

CHICHESTER CITY CENTRE DROP-IN

England & Wales · Charity number 1154818

Details

Other names	The Bell Tower Youth Drop-In
Status	Registered
Legal form	CIO
Registered	2013-12-01
Register	View on the Charity Commission register

Contact

Address	104 The Hornet Chichester West Sussex PO19 7JR
Phone	07802832611
Email	sam@belltowerchi.uk
Website	www.belltowerchi.uk

Activities

Objects: THE RELIEF OF THOSE IN NEED BY REASON OF YOUTH IN CHICHESTER CITY AND SURROUNDING AREAS IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION OF AN AFTER SCHOOL DROP-IN FACILITY FOR YOUNG PEOPLE.

Activities: Chichester City Centre Drop-In provides a safe after school drop-in centre at the Chichester Cathedral Bell Tower for secondary school pupils. It is open at the end of each school day throughout the year.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty, Economic/community Development/employment, Recreation
- **Who:** Children/young People

Geography

- **Area of benefit:** CHICHESTER CITY AND SURROUNDING AREAS
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£91,091	£78,305	-	-
2024-07-31	£78,371	£84,987	-	-
2023-07-31	£67,947	£69,298	-	-
2022-07-31	£78,386	£59,482	-	-
2021-07-31	£48,621	£44,711	-	-

Trustees

Name	Role	Appointed
Elspeth Barron		2022-03-31
Hermione Elizabeth Garner		2025-01-30
Jonathan Satherley		2025-01-30
Nicky McIntyre		2026-01-19
Robert Armstrong		2026-01-19

CHICHESTER CITY CENTRE DROP-IN

England & Wales - Charity number 1154818

Accounts

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2025
FOR
CHICHESTER CITY CENTRE DROP-IN**

Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

CHICHESTER CITY CENTRE DROP-IN
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FOR THE YEAR ENDED 31 JULY 2025

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CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2025

The trustees present their report with the financial statements of the charity for the year ended 31 July 2025. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal object of the Charity, as set out in its constitution, is the relief of those in need by reason of youth in Chichester City and the surrounding areas. This is achieved primarily, though not exclusively, through the provision of a free after-school drop-in facility for young people.

The Charity delivers this object by:

- Providing a free, welcoming after-school drop-in facility, open every school day, offering relationships with peers and staff/volunteers.
- Developing targeted projects to support young people who require additional help with their social and emotional development, including those experiencing loneliness, social isolation, or other
- Delivering engaging activities and assemblies in local secondary schools to build connections with young people, raise awareness of the Drop-In, and encourage participation.
- Hosting a free hot meal every Wednesday evening, prepared and served by volunteers, providing both nutritional support and an opportunity for community connection. These evenings are followed by themed activities designed in response to the interests and needs of the young people who attend.

Through these activities, the Charity seeks to promote wellbeing, inclusion, and positive development among young people, particularly those who may otherwise lack access to safe spaces, supportive relationships, or regular social opportunities.

Public benefit

The Trustees have had due regard to the Charity Commission's guidance on public benefit in exercising their powers and duties.

The Trustees believe that the Charity's provision of a free after-school drop-in facility for young people in Chichester City and the surrounding areas delivers a clear and tangible public benefit. The Charity's activities provide young people with access to a safe, welcoming environment, opportunities for positive social interaction, and support for their emotional and social wellbeing. Particular benefit is afforded to young people who may experience loneliness, social isolation, or other disadvantages.

Access to the Charity's services is open and inclusive, with no charge for attendance, ensuring that those who might otherwise be unable to access similar support are not excluded. Through its activities, the Charity contributes to the wider community by promoting wellbeing, inclusion, and positive development among young people.

Volunteers

The Trustees are extremely grateful for the commitment, generosity, and dedication of the Charity's volunteers. Their contribution is vital to the ongoing operation of the Drop-In, and without their time and support the Charity would not be able to deliver its services. The Charity benefits from volunteers in a range of roles, including supporting drop-in sessions, preparing and serving meals, and assisting with activities and events. Trustees serve in a voluntary capacity and do not receive any remuneration or benefits for their work as trustees.

CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2025

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The daily Drop-In continues to operate at 104 The Hornet, Chichester, PO19 7JR, open every school day from 15:00-17:30. This location also hosts Life Group, which runs every Wednesday evening from 17:30-19:00. Each week, young people are served a free community meal, followed by activities and games designed to support mental health and wellbeing.

The Charity continued the delivery of The Young Leaders Programme, supporting up to 10 young people in developing skills for employment, leadership, and practical life skills.

Attendance statistics

Staff recorded just over 6,000 total attendances across all sessions during this financial year.

A number of volunteers, mostly drawn from local churches and former attendees of the Drop-In who are now young adults, support the Drop-In under the supervision of Sam Harding, Project Manager, and two employees. All employees and volunteers undergo Disclosure and Barring Service checks, safeguarding training, and induction through a concise staff code of conduct. Volunteers are gathered on a termly basis for refresher training and support.

Research Project - Ten Year Review

To mark the ten-year anniversary of the Drop-In (launched in 2014), the Trustees commissioned a research project completed in November 2024. Its aim was to evaluate shifts in the demographics and needs of beneficiaries over a decade and assess whether services should adapt to better serve the community.

The research included:

- A survey of over 400 young people in local schools
- An internal survey of 50 current beneficiaries
- Focus groups engaging alumni and young leaders

Key Findings - School Survey

- 31% spend up to an hour in the city centre after school; 21% spend more than one hour.
- 49% believe there should be more activities for young people in Chichester after school.
- 16% do not feel safe spending time in the city centre.
- 43% said that only sometimes is a parent at home after school; 9% said rarely or never.
- 10% said a youth drop-in is essential; 61% said it is helpful.

The survey highlights that a significant number of young people do not consistently have parental supervision after school and that some spend long periods in the city centre, with more than one in ten expressing safety concerns.

Key Findings - Internal / Core Beneficiaries Survey

- 40% of respondents said they would be wandering the streets if the Drop-In Centre was not there
- 28% would be alone and isolated from their peers
- 53% said the Drop-In Centre was an essential service for them
- 48% often feel unsafe in the City Centre

We asked our young people what difference the Drop-In Centre has made to them:

- 93% feel safe
- 73% feel valued and heard
- 72% feel less lonely in their lives

These findings highlight the vital role the Drop-In Centre plays in supporting young people in Chichester. Input from young people has also informed the Charity's refreshed vision for the future.

Trustees' Commitments

The Trustees remain committed to:

1. Continuing to operate the after school drop-in facility on a daily basis as a number one priority.
2. Developing offshoot projects to support young people needing targeted help with social and emotional development and to address loneliness and social isolation.
3. Provide ongoing training for staff and volunteers in the areas of safeguarding, first aid, health and safety and mental health support and wellbeing for young people.

CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2025

Employees

During this financial year, The Chichester City Centre Drop-In continued the part-time employment of Sam Harding as Project Manager and Catherine Harding as Youth Worker.

On 2 June 2025, Sam Robinson was appointed as a part-time Youth Worker. He replaced Daniel Thompson, who resigned from the same role on 28 February 2025, leaving a three-month gap before the position was filled.

The Charity also paid Suzanne Jones of ESJ Solutions a monthly fee to operate the payroll system and maintain bookkeeping services.

Fundraising activities

The Charity's year-on-year fundraising activities are an absolute necessity for its work. During the year a professional fundraiser, Phoebe Broad from Leap Fundraising, worked with the Project Manager and the trustees. Income received also included generous support from individuals, trusts, churches and public authorities. This resulted in donations and grants totalling £90,263 against a cost outlay of £12,621.

FINANCIAL REVIEW

Financial position

Expenditure during the year was £78,305 against income received of £91,091. There was also bank interest received of £828 and a depreciation of £930 in assets.

Reserves policy

The work of the Charity is financed by one-off grants and does not charge users for any of its services or facilities. With no assured income, the Charity's policy is to hold reserves equal to six month's operating costs but not less than three months. The charity saw a shortfall in income between July 2024 and December 2024 and the Trustees withdrew £10,000 from Methodist Chapel aid in order to maintain cashflow as there were funds equivalent to two months operating costs in CAF Bank in November 2024. The charity received a large collection of grants and donations in December 2024 which replenished the reserves to the required level of 6 months operating costs.

FUTURE PLANS

The trustees dedicate additional time outside their regular quarterly meetings to focus on strategic planning and shaping the charity's future. Key activities included planning an event to celebrate the charity's 10th anniversary, developing a trustee recruitment strategy, reviewing the charity's vision and values, and commissioning the Project Manager to lead a research project.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Chichester City Centre Drop-In is a registered charity, number 1154818, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

Recruitment and appointment of new trustees

The Trustees set the Charity's policy and strategy. They bring experience and expertise in working with young people, community knowledge, and the charity and voluntary sector.

Trustees are recruited from members of the public who share the Charity's aims and values and are believed to contribute a breadth and depth of experience and skills. Prospective trustees are briefed on the Charity's activities and directed to the Charity Governance Code and relevant Charity Commission guidance. New candidates complete an application form and submit a CV, which is reviewed by the board and shortlisted for interview. Interviews are conducted with at least two trustees and the Project Manager. Successful candidates are invited to observe a trustees' meeting and, where relevant, a strategy day, before formal nomination and appointment. On appointment, trustees complete a Declaration of Interests and a Fit and Proper Person Declaration, and are expected to maintain their knowledge through relevant courses and seminars.

CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Line Management and Oversight

Laura Groot, as Chair of Trustees, acts as the day-to-day line manager for Sam Harding, the Project Manager.

Catherine Harding (Youth Worker) was line-managed by Rosie Davis (Trustee) until her retirement from the board in January 2025. Following this, Jonathan Satherley (Trustee) assumed the line management role. This arrangement provides additional oversight and accountability, given the family relationship between Sam Harding and Catherine Harding.

Sam Harding serves as the line manager for Daniel Thompson (Session Youth Worker, until his resignation in February 2025) and Sam Robinson (Youth Worker, appointed June 2025).

Reporting Serious Incidents

In line with the Charity Commission's guidance on reporting serious incidents, the Trustees confirm that no serious incidents occurred during the reporting period.

The Charity maintains records of all safeguarding disclosures, accidents, near misses, and first aid administration. These records are stored securely on the Charity's Google Drive account and are reviewed regularly by the Trustee responsible for each area.

Safeguarding

The Charity works with children and young people and maintains a written Safeguarding Policy. Full Disclosure and Barring Service (DBS) checks are carried out on all staff and volunteers before they are engaged. The Project Manager liaises with relevant schools and statutory authorities when safeguarding concerns arise. Employees and volunteers receive safeguarding training appropriate to their role, and robust procedures are in place for reporting disclosures. Staff and volunteers are regularly briefed on these procedures.

The Safeguarding Lead during the reporting period was Sam Harding, with the Safeguarding Deputy role held by Daniel Thompson until his resignation. Sam Robinson assumed the Deputy role in June 2025.

Trustees are briefed on safeguarding procedures, and a nominated Trustee oversees any investigations in collaboration with the Project Manager. The Safeguarding Trustee for the reporting period was Elspeth Barron. The Trustees have also considered the wider sector 'statement of issues' published by the Charity Commission regarding safeguarding and the protection of vulnerable people.

Trustees commissioned an independent external safeguarding review of the charity to be carried out by Elaine Davidson at HRSG Services. This review commenced in mid July 2024 and the results were published in January 2025. The results of the review showed a robust, effective and up-to-date best practice. The review is available upon request to the Trustees. In summary, out of the 39 categories of safeguarding practice which the auditor graded between Red ('poor safeguarding practice') Amber ('room for improvement') and Green ('best safeguarding practice'), there were no areas graded Red, three graded Amber and 36 graded Green.

Data Protection

In 2024, the Charity engaged Forti5 Tech to undertake a review of its data protection policies and procedures. This review identified that a number of existing policies were out of date and not fully aligned with current data protection legislation.

