

THE BESOM IN WITNEY

Accounts – 31st October 2021

THE BESOM IN WITNEY

(A company limited by guarantee and not having a share capital)

Charity number: 1146040
Company number: 7844402

Accounts – 31st October 2021

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THE BESOM IN WITNEY

**REPORT OF THE TRUSTEES
for the year ended 31st October 2021**

The Trustees are pleased to present their annual report and financial statements of the charitable company for the year ended 31st October 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and the charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland; FRS 102) issued in October 2019.

Reference and Administration Details

The charity's name is The Besom in Witney.

Charity Registration Number: 1146040

Company Number: 7844402

Registered Office: 22b High Street, Witney, Oxon, OX28 6RB

Trustees and Directors

The Trustees of the charitable company (the charity) are its Directors for the purposes of company law. The Trustees and officers who served during the year and since the year end were as follows:

G Simmonds (resigned 6 December 2021)
R Crossley
P Ledden
S Wingfield Digby
D Taylor

Objectives and Activities

The main objects of the charity are:

- i) To relieve persons in conditions of need or hardship or who are aged or distressed
- ii) The advancement of education
- iii) The advancement of the Christian faith

In planning the activities of the charitable company the directors have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

The public benefit objective is achieved through our work in the community outlined below.

Achievements and Performance

As with the operating year 2019-2020, activity was impacted by the effects of the pandemic. We saw a significant and understandable drop off in numbers of time givers and changes to the time givers coming to the fore as the older and more vulnerable members of the team shielded once more, and quite rightly took a step back from the frontline. Administration has always been undertaken remotely from homes and so there was no change or impact to our administration behind the scenes.

Despite the difficulties of delivering safely to those in a time of need, we continued with much of the ministry effectively, if not quite 'as normal'.

REPORT OF THE TRUSTEES
for the year ended 31st October 2021 (Continued)

Achievements and Performance (continued)

We saw a continued high demand for emergency food support and the team delivered 603 parcels between November 2020 and October 2021, plus 73 Christmas hampers. Emergency food parcels comprised what food gifts we could include, generally a minimum of 3-days worth of food, plus an accompanying supermarket voucher so that the recipient had the dignity of buying their own fresh food items.

A significant amount of food was bought to replenish stocks because gifts of food through the churches was much less due to churches operating on line and not face to face for much of the year.

Our team managed to keep up good communication through regular weekly zoom meetings and ensured the Christian focus of this work.

Van runs, collecting and delivering household items and furniture, were only carried out on an emergency basis during most of this year by “family bubble” teams (35) and we managed a couple of normal teams in October, making 37 van runs in total. We also supplemented this with some direct deliveries from Argos, John Lewis and Dunelm (total of 15). As doorstep collections were difficult and storage was at capacity for much of the year, we declined a lot of items that in normal circumstances we’d have been pleased to pass on.

As money giving remained high we were able to buy emergency items such as beds, bedding, and some household items to supplement the ‘house packs’ we were providing to those going into housing with nothing or almost nothing. At a minimum, we could supply something to sleep on, towels and toiletries, essential cooking items (microwave, toaster, kettle) and essentials to be able to cook and eat, alongside a food parcel and/or voucher to start their cupboards off with.

As it was almost impossible to offer project opportunities safely, we have been unable to accept referrals or offer time giving opportunities to as many groups as usual. Therefore, we have had just two projects undertaken towards the end of this operating year where a group returned twice to a former recipient to make her garden safe and bought her a replacement mower as part of this.

We are grateful that the team members going out and about have stayed healthy and safe during a particularly challenging set of circumstances, and that the wider team has remained good humoured, healthy and supportive whilst based more at home.

Reserves Policy

The trustees have considered the charity’s requirements for reserves and presently have a policy of maintaining funds equivalent to four months of average expenditure. This would be in the region of £7,000 currently. We do not directly fund raise and so if there were significant and sustained drops in income this would provide enough time to adapt to changing circumstances. Our premises are sensibly licensed, not leased, to mitigate against potential future variances in income, but we are potentially at the mercy of landlord whims as experienced last year. Healthy reserves provide flexibility to take on alternative suitable premises at short notice should that become necessary.

