

**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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# **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

<b>Trustees</b>	Elspeth 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](http://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 a 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 Slater~~  
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 £
<b>Income</b>					
Donations and grants	5	48,621	0	48,621	32,337
Refreshment sales	6	0	0	0	444
<b>Total income</b>		<u>48,621</u>	<u>0</u>	<u>48,621</u>	<u>32,781</u>
<b>Expenditure</b>					
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
<b>Total expenditure</b>		<u>43,156</u>	<u>1,555</u>	<u>44,711</u>	<u>36,310</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>5,465</u>	<u>(1,555)</u>	<u>3,910</u>	<u>(3,529)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		29,125	3,000	32,125	35,654
<b>Total funds carried forward</b>		<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

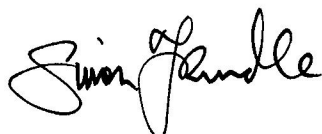
31 July 2021

		2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	13	610	1,841
<b>Current assets</b>			
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>
<b>Creditors: amounts falling due within one year</b>	16	(4,177)	(3,381)
<b>Net current assets</b>		<u>35,425</u>	<u>30,284</u>
<b>Total assets less current liabilities</b>		<u>36,035</u>	<u>32,125</u>
<b>Creditors: amounts falling due after more than one year</b>		0	0
<b>Net assets</b>		<u>36,035</u>	<u>32,125</u>
<b>Funds of the charity</b>			
Restricted funds	18	1,445	3,000
Unrestricted funds		34,590	29,125
<b>Total charity funds</b>	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 Tindle  
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	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>
	<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	<u>0</u>	<u>0</u>

### 10. Independent examiner's remuneration

	2021 £	2020 £
Fees payable for the examination of the financial statements	<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
	£	£	£
<b>Cost</b>			
At 1 August 2020	11,065	1,463	12,528
Additions	305	0	305
<b>At 31 July 2021</b>	<b>11,370</b>	<b>1,463</b>	<b>12,833</b>
<b>Depreciation</b>			
At 1 August 2020	9,225	1,462	10,687
Charge for the year	1,536	0	1,536
<b>At 31 July 2021</b>	<b>10,761</b>	<b>1,462</b>	<b>12,223</b>
<b>Carrying amount</b>			
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
	<b>407</b>	<b>1,422</b>

### 16. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	4,177	3,381
Deferred income	0	0
Accruals	0	0
	<b>4,177</b>	<b>3,381</b>

### 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
	<b>32,125</b>	<b>48,621</b>	<b>(44,711)</b>	<b>0</b>	<b>36,035</b>

# 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
<b>Net assets</b>	<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
<b>Net assets</b>	<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.