With guidance from the Forti5 team over a six-month period, the Charity developed, adopted, and implemented a comprehensive suite of updated data protection policies appropriate to its activities. These policies have now been embedded into operational procedures to ensure ongoing compliance with the UK General Data Protection Regulation (UK GDPR) and related legislation.

The Project Manager remains in regular contact with Forti5 Tech to seek advice as required on any data protection or GDPR-related matters affecting the Charity.

CHICHESTER CITY CENTRE DROP-IN

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have a duty to identify and review the major risks to which the Charity is exposed and to ensure that appropriate systems are in place to minimise those risks and provide reasonable assurance against fraud or error.

The Charity maintains a risk register, which is reviewed at every Board meeting. Procedures are in place to identify, monitor, and regularly review potential challenges. Trustees also review the Charity's processes and policies, including safeguarding measures, at regular intervals to ensure they remain appropriate and effective.

To support robust governance, the Charity is a member of Trust Advice, ensuring that all policies are current and relevant. This membership is renewed annually.

While the Drop-In does not offer counselling services, the Charity has identified suitable external agencies that can provide support to young people when required.

The Charity also maintains membership of Relational Hub for training and consultancy purposes, helping to ensure consistently high-quality youth work.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1154818

Principal address

104 The Hornet
West Sussex
PO19 7JR

Trustees

Revd N Dunn (resigned 31/7/2025)
Ms E Barron
Ms L Groot
Ms R Davis (resigned 10/4/2025)
Ms H Garner (appointed 30/1/2025)
J Satherley (appointed 30/1/2025)

Independent Examiner

Sarah Alexander FCCA FCA
Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

Approved by order of the board of trustees on^{26 March 2026} and signed on its behalf by:



.....
Ms L Groot - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHICHESTER CITY CENTRE DROP-IN**

Independent examiner's report to the trustees of Chichester City Centre Drop-In

I report to the charity trustees on my examination of the accounts of Chichester City Centre Drop-In (the Trust) for the year ended 31 July 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sarah Alexander FCCA FCA

Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

Date: 14 April 2026

CHICHESTER CITY CENTRE DROP-IN

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2025**

	Notes	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	90,263	-	90,263	77,506
Investment income	3	828	-	828	865
Total		91,091	-	91,091	78,371
EXPENDITURE ON					
Raising funds	4	12,621	-	12,621	12,301
Charitable activities	5				
Drop-In operating costs		65,684	-	65,684	72,686
Total		78,305	-	78,305	84,987
NET INCOME/(EXPENDITURE)		12,786	-	12,786	(6,616)
RECONCILIATION OF FUNDS					
Total funds brought forward		45,527	1,445	46,972	53,588
TOTAL FUNDS CARRIED FORWARD		58,313	1,445	59,758	46,972

The notes form part of these financial statements

CHICHESTER CITY CENTRE DROP-IN

**BALANCE SHEET
31 JULY 2025**

	Notes	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Tangible assets	9	318	-	318	1,248
CURRENT ASSETS					
Debtors: amounts falling due within one year	10	2,617	-	2,617	751
Cash at bank		<u>56,615</u>	<u>1,445</u>	<u>58,060</u>	48,778
		59,232	1,445	60,677	49,529
CREDITORS					
Amounts falling due within one year	11	(1,237)	-	(1,237)	(3,805)
NET CURRENT ASSETS					
		<u>57,995</u>	<u>1,445</u>	<u>59,440</u>	45,724
TOTAL ASSETS LESS CURRENT LIABILITIES					
		58,313	1,445	59,758	46,972
NET ASSETS					
		<u>58,313</u>	<u>1,445</u>	<u>59,758</u>	<u>46,972</u>
FUNDS					
	13				
Unrestricted funds:					
General fund				58,313	45,527
Restricted funds:					
All Churches Trust				<u>1,445</u>	1,445
TOTAL FUNDS					
				<u>59,758</u>	<u>46,972</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 26 March 2026 and were signed on its behalf by:



.....
L Groot - Trustee

The notes form part of these financial statements

CHICHESTER CITY CENTRE DROP-IN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Income from donations and grants is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.

Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue and Customs is grossed up for the tax recoverable. Any amount of tax reclaimed or reclaimable but not yet received is accrued and shown as a debtor.

Income from the sale of refreshments to the facility's users is recognised when received.

Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the time contributed by volunteers and no amounts are included for the value of the rent free use of the Chichester Cathedral Bell Tower basement provided by the Chapter of the Cathedral.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Expenditure on raising funds includes the costs of all fundraising activities.

Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 33% on cost

Tangible assets costing £200 or more are capitalised at cost. They are subsequently stated at cost less accumulated depreciation and impairment losses. Assets costing less than £200 are written off in the year of purchase.

CHICHESTER CITY CENTRE DROP-IN

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 JULY 2025

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at amortised cost using the effective interest method unless the effect of discounting would be immaterial, in which case they are stated at cost. The Charity has no advanced financial instruments.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	160	655
Church and Trust Grants received	54,456	54,906
Other donations	35,647	21,900
Gift aid refund	-	45
	<u>90,263</u>	<u>77,506</u>

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Grants-Churches	3,300	4,550
Grants-Trusts	51,156	45,106
Other grants	-	5,250
	<u>54,456</u>	<u>54,906</u>

3. INVESTMENT INCOME

	2025	2024
	£	£
Deposit account interest	828	865

CHICHESTER CITY CENTRE DROP-IN

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2025**

4. RAISING FUNDS

Raising donations and legacies

	2025	2024
	£	£
Fundraising fees	<u>12,621</u>	<u>12,301</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Drop-In operating costs	<u>64,424</u>	<u>1,260</u>	<u>65,684</u>

6. SUPPORT COSTS

	Governance costs
	£
Drop-In operating costs	<u>1,260</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2025 nor for the year ended 31 July 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2025 nor for the year ended 31 July 2024.

8. STAFF COSTS

	2025	2024
	£	£
Wages and salaries	35,039	43,631
Other pension costs	<u>1,182</u>	<u>1,181</u>
	<u>36,221</u>	<u>44,812</u>

The average monthly number of employees during the year was as follows:

	2025	2024
Project Manger	<u>1</u>	<u>1</u>
Youth Worker	<u>2</u>	<u>2</u>
	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

CHICHESTER CITY CENTRE DROP-IN

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2025**

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Totals £
COST			
At 1 August 2024 and 31 July 2025	<u>18,260</u>	<u>1,463</u>	<u>19,723</u>
DEPRECIATION			
At 1 August 2024	17,013	1,462	18,475
Charge for year	<u>930</u>	<u>-</u>	<u>930</u>
At 31 July 2025	<u>17,943</u>	<u>1,462</u>	<u>19,405</u>
NET BOOK VALUE			
At 31 July 2025	<u>317</u>	<u>1</u>	<u>318</u>
At 31 July 2024	<u>1,247</u>	<u>1</u>	<u>1,248</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Gift aid refunds	370	390
Social security and other tax	1,868	-
Prepayments	<u>379</u>	<u>361</u>
	<u>2,617</u>	<u>751</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	97	1,374
Taxation and social security	-	1,291
Other creditors	<u>1,140</u>	<u>1,140</u>
	<u>1,237</u>	<u>3,805</u>

12. LEASING AGREEMENTS

The Chichester City Centre did not hold any leasing agreements, though it does hold an ongoing hire agreement with Revelation Church for the use of facilities at 104 The Hornet. This hire agreement is reviewed on an annual basis and agreed by the project manager of The Chichester City Centre Drop-In and Operations Manager at Revelation Church. Revelation Church charged The Chichester City Centre Drop-In £1,000 per month for the use of the Green Room at 104 and occasional use of the Main Hall.

CHICHESTER CITY CENTRE DROP-IN

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2025

13. MOVEMENT IN FUNDS

	At 1/8/24 £	Net movement in funds £	At 31/7/25 £
Unrestricted funds			
General fund	45,527	12,786	58,313
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>46,972</u>	<u>12,786</u>	<u>59,758</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	91,091	(78,305)	12,786
TOTAL FUNDS	<u>91,091</u>	<u>(78,305)</u>	<u>12,786</u>

Comparatives for movement in funds

	At 1/8/23 £	Net movement in funds £	At 31/7/24 £
Unrestricted funds			
General fund	52,143	(6,616)	45,527
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>53,588</u>	<u>(6,616)</u>	<u>46,972</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,371	(84,987)	(6,616)
TOTAL FUNDS	<u>78,371</u>	<u>(84,987)</u>	<u>(6,616)</u>

CHICHESTER CITY CENTRE DROP-IN

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2025**

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/23 £	Net movement in funds £	At 31/7/25 £
Unrestricted funds			
General fund	52,143	6,170	58,313
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	53,588	6,170	59,758

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	169,462	(163,292)	6,170
TOTAL FUNDS	169,462	(163,292)	6,170

All Churches Trust

During the year to 31 July 2020 Allchurches Trust awarded a £3,000 grant to assist with the funding of the charity's Life Group project. The Covid-19 pandemic delayed the start of the project and funds were put on hold.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2025.

CHICHESTER CITY CENTRE DROP-IN
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2025

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	160	655
Church and Trust Grants received	54,456	54,906
Other donations	35,647	21,900
Gift aid refund	-	45
	<u>90,263</u>	<u>77,506</u>
Investment income		
Deposit account interest	828	865
	<u>828</u>	<u>865</u>
Total incoming resources	91,091	78,371
EXPENDITURE		
Raising donations and legacies		
Fundraising fees	12,621	12,301
Charitable activities		
Wages	35,039	43,631
Pensions	1,182	1,181
Rates and water	51	36
Insurance	1,499	1,347
Postage and stationery	568	1,003
Advertising	-	64
Sundries	99	76
Refreshments	2,016	710
Internet	369	1,143
DBS checks	128	201
Rent	12,000	11,660
bank charges	60	60
Life Group	3,711	3,320
Activities (inc assemblies)	602	495
Bookkeeping	575	625
Professional Services	1,469	1,289
Repair and maintenance	2,003	735
Relational hub	1,500	1,500
Young Leaders	623	194
Plant and machinery	930	2,276
	<u>64,424</u>	<u>71,546</u>
Support costs		
Governance costs		
Independent Examination fees	1,260	1,140
	<u>1,260</u>	<u>1,140</u>
Total resources expended	78,305	84,987
	<u>78,305</u>	<u>84,987</u>
Net income/(expenditure)	12,786	(6,616)
	<u>12,786</u>	<u>(6,616)</u>

This page does not form part of the statutory financial statements

CHICHESTER CITY CENTRE DROP-IN

England & Wales - Charity number 1154818

Accounts

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024
FOR
CHICHESTER CITY CENTRE DROP-IN**

Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

CHICHESTER CITY CENTRE DROP-IN
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FOR THE YEAR ENDED 31 JULY 2024

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CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2024

The trustees present their report with the financial statements of the charity for the year ended 31 July 2024. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main activity and object of the Charity as expressed in its constitution, is the relief of those in need by reason of youth in Chichester City and surrounding areas in particular, but not exclusively, by the provision of an after school drop-in facility for young people.

This objective is achieved by:

Offering a free after-school drop-in facility, open every school day, providing a welcoming space for young people. Alongside this, we develop targeted projects to support those needing extra help with social and emotional development, as well as initiatives to combat loneliness and social isolation. We run engaging activities and assemblies in local secondary schools to facilitate connection with young people and extend an invitation to the drop-in. Once a week we host a free hot meal prepared by volunteers. This is followed by themed activities tailored to the interests and needs of the young people we serve.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit. They strongly believe that a drop-in facility for young people, as outlined in this report, provides a very significant tangible public benefit.

