

The
**Matthew
Tree**
Project®

Supporting
vulnerable
households
in Bristol
since 2010

By providing the food
equivalent of over 2.1
million meals and
helping over 12,000
people escape a life
of poverty



FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

Registered charity number: 1146401

Company number: 07324296

OFFICERS AND PROFESSIONAL ADVISORS

TRUSTEES who have served during the year and up until the date of signing the report are:

Nigel Goodway
Roger Wooldridge
Jonathan Evans

TRUSTEES who were either appointed or resigned during the period and prior to signing these accounts:

Lorraine Patch – resigned 29 May 2021
Colin Sainsbury CMC FIC – appointed 12 August 2021

INDEPENDENT MANAGEMENT ADVISOR

Anstey Barton Consulting
Huntsham
Tiverton
EX16 7NG

INDEPENDENT HR ADVISOR

BrightHR
Peninsula Consulting
Victoria Place
Manchester M4 4FB

FINANCIAL OFFICER

Sue McQuaid
Libra Accounting Services Ltd
54 Petherton Gardens
Hengrove, Bristol BS14 9BS

BANKERS

HSBC Bank plc
431 Oxford Street
London
W1C 2DA

INSURERS

Zurich Insurance plc
The Zurich Centre
3000 Parkway
Whiteley, Fareham PO15 7JZ

PRINCIPAL OFFICE OF THE CHARITY

10 Filwood Broadway
Knowle
Bristol
BS4 1JL

REGISTERED OFFICE OF THE CHARITY

3rd Floor
207 Regent Street
London
W1B 3HH

INDEPENDENT ACCOUNTS EXAMINER

Andy Forse FMAAT
Causeway Accountancy
279 Lodge Causeway
Bristol BS16 3RA

IMPACT MONITORING ADVISORS

Clarity CIC
The Old Bakery, Old Road
Harbertonford
Totnes TQ9 7TA



Fully integrated bespoke case management and impact monitoring system designed on the APRICOT® software platform and underpinned by The Matthew Tree Project 'Theory of Change Framework'.

REPORT OF THE TRUSTEES

The Board of Trustees present their annual report and the independently examined financial statements for the year ended 31 December 2021. These are prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Trust Deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Financial Reporting Standard 102 and the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Mathew Tree Project was established in July 2010 and is a registered charity, number 1146401. The charitable company is registered as a company limited by guarantee, as defined by the Companies Act 2006. The governing document is its Memorandum and Articles of Association, and it is a registered company (number 7324296).

The Charitable Company has no share capital, but under the terms of the Memorandum of Association, every member is liable to contribute a sum not exceeding £10 in the event of the Charitable Company being wound up.

The principal objects of the Charitable Company are:

"To relieve financial hardship amongst all peoples of all ages in the local communities in accordance with a Christian ethos."

RISK MANAGEMENT

The Trustees confirm that they regularly review the significant risks facing the Trust and have systems and procedures in place to mitigate those risks. The risk policy has adopted a risk mapping methodology that is applied to each identified risk, assessing the likelihood of it occurring and the severity of the impact of occurrence on the Trust.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

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

RESULTS FOR THE YEAR

The charity received income for the year of £625,644, (2020: £989,302), including £389,117 (2020: £449,225) of food gifts for distribution to those in need. Expenditure for the year was £659,329 (2020: £845,530).

RESERVES POLICY

The trustees aim to hold no more than £100,000 of free reserves. Any funds over this level are reinvested in the development of client services. At the end of the year, free reserves were £34,530, and at the end of 2020 free reserves were £124,268.

GOING CONCERN

After making enquiries, the Trustees have a reasonable expectation that the Trust has adequate resources to continue its objectives and activities for the public benefit for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and financial statements.

Further details regarding the adoption of the going concern basis are in note 1 'Accounting Policies' in the financial statements.

Covid-19 Pandemic

Covid-19 was first reported during the previous reporting period. The World Health Organization declared the outbreak a Public Health Emergency of International Concern on 30 January 2020, and a pandemic on 11 March 2020.

As a result, 2021 has been a brutal year for so many people because of the worldwide pandemic which has claimed the lives of circa 208,000 people in the UK (people who died within 28 days of testing positive for Covid-19) as of 7 October 2022.

