

**Report of the Trustees and  
Financial Statements for the Year Ended 31st March 2022  
for  
Chichester District Foodbank**

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

**Chichester District Foodbank**

**Contents of the Financial Statements  
for the Year Ended 31st March 2022**

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	<b>Page</b>
<b>Report of the Trustees</b>	1 to 7
<b>Independent Examiner's Report</b>	8
<b>Statement of Financial Activities</b>	9
<b>Balance Sheet</b>	10
<b>Notes to the Financial Statements</b>	11 to 18

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

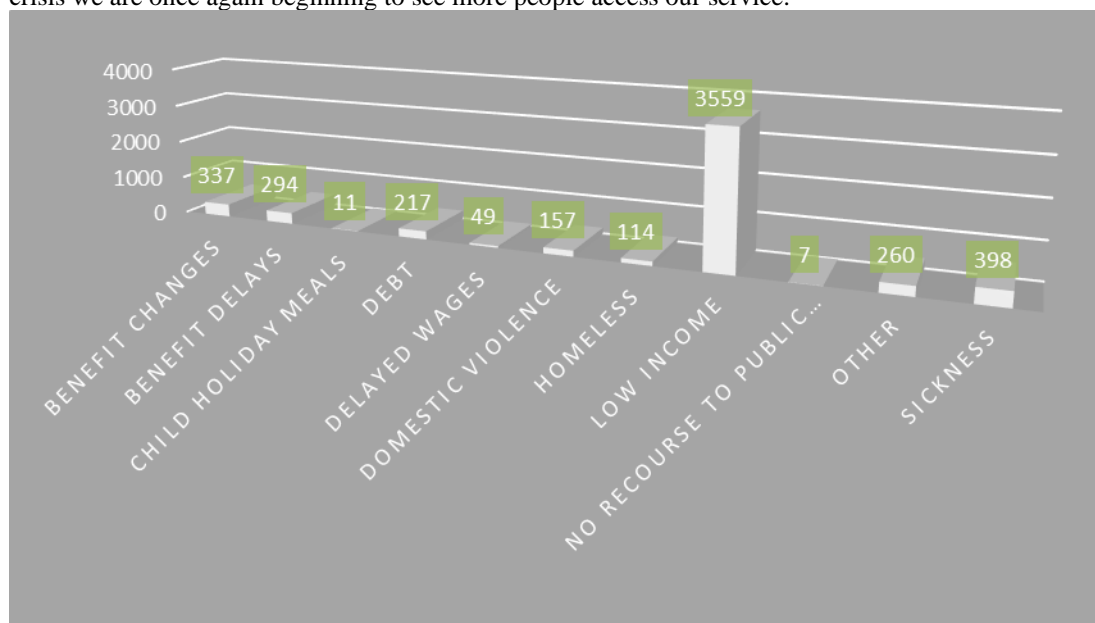
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The trustees present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**ACHIEVEMENT AND PERFORMANCE**

**Main activities undertaken to further the charity's objectives**

As Chichester District Foodbank entered April 21 we were still feeling the effects of the Covid-19 pandemic and by the end of March 22 figures were still 48% up, compared to the pre-pandemic year of April 2019 to March 2020. The number of clients fed however, was down on the previous year 20/21 by 8%. At first glance this slight decrease may have suggested that as we were starting to move out of the pandemic less people were using the foodbank, however when examining the number of vouchers fulfilled there was actually only a 1 voucher difference between 20/21 and 21/22, so foodbank usage had in fact remained constant. The decrease was due to the reduction in the number of people being fed per voucher as we saw less two parent families (139) accessing the service when furlough stopped and people went back to work. During 21/22, 2,122 three-day emergency food parcels were given out to feed 5,403 local people in crisis (2,006 were children), compared to 2,123 food parcels feeding 5,889 people in the previous year. During 21/22 we found 64% of all our clients needed our service because they were on low income. These clients were either earning a low wage or could not manage on their benefits due to the fact they were living in a District with a high cost of living. This was compounded by those being placed on furlough during the pandemic as living on 80% of an already low income tipped families into poverty. In a District of which 61% is rural those on low income also faced increased costs for travel to work, school, doctors, supermarkets and to access government services. As a result of the cost of living crisis we are once again beginning to see more people access our service.

