set in line with the Emmaus UK Federation Plan) are to:

Priority Area 1: Beneficiary enrichment:

- Grow our support offer through Hub outreach and volunteering opportunities in the East of Suffolk
- Develop a sister offer in the West of Suffolk
- Increase our housing portfolio to offer a range of solutions to vulnerable people
- Own our own properties to increase tenancy options

Priority Area 2: Income Generation:

- Continue to scale up our current social enterprises to increase cash surplus
- Develop and deliver a new social enterprise that focuses on offering supported employment for current service users
- Deploy a fundraising strategy to increase free reserves

Priority Area 3: Reputation and Reach

- Build robust working partnerships with other service providers to increase choices for service users and reducing financial risks
- Secure corporate partnerships with ethical, local business through our ESG value
- By 2027 have a turnover of £1MIL and be recognised as one of the top three charities in the county.

c. Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'. The objects of the Charity are the alleviation of homelessness and relief of poverty, hardship and the distress they cause to those in need. Our current Strategic Plan for period 2022 – 2027 is consolidating and the next iteration will be developed with companions and staff in the coming year.

This variety offers choice and control to individuals with the purpose of developing their skills to enable them to gain employment in the future and a sense of self-worth and dignity through having a self-supporting life.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Objectives and activities (continued)

Through offering volunteering roles within our social enterprises, we provide business opportunities and experience to give people the chance to rebuild their lives in a supportive enduring environment with related tasks through a work framework.

Over 50% of our workforce has been recruited from our service users. We work in partnership with other local service providers working in the sector; we tend to operate at the “prevention” end of the homelessness spectrum, in that we aim to make interventions to prevent people becoming homeless in the first instance.

Wider Emmaus:

We are an independent local charity and a member of the national Emmaus UK Federation. We work closely with other Emmaus communities, particularly Emmaus Cambridge, whom have helped us with a van load of donated goods for them to sell and by supporting them with house clearances. Our CEO, Claire Staddon, chairs the quarterly Chief Executives meeting for all Emmaus Communities. The staff and companions are encouraged to attend all Emmaus UK peer support groups.

Helping other organisations (solidarity)

- CEO part time secondment at Emmaus Cambridge – to support the outgoing CEO's retirement and successful recruitment of a new CEO.
- Worked directly with 5 other partner organisations to support individuals with £50 worth of household goods. Including Ukrainian Refugee families.
- Companions volunteered their time with other organisations, The Hive & Mens Sheds

Achievements and performance

a. PR activity

Our social media presence has increased over the year, we are working closely with the EUK PR service, and we have a member of staff dedicated to PR, promotion and getting our message out. This year has seen an increase in our coverage:

- 28,421 visitors to the website
- 1,151 of these from social media
- 3,026 followers on Facebook at the end of the year
- 1,417 Instagram followers at the end of the year
- Our tweets during this time were seen by 25,400 people
- 85 pieces of print coverage
- Where data is available, media coverage had a reach of 29,683,542.

We would like to thank all our principal funders for all their support this year:

- Big Lottery Reaching Communities
- Hopestead
- IBC Resilient Communities Fund
- EUK Capacity Building
- East of England Warm banks
- EECOOP Food Poverty
- Rope Trust
- Crane Fund for Widows and Children
- IBC Central Area Committee – Wellbeing Hubs
- Ganzoni Trust
- 29th May 1961 Charitable Trust
- Axter Ltd – 6 Solar Panels including installation

EMMAUS SUFFOLK LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Achievements and performance (continued)

- Attwells Solicitors – In kind funding
- Dave Chapman Motors – In kind funding
- John Gross Ford – In kind funding

Financial review

a. 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 ongoing concern basis in preparing the financial statements.

b. Reserves policy

The Trustees have carried out their annual review of their reserves policy in the year. As part of this process they have considered both the financial impact of risks facing the Charity as well as reserves required for future planned capital projects, commitments and contingent events.