Volunteers

The trustees continue to be grateful for the unstinting efforts of the volunteers. Without their work the Drop-In would not be viable. Trustees do not receive any payment or benefits for their work as trustees.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The daily Drop-in Centre has continued to open at 104 The Hornet, Chichester, PO19 7JR between 15:00 - 17:30. This location is also used for Life Group, which this year ran every Wednesday evening 17:30 - 19:00. Every week, young people are served a community meal free of charge, and can then engage in activities and games focusing on supporting their mental health. This year, the Charity relaunched The Young Leaders Programme, which supports up to 10 young people, helping them develop skills that will be required in the work environment as well as leadership and practical life skills.

Staff recorded just under 6,000 total attendances across all sessions during this financial year. A number of volunteers, mostly drawn from local churches as well as young adults who used to attend the drop-in before turning 18, staff the Drop-In under the supervision of Sam Harding, the Project Manager, and two employees. All employees and volunteers are subject to Disclosure and Barring Service checks, and are given appropriate safeguarding training and an induction through a concise staff code of conduct. Volunteers are gathered together on a termly basis for refresher training and support.

Employees

During this financial year, The Chichester City Centre Drop-In employed two Youth Workers and continued the employment of the Project Manager. The services of Suzanne Jones of ESJ Solutions was hired to operate the payroll system as well as maintain her role as bookkeeper.

Fundraising activities

The Charity's year-on-year fundraising activities are an absolute necessity for its work. During the year a professional fundraiser, Phoebe Broad from Leap Fundraising, worked with the Project Manager and the trustees. Income received also included generous support from individuals, trusts, churches and public authorities. This resulted in donations and grants totalling £77,506 against a cost outlay of £12,301.

FINANCIAL REVIEW

Financial position

Expenditure during the year was £84,987 against income received of £78,371. There was also bank interest received of £865 and a depreciation of £2,276 in assets.

CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2024

FINANCIAL REVIEW

Reserves policy

The work of the Charity is financed by one off grants and does not charge users for any of its services or facilities. With no assured income, the Charity's policy is to hold reserves equal to six month's operating costs but not less than three months.

FUTURE PLANS

The trustees dedicated additional time outside their regular quarterly meetings to focus on strategic planning and shaping the charity's future. Key activities included planning an event to celebrate the charity's 10th anniversary, developing a trustee recruitment strategy, reviewing the charity's vision and values, and commissioning the Project Manager to lead a research project. This research, set to be completed by November 2024, will inform the trustees' report for the financial year ending July 31, 2025. Its aim is to evaluate any shifts in the demographics and needs of our beneficiaries after a decade of operations. By identifying changes, the charity can assess whether its services need to adapt to better serve its community. The research will involve a comprehensive survey of young people in local schools, an internal survey of current beneficiaries, and focus groups engaging alumni and young leaders to gather valuable insights.

The Trustees are committed to the following:

1. Continuing to operate the after school drop-in facility on a daily basis as a number one priority.
2. Developing offshoot projects to support young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.
3. Training our staff and volunteers in the areas of safeguarding, first aid, health and safety and mental health support and wellbeing for young people.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Chichester City Centre Drop-In is a registered charity, number 1154818, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

Recruitment and appointment of new trustees

The Trustees set the Charity's policy and strategy. They bring experience and expertise in work with young people, in community knowledge, and in the charity and voluntary sector.

Trustees are recruited from individuals from across the Chichester Community who share its aims and aspirations and are believed to be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment trustees are briefed on the Charity's activities and are directed to the Charity Governance code and relevant Charity Commission publications. Anyone can apply to be a Trustee. Potential candidates complete an application form and submit a CV. These are then reviewed by the board and shortlisted for interview. Interviews take place with at least three trustees and the Project Manager. Successful candidates are then welcomed to join a trustees meeting and a strategy day (if relevant), before being formally nominated and appointed as trustee. On appointment, trustees are required to complete a Declaration of Interests and a Fit and Proper Person Declaration. They take seriously their obligations to maintain their knowledge and attend relevant courses and seminars.

Laura Groot operates as Chair of Trustees and Line Manager for Sam Harding. Rosie Davis (trustee) was the Line Manager for Catherine Harding (Youth Worker) due to the fact that Sam Harding (Project Manager) is her husband and another point of support and accountability is required. Sam Harding was Dan Thompson's (Session Youth Worker) line manager.

Reporting Serious Incidents

In accordance with the Charity Commission's guidance on reporting serious incidents, the trustees declare that during the reporting period there were no serious incidents. The charity records all safeguarding disclosures, accidents and near misses and first aid delivery forms which are stored securely on the Charity's Google Drive account.

CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Safeguarding

The Charity works with children and young people and has a written Safeguarding Policy. Full Disclosure and Barring Service checks are carried out on all those offering to work with the Charity before they are engaged. When necessary, the Project Manager liaises with the relevant schools and statutory authorities to report safeguarding concerns. Employees and Volunteers receive safeguarding training appropriate to their respective role. There are robust and clear safeguarding disclosure procedures in place, with staff and volunteers regularly briefed.

The Safeguarding Lead is Sam Harding and Safeguarding Deputy is Daniel Thompson.

The trustees have considered the 'statement of issues' for the wider sector which was included in a Charity Commission oversight of how safeguarding and protecting people from harm are managed within their Charity. Trustees are briefed on safeguarding procedures and a nominated Trustee oversees the investigations into any incident along with the Project Manager Sam Harding.

The Safeguarding Trustee for the reporting period was Elspeth Barron.

Alongside the robust policies and procedures in place, the Trustees commissioned an independent external safeguarding review of the charity to be carried out by Elaine Davidson at HRSG Services. This review commenced in mid July 2024 and is expected to be completed by January 2025. A full report will be published of the findings of the review and will feature in the next report of the Trustees. This review has included interviews with the project manager, Safeguarding Trustee, staff members, volunteers and young people, as well as attendance to sessions and a review of all policy and procedure and how this is communicated.

Data Protection

The Trustees commissioned an independent external Data Protection review and consultation by Carl Wills at Forti5 Technologies to ensure best practice is being implemented within the Charity's operation. As a result, the charity made significant changes to data protection policy and procedure ensure security of the data stored. These changes have ensured that the charity is operating in line with government legislation on data protection.

Risk management

The Trustees have a duty to identify and review the major risks to which the Charity is exposed and to ensure appropriate systems have been established to minimise those risks and to provide reasonable assurance against fraud or error. The Trustees have implemented procedures to identify, monitor, and regularly review potential challenges, including those related to compliance with health and safety requirements. The Trustees also conduct an annual review of the charity's processes and procedures, including safeguarding measures.

The Charity became a member of Trust Advice in order to ensure all policies were relevant and up to date. This membership is renewed annually.

The Drop-In does not offer counselling services but has identified appropriate agencies that can provide such support.

The Charity continues to subscribe to be a member of Relational Hub for training and consultancy purposes and to help keep a high quality of youth work.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1154818

Principal address

104 The Hornet
West Sussex
PO19 7JR

Trustees

Revd N Dunn
E Barron
L Groot
R Davis
D Slatter (resigned 5.10.23)
S Trundle (resigned 22.2.24)

CHICHESTER CITY CENTRE DROP-IN

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

Approved by order of the board of trustees on 30/1/25 and signed on its behalf by:

L. Groot
Ms L Groot - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHICHESTER CITY CENTRE DROP-IN**

Independent examiner's report to the trustees of Chichester City Centre Drop-In

I report to the charity trustees on my examination of the accounts of Chichester City Centre Drop-In (the Trust) for the year ended 31 July 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sarah Alexander FCCA FCA

Lewis Brownlee (Chichester) Limited
Chartered Accountants
Appledram Barns
Birdham Road
Chichester
West Sussex
PO20 7EQ

Date: 17 March 2025
Date:

CHICHESTER CITY CENTRE DROP-IN

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	77,506	-	77,506	67,562
Investment income	3	865	-	865	385
Total		78,371	-	78,371	67,947
EXPENDITURE ON					
Raising funds	4	12,301	-	12,301	9,387
Charitable activities	5				
Drop-In operating costs		72,686	-	72,686	59,911
Total		84,987	-	84,987	69,298
NET INCOME/(EXPENDITURE)		(6,616)	-	(6,616)	(1,351)
RECONCILIATION OF FUNDS					
Total funds brought forward		52,143	1,445	53,588	54,939
TOTAL FUNDS CARRIED FORWARD		45,527	1,445	46,972	53,588

The notes form part of these financial statements

CHICHESTER CITY CENTRE DROP-IN

BALANCE SHEET
31 JULY 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	9	1,248	-	1,248	3,524
CURRENT ASSETS					
Debtors: amounts falling due within one year	10	751	-	751	611
Cash at bank		47,333	1,445	48,778	50,731
		<u>48,084</u>	<u>1,445</u>	<u>49,529</u>	<u>51,342</u>
CREDITORS					
Amounts falling due within one year	11	(3,805)	-	(3,805)	(1,273)
NET CURRENT ASSETS		<u>44,279</u>	<u>1,445</u>	<u>45,724</u>	<u>50,064</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>45,527</u>	<u>1,445</u>	<u>46,972</u>	<u>53,588</u>
NET ASSETS		<u>45,527</u>	<u>1,445</u>	<u>46,972</u>	<u>53,588</u>
FUNDS					
Unrestricted funds:	13				
General fund				45,527	52,143
Restricted funds:					
All Churches Trust				1,445	1,445
TOTAL FUNDS				<u>46,972</u>	<u>53,588</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 30/1/25 and were signed on its behalf by:

Lauvalma
L Groot - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Income from donations and grants is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.

Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue and Customs is grossed up for the tax recoverable. Any amount of tax reclaimed or reclaimable but not yet received is accrued and shown as a debtor.

Income from the sale of refreshments to the facility's users is recognised when received.

Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the time contributed by volunteers and no amounts are included for the value of the rent free use of the Chichester Cathedral Bell Tower basement provided by the Chapter of the Cathedral.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Expenditure on raising funds includes the costs of all fundraising activities.

Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible fixed assets

Tangible assets costing £200 or more are capitalised at cost. They are subsequently stated at cost less accumulated depreciation and impairment losses. Assets costing less than £200 are written off in the year of purchase.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

CHICHESTER CITY CENTRE DROP-IN

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

1. ACCOUNTING POLICIES - continued

Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	655	763
Church and Trust Grants received	54,906	59,236
Other donations	21,900	7,493
Gift aid refund	<u>45</u>	<u>70</u>
	<u>77,506</u>	<u>67,562</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
Grants-Churches	4,550	1,830
Grants-Trusts	45,106	50,550
Other grants	<u>5,250</u>	<u>6,856</u>
	<u>54,906</u>	<u>59,236</u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>865</u>	<u>385</u>

4. RAISING FUNDS

Raising donations and legacies

	2024	2023
	£	£
Volunteer costs (inc training)	<u>12,301</u>	<u>9,387</u>

CHICHESTER CITY CENTRE DROP-IN

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Drop-In operating costs	<u>71,546</u>	<u>1,140</u>	<u>72,686</u>

6. SUPPORT COSTS

	Governance costs £
Drop-In operating costs	<u>1,140</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2024 nor for the year ended 31 July 2023.

8. STAFF COSTS

	2024 £	2023 £
Wages and salaries	43,631	36,155
Other pension costs	<u>1,181</u>	<u>605</u>
	<u>44,812</u>	<u>36,760</u>

The average monthly number of employees during the year was as follows:

	2024	2023
Project Manger	1	1
Youth Worker	<u>2</u>	<u>1</u>
	<u>3</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

CHICHESTER CITY CENTRE DROP-IN

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Totals £
COST			
At 1 August 2023 and 31 July 2024	<u>18,260</u>	<u>1,463</u>	<u>19,723</u>
DEPRECIATION			
At 1 August 2023	14,737	1,462	16,199
Charge for year	<u>2,276</u>	-	<u>2,276</u>
At 31 July 2024	<u>17,013</u>	<u>1,462</u>	<u>18,475</u>
NET BOOK VALUE			
At 31 July 2024	<u>1,247</u>	<u>1</u>	<u>1,248</u>
At 31 July 2023	<u>3,523</u>	<u>1</u>	<u>3,524</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Gift aid refunds	390	345
Prepayments	<u>361</u>	<u>266</u>
	<u>751</u>	<u>611</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	1,374	138
Taxation and social security	1,291	-
Other creditors	<u>1,140</u>	<u>1,140</u>
	<u>3,805</u>	<u>1,278</u>

12. LEASING AGREEMENTS

The Chichester City Centre did not hold any leasing agreements, though it does hold an ongoing hire agreement with Revelation Church for the use of facilities at 104 The Hornet. This hire agreement is reviewed on an annual basis and agreed by the project manager of The Chichester City Centre Drop-In and Operations Manager at Revelation Church. Revelation Church charged The Chichester City Centre Drop-In £1,000 per month for the use of the Green Room at 104 and occasional use of the Main Hall.