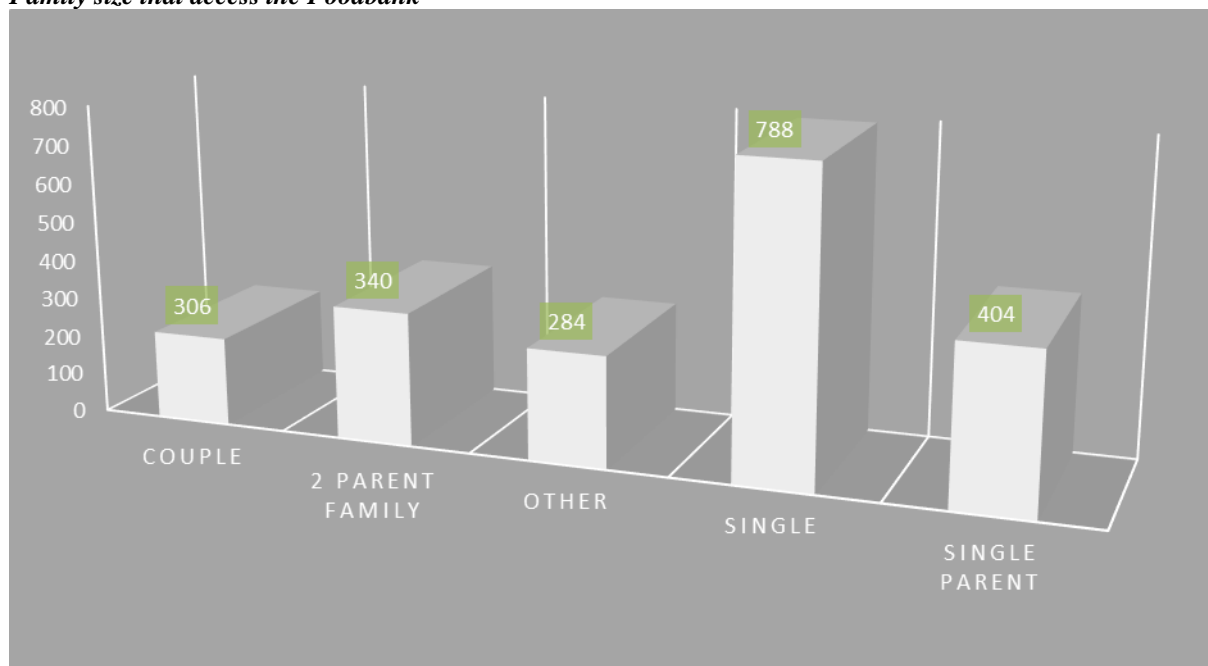


*Reasons for people coming (numbers fed)*

**Covid-19**

At the beginning of April 2021 the pandemic still had an effect on the numbers accessing our service and foodbank procedures. We continued to run a delivery only service across the District and a telephone signposting system was set up to support clients. In September the foodbank centre in Chichester and Selsey returned to collection points, where clients could once again pick up a parcel and receive face to face support. Midhurst and Petworth have remained delivery only services. We also saw a very generous increase in food and financial donations during this year. We want to thank the local community for the way they provided food, finance and manpower to get us through this difficult time.

*Family size that access the Foodbank*



**Warehouse**

The sorting and storing of food continues to take place in St John's Hall in Chichester. However, the increased demand for food and the need to store prepacked kids lunch packs has continued to place more pressure upon the warehouse space. The Foodbank is currently looking for a new warehouse space of 250m<sup>2</sup>. This will have a financial implication for the Foodbank.