The Trustees have agreed that the Charity should hold 3 months operating expenses in reserve, and in particular ring fence sufficient funds to meet creditors and obligations to Companions and staff should we be forced to cease operations. The reserves policy is reviewed at each trustee meeting and free reserves target is £109,000. Free reserves at the year end were £69,699.

c. Financial overview

The results of the year are set out in the attached financial statements. Emmaus Suffolk receives no core funding and £245,182 (2023 – 33% 2022 – 37%) of income is generated through social enterprises, the remainder coming from general donations, grants and fundraising activities. During the year the charity income from social enterprises grew by 26% to £245,182 (2022 £194,196). Income from donations and grants increased to £433,069 (2022 - £220,201). Housing income increased to £61,153 (2022 £36,861).

There has been a modest decrease in cash funds £10,702 (2022 decrease of £34,634). The Trustees have agreed that the charity should hold 3 months operating expenses in cash reserve.

Inevitably, the largest cost is for the dedicated staff (£280,250 - 2022 £75,002) who deliver the support and run the social enterprises which deliver some of the funds required. Subscribing to the Real Living Wage for all employees and ensuring the high calibre staff are retained and valued is a central tenant to our long term business aims.

d. Risk management

The Trustees regularly review their policy and procedures to minimise the risks which the Charitable company, its employees, all types of Companions, volunteers and customers might encounter. Where appropriate systems or procedures have been established to mitigate such risks. A risk register is maintained to identify, prioritise and address identified operational and strategic risks.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Structure, governance and management

a. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. Trustee nominations either come from other Trustees within the Charity and its supporters or via open advertisement and must be approved by existing Trustees, in accordance with the Articles of Association. When specific skills are required, approaches are made to people with relevant expertise who are sympathetic to the ethos of the Charity. If necessary, a Trustee would be co-opted specifically to cover the required function. The current Trustees and those who served during the year are shown on page 1.

b. Policies adopted for the induction and training of Trustees

Each new Trustee is required to undertake an induction programme which includes briefings on their legal and ethical responsibilities as Trustees, the ethos and values of the Emmaus movement together with the governance, history and operation of Emmaus Suffolk.

Annual appraisals of Trustees are undertaken to measure their collective and individual performance and suitable training is offered in line with the NCVO Code of Good Governance.

c. Organisational structure and decision-making policies

In order to work effectively towards the alleviation of homelessness and relief of poverty and hardship and the distress they cause to those in need, the board of Trustees and the leadership team believe that companions must be at the centre of the organisation, and this is reflected in the structure of the Charity. Full consultations with companions are undertaken on strategic issues and major projects. Feedback and reviews with Companions are delivered by an independent assessor quarterly.

d. Related party relationships

Emmaus Suffolk is a member of the Emmaus UK Federation, working alongside other communities and groups.

e. Financial risk management

Trustees have introduced risk management policies and a risk register which aim to manage and mitigate risks that the Charity might face. These are both reviewed regularly. A nominated Leadership Team member oversees health and safety issues throughout the community with nominated personnel having day to day responsibility for ensuring compliance.

Plans for future periods

We will be reviewing the current strategic plan which is drawing to an end and developing a new Strategic Plan 2027 – 2032. Our focus is on ensuring the sustainability and financial viability of the community. Our vision and mission remain the same, with an emphasis in the new strategic plan of consolidation and improvement in all areas of the Charity and development of new social enterprises.

Members' liability

The Members of the Charity guarantee to contribute an amount not exceeding £1 to the assets of the Charity in the event of winding up.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charity 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).

Company law requires the Trustees to prepare financial statements for each financial . 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 Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
H Cadman



.....
H S Wolley

Date: 13 June 2024

EMMAUS SUFFOLK LIMITED
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Independent examiner's report to the Trustees of Emmaus Suffolk Limited ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2023.