CHICHESTER CITY CENTRE DROP-IN

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024

13. MOVEMENT IN FUNDS

	At 1/8/23 £	Net movement in funds £	At 31/7/24 £
Unrestricted funds			
General fund	52,143	(6,616)	45,527
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>53,588</u>	<u>(6,616)</u>	<u>46,972</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,371	(84,987)	(6,616)
TOTAL FUNDS	<u>78,371</u>	<u>(84,987)</u>	<u>(6,616)</u>

Comparatives for movement in funds

	At 1/8/22 £	Net movement in funds £	At 31/7/23 £
Unrestricted funds			
General fund	53,494	(1,351)	52,143
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>54,939</u>	<u>(1,351)</u>	<u>53,588</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	67,947	(69,298)	(1,351)
TOTAL FUNDS	<u>67,947</u>	<u>(69,298)</u>	<u>(1,351)</u>

CHICHESTER CITY CENTRE DROP-IN

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/8/22	Net movement in funds	At 31/7/24
	£	£	£
Unrestricted funds			
General fund	53,494	(7,967)	45,527
Restricted funds			
All Churches Trust	1,445	-	1,445
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>54,939</u>	<u>(7,967)</u>	<u>46,972</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	146,318	(154,285)	(7,967)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>146,318</u>	<u>(154,285)</u>	<u>(7,967)</u>

All Churches Trust

During the year to 31 July 2020 Allchurches Trust awarded a £3,000 grant to assist with the funding of the charity's Life Group project. The Covid-19 pandemic delayed the start of the project and funds were put on hold.

14. RELATED PARTY DISCLOSURES

Dan Slatter, a former trustee, is a leader of Revelation Family Church. During the year the Charity paid that church £nil (2023 £15,036) as a contribution towards the employment costs of Sam Harding and Bekah Robinson. The Charity also paid the Church £11,660 for the temporary use of 104 the Hornet for use as a temporary Covid-19 secure Drop-in space (2023 £6,320).

For administrative convenience the Charity purchases refreshment stock through Revelation Family Church and when requested by the Charity also orders other goods and services on behalf of the Charity. The Church recharges these to the Charity at cost. During the year a total of £265 was recharged to the Charity (2023 £2,023).

CHICHESTER CITY CENTRE DROP-IN
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	655	763
Church and Trust Grants received	54,906	59,236
Other donations	21,900	7,493
Gift aid refund	<u>45</u>	<u>70</u>
	77,506	67,562
Investment income		
Deposit account interest	<u>865</u>	<u>385</u>
Total incoming resources	78,371	67,947
EXPENDITURE		
Raising donations and legacies		
Volunteer costs (inc training)	12,301	9,387
Charitable activities		
Wages	43,631	36,155
Pensions	1,181	605
Rates and water	36	58
Insurance	1,347	1,270
Light and heat	-	125
Postage and stationery	1,003	116
Advertising	64	530
Sundries	76	56
Refreshments	710	1,327
Internet	1,143	1,661
DBS checks	201	368
Rent	11,660	6,320
bank charges	60	66
Life Group	3,320	2,158
Activities (inc assemblies)	495	1,159
Bookkeeping	625	638
Professional Services	1,289	853
Repair and maintenance	735	714
Relational hub	1,500	2,448
Young Leaders	194	-
Plant and machinery	<u>2,276</u>	<u>2,084</u>
	71,546	58,711
Support costs		
Governance costs		
Independent Examination fees	<u>1,140</u>	<u>1,200</u>
Total resources expended	84,987	69,298
Net expenditure	<u>(6,616)</u>	<u>(1,351)</u>

This page does not form part of the statutory financial statements

CHICHESTER CITY CENTRE DROP-IN

England & Wales - Charity number 1154818

Accounts

**Report of the Trustees and
Financial Statements for the Year Ended 31st July 2023
for
Chichester City Centre Drop-In**

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Chichester City Centre Drop-In

**Contents of the Financial Statements
for the Year Ended 31st July 2023**

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Chichester City Centre Drop-In

Report of the Trustees for the Year Ended 31st July 2023

The trustees present their report with the financial statements of the charity for the year ended 31st July 2023. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main activity and object of the Charity as expressed in its constitution, is the relief of those in need by reason of youth in Chichester City and surrounding areas in particular, but not exclusively, by the provision of an after school drop-in facility for young people.

This objective is achieved by:

- Providing an after school drop-in facility which is open free of charge at the end of each school afternoon.
- Developing offshoot projects to support young people needing specific help with their social and emotional development and to tackle loneliness and social isolation.
- Running activities and assemblies in local secondary schools.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit. They strongly believe that a drop-in facility for young people, as outlined in this report, provides a very significant tangible public benefit.

Volunteers

The trustees continue to be grateful for the unstinting efforts of the volunteers. Without their work the Drop-In would not be viable. Trustees do not receive any payment or benefits for their work as trustees.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The daily Drop-in Centre has continued to open at 104 The Hornet, Chichester, PO19 7JR between 15:00 - 17:00. This location is also used for Life Group, which this year ran every Wednesday evening 17:00 - 19:00 where young people are served a community meal free of charge, and can then engage in activities and games focusing on supporting mental health.

Staff recorded 4,751 total attendances across all sessions during the current financial year.

A number of volunteers, mostly drawn from local Churches and volunteer recruitment agency (Volunteer Now), staff the Drop-In under the supervision of Sam Harding, the Project Manager, and two employees. All employees and volunteers are subject to Disclosure and Barring Service checks, are given appropriate safeguarding training and an induction through a concise staff code of conduct. Volunteers are gathered together on a termly basis for refresher training and support.

In January 2023, The Chichester City Centre Drop-In became the employer of Project Manager Sam Harding, Youth Worker Catherine Harding and Sessional Youth Worker Daniel Thompson. Until this time, all paid staff members were employees of The Revelation Community who were then passed on costs to the Chichester City Centre Drop-In. The services of Suzanne Jones of ESJ Solutions was hired to set up and operate the payroll system as well as maintain her role as bookkeeper, a role held by Trustee Trevor James up to his retirement.

Fundraising activities

The Charity's year-on-year fundraising activities are an absolute necessity for its work. During the year the a professional fundraiser worked with the Project Manager and the trustees. Income received also included generous support from individuals, trusts, churches and public authorities. This resulted in donations and grants totalling £67,562 against a cost outlay of £9,120.

Chichester City Centre Drop-In

Report of the Trustees for the Year Ended 31st July 2023

FINANCIAL REVIEW

Financial position

Expenditure during the year was £69,298 against income received of £67,947. There was also bank interest received of £385 and a depreciation of £2,084 in assets.

Reserves policy

The work of the Charity is financed by one off grants and does not charge users for any of its services or facilities. With no assured income, the Charity's trustees policy is to hold free reserves equal to six month's operating costs but not less than three month's.

FUTURE PLANS

The trustees' current strategic plan runs for five years from 2019 to 2024. A recent review by trustees concluded that the Charity would:

- i. Continue to operate its after school drop-in facility on a daily basis;
- ii. Continue to develop in school support and mentoring activities;
- iii. Develop offshoot projects to support young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.

The Trustees and Project Manager commit to meet in November 2023 for a time of strategic vision planning for 2024 and beyond.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Chichester City Centre Drop-In is a registered charity, number 1154818, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

Recruitment and appointment of new trustees

On the 27th July 2023, Laura Groot replaced Daniel Slatter as Chair of Trustees due to Dan's approaching retirement in October 2023. Simon Trundle was appointed as Deputy Chair to support and advise Laura in the role. It was also agreed that Rosie Davis be appointed the "light touch" line manager for staff member Catherine Harding due to the fact that Project Manager Sam Harding is her husband and another point of support and accountability is required.

The trustees set the Charity's policy and strategy. They bring experience and expertise in work with young people, in community knowledge, and in the charity and voluntary sector.

Trustees are recruited from known supporters of the Charity who share its aims and aspirations and are believed to be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment trustees are briefed on the Charity's activities and are directed to the Charity Governance code and relevant Charity Commission publications. On appointment, trustees are required to complete a Declaration of Interests and a Fit and Proper Person Declaration. They take seriously their obligations to maintain their knowledge and attend relevant courses and seminars.

Reporting Serious Incidents

In accordance with the Charity Commission's guidance on reporting serious incidents, the trustees declare that during the reporting period there were no serious incidents.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Safeguarding

The Charity works with children and young people and has a written safeguarding policy. Full Disclosure and Barring Service checks are carried out on all those offering to work with the Charity before they are engaged. When necessary the Project Manager liaises with the relevant schools and statutory authorities to report safeguarding concerns. Employees and Volunteers receive safeguarding training appropriate to their respective role. The Safeguarding Lead is Sam Harding and Safeguarding Deputy is Daniel Thompson. There are robust and clear safeguarding disclosure procedures in place which staff and volunteers are regularly briefed on.

The trustees have considered the 'statement of issues' for the wider sector which was included in a Charity Commission oversight of how safeguarding and protecting people from harm are managed within their Charity. Trustees are briefed on safeguarding procedures and a nominated Trustee will oversee the investigations into any incident along with the Project Manager Sam Harding. The safeguarding Trustee for the reporting period was Elspeth Barron.

Risk management

The trustees have a duty to identify and review the major risks to which the Charity is exposed and to ensure appropriate, systems have been established to minimise those risks and to provide reasonable assurance against fraud or error. The board of Trustees have put in place procedures to identify, monitor and regularly review risks, including risks to ensure compliance with health and safety requirements. The Trustees review the Charity's processes and procedures, on an annual basis including any safeguarding procedures.

It was agreed that the charity would pay for the services of ESJ Solutions for the purposes of book keeping and Sheen Stickland Accountants to produce the annual accounts and assist with other necessities such as tax returns.

The Charity became a member of Trust Advice in order to ensure all policies were relevant and up to date. This membership is renewed annually.