The crisis support services provided by The Matthew Tree Project has meant that the charity is regarded as a provider of key frontline emergency support services. Covid-19 has sharply increased demand on the charity: open case load rose from 320 people to 671 people between March 2020 and February 2021; and has significantly increased operational costs.

Covid-19 has placed un-imaginable pressure on the resources and processes of the charity – at entry point by way of food supplies and further down the line in addressing the underlying causes of the crisis. Due to Covid-19, the way services are delivered has been completely repurposed:

Support Centres / Community Hubs Temporarily Closed

All five 'Rebuilding Lives Community Hubs' closed for the safety of the clients, many of whom are vulnerable, and our volunteers and staff.

City-wide Home Delivery Foodservice Launched

Weekly home delivery foodservice introduced. By the end of December 2021, The Matthew Tree Project were distributing the food equivalent of circa. 9000 meals per week – up from 6000 (Feb, 2020).

New Crisis Support Phone Line Launched

A (lifeline) weekly crisis support phone service has been introduced which has enabled the programme to continue to help people address their crisis situation and rebuild a better future.

RELATED PARTIES

The Matthew Tree Project wholly own Rise Social Enterprise Limited, company limited by shares number 10740064.

AWARDS

The Matthew Tree Project were awarded the following accolades:

Winner of Bristol Prestige Award for 'Best in Charitable Community Services' in 2020, 2021, and 2022.



TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees (who are also directors of The Matthew Tree Project for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on31/10/2022.....and signed on their behalf by:



Colin Sainsbury CMC FIC – Trustee Chair
31 October 2022

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees of The Matthew Tree Project

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (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 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

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the 'Association of Accounting Technicians', 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 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.



Andy Forse FMAAT
Causeway Accountancy
279 Lodge Causeway
Fishponds
Bristol BS15 3RA

Date: 31/10/22

**THE MATTHEW TREE PROJECT: FINANCIAL
ACCOUNTS 2021**

	NOTE	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations		55,161.30	389,117.64	444,278.94	503,976.00
Grants receivable		70,770.14	106,590.50	177,360.64	481,165.00
Charitable activities		-	-	-	-
Other sources		4,004.50	-	4,004.50	4,161.00
Total income		129,935.94	495,708.14	625,644.08	989,302.00
Expenditure on:					
Raising funds		10,406.29	-	10,406.29	18,208.00
Charitable activities	2	48,682.53	600,240.20	648,922.73	827,322.00
Total expenditure		59,088.82	600,240.20	659,329.02	845,530.00
Net income/(expenditure) and net movement in funds	3	70,847.12	-	-	143,772.00
Total funds at 1 January 2021	10	188,773.00	193,474.00	382,247.00	238,475.00
Total funds at 31 December 2021	10	259,620.12	88,941.94	348,562.06	382,247.00

There are no recognised gains or losses other than the results for the year as set out above.

All activities are classed as continuing.

Fund-accounting comparative transactions are shown in note 4.

	NOTE	2021 £	2020 £
Fixed assets			
Tangible fixed assets	6	34,081.96	42,744.00
Investments	7	<u>1.00</u>	<u>1.00</u>
		34,082.96	42,745.00
Current assets			
Debtors	8	1,250.00	1,250.00
Food stocks		34,642.09	32,918.00
Rise loan account		221,239.04	163,886.00
Cash at bank		<u>62,030.12</u>	<u>149,111.00</u>
		319,161.25	347,165.00
Creditors: amounts falling due within one year		-	-
	9	<u>4,681.85</u>	<u>7,663.00</u>
Net current assets		<u>348,562.36</u>	<u>382,247.00</u>
Restricted and unrestricted funds			
Unrestricted funds	11	88,941.95	188,773.00
Restricted funds	11	259,620.08	193,474.00
Total funds		<u>348,562.03</u>	<u>382,247.00</u>

Net cash flow from operating activities		- 87,080.88	112,127.00
Non-operational cash flows:			
Investing activities			
Investment income		-	2.00
Payments for tangible fixed assets		- 2,083.98	- 4,873.00
Net cash inflow/(outflow) for the year	A	- 89,164.86	- 107,256.00

Cashflow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

A	Analysis of changes in cash during the year	2021	2020	Change
		£	£	£
	Cash at bank and in hand	62,030.12	149,111.00	87,080.88
		2020	2019	Change
		£	£	£
	Cash at bank and in hand	148,111.00	41,855.00	107,256.00