Responsibilities and basis of report

As the Trustees of the Charity (and 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 Charity 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 the Charity's accounts 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 Charity'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 Institute of Chartered Accountants in England & Wales (ICAEW), 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 the Charity 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.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated: 24 June 2024

Giles Kerkham FCA DChA

Larking Gowen LLP
Chartered Accountants
1 Claydon Business Park
Great Blakenham
Ipswich
IP6 0NL

EMMAUS SUFFOLK LIMITED
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	374,417	58,652	433,069	295,092
Charitable activities	4	-	306,335	306,335	231,057
Investments	5	-	1,370	1,370	104
Total income		374,417	366,357	740,774	526,253
Expenditure on:					
Raising funds	6	-	62,470	62,470	170,690
Charitable activities		158,414	371,811	530,225	382,105
Total expenditure		158,414	434,281	592,695	552,795
Net income/(expenditure)		216,003	(67,924)	148,079	(26,542)
Transfers between funds	15	(149,335)	149,335	-	-
Net movement in funds		66,668	81,411	148,079	(26,542)
Reconciliation of funds:					
Total funds brought forward		52,497	180,667	233,164	259,706
Net movement in funds		66,668	81,411	148,079	(26,542)
Total funds carried forward		119,165	262,078	381,243	233,164

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 to 30 form part of these financial statements.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 06686196

BALANCE SHEET
AS AT 30 SEPTEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	192,379	49,536
		192,379	49,536
Current assets			
Stocks	12	2,370	2,370
Debtors	13	26,992	21,811
Cash at bank and in hand		201,149	211,851
		230,511	236,032
Creditors: amounts falling due within one year	14	(41,647)	(52,404)
Net current assets		188,864	183,628
Total assets less current liabilities		381,243	233,164
Total net assets		381,243	233,164
Charity funds			
Restricted funds	15	119,165	52,497
Unrestricted funds	15	262,078	180,667
Total funds		381,243	233,164

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 06686196

BALANCE SHEET (CONTINUED)
AS AT 30 SEPTEMBER 2023

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
H Cadman



.....
H S Wolley

Date: 13 June 2024

The notes on pages 15 to 30 form part of these financial statements.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	2023 £	2022 £
Cash flows from operating activities		
Net cash used in operating activities	138,745	5,741
Cash flows from investing activities		
Dividends, interests and rents from investments	1,370	104
Purchase of tangible fixed assets	(150,817)	(40,479)
Net cash used in investing activities	(149,447)	(40,375)
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	(10,702)	(34,634)
Cash and cash equivalents at the beginning of the year	211,851	246,485
Cash and cash equivalents at the end of the year	201,149	211,851

The notes on pages 15 to 30 form part of these financial statements

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

1. General information

The company is a company limited by guarantee (company no. 06686196, registered England & Wales). The members of the company are the Trustees named on page 1.

The registered office is 216 Dales Road, Ipswich, Suffolk, IP1 4JY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in Sterling (£) and rounded to the nearest £.

Emmaus Suffolk Limited 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.

2.2 Income

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 income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

2. Accounting policies (continued)

2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.4 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.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Plant, machinery and motor vehicles	-	25% reducing balance
Assets in the course of construction	-	Not depreciated
Fixtures, fittings and equipment	-	33% reducing balance
Leasehold improvements	-	10% straight line

2.6 Stocks

Stock is donated to the charity and as such it is not practical to provide a realistic estimation of its value.

Stock purchased for resale are valued at the lower of cost and net realisable value.

2.7 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.