The Drop-In does not offer counselling services but has identified appropriate agencies that can provide such support.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1154818

Principal address

104 The Hornet
Chichester
West Sussex
PO19 7JR

Trustees

E Barron
N Dunn
R Davis
D Slatter
S Trundle
L Groot

Independent Examiner

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Chichester City Centre Drop-In

**Report of the Trustees
for the Year Ended 31st July 2023**

Approved by order of the board of trustees on 4 March 2024 and signed on its behalf by:

Lauralma
.....
L Groot - Trustee

**Independent Examiner's Report to the Trustees of
Chichester City Centre Drop-In**

Independent examiner's report to the trustees of Chichester City Centre Drop-In

I report to the charity trustees on my examination of the accounts of Chichester City Centre Drop-In (the Trust) for the year ended 31st July 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



P E H Wright FCA DChA

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 4 March 2024

Chichester City Centre Drop-In

Statement of Financial Activities for the Year Ended 31st July 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	67,562	-	67,562	78,355
Investment income	3	385	-	385	31
Total		<u>67,947</u>	<u>-</u>	<u>67,947</u>	<u>78,386</u>
EXPENDITURE ON					
Raising funds	4	9,387	-	9,387	7,857
Charitable activities	5				
Drop-In operating costs		59,911	-	59,911	51,625
Total		<u>69,298</u>	<u>-</u>	<u>69,298</u>	<u>59,482</u>
NET INCOME/(EXPENDITURE)		(1,351)	-	(1,351)	18,904
RECONCILIATION OF FUNDS					
Total funds brought forward		53,494	1,445	54,939	36,035
TOTAL FUNDS CARRIED FORWARD		<u>52,143</u>	<u>1,445</u>	<u>53,588</u>	<u>54,939</u>

The notes form part of these financial statements

Chichester City Centre Drop-In

Balance Sheet
31st July 2023

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	9	3,524	-	3,524	2,918
CURRENT ASSETS					
Debtors: amounts falling due within one year	10	611	-	611	522
Cash at bank		49,286	1,445	50,731	57,340
		<u>49,897</u>	<u>1,445</u>	<u>51,342</u>	<u>57,862</u>
CREDITORS					
Amounts falling due within one year	11	(1,278)	-	(1,278)	(5,841)
		<u>48,619</u>	<u>1,445</u>	<u>50,064</u>	<u>52,021</u>
NET CURRENT ASSETS					
		<u>52,143</u>	<u>1,445</u>	<u>53,588</u>	<u>54,939</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>52,143</u>	<u>1,445</u>	<u>53,588</u>	<u>54,939</u>
NET ASSETS					
		<u>52,143</u>	<u>1,445</u>	<u>53,588</u>	<u>54,939</u>
FUNDS					
	13				
Unrestricted funds:					
General fund				52,143	53,494
Restricted funds:					
All Churches Trust				1,445	1,445
				<u>53,588</u>	<u>54,939</u>
TOTAL FUNDS					

The financial statements were approved by the Board of Trustees and authorised for issue on
.....4 March 2024..... and were signed on its behalf by:

.....Lauraloma.....
L Groot - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Income from donations and grants is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.

Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue and Customs is grossed up for the tax recoverable. Any amount of tax reclaimed or reclaimable but not yet received is accrued and shown as a debtor.

Income from the sale of refreshments to the facility's users is recognised when received.

Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the time contributed by volunteers and no amounts are included for the value of the rent free use of the Chichester Cathedral Bell Tower basement provided by the Chapter of the Cathedral.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Expenditure on raising funds includes the costs of all fundraising activities.

Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible fixed assets

Tangible assets costing £200 or more are capitalised at cost. They are subsequently stated at cost less accumulated depreciation and impairment losses. Assets costing less than £200 are written off in the year of purchase.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

1. ACCOUNTING POLICIES - continued

Fund accounting

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	763	420
Church and Trust Grants received	59,236	64,445
Covid-19 support funding	-	1,335
Other donations	7,493	12,050
Gift aid refund	70	105
	<u>67,562</u>	<u>78,355</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Grants-Churches	1,830	1,875
Grants-Trusts	50,550	62,570
Other grants	6,856	-
	<u>59,236</u>	<u>64,445</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>385</u>	<u>31</u>

Chichester City Centre Drop-In

**Notes to the Financial Statements - continued
for the Year Ended 31st July 2023**

4. RAISING FUNDS

Raising donations and legacies

	2023	2022
	£	£
Volunteer costs (inc training)	9,387	7,857
	<u> </u>	<u> </u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Drop-In operating costs	58,711	1,200	59,911
	<u> </u>	<u> </u>	<u> </u>

6. SUPPORT COSTS

	Governance costs £
Drop-In operating costs	1,200
	<u> </u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st July 2023 nor for the year ended 31st July 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st July 2023 nor for the year ended 31st July 2022.

8. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	36,155	39,339
Other pension costs	605	-
	<u> </u>	<u> </u>
	<u>36,760</u>	<u>39,339</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Project Manger	1	1
Youth Worker	1	1
	<u> </u>	<u> </u>
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

Chichester City Centre Drop-In

Notes to the Financial Statements - continued for the Year Ended 31st July 2023

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Totals £
COST			
At 1st August 2022	15,570	1,463	17,033
Additions	2,690	-	2,690
	<u>18,260</u>	<u>1,463</u>	<u>19,723</u>
At 31st July 2023	18,260	1,463	19,723
DEPRECIATION			
At 1st August 2022	12,653	1,462	14,115
Charge for year	2,084	-	2,084
	<u>14,737</u>	<u>1,462</u>	<u>16,199</u>
At 31st July 2023	14,737	1,462	16,199
NET BOOK VALUE			
At 31st July 2023	<u>3,523</u>	<u>1</u>	<u>3,524</u>
At 31st July 2022	<u>2,917</u>	<u>1</u>	<u>2,918</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Gift aid refunds	345	275
Other debtors	-	6
Prepayments	266	241
	<u>611</u>	<u>522</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	138	4,821
Other creditors	1,140	1,020
	<u>1,278</u>	<u>5,841</u>

12. LEASING AGREEMENTS

Apart from the licence to occupy the basement of the Chichester Cathedral's Bell Tower rent free there are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of any lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis.

13. MOVEMENT IN FUNDS

	At 1.8.22 £	Net movement in funds £	At 31.7.23 £
Unrestricted funds			
General fund	53,494	(1,351)	52,143
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>54,939</u>	<u>(1,351)</u>	<u>53,588</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	67,947	(69,298)	(1,351)
TOTAL FUNDS	<u>67,947</u>	<u>(69,298)</u>	<u>(1,351)</u>

Comparatives for movement in funds

	At 1.8.21 £	Net movement in funds £	At 31.7.22 £
Unrestricted funds			
General fund	34,590	18,904	53,494
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>36,035</u>	<u>18,904</u>	<u>54,939</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,386	(59,482)	18,904
TOTAL FUNDS	<u>78,386</u>	<u>(59,482)</u>	<u>18,904</u>

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.21 £	Net movement in funds £	At 31.7.23 £
Unrestricted funds			
General fund	34,590	17,553	52,143
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>36,035</u>	<u>17,553</u>	<u>53,588</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	146,333	(128,780)	17,553
TOTAL FUNDS	<u>146,333</u>	<u>(128,780)</u>	<u>17,553</u>

All Churches Trust

During the year to 31 July 2020 Allchurches Trust awarded a £3,000 grant to assist with the funding of the charity's Life Group project. The Covid-19 pandemic delayed the start of the project and funds were put on hold.

14. RELATED PARTY DISCLOSURES

Dan Slatter, a trustee, is a leader of Revelation Family Church. During the year the Charity paid that church £15,036 (2022 £39,339) as a contribution towards the employment costs of Sam Harding and Bekah Robinson. Revelation Family Church disclosed to the Charity Sam Harding's and Bekah Robinson's remuneration and associated employment costs and the trustees are satisfied that the cost to the Church exceeded the amount the Charity paid for their services. The Charity also paid the Church £6,320 for the temporary use of 104 the Hornet for use as a temporary Covid-19 secure Drop-in space (2022 £2,640).

For administrative convenience the Charity purchases refreshment stock through Revelation Family Church and when requested by the Charity also orders other goods and services on behalf of the Charity. The Church recharges these to the Charity at cost. During the year a total of £2,023 was recharged to the Charity (2022 £3,124).

During the year the Charity occupied the basement of the Cathedral Bell Tower rent free under a licence granted by the Cathedral Chapter and paid the Chapter £125 (2022 £500) for electricity used in the bell tower for heating, power and lighting.

Chichester City Centre Drop-In

Detailed Statement of Financial Activities for the Year Ended 31st July 2023

	2023	2022
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	763	420
Church and Trust Grants received	59,236	64,445
Covid-19 support funding	-	1,335
Other donations	7,493	12,050
Gift aid refund	70	105
	<u>67,562</u>	<u>78,355</u>
Investment income		
Deposit account interest	385	31
	<u>67,947</u>	<u>78,386</u>
EXPENDITURE		
Raising donations and legacies		
Volunteer costs (inc training)	9,387	7,857
Charitable activities		
Wages	36,155	39,339
Pensions	605	-
Rates and water	58	68
Insurance	1,270	918
Light and heat	125	375
Postage and stationery	116	84
Advertising	530	855
Sundries	56	82
Refreshments	1,327	1,213
Internet	1,661	929
DBS checks	368	166
Rent	6,320	2,640
bank charges	66	97
Life Group	2,158	213
Activities (inc assemblies)	1,159	685
Bookkeeping	638	189
Professional Services	853	-
Repair and maintenance	714	740
Relational hub	2,448	-
Plant and machinery	2,084	1,892
	<u>58,711</u>	<u>50,485</u>
Support costs		
Governance costs		
Independent Examination fees	1,200	1,140

This page does not form part of the statutory financial statements

Chichester City Centre Drop-In

Detailed Statement of Financial Activities for the Year Ended 31st July 2023

	2023	2022
	£	£
Total resources expended	69,298	59,482
Net (expenditure)/income	<u><u>(1,351)</u></u>	<u><u>18,904</u></u>

This page does not form part of the statutory financial statements

CHICHESTER CITY CENTRE DROP-IN

England & Wales - Charity number 1154818

Accounts

REGISTERED CHARITY NUMBER: 1154818

**Report of the Trustees and
Financial Statements for the Year Ended 31st July 2022
for
Chichester City Centre Drop-In**

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Chichester City Centre Drop-In

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for the Year Ended 31st July 2022**

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Chichester City Centre Drop-In

Report of the Trustees for the Year Ended 31st July 2022

The trustees present their report with the financial statements of the charity for the year ended 31st July 2022. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main activity and object of the Charity as expressed in its constitution, is the relief of those in need by reason of youth in Chichester City and surrounding areas in particular, but not exclusively, by the provision of an after school drop-in facility for young people.

This objective is achieved by:

- Providing an after school drop-in facility which is open free of charge at the end of each school afternoon;
- Developing offshoot projects to support young people needing specific help with their social and emotional development and to tackle loneliness and social isolation.
- Running lunch time drop-in activities at two secondary schools;
- Providing both group and one to one in-school mentoring.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit. They strongly believe that a drop-in facility for young people, as outlined in this report, provides a very significant tangible public benefit.

Volunteers

The trustees continue to be grateful for the unstinting efforts of the volunteers. Without their work the Drop-In would not be viable. Trustees do not receive any payment or benefits for their work as trustees.

Post Covid-19 restrictions

Upon reopening the Drop-In after all government restrictions were lifted, the Trustees and project manager decided to limit the numbers able to attend the Drop-In at the Cathedral Bell Tower to 15 young people at a time for the first six months of operation and continued to monitor the advice offered by the National Youth Agency for any changes in legislation or recommended best practice.

Upon returning to 104 the Hornet, it was decided that numbers would no longer be limited to 15 due to the available space and quality of the building ventilation system.

Chichester City Centre Drop-In

Report of the Trustees for the Year Ended 31st July 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Until March 2020 the Drop-In was open at the end of each school afternoon from 3pm to 5.30pm. The onset of the Covid-19 pandemic lockdown brought an immediate change from a daily drop-in facility to online support and activity. During the summer of 2020 youth events were held in the open air. In the Autumn activities were moved temporarily to Covid secure premises at 104 The Hornet PO19 7JR, Chichester which were rented, on concessionary terms, to facilitate a limited in person drop-in and the development of support for young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.

In September 2021, the Drop-in reopened at the Cathedral Bell Tower basement, but due to a large attendance of young people, it was decided primarily for safety reasons that the Drop-in needed to relocate back to 104 The Hornet which could cater for larger numbers. On the 16th June, the board agreed that the Drop-in should remain at 104 on a permanent basis until a suitable location is found closer to the City Centre for the Drop-In. It was agreed that the charity would have to pay rent for the space at 104 due to the fact that it had now become the permanent location for the Drop-In.

A number of volunteers, mostly drawn from Chichester University and local churches, staff the Drop-In under the supervision of Sam Harding, manager. All volunteers are subject to Disclosure and Barring Service checks and are given appropriate safeguarding training.