B Analysis of changes in net debt

	At	Cash flows	Non cash flows	At
	01-Jan-21			31-Dec-21
	£	£	£	£
Cash and cash equivalents				
Cash	149,111.00	87,080.88	-	62,030.12
Total	149,111.00	87,080.88	-	62,030.12
	At	Cash flows	Non cash flows	At
	43,831.00			44,196.00
	£	£	£	£
Cash and cash equivalents				
Cash	41,855.00	107,256.00	-	149,111.00
Total	41,855.00	107,256.00	-	149,111.00

1 Accounting Policies

a) The financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, Financial Reporting Standard FRS102, and the Charities' Statement of Recommended Practice (FRS102). Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity meets the definition of a public benefit entity under FRS102.

The trustees consider that the charity is able to continue as a going concern for at least the next twelve months.

Please refer to the trustees' consideration in the Trustees' Report.

b) Income from donations is included when it is receivable, except as follows:

I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;

II. When donors impose conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

c) Gifts in kind includes donated services and facilities which are recognised at a reasonable estimate of their gross value to the Charity. An equivalent amount has been included as expenditure under the appropriate heading in the Statement of Financial Activities.

d) Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes attributable VAT, which cannot be recovered.

e) Grants payable is charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

f) Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	5% per annum on a reducing balance basis
Office equipment, furniture and fixtures	5% per annum on a reducing balance basis
Motor vehicles	5% per annum on a reducing balance basis

g) Cash at bank includes cash and short-term highly liquid investments with a notice of withdrawal period of three months or less.

h) 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.

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

j) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

l) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Costs of activities in furtherance of charity's objectives

	Total Funds 2021 £	Total Funds 2020 £
Direct costs		
Food costs	395,076.97	551,843.00
Premises	539.86	7,925.00
Salaries	132,252.39	111,792.00
Strategic partner grants	3,750.00	30,000.00
Hardship grants	530.00	250.00
	531,069.50	701,810.00
Support costs		
Salaries	72,598.41	83,259.00
Employer's pension costs	2,768.36	2,565.00
Other staff costs	717.35	581.00
Printing and stationery	9,880.04	9,821.00
Meeting costs	416.35	565.00
IT costs	6,529.91	7,573.00
Evaluation and consultancy costs		
Motor and travel expenses	6,438.03	5,296.00
Insurance		
Depreciation	10,701.12	6,630.00
Miscellaneous expenses	2,382.21	5,519.00
Governance costs		
Legal and professional fees	3,350.28	1,664.00
Independent examiner's fee	-	-
Accountancy	2,071.20	2,039.00
	117,853.26	125,512.00
	648,922.76	827,322.00

4 Fund-accounting comparative figures

	General Funds £	Restricted Funds £	Total Funds 2021 £
Income from:			
Donations	55,157.80	389,117.64	444,275.44
Grants receivable	70,774.14	106,590.50	177,364.64
Charitable activities	-	-	-
Other sources	4,004.00	-	4,004.00
Total income	129,935.94	495,708.14	625,644.08
Expenditure on:			
Raising funds	10,406.00	-	10,406.00
Charitable activities	48,682.86	600,240.19	648,923.05
Total expenditure	59,088.86	600,240.19	659,329.05
Net income/(expenditure) and net movement in funds	70,847.08	104,532.05	33,684.97
Total funds at 1 January 2021	124,268.00	257,979.33	382,247.33
Total funds at 31 December 2021	195,115.08	153,447.28	348,562.36

5 Salaries

	2021 £	2020 £
Salaries	190,531.85	181,004.00
National Insurance	14,318.95	14,047.00
Employer's pension contributions	2,768.36	2,564.00
	207,619.16	197,615.00

6 Tangible Fixed Assets

	Equipment £	Office equipment, fixtures & fittings £	Motor vehicles £	Total £
Cost				
At 1 January 2021	65,753.00	26,351.00	13,297.00	105,401.00
Additions		1,538.98	500.00	2,038.98
At 31 December 2021	65,753.00	27,889.98	13,797.00	107,439.98
Depreciation				
At 1 January 2021	36,863.00	14,720.00	11,074.00	62,657.00
Charge for the year	8,278.91	1,736.07	686.14	10,701.12
At 31 December 2021	45,141.91	16,456.07	11,760.14	73,358.12
Net book value				
At 31 December 2021	20,611.09	11,433.91	2,036.86	34,081.86
At 31 December 2020	28,890.00	11,631.00	2,223.00	42,744.00

7 Investments

	2021 £	2020 £
100% holding in subsidiary	1	1

RISE Social Enterprise Ltd (company number 10740064) is a subsidiary of the charity. At the end of the year, the company owed The Matthew Tree Project £221,239 (2020: £163,886) for equipment and other services.