2.8 Cash at bank and in hand

Cash at bank and 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 account.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. Accounting policies (continued)

2.9 Liabilities and provisions

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 Charity 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.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.10 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.12 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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 costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

3. Income from donations and legacies

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Donations	-	48,055	48,055	41,532
Grants	374,417	10,597	385,014	253,560
	<u>374,417</u>	<u>58,652</u>	<u>433,069</u>	<u>295,092</u>
<i>Total 2022</i>	<u><u>215,447</u></u>	<u><u>79,645</u></u>	<u><u>295,092</u></u>	

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Retail charity shop	213,596	213,596	177,427
Cafe income	31,586	31,586	16,769
Housing benefit received	61,153	61,153	36,861
	<u>306,335</u>	<u>306,335</u>	<u>231,057</u>
<i>Total 2022</i>	<u><u>231,057</u></u>	<u><u>231,057</u></u>	

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Interest receivable	1,370	1,370	104
<i>Total 2022</i>	<u><u>104</u></u>	<u><u>104</u></u>	

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

6. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Advertising, marketing, direct mail and publicity	6,472	6,472	6,327
	<u>6,327</u>	<u>6,327</u>	
<i>Total 2022</i>	<u>6,327</u>	<u>6,327</u>	

Fundraising trading expenses

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Warehouse	339	339	195
Insurance	7,138	7,138	4,204
Subscriptions	1,521	1,521	2,812
Companion expenses	14,678	14,678	15,055
Wages and salaries	28,575	28,575	135,394
Employer NI	3,030	3,030	5,794
Pension costs	717	717	909
	<u>55,998</u>	<u>55,998</u>	<u>164,363</u>
<i>Total 2022</i>	<u>164,363</u>	<u>164,363</u>	

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Retail charity shop	408,878	30,520	439,398	214,788
Cafe	33,504	-	33,504	31,450
Head office	12,471	44,852	57,323	135,867
	<u>454,853</u>	<u>75,372</u>	<u>530,225</u>	<u>382,105</u>
<i>Total 2022</i>	<u>263,134</u>	<u>118,971</u>	<u>382,105</u>	

Analysis of direct costs

	Total funds 2023 £	Total funds 2022 £
Staff costs	280,250	75,002
Rent, rates and insurance	68,174	58,242
Direct running costs	11,323	6,776
Motor expenses	4,902	4,659
Property running expenses	19,495	19,394
IT, printing and stationery	14,519	15,277
Repairs and maintenance	15,710	12,145
General expenses	1,716	1,290
Cafe running expenses	23,126	19,048
The Royal Oak Building Expenses	9,745	41,901
Therapeutic offers	1,104	2,871
Stipends	4,789	6,529
	<u>454,853</u>	<u>263,134</u>

Analysis of support costs

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

7. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Total funds 2023 £	<i>Total funds 2022 £</i>
Staff costs	44,852	95,328
Depreciation	8,898	8,441
Staff training	6,749	3,384
Telephone and internet	5,423	4,772
Office expenses	640	690
Accountancy fees	5,418	3,309
Legal and professional fees	3,392	3,047
	75,372	118,971

8. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £3,800 (2022 - £3,500).

9. Staff costs

	2023 £	<i>2022 £</i>
Wages and salaries	330,807	292,115
Social security costs	21,235	15,485
Contribution to defined contribution pension schemes	5,382	4,827
	357,424	312,427

The average number of persons employed by the Charity during the year was as follows:

	2023 No.	<i>2022 No.</i>
Charitable activities	18	17
Governance	1	1
	19	18

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

9. Staff costs (continued)

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

The remuneration of key management personnel for the year totalled £137,450.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 30 September 2023, no Trustee expenses have been incurred (2022 - £NIL).