Some donations are ring-fenced for particular purposes. There is no deliberate policy of holding such money back from being spent. We will do so as we become aware of needs fitting the criteria specified by the giver. We are grateful that to date we have not turned down a reasonable request for help due to lack of funds.

REPORT OF THE TRUSTEES
for the year ended 31st October 2021 (Continued)

Structure, Governance and Management

Governing Document

The Besom in Witney is a company limited by guarantee governed by its Memorandum and Articles of Association dated 7th November 2011. It is registered as a charity with the Charity Commission. Members of the charitable company guarantee to contribute amounts not exceeding £10 to the assets of the charitable company in the event of winding up.

Appointment of Trustees

The trustees keep the composition of the board under review and will seek to appoint additional members with appropriate skills and expertise should the need arise. Interested parties are given details of the background of the charitable company in order to make them aware of current activities.

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.

Approved by the trustees on 12th March 2022 and signed on its behalf by:

Paul Ledden
.....
Trustee/Director

Witney

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of The Besom in Witney for the year ended 31st October 2021.

Responsibilities and Basis of Report

As the charity's trustees (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 charitable 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 charitable 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 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.

A P Williams BSc FCCA
A J Carter & Co
Chartered Accountants

22b High Street
Witney
Oxon
OX28 6RB

21st March 2022

Statement of Financial Activities
(including an income and expenditure account)

for the year ended 31st October 2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
Income from:					
Donations and legacies	3	39,306	-	39,306	44,937
Investment income	4	3	-	3	22
Total incoming resources		<u>39,309</u>	<u>-</u>	<u>39,309</u>	<u>44,959</u>
Expenditure on:					
Charitable activities	5	53,280	-	53,280	27,930
Total expenditure		<u>53,280</u>	<u>-</u>	<u>53,280</u>	<u>27,930</u>
Net income/(expenditure) and net movement in funds for the year		(13,971)	-	(13,971)	17,029
Transfer between funds		-	-	-	-
Net movement in funds		<u>(13,971)</u>	<u>-</u>	<u>(13,971)</u>	<u>17,029</u>
Reconciliation of funds					
Total funds brought forward		36,434	-	36,434	19,405
Total funds carried forward		<u>£22,463</u>	<u>£-</u>	<u>£22,463</u>	<u>£36,434</u>

There were no recognised gains or losses other than those shown in the Statement of Financial Activities.

The notes on page 7 to 10 form part of these financial statements.

THE BESOM IN WITNEY

6.

BALANCE SHEET

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	9	402	2,850
Total fixed assets		<u>402</u>	<u>2,850</u>
Current assets			
Cash at bank and in hand		22,697	34,220
Total current assets		<u>22,697</u>	<u>34,220</u>
Liabilities			
Creditors falling due within one year	10	636	636
Net current assets		<u>22,061</u>	<u>33,584</u>
Total assets less current liabilities		<u>22,463</u>	<u>36,434</u>
Total net assets	11	<u><u>£22,463</u></u>	<u><u>£36,434</u></u>
The funds of the Charity			
Restricted income funds	12	-	-
Unrestricted income funds	12	22,463	36,434
Total unrestricted funds		<u>22,463</u>	<u>36,434</u>
Total charity funds		<u><u>£22,463</u></u>	<u><u>£36,434</u></u>

For the year ended 31st October 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and

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

These accounts have been prepared in accordance with the special provisions relating to companies subject to the Small Companies Regime with Part 15 of the Companies Act 2006.

These accounts were approved by the board of directors and authorised for issue on: 12th March 2022 and are signed on their behalf by:

Paul Ledden

 Trustee/Director

The notes on pages 7 to 10 form part of these financial statements

NOTES TO THE ACCOUNTS
for the year ended 31st October 2021

1. **Accounting Policies**

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

a) **Basis of Preparation**

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

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Public Benefit Entity

The Besom in Witney meets the definition of a public benefit entity as defined by FRS 102.