8 Debtors

	2021	2020
	£	£
Rental deposits	1250	1250
	<u>1250</u>	<u>1250</u>

9 Creditors falling due within one year

	2021	2020
	£	£
Creditors	1.00	982.00
PAYE and NI, salaries	4,680.85	6,681.00
	<u>4,681.85</u>	<u>7,663.00</u>

10 Movement in funds

	At 1 January 2021	Income	Expenditure	Transfers	At 31 December 2021
	£	£	£	£	£
Restricted funds					
Key personnel salaries	43,934.30	-	43,934.00	-	0.30
Food distribution operations	41,975.07	30,000.00	56,975.07	-	15,000.00
Rebuilding Lives	15,347.00	51,590.50	66,937.50		-
RISE Social Enterprise	20,000.00	-	20,000.00	-	-
Data Analysis Officer	12,500.00	25,000.00	25,000.00	-	12,500.00
Designated funds; Food stock funds	59,717.93	389,117.64	387,393.62		61,441.95
	<u>193,474.30</u>	<u>495,708.14</u>	<u>600,240.19</u>	<u>-</u>	<u>88,942.25</u>
 Unrestricted general funds	 188,773.00	 129,935.94	 59,088.86	 -	 259,620.08
 Total funds	 <u>382,247.30</u>	 <u>625,644.08</u>	 <u>659,329.05</u>	 <u>-</u>	 <u>348,562.33</u>

Movement in funds - prior year

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Restricted funds					
Key personnel salaries	34,967.00	53,800.00	-	-	43,934.00
Food distribution operations	61,675.00	30,000.00	-	-	76,675.00
Rebuilding Lives	30,347.00	82,017.00	-	-	15,347.00
RISE Social Enterprise	5,000.00	20,463.00	-	-	25,000.00
Money Smart Work Wise	5,000.00	-	-	-	5,000.00
Mobile Foodstore	15,018.00	-	-	-	15,018.00
Data Analysis Officer	12,500.00	-	-	-	12,500.00
Food for clients during Covid	-	67,499.00	-	-	-
	164,507.00	253,779.00	-	-	193,474.00
Unrestricted general funds	9,463.00	735,523.00	-	-	124,268.00
Designated funds; Food stock funds	64,505.00	-	-	-	64,505.00
	238,475.00	989,302.00	-	-	382,247.00

Unrestricted funds are available to be used at the discretion of the trustees in line with the charity's purposes.

Designated funds - The Food Stock fund represents gifts of food received during the year and food distributed to those in need. The balance at the end of the year is the value of food stocks held by the charity.

Restricted funds - The Key personnel salaries fund includes grants received to fund the Chief Executive Officer's salary. The Food Distribution Operations fund includes grants received to fund the supervisor of this work. The Rebuilding Lives fund includes grants received towards running the charity's Rebuilding Lives Crisis Support Programme. Rise Social Enterprise fund - funds were received for setup costs and for a kitchen. Money Smart Work Wise - funds were received to enable work on this project Mobile Foodstore funds were received to help with the purchase of a lorry to set up a mobile store. The Data Analysis fund enables the charity to see where our work is needed most and evaluate the results of its operations.

11 Analysis of Net Assets Between Funds

	Tangible Fixed Assets £	Other Net Assets £	Total Funds 2021 £
Restricted funds		88,942.25	88,942.25
Unrestricted funds	34,082.96	225,537.12	259,620.08
	<u>34,082.96</u>	<u>314,479.37</u>	<u>348,562.33</u>

Prior Year	Tangible Fixed Assets £	Other Net Assets £	Total Funds 2020 £
Restricted funds		193,474.00	193,474.00
Unrestricted funds	42,745.00	146,028.00	188,773.00
	<u>42,745.00</u>	<u>339,502.00</u>	<u>382,247.00</u>

12 Related parties

There were no related party transactions during this, or the prior year, other than those noted elsewhere in the accounts. No trustees received or waived expense payments during either the current, or previous year.