11. Tangible fixed assets

	Plant, machinery and motor vehicles £	Fixtures, fittings and equipment £	Leasehold improvements £	Assets in the course of construction £	Total £
Cost or valuation					
At 1 October 2022	30,252	7,855	37,750	-	75,857
Additions	-	1,482	-	149,335	150,817
At 30 September 2023	30,252	9,337	37,750	149,335	226,674
Depreciation					
At 1 October 2022	19,814	3,160	3,347	-	26,321
Charge for the year	2,609	1,590	3,775	-	7,974
At 30 September 2023	22,423	4,750	7,122	-	34,295
Net book value					
At 30 September 2023	7,829	4,587	30,628	149,335	192,379
At 30 September 2022	10,438	4,695	34,403	-	49,536

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

12. Stocks

	2023	2022
	£	£
Cafe stock	870	870
Goods for resale	1,500	1,500
	<u>2,370</u>	<u>2,370</u>

13. Debtors

	2023	2022
	£	£
Due within one year		
Trade debtors	1,052	-
Other debtors	6,962	1,045
Prepayments and accrued income	16,535	15,667
Tax recoverable	2,443	5,099
	<u>26,992</u>	<u>21,811</u>

14. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	28,516	33,267
Other taxation and social security	5,632	8,920
Other creditors	3,699	2,096
Accruals and deferred income	3,800	8,121
	<u>41,647</u>	<u>52,404</u>

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. Statement of funds

Statement of funds - current year

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
Unrestricted funds					
General Funds	180,667	366,357	(434,281)	-	112,743
Housing pods	-	-	-	149,335	149,335
	<u>180,667</u>	<u>366,357</u>	<u>(434,281)</u>	<u>149,335</u>	<u>262,078</u>

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
Restricted funds					
Warehouse	5,832	-	-	-	5,832
Masonic charitable	462	-	(462)	-	-
Reaching communities	-	79,500	(67,984)	-	11,516
Male Cave	-	25,000	(3,622)	-	21,378
Felixstowe Hub	-	1,030	(1,030)	-	-
Music Hub	2	-	(2)	-	-
LEP fund	10,508	-	(10,508)	-	-
High Sheriff	-	4,000	(4,000)	-	-
SSE	9,587	-	-	-	9,587
Kids & Carers	3,972	-	(3,972)	-	-
Naturesave Trust	-	2,000	(2,000)	-	-
Cook club	4,643	-	(4,499)	-	144
Garfield Weston	13,607	19,615	(28,436)	-	4,786
Hopestead	2,584	210,000	(5,231)	(149,335)	58,018
One Pot Wonder (Axter)	1,300	-	-	-	1,300
Community Cafe	-	16,975	(16,307)	-	668
EUK (Environmental)	-	16,297	(10,361)	-	5,936
	<u>52,497</u>	<u>374,417</u>	<u>(158,414)</u>	<u>(149,335)</u>	<u>119,165</u>

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. Statement of funds (continued)

Total of funds	233,164	740,774	(592,695)	-	381,243
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The purpose of each restricted fund is as follows:

Warehouse - To fund rent and business rates for the Warehouse

Community Cafe - To cover core costs of the community cafe project

Masonic Charitable - To fund a specific service with the hub supporting those at risk of homelessness

Reaching Communities - To fund a third hub and a second community house, this is funding for three years

Felixstowe Hub - To help fund staffing and activities at the Felixstowe hub

Music Hub - To fund a music club within the Ipswich hub

LEP fund - Funding to employ a support worker for the workshop and to develop the workshop service to a cost neutral service

SSE - Assistance towards core costs at Royal Oak

Kids & Carers - To provide a kids and carers lunch club at Royal Oak

Cook Club - To provide a cooking club at the community cafe

Garfield Weston - Funding towards the hubs and co-ordinators

Hopestead - Funding for core costs of the community cafe project

EUK Environment - Royal Oak working efficiencies

Naturesave Trust - Upcycling materials & well-being activities

High Sheriff - Core costs across the organisation.

Male Cave - Royal Oak - breakfast bap offer and support for well-being club

One pot wonder - Royal Oak - meal offer and well being

Transfers

The transfer between Hopestead and fixed asset fund - Housing Pods - is for expenditure spent from the Hopestead grant on housing pods which are sat within assets in the course of construction within fixed assets.

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2022 £</i>
Unrestricted funds					
Designated funds					
Community cafe	-	17,000	(17,000)	-	-
General funds					
General Funds	182,451	293,806	(289,529)	(6,061)	180,667
Total Unrestricted funds	182,451	310,806	(306,529)	(6,061)	180,667

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. Statement of funds (continued)

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2022 £</i>
Restricted funds					
IBC travel fund	1,850	-	(1,875)	25	-
PCC fund	5,770	-	(5,770)	-	-
Warehouse	5,832	-	-	-	5,832
Community cafe	18,279	-	(20,012)	1,733	-
Masonic charitable	32,000	-	(31,538)	-	462
Reaching communities	13,524	86,500	(103,337)	3,313	-
Male Cave	-	29,959	(30,860)	901	-
Felixstowe Hub	-	20,325	(20,414)	89	-
Music Hub	-	2,620	(2,618)	-	2
LEP fund	-	19,156	(8,648)	-	10,508
High Sheriff	-	5,000	(5,000)	-	-
SSE	-	12,087	(2,500)	-	9,587
Kids & Carers	-	5,000	(1,028)	-	3,972
Naturesave Trust	-	3,000	(3,000)	-	-
Cook club	-	5,000	(357)	-	4,643
Garfield Weston	-	15,500	(1,893)	-	13,607
Hopestead	-	10,000	(7,416)	-	2,584
One Pot Wonder (Axter)	-	1,300	-	-	1,300
	<u>77,255</u>	<u>215,447</u>	<u>(246,266)</u>	<u>6,061</u>	<u>52,497</u>
Total of funds	<u>259,706</u>	<u>526,253</u>	<u>(552,795)</u>	<u>-</u>	<u>233,164</u>

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

16. Summary of funds

Summary of funds - current year

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
General funds	180,667	366,357	(434,281)	149,335	262,078
Restricted funds	52,497	374,417	(158,414)	(149,335)	119,165
	<u>233,164</u>	<u>740,774</u>	<u>(592,695)</u>	<u>-</u>	<u>381,243</u>

Summary of funds - prior year

	Balance at 1 October 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2022 £
Designated funds	-	17,000	(17,000)	-	-
General funds	182,451	293,806	(289,529)	(6,061)	180,667
Restricted funds	77,255	215,447	(246,266)	6,061	52,497
	<u>259,706</u>	<u>526,253</u>	<u>(552,795)</u>	<u>-</u>	<u>233,164</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	192,379	192,379
Current assets	119,165	111,346	230,511
Creditors due within one year	-	(41,647)	(41,647)
Total	<u>119,165</u>	<u>262,078</u>	<u>381,243</u>

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	-	49,536	49,536
Current assets	52,497	183,535	236,032
Creditors due within one year	-	(52,404)	(52,404)
Total	<u>52,497</u>	<u>180,667</u>	<u>233,164</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	148,079	(26,542)
Adjustments for:		
Depreciation charges	7,974	8,441
Dividends, interests and rents from investments	(1,370)	(104)
Decrease/(increase) in stocks	-	(870)
Increase in debtors	(5,181)	(1,107)
Increase/(decrease) in creditors	(10,757)	25,923
Net cash provided by operating activities	<u>138,745</u>	<u>5,741</u>

19. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	201,149	211,851
Total cash and cash equivalents	<u>201,149</u>	<u>211,851</u>

EMMAUS SUFFOLK LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

20. Analysis of changes in net debt

	At 1 October 2022 £	Cash flows £	At 30 September 2023 £
Cash at bank and in hand	211,851	(10,702)	201,149
	<u>211,851</u>	<u>(10,702)</u>	<u>201,149</u>

21. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £4,665 (2022 - £4,827). £1,072 (2022: £841) were payable to the fund at the balance sheet date and are included in creditors.

22. Operating lease commitments

At 30 September 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	64,670	56,503
Later than 1 year and not later than 5 years	128,941	101,319
	<u>193,611</u>	<u>157,822</u>

23. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2023.