Going Concern

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

b) **Income Recognition Policies**

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions attached to the items of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Income received in advance of a specific performance or provision of other specified service is deferred until the criteria for income recognition are met.

c) **Donated Services**

In accordance with the Charities SORP (FRS 102) the general time of volunteers is not recognised in the accounts.

d) **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 bank.

e) **Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for the particular areas of the Charity's work or for specific projects being undertaken by the Charity.

NOTES TO THE ACCOUNTS
for the year ended 31st October 2021

f) **Expenditure and Irrecoverable VAT**

Expenditure is 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. Expenditure is classified under the following activity headings:

- Expenditure on Charitable activities.
- Other expenditure represents those items not falling into any other heading.

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

g) **Tangible Fixed Assets**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on the straight-line basis as follows:

Asset Category	Annual Rate
Motor vehicles	25%

h) **Debtors**

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

i) **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 account.

j) **Creditors and Provisions**

Creditors and provisions 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. **Legal Status of the Charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

3. **Income from donations**

	2021	2020
	£	£
Gifts and donations	39,306	44,937
	<u>£39,306</u>	<u>£44,937</u>

NOTES TO THE ACCOUNTS
for the year ended 31st October 2021

4. **Investment income**

	2021	2020
	£	£
Interest	3	22
	<u>£3</u>	<u>£22</u>

5. **Analysis of expenditure on charitable activities**

	2021	2020
	Total	Total
	£	£
Supporting those in need	47,063	23,014
Motor and travel	1,157	870
Administration and publicity	1,553	587
Insurance	423	375
Independent examiner's fee	636	636
Depreciation	2,448	2,448
Total	<u>£53,280</u>	<u>£27,930</u>

6. **Net income/(expenditure) for the year**

	2021	2020
	£	£
<i>This is stated after charging:</i>		
Depreciation	2,448	2,448
Independent examiner's fee	<u>636</u>	<u>636</u>

7. **Related party transactions**

During the year there have been no transactions with any of the trustees which require separate disclosure within the financial statements.

No trustees received any remuneration or were paid any expenses during the year (2020: £Nil).

8. **Corporation tax**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

NOTES TO THE ACCOUNTS
for the year ended 31st October 2021

9. **Tangible fixed assets**

	Motor Vehicles £	Total £
Cost:		
As at 1 November 2020	9,784	9,784
Additions	-	-
As at 31 October 2021	<u>9,784</u>	<u>9,784</u>
Depreciation:		
As at 1 November 2020	6,934	6,934
Charge for year	<u>2,448</u>	<u>2,448</u>
As at 31 October 2021	<u>9,382</u>	<u>9,382</u>
Net book value:		
As at 31 October 2021	<u>£402</u>	<u>£402</u>
As at 31 October 2020	<u>£2,850</u>	<u>£2,850</u>

10. **Creditors: amounts falling due within one year**

	2021 £	2020 £
Accruals	<u>636</u>	<u>636</u>
	<u>£636</u>	<u>£636</u>

11. **Analysis of net assets between funds**

	General Fund £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	402	-	-	402
Cash at bank and in hand	22,697	-	-	22,697
Other net current assets/(liabilities)	<u>(636)</u>	<u>-</u>	<u>-</u>	<u>(636)</u>
Total	<u>£22,463</u>	<u>£-</u>	<u>£-</u>	<u>£22,463</u>

12. **Analysis of charitable funds****Analysis of movements in unrestricted funds**

	Balance 01.11.2020 £	Incoming resources £	Resources expended £	Transfers £	Funds 31.10.2021 £
General fund	36,434	39,309	(53,280)	-	22,463
Total	<u>£36,434</u>	<u>£39,309</u>	<u>£(53,280)</u>	<u>£-</u>	<u>£22,463</u>