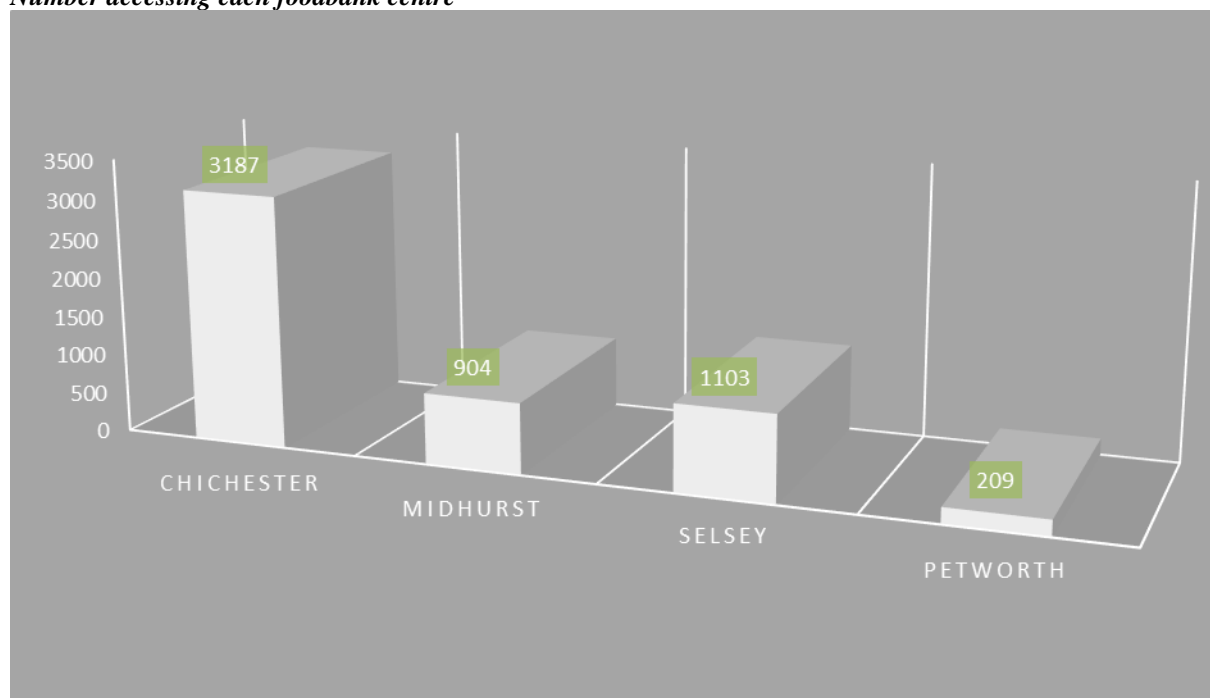
**Foodbank Centres**

Chichester District covers 303.6 square miles. Chichester District Foodbank has four foodbank centres serving clients across the District, in Chichester, Selsey, Petworth and Midhurst. The Foodbank works with 197 local agencies, including Citizens Advice, Social Services, health professionals, schools and churches who identify people in crisis and give them a foodbank voucher, which they exchange for a 3-day food parcel.

Midhurst have seen a 2% rise in the number of people fed in 2021/22 and Chichester and Petworth a slight decrease.

During the year ending 31st March 2021 we partnered with Selsey Community Forum, who provided support to vulnerable people, to help Selsey residents in crisis. Clients in their initial crisis were referred to the foodbank centre for food and then offered support through the Selsey Care shop, including debt advice. This increased community support, plus the establishment of a pantry has seen a reduced number of people needing to use the foodbank centre in Selsey.

*Number accessing each foodbank centre*



**Kids Holiday Lunch Pack Scheme**

Since 2016, Chichester District Foodbank has also responded to child hunger in the school holidays by providing fortnightly lunch packs to children on free school meals due to low income during Easter, Summer and Christmas. There are over 2,400 children in this category in the District. To ensure the packs got to the right children the Foodbank worked with 50 local schools to identify the families that needed help. The pandemic meant we had to develop a new business process to allocate and distribute the lunch packs. Once schools had sent over the number of children who needed help, they were sent a set of codes which were allocated to the families. Families would then fill out a registration form, which they accessed through our website and a parcel was delivered during the week that led up to the holiday. From September 2021, Chichester and Selsey, parents returned to collecting the lunch packs from a number of collection points at local churches across the city and peninsula. Kid's lunch packs cover 10 meals over a fortnightly period. This year we gave out 1,150 (2 parcels per child covering 30 meals to cover 6 weeks) at summer, 808 at Christmas and 615 at Easter worth £18.45 each.

**Partnerships**

- Chichester District Foodbank relies on the support of local care professionals to refer clients in crisis and this year we had 197 agencies that held our vouchers to give to households in crisis.
- The Foodbank continues to work with "Christians Against Poverty" to help clients budget and get out of debt.
- The Foodbank continues to work with "Chichester Harbour Rotary Club" who provide access to nearly new clothes, bedding, towels, furniture and white goods. Due to the pandemic a leaflet was placed in the food parcels so clients could contact them direct.
- Panther Van Hire continues to support us by lending us a van twice a week to pick up donations and deliver food to the foodbank centres. We are grateful for their ongoing support.
- The Foodbank works with the "Hygiene Bank" who provide toiletries, sanitary and household products, which we are able to give out to our clients as well as food.
- We continue to work with UK Harvest who provided us with fruit and vegetables.
- Arun and Chichester Food Partnership was set up in November 2020 to tackle food insecurity and waste, which Chichester District Foodbank is a member. The Foodbank CEO attends the steering group meetings.
- Since the pandemic we have partnered with Selsey Community Forum, who provide support to vulnerable people in Selsey. We provide food and they offer support, including debt advice.

**Public Support**

We rely heavily on the generosity of the public to donate food and this year we saw 94,896kg of food, toiletries and household cleaning products donated. 103,563kg was given out in three-day food parcels to individuals and families in crisis or children through the lunch pack scheme.

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

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**Gifts in Kind**

We are grateful for the ongoing support of Panther Hire, who provide a van in kind, twice a week, to pick up and drop off food donations and Wiley Publishers who provide cardboard boxes for our Kids Lunch Packs and Emergency Food Parcels.