There is a strong relationship with local secondary schools and until the Covid lockdown, the Charity ran in school activity sessions for groups and one to one basis mentoring. Continuing contact allows the schools to refer young people requiring support to the Drop-In.

Fundraising activities

The Charity's year-on-year fundraising activities are an absolute necessity for its work. During the year the a professional fundraiser worked with the Project Manager and the trustees. This resulted in donations and grants totalling £78,355 against a cost outlay of £7,857

Investment performance

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the trustees.

FINANCIAL REVIEW

Financial position

Once again, the Charity has benefited from generous support from individuals, trusts, churches and public authorities. Expenditure during the year was £59,482 against income received of £78,386.

Reserves policy

The work of the Charity is financed by one off grants and does not charge users for any of its services or facilities. With no assured income, the Charity's trustees policy is to hold free reserves equal twelve month's operating costs.

This policy was reviewed in July 2022 and will be reviewed again in July 2023.

Chichester City Centre Drop-In

Report of the Trustees for the Year Ended 31st July 2022

FUTURE PLANS

The trustees' strategic plan for the five years from 2019 to 2024 concluded that the Charity would:

- i. Continue to operate its after school drop-in facility on a daily basis;
- ii. Continue to develop in school support and mentoring activities;
- iii. Develop offshoot projects to support young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.

The first two offshoot projects were a Life Group and Social Action. The pandemic impacted their implementation. The Life Group has commenced but Social Action has been delayed.

Prior to lockdown ten young people were part of the volunteer team, under an eight month long Young Leaders Programme, which aimed to develop the participants commitment and reliability. Covid restrictions meant this initiative had to be suspended but it will recommence in 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Dan Inman retired as Trustee on the 17th February 2022. Elspeth Barron, Nicholas (Jack) Dunn and Laura Groot joined the board as Trustees on the 31st March 2022 Trevor James retired as a Trustee on the 31st March 2022. He indicated that he is willing to continue to advise the Charity for which the trustees are truly grateful.

The trustees set the Charity's policy and strategy. They bring experience and expertise in work with young people, in community knowledge, and in the charity and voluntary sector.

Trustees are recruited from known supporters of the Charity who share its aims and aspirations and are believed to be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment trustees are briefed on the Charity's activities and are directed to the Charity Governance code and relevant Charity Commission publications. On appointment, trustees are required to complete a Declaration of Interests and a Fit and Proper Person Declaration. They take seriously their obligations to maintain their knowledge and attend relevant courses and seminars.

Throughout the Covid-19 pandemic the trustees met monthly on Zoom. However, as of March 2022, the Trustees agreed to meet quarterly as it was deemed not necessary to meet as often now that the restrictions of the pandemic are no longer in place

Key management remuneration

Due to the current arrangement of buying in services from Revelation Family Church, the Charity has no employees and therefore does not have a pay policy. However, looking forward, it is the intention that by the end of December 2022 the charity will be directly employing its own staff and running its own payroll. The charity will have the appropriate policies in place for employing staff members.

Reporting Serious Incidents

In accordance with the Charity Commission's guidance on reporting serious incidents, the trustees declare that during the reporting period there were no serious incidents that they have failed to bring to the Commission's attention.

Chichester City Centre Drop-In

Report of the Trustees for the Year Ended 31st July 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Safeguarding

The Charity works with children and young people and has a written safeguarding policy. Full Disclosure and Barring Service checks are carried out on all those offering to work with the Charity before they are engaged. When necessary the Project Manager liaises with the relevant schools and statutory authorities to report safeguarding concerns.

The trustees have considered the 'statement of issues' for the wider sector which was included in a Charity Commission inquiry report published on 2 December 2021. In particular they have noted that "Every trustee should have clear oversight of how safeguarding and protecting people from harm are managed within their charity." Trustees are briefed on safeguarding procedures and a nominated Trustee will oversee the investigations into any incident along with the project manager Sam Harding.

Risk management

The trustees have a duty to identify and review the major risks to which the Charity is exposed and to ensure appropriate, systems have been established to minimise those risks and to provide reasonable assurance against fraud or error. The board of Trustees have put in place procedures to identify, monitor and regularly review risks, including risks from the Covid-19 pandemic, and to ensure compliance with health and safety requirements. The trustees review the Charity's processes and procedures, on an annual basis including any safeguarding procedures. The following actions were agreed following retirement of Trevor James trustee:

- Trevor James was previously supporting on a pro-bono basis all monthly accounting and financial oversight and advised trustees on relevant charity law. It was agreed that these services would need to be outsourced. In particular, the book keeping, production of the annual accounts and charity law support.

- It was agreed that the charity would pay for the services of ESJ solutions run by Suzanne Jones for the purposes of book keeping and Sheen Stickland Accountants to produce the annual accounts and assist with other necessities such as tax returns.

- It was agreed by the trustees that the Chichester City Centre Drop-in would become a member of Trust Advice and to work with Trust Advice to review and renew all policies and procedures of the charity operations as well receiving expert advice when needed.

The Drop-In does not offer counselling services but has identified appropriate agencies that can provide such support.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1154818

Principal address

104 The Hornet
Chichester
West Sussex
PO19 7JR

Trustees

E Barron (appointed 31.3.22)
N Dunn (appointed 31.3.22)
R Davis
D Slatter
S Trundle
L Groot (appointed 31.3.22)

Chichester City Centre Drop-In

**Report of the Trustees
for the Year Ended 31st July 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Approved by order of the board of trustees on1 / 3 / 23..... and signed on its behalf by:



.....
D Slatter - Trustee

**Independent Examiner's Report to the Trustees of
Chichester City Centre Drop-In**

Independent examiner's report to the trustees of Chichester City Centre Drop-In

I report to the charity trustees on my examination of the accounts of Chichester City Centre Drop-In (the Trust) for the year ended 31st July 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 1/3/25

Chichester City Centre Drop-In

Statement of Financial Activities for the Year Ended 31st July 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	78,355	-	78,355	48,621
Investment income	3	31	-	31	-
Total		<u>78,386</u>	<u>-</u>	<u>78,386</u>	<u>48,621</u>
EXPENDITURE ON					
Raising funds	4	7,857	-	7,857	3,000
Charitable activities	5				
Drop-In operating costs		<u>51,625</u>	<u>-</u>	<u>51,625</u>	<u>41,711</u>
Total		<u>59,482</u>	<u>-</u>	<u>59,482</u>	<u>44,711</u>
NET INCOME		18,904	-	18,904	3,910
RECONCILIATION OF FUNDS					
Total funds brought forward		34,590	1,445	36,035	32,125
TOTAL FUNDS CARRIED FORWARD		<u><u>53,494</u></u>	<u><u>1,445</u></u>	<u><u>54,939</u></u>	<u><u>36,035</u></u>

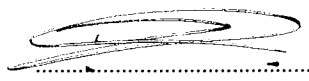
The notes form part of these financial statements

Chichester City Centre Drop-In

Balance Sheet 31st July 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	9	2,918	-	2,918	610
CURRENT ASSETS					
Debtors: amounts falling due within one year	10	522	-	522	407
Cash at bank		55,895	1,445	57,340	39,195
		<u>56,417</u>	<u>1,445</u>	<u>57,862</u>	<u>39,602</u>
CREDITORS					
Amounts falling due within one year	11	(5,841)	-	(5,841)	(4,177)
		<u>50,576</u>	<u>1,445</u>	<u>52,021</u>	<u>35,425</u>
NET CURRENT ASSETS					
		<u>53,494</u>	<u>1,445</u>	<u>54,939</u>	<u>36,035</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>53,494</u>	<u>1,445</u>	<u>54,939</u>	<u>36,035</u>
NET ASSETS					
		<u>53,494</u>	<u>1,445</u>	<u>54,939</u>	<u>36,035</u>
FUNDS					
	13				
Unrestricted funds:					
General fund				53,494	34,590
Restricted funds:					
All Churches Trust				1,445	1,445
TOTAL FUNDS					
				<u>54,939</u>	<u>36,035</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 1 / 3 / 22 and were signed on its behalf by:


D Slatter - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Income from donations and grants is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.

Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue and Customs is grossed up for the tax recoverable. Any amount of tax reclaimed or reclaimable but not yet received is accrued and shown as a debtor.

Income from the sale of refreshments to the facility's users is recognised when received.

Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the time contributed by volunteers and no amounts are included for the value of the rent free use of the Chichester Cathedral Bell Tower basement provided by the Chapter of the Cathedral.

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred.

Expenditure on raising funds includes the costs of all fundraising activities.

Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible fixed assets

Tangible assets costing £200 or more are capitalised at cost. They are subsequently stated at cost less accumulated depreciation and impairment losses. Assets costing less than £200 are written off in the year of purchase.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Chichester City Centre Drop-In

Notes to the Financial Statements - continued for the Year Ended 31st July 2022

1. ACCOUNTING POLICIES - continued

Fund accounting

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	420	525
Church and Trust Grants received	64,445	24,175
Covid-19 support funding	1,335	18,671
Other donations	12,050	5,250
Gift aid refund	105	-
	<u>78,355</u>	<u>48,621</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Grants-Churches	1,875	1,075
Grants-Trusts	62,570	23,100
	<u>64,445</u>	<u>24,175</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>31</u>	<u>-</u>

Chichester City Centre Drop-In

Notes to the Financial Statements - continued for the Year Ended 31st July 2022

4. RAISING FUNDS

Raising donations and legacies

	2022	2021
	£	£
Volunteer costs (inc training)	<u>7,857</u>	<u>3,000</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Drop-In operating costs	<u>50,485</u>	<u>1,140</u>	<u>51,625</u>

6. SUPPORT COSTS

	Governance costs £
Drop-In operating costs	<u>1,140</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st July 2022 nor for the year ended 31st July 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st July 2022 nor for the year ended 31st July 2021.

8. STAFF COSTS

The charity has no employees but during the year made payments to Revelation Family Church as a contribution towards the employment costs of two employees of that church who during the year were engaged in the Project.

Chichester City Centre Drop-In

Notes to the Financial Statements - continued
for the Year Ended 31st July 2022

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Totals £
COST			
At 1st August 2021	11,370	1,463	12,833
Additions	4,200	-	4,200
	<u>15,570</u>	<u>1,463</u>	<u>17,033</u>
At 31st July 2022	15,570	1,463	17,033
DEPRECIATION			
At 1st August 2021	10,761	1,462	12,223
Charge for year	1,892	-	1,892
	<u>12,653</u>	<u>1,462</u>	<u>14,115</u>
At 31st July 2022	12,653	1,462	14,115
NET BOOK VALUE			
At 31st July 2022	<u>2,917</u>	<u>1</u>	<u>2,918</u>
At 31st July 2021	<u>609</u>	<u>1</u>	<u>610</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Gift aid refunds	275	170
Other debtors	6	42
Prepayments	241	195
	<u>522</u>	<u>407</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	4,821	3,277
Other creditors	1,020	900
	<u>5,841</u>	<u>4,177</u>

12. LEASING AGREEMENTS

Apart from the licence to occupy the basement of the Chichester Cathedral's Bell Tower rent free there are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of any lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis.

13. MOVEMENT IN FUNDS

	At 1.8.21 £	Net movement in funds £	At 31.7.22 £
Unrestricted funds			
General fund	34,590	18,904	53,494
Restricted funds			
All Churches Trust	1,445	-	1,445
TOTAL FUNDS	<u>36,035</u>	<u>18,904</u>	<u>54,939</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,386	(59,482)	18,904
TOTAL FUNDS	<u>78,386</u>	<u>(59,482)</u>	<u>18,904</u>

Comparatives for movement in funds

	At 1.8.20 £	Net movement in funds £	At 31.7.21 £
Unrestricted funds			
General fund	29,125	5,465	34,590
Restricted funds			
All Churches Trust	3,000	(1,555)	1,445
TOTAL FUNDS	<u>32,125</u>	<u>3,910</u>	<u>36,035</u>

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	48,621	(43,156)	5,465
Restricted funds			
All Churches Trust	-	(1,555)	(1,555)
TOTAL FUNDS	<u>48,621</u>	<u>(44,711)</u>	<u>3,910</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.20 £	Net movement in funds £	At 31.7.22 £
Unrestricted funds			
General fund	29,125	24,369	53,494
Restricted funds			
All Churches Trust	3,000	(1,555)	1,445
TOTAL FUNDS	<u>32,125</u>	<u>22,814</u>	<u>54,939</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	127,007	(102,638)	24,369
Restricted funds			
All Churches Trust	-	(1,555)	(1,555)
TOTAL FUNDS	<u>127,007</u>	<u>(104,193)</u>	<u>22,814</u>

All Churches Trust

During the year to 31 July 2020 Allchurches Trust awarded a £3,000 grant to assist with the funding of the charity's Life Group project. The Covid-19 pandemic delayed the start of the project and funds were put on hold.

14. RELATED PARTY DISCLOSURES

Dan Slatter, a trustee, is a leader of Revelation Family Church. During the year the Charity paid that church £39,339 (2021 £29,420) as a contribution towards the employment costs of Sam Harding and Bekah Robinson. Revelation Family Church disclosed to the Charity Sam Harding's and Bekah Robinson's remuneration and associated employment costs and the trustees are satisfied that the cost to the Church exceeded the amount the Charity paid for their services. The Charity also paid the Church £2,640 for the temporary use of 104 the Hornet for use as a temporary Covid-19 secure Drop-in space (2021 £2,420).

For administrative convenience the Charity purchases refreshment stock through Revelation Family Church and when requested by the Charity also orders other goods and services on behalf of the Charity. The Church recharges these to the Charity at cost. During the year a total of £3,124 was recharged to the Charity (2021 £3,718).

During the year the Charity occupied the basement of the Cathedral Bell Tower rent free under a licence granted by the Cathedral Chapter and paid the Chapter £500 (2021 £500) for electricity used in the bell tower for heating, power and lighting.

Chichester City Centre Drop-In

Detailed Statement of Financial Activities for the Year Ended 31st July 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	420	525
Church and Trust Grants received	64,445	24,175
Covid-19 support funding	1,335	18,671
Other donations	12,050	5,250
Gift aid refund	105	-
	<u>78,355</u>	<u>48,621</u>
Investment income		
Deposit account interest	31	-
	<u>78,386</u>	<u>48,621</u>
Total incoming resources	78,386	48,621
EXPENDITURE		
Raising donations and legacies		
Volunteer costs (inc training)	7,857	3,000
Charitable activities		
Wages	39,339	29,420
Rates and water	68	5
Insurance	918	759
Light and heat	375	500
Postage and stationery	84	-
Advertising	855	526
Sundries	82	-
Refreshments	1,213	363
Internet	929	798
Web hosting	-	140
DBS checks	166	129
Rent	2,640	2,420
bank charges	97	84
All Churches	-	1,555
Life Group	213	997
Activities (inc assemblies)	685	1,339
Volunteer costs (inc training)	-	240
Bookkeeping	189	-
Repair and maintenance	740	-
Plant and machinery	1,892	1,536
	<u>50,485</u>	<u>40,811</u>
Support costs		

This page does not form part of the statutory financial statements

Chichester City Centre Drop-In

**Detailed Statement of Financial Activities
for the Year Ended 31st July 2022**

	2022	2021
	£	£
Support costs		
Governance costs		
Independent Examination fees	1,140	900
	<hr/>	<hr/>
Total resources expended	59,482	44,711
	<hr/>	<hr/>
Net income	<u>18,904</u>	<u>3,910</u>

This page does not form part of the statutory financial statements

CHICHESTER CITY CENTRE DROP-IN

England & Wales - Charity number 1154818

Accounts

Chichester City Centre Drop-In CIO
Trustees' Report and Financial Statements

31 July 2021

Chichester City Centre Drop-In CIO
Trustees' Report and Financial Statements
Year Ended 31 July 2021

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Balance Sheet	8
Notes to the financial statements	9 to 15

Chichester City Centre Drop-In CIO

Trustees' Report

Year Ended 31 July 2021

The trustees present their report and the financial statements of the Charity for the year ended 31 July 2021

Reference and administrative details

Operating name Bell Tower Drop-In

Charity registration number 1154818

Registered office 104 The Hornet
Chichester
West Sussex
PO19 7JR

Operating address Chichester Cathedral Bell Tower
West Street
Chichester
West Sussex
PO19 1RP

Trustees

Elsbeth Barron	(Appointed 31 March 2022)
Dave Corcoran	(Retired 21 August 2020)
Jack Dunn	(Appointed 31 March 2022)
Dan Inman	(Retired 31 March 2022)
Laura Irma	(Appointed 31 March 2022)
Trevor James	(Retired 31 March 2022)
Rosie Davis	
Becky Potheary	(Retired 25 September 2020)
Dan Slatter	
Simon Trundle	

Project Manager Sam Harding

Chairman Dan Slatter

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

Independent Examiner Amy Kensett FMAAT FCCA
Sheen Stickland
7 East Pallant
Chichester
West Sussex
PO19 ITR

Website www.belltower.chi.uk

Chichester City Centre Drop-In CIO

Trustees' Report

Year Ended 31 July 2021

Structure, governance and management

Charity Status

Chichester City Centre Drop-In ("the Charity") is a charitable incorporated organisation registered by the Charity Commission in England and Wales on 1 December 2013. The trustees are the members of the Charity.

Trustees including Recruitment, Appointment and Training of Trustees

Dave Corcoran retired as a trustee on 21 August 2020 and Becky Potheary retired as a trustee on 25 September 2020. Both have indicated they are willing to continue to advise the Charity for which the trustees are truly grateful. On 31 March 2022 there were further changes.

The trustees set the Charity's policy and strategy. They bring experience and expertise in work with young people, in community knowledge, and in the charity and voluntary sector.

Trustees are recruited from known supporters of the Charity who share its aims and aspirations and are believed to be able to bring a breadth and depth of experience and skills to the trustee body. Prior to appointment trustees are briefed on the Charity's activities and are directed to the Charity Governance code and relevant Charity Commission publications. On appointment trustees are required to complete a Declaration of Interests and a Fit and Proper Person Declaration. They take seriously their obligations to maintain their knowledge and attend relevant courses and seminars.

Since the onset of the Covid-19 pandemic the trustees have met on Zoom monthly.

Risk Management

The trustees have a duty to identify and review the major risks to which the Charity is exposed and to ensure appropriate systems have been established to minimise those risks and to provide reasonable assurance against fraud or error. They have put in place procedures to identify, monitor and regularly review risks, including risks from the Covid-19 pandemic, and to ensure compliance with health and safety requirements. During the year, in line with their policy to review them annually, the trustees reviewed the Charity's processes and procedures, including its safeguarding procedures.

The Drop-In does not offer counselling services but has identified appropriate agencies that can provide support.

The trustees believe that corruption, bribery and unfair actions hamper development and impede progress and insist on integrity in all aspects of the Charity's activities.

Objectives and activities

The main activity and object of the Charity, as expressed in its constitution, is the relief of those in need by reason of youth in Chichester City and surrounding areas in particular but not exclusively by the provision of an after school drop-in facility for young people.

This objective is achieved by:

- providing an after school drop-in facility which is open free of charge at the end of each school afternoon;
- developing offshoot projects to support young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.
- running lunch time drop-in activities at two secondary schools;
- providing both group and one to one in school mentoring.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit. They strongly believe that a drop-in facility for young people, as outlined in this report, provides a very significant tangible public benefit.

Chichester City Centre Drop-In CIO

Trustees' Report

Year Ended 31 July 2021

Achievements and performance

Until March 2020 the Drop-In was open at the end of each school afternoon from 3pm to 5.30pm. The onset of the Covid-19 pandemic lockdown brought an immediate change from a daily drop-in facility to online support and activity. During the summer youth events were held in the open air. In the Autumn activities were moved temporarily to Covid secure premises at 104 The Hornet, Chichester which were rented, on concessionary terms, to facilitate a limited in person drop-in and the development of support for young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.

Sam Harding manages the Drop-In assisted on a part time basis by Bekah Robinson. Both are employees of Revelation Family Church, Chichester. The Charity reimburses the Church for the costs of their services.

A rota of volunteers, mostly drawn from Chichester University and local churches, staffed the Drop-In until the onset of the pandemic. Since lockdown a smaller group of volunteers has been working with Sam Harding and Bekah Robinson. All volunteers are subject to Disclosure and Barring Service checks and are given appropriate training.

There is a strong relationship with local secondary schools and until lockdown the Charity ran in school activity sessions for groups and one to one basis mentoring. Continuing contact allows the schools to refer young people requiring support to the Drop-In.

Covid-19

The onset of the pandemic in March 2020 resulted in an immediate transition from face to face activities to on line activity. Throughout the year NHS and Government guidance and the National Youth Agency traffic light system have been followed and adaptations have been made and new initiatives taken to meet the changes in the restriction levels..

The Covid-19 risk assessment carried out at the onset of the pandemic was reviewed regularly during the year and the Charity's work was guided by the hazards identified, the consequent risk, the control measures required to mitigate the risk and further actions needed to reduce the risk to the lowest possible level.

The trustees, who had increased the frequency of their meetings from quarterly to monthly at the onset of the pandemic, continued to meet monthly throughout the year to ensure appropriate governance. Additionally throughout the year the chairman was in constant contact with the Project Manager, Sam Harding, and Bekah Robinson to provide support and guidance.

Financial review

Results

Once again the Charity has benefited from generous support from individuals, trusts, churches and public authorities. Expenditure during the year was below budget because activities were constrained by the pandemic's restrictions and as a consequence there was a surplus of £3,910 (2020 deficit £6,529).

Reserves policy

The work of the Charity is financed by one off grants and does not charge for any of its services or facilities. It occupies Chichester Cathedral's free standing bell tower under a non repairing tenancy at will granted by the Cathedral Chapter. With no assured income and no certainty of the right to continue the occupation of its premises the Charity's trustees policy is to hold free reserves equal to twelve month's operating costs.

This policy was reviewed during the year. It will be reviewed again in July 2022 and will take account of lessons learned during the pandemic.

Investment policy

Funds not required for current needs may be invested in investments of any kind at the absolute discretion of the trustees.

Volunteers

The trustees continue to be grateful for the unstinting efforts of the volunteers. Without their work the Drop-In would not be viable. Trustees do not receive any payment or benefits for their work as trustees.

Chichester City Centre Drop-In CIO

Trustees' Report

Year Ended 31 July 2021

Pay Policy for Key Management Personnel

The Charity has no employees and therefore does not have a pay policy.

Fundraising

The Charity's year-on-year fundraising activities are an absolute necessity for its work. During the year the professional fundraiser worked with the Project Manager and the trustees. This resulted in donations and grants totalling £23,100 (2020 £33,094). Additionally during the year the Charity received £18,671 in public funding for Covid support.

Plans for future periods

The trustees' strategic plan for the five years from 2019 to 2024 concluded that the Charity would:

- i. continue to operate its after school drop-in facility on a daily basis;
- ii. continue to develop in school support and mentoring activities;
- iii. develop offshoot projects to support young people needing specific help with their social and emotional capabilities and to tackle loneliness and social isolation.

The first two offshoot projects were a Life Group and Social Action. The pandemic impacted their implementation. The Life Group has commenced but Social Action has been delayed.

Prior to lockdown ten young people were part of the volunteer team, under an eight month long Young Leaders Programme, which aimed to develop the participants commitment and reliability. Covid restrictions meant this initiative had to be suspended but it will recommence as soon as restrictions permit.

Reporting serious incidents

In accordance with the Charity Commission's guidance on reporting serious incidents, the trustees declare that during the reporting period there were no serious incidents that they have failed to bring to the Commission's attention.

Safeguarding

The Charity works with children and young people and has therefore a full written safeguarding policy. Full Disclosure and Barring Service checks are carried out on all those offering to work with the Charity before they are engaged. When necessary the Project Manager liaises with the relevant schools and statutory authorities.

The trustees have considered the statement of issues for the wider sector which was included in a Charity Commission inquiry report published on 2 December 2021. In particular they have noted that "Every trustee should have clear oversight of how safeguarding and protecting people from harm are managed within their charity."

Trustees' responsibilities statement

The trustees 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).

Charity law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the 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 in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Chichester City Centre Drop-In CIO

Trustees' Report

Year Ended 31 July 2021

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 Charities Act 2011. 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.

The trustees are responsible for the maintenance and integrity of the financial information included in the charity's website.

So far as the trustees are aware, there is no relevant information of which the charity's Independent Examiner is unaware, and each trustee has confirmed that they have taken appropriate steps to identify such information.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees, staff and volunteers endeavour to conduct the Charity's activities in accordance with the seven principles identified by the Nolan Committee on Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

The trustees' annual report was approved on 25 May 2022 and signed on behalf of the trustees by:

~~Dan Slatter~~
Chairman

Simon Trundle

Trustee



Chichester City Centre Drop-In CIO
Independent examiner's report to the trustees of
Chichester City Centre Drop-In CIO
Year Ended 31 July 2021

I report to the charity trustees on my examination of the accounts of the Chichester City Centre Drop-In CIO for the year ended 31 July 2021.

Responsibility and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('the 2011 Act').

Having satisfied myself that the accounts of Chichester City Centre Drop-In are not required to be audited 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 Charity as required under the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with accounting requirements under the 2011 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of my 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.

Amy Kensett

Amy Kensett FMAAT FCCA
Sheen Stickland
7 East Pallant
Chichester
West Sussex
PO19 1TR

27 May 2022

Chichester City Centre Drop-In CIO

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 July 2021

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2021	Total Funds 2020 £
Income					
Donations and grants	5	48,621	0	48,621	32,337
Refreshment sales	6	0	0	0	444
Total income		<u>48,621</u>	<u>0</u>	<u>48,621</u>	<u>32,781</u>
Expenditure					
Raising funds	7	3,000	0	3,000	3,186
Drop-In operation	8	40,156	1,555	41,711	32,055
Charitable trading activities		0	0	0	1,069
Total expenditure		<u>43,156</u>	<u>1,555</u>	<u>44,711</u>	<u>36,310</u>
Net income/(expenditure) and net movement in funds		<u>5,465</u>	<u>(1,555)</u>	<u>3,910</u>	<u>(3,529)</u>
Reconciliation of funds					
Total funds brought forward		29,125	3,000	32,125	35,654
Total funds carried forward		<u>34,590</u>	<u>1,445</u>	<u>36,035</u>	<u>32,125</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 9 to 15 form part of these financial statements

Chichester City Centre Drop-In CIO

Balance Sheet

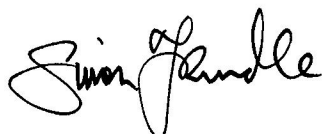
31 July 2021

		2021 £	2020 £
Fixed assets			
Tangible assets	13	610	1,841
Current assets			
Stocks	14	0	0
Debtors	15	407	1,422
Cash at bank and in hand		39,195	32,243
		<u>39,602</u>	<u>33,665</u>
Creditors: amounts falling due within one year	16	(4,177)	(3,381)
Net current assets		<u>35,425</u>	<u>30,284</u>
Total assets less current liabilities		<u>36,035</u>	<u>32,125</u>
Creditors: amounts falling due after more than one year		0	0
Net assets		<u>36,035</u>	<u>32,125</u>
Funds of the charity			
Restricted funds	18	1,445	3,000
Unrestricted funds		34,590	29,125
Total charity funds	19	<u>36,035</u>	<u>32,125</u>

These financial statements were approved by the trustees and authorised for issue on 25 May 2022 and are signed on their behalf by:

~~Ben Clatter~~
Chairman

Simon Towle
Trustee



The notes on pages 9 to 15 form part of these financial statements

Chichester City Centre Drop-In CIO

Notes to the Financial Statements

Year Ended 31 July 2021

1. General Information

The Charity is a Charitable Incorporated Organisation registered as a charity in England and Wales. The registered office was moved in December 2021 from Dormer Cottage, West Broyle, Chichester, West Sussex PO19 3PR to 104 the Hornet, Chichester, West Sussex PO19 7JR

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities Act 2011.

Chichester City Centre Drop-In CIO meets the definition of a public benefit entity under FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the Charity's ability to continue. This conclusion includes consideration of the impact of the Covid-19 pandemic.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the Charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations and grants is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue and Customs is grossed up for the tax recoverable. Any amount of tax reclaimed or reclaimable but not yet received is accrued and shown as a debtor.
- Income from the sale of refreshments to the facility's users is recognised when received.

Chichester City Centre Drop-In CIO

Notes to the Financial Statements *(continued)*

Year Ended 31 July 2021

3. Accounting policies *(continued)*

- Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the time contributed by volunteers and no amounts are included for the value of the rent free use of the Chichester Cathedral Bell Tower basement provided by the Chapter of the Cathedral.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Expenditure on raising funds includes the costs of all fundraising activities.
- Expenditure on charitable activities includes all costs incurred by the Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Charity apportioned to charitable activities.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Apart from a licence to occupy the basement of the Chichester Cathedral's Bell Tower rent free there are no operating leases. Any lease payments would be recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of any lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

Tangible assets costing £200 or more are capitalised at cost. They are subsequently stated at cost less accumulated depreciation and impairment losses. Assets costing less than £200 are written off in the year of purchase.

Depreciation

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

Stocks

Stocks are measured at the lower of cost and net realisable value.

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.

Cash at bank and in hand

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

Chichester City Centre Drop-In CIO

Notes to the Financial Statements *(continued)*

Year Ended 31 July 2021

3. Accounting policies (continued)

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.

Financial Instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Members' liability

Chichester City Centre Drop-In is a charitable incorporated organisation. No member has a liability to contribute to the assets in the event of its being wound up while a member.

5. Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations under gift aid (including tax)	525	0	525	325
Other donations	5,250	0	5,250	9,362
Covid-19 support funding	18,671	0	18,671	0
Church and Trust Grants received	24,175	0	24,175	22,650
	<u>48,621</u>	<u>0</u>	<u>48,621</u>	<u>32,337</u>
Year ended 31 July 2020	<u>29,337</u>	<u>3,000</u>		

6. Refreshment sales

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from the sale of refreshments to users of the Bell Tower facilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>444</u>

7. Costs of raising funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Annual Review artwork and printing	0	0	0	186
Fundraising fees	3,000	0	3,000	3,000
	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>3,186</u>

Chichester City Centre Drop-In CIO

Notes to the Financial Statements *(continued)*

Year Ended 31 July 2021

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support Costs £	Total Funds 2021 £	Total Funds 2020 £
Drop-In operating costs	40,811	0	40,811	32,055
Governance costs	0	900	900	0
	<u>40,811</u>	<u>900</u>	<u>41,711</u>	<u>32,055</u>

9. Net income

Net income is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	1,536	1,435
Independent examiner's remuneration	900	0
Trustees' meeting expenses	0	0
	<u>0</u>	<u>0</u>

10. Independent examiner's remuneration

	2021 £	2020 £
Fees payable for the examination of the financial statements	900	0
	<u>900</u>	<u>0</u>

11. Staff costs

The Charity has no employees but during the year made payments to Revelation Family Church as a contribution towards the employment costs of two employees of that Church who during the year were engaged in the Project (2020 Nil).

12. Trustee remuneration and expenses

None of the trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2020 None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

Chichester City Centre Drop-In CIO

Notes to the Financial Statements *(continued)*

Year Ended 31 July 2021

13. Tangible fixed assets

	Equipment	Fit out	Total
	£	£	£
Cost			
At 1 August 2020	11,065	1,463	12,528
Additions	305	0	305
At 31 July 2021	11,370	1,463	12,833
Depreciation			
At 1 August 2020	9,225	1,462	10,687
Charge for the year	1,536	0	1,536
At 31 July 2021	10,761	1,462	12,223
Carrying amount			
At 31 July 2021	609	1	610
At 31 July 2020	1,840	1	1,841

14. Stocks

The stock of refreshments held at Covid-19 lockdown was written off and no material refreshment stocks were held at any time during the year to 31 July 2021.

15. Debtors

	2021	2020
	£	£
Gift Aid tax refunds	170	1,250
Other debtors	42	0
Prepayments	195	172
	407	1,422

16. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	4,177	3,381
Deferred income	0	0
Accruals	0	0
	4,177	3,381

17. Analysis of charitable funds

	At 1 August 2020 £	Income £	Expenditure £	Transfers £	At 31 July 2021 £
Unrestricted	29,125	48,621	(43,156)	0	34,590
Restricted	3,000	0	(1,555)	0	1,445
	32,125	48,621	(44,711)	0	36,035

Chichester City Centre Drop-In CIO

Notes to the Financial Statements *(continued)*

Year Ended 31 July 2021

17. Analysis of charitable funds (continued)

Prior Year

	At 1 August 2019 £	Income £	Expenditure £	Transfers £	At 31 July 2020 £
Unrestricted	35,654	29,767	(36,296)	0	29,125
Restricted	0	3,000	(0)	(0)	3,000
	<u>35,654</u>	<u>32,767</u>	<u>(36,296)</u>	<u>0</u>	<u>32,125</u>

The Unrestricted Fund represents the resources freely available to further the general aims and objectives of the charity.

18. Restricted funds

During the year to 31 July 2020 Allchurches Trust awarded a £3,000 grant to assist with the funding of the Charity's Life Group project. The Covid-19 pandemic delayed the start of the project and the funds were held at 31 July 2020 and were expended during the year to 31 July 2021.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	610	0	610
Current assets	38,157	1,445	39,602
Creditors less than 1 year	(4,177)	0	(4,177)
Creditors greater than 1 year	0	0	0
Net assets	<u>34,590</u>	<u>1,445</u>	<u>36,035</u>

Prior Year

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	1,841	0	1,841
Current assets	30,665	3,000	33,665
Creditors less than 1 year	(3,381)	0	(3,381)
Creditors greater than 1 year	0	0	0
Net assets	<u>29,125</u>	<u>3,000</u>	<u>32,125</u>

20. Operating lease commitments There are no operating lease commitments (2020 None).

21. Related parties

Dan Slatter, a trustee, is a leader of Revelation Family Church. During the year the Charity paid that church £29,420 (2020 £25,216) as a contribution towards the employment costs of Sam Harding and Bekah Robinson. Revelation Family Church disclosed to the Charity Sam Harding's and Bekah Robinson's remuneration and associated employment costs and the trustees are satisfied that the cost to Revelation Family Church exceeded the amount the Charity paid for their services. The Charity also paid Revelation Family Church £2,420 for the temporary use of part of 104 The Hornet for use as a temporary Covid-19 secure Drop-In space (2020 nil). Revelation Family Church donated £400 to the Charity during the year (2020 nil).

Chichester City Centre Drop-In CIO

Notes to the Financial Statements *(continued)*

Year Ended 31 July 2021

21. Related parties (continued)

For administrative convenience the Charity purchases refreshment stock through Revelation Family Church and when requested by the Charity Revelation Family Church also orders other goods and services on behalf of the Charity. The Church recharges these to the Charity at cost. During the year a total of £3,718 was re-charged to the Charity (2020 £2,255).

Dan Inman, a trustee, is a member of the Chapter of Chichester Cathedral. During the year the Charity occupied the basement of the Cathedral Bell Tower rent free under a licence granted by the Cathedral Chapter and paid the Chapter £500 (2020 £500) for electricity used in the Bell Tower for heating, power and lighting.