A big thank you to all those who support the work we do at Chichester District Foodbank we could not do it without you. Your time, finance and food donations make a real difference to families facing food poverty in the district. Since we opened in September 2012 we have fed 29,069 people, including 11,784 children, until the end of March 2022.

**Volunteers**

The trustees continue to be grateful for the unstinting efforts of a large number of volunteers who willingly give many hours each week collecting, sorting and distributing food. No exact record is kept of the time given on a voluntary basis, but on an average of 211 volunteers working an estimated average of three hours per week, the value of their contribution, at the level of the living wage, is a total of £312,702 per annum. Without this contribution the Charity could not function.

**Fundraising**

Donors to Chichester District Foodbank can be assured that it complies with the regulatory standards for fundraising. As a small charity it is not registered with the Fundraising Regulator, but it is committed to adhere to the Code of Fundraising Practice. Fundraising activities are executed by the Charity's employees and volunteers. External fundraising service providers are not used. This report covers the requirements charities must follow as set out in the Charities Act 2016.

It cost £120,926 to provide the Foodbank's services during the year to 31 March 2022. The Trussell Trust granted £7,849 which was restricted to pay for the Operations Manager and Sainsbury granted £1,000 to use on the Kids Lunch Packs and £10,000 from Sussex Community Foundation was unrestricted. Other grants totalled £3,962 and the rest of the funding came from the local community through regular and one-off donations. Fundraising involves writing grant funding applications and encouraging regular and one-off donations from local supporters, businesses and community groups across the District. Enthuse, winners of an Institute of Fundraising award in 2019, provide the Foodbank's online giving platform and the Charity ensures they comply with the Code of Fundraising Practice. In accordance with GDPR regulations the Charity's privacy policy is outlined on its website. Supporters' data is held securely and only used to send Foodbank newsletters or similar communications. Supporters can choose to unsubscribe from the list at any time.

**FINANCIAL REVIEW**

**Financial position**

The Charity received support during the year from statutory authorities, grant making trusts, churches, individuals and community groups. Income was £129,086 (2021: £291,098). The reduction in income can be attributed to extraordinary donations received during the 2020 Covid lockdown.

Charitable activity costs totalled £119,111 (2021: £97,892).

At 31 March 2022 the charity held: restricted reserves of £37,922 (2021: £216,259), designated funds of £179,953 to meet development activities as stated in the revised Reserves Policy and unrestricted general reserves of £90,000 (2021: £81,713) (excluding fixed assets).

**Investment policy and objectives**

Under its constitution the Charity has the power to invest funds in the furtherance of its charitable objectives. Investments must be made in the same manner and subject to the same conditions as are permitted by the Trustee Act 2000. Other than funds on deposit with its bankers the Charity does not currently hold any investments. If at a future date funds are invested elsewhere the trustees will have regard to the need to consider socially responsible investments.

## **FINANCIAL REVIEW**

### **Reserves policy**

The Trustees retain sufficient reserves to meet all financial obligations and ensure the prudent management of the activities of the charity. The nature of the charity's activities can be volatile with the needs of clients fluctuating seasonally, with changes in personal finances and as a result of national economic factors. Income from donations and grants also vary considerably. Consequently, the Trustees agreed to establish a minimum level of £90,000 reserves deemed to be sufficient to meet the equivalent of 6 months of normal operating costs of running the charity and staff redundancy costs in the event the charity ceases to operate.

Unrestricted Funds of £269,953 as at 31st March 2022 exceeds the minimum level of £90,000 primarily as a result of extraordinary donations received during the 2020 Covid lockdown. Consequently, the Trustees have earmarked the remaining funds of £179,953 to a special Designated Fund which will be held for specific financial commitments as the charity continues to grow to meet the anticipated future demand for its services arising from the cost of living crisis. The Fund is designated for three particular development activities:

- Acquiring and equipping a larger warehouse in Chichester which is needed to receive food donations, assemble food packages for clients and kids holiday packs, and for the distribution of food to local centres.
- Implement the Pathfinders Project in 2022 in partnership with the Trussell Trust. The Pathfinders Project strategic themes of Changing Communities, Changing Policy and Changing Minds aim is to find out what works for the Foodbank, what works in communities and for people experiencing poverty and how we can better support the rest of the network in delivering our shared strategic plan. The three-year Project requires a financial commitment from the Chichester Foodbank.
- A new staffing structure suitable to meet the demands on a larger charity. Investing in, equipping and developing staff.

Restricted Funds of £37,922 represent residual grants and donations earmarked for specific projects such as the Kids Holiday Lunch Packs and support for Foodbank Centres across the district.

Due to the nature of the charity this Policy is to be reviewed annually as part of the preparation of the Annual Report and Accounts.

### **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue its operations for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

### **Risk management**

The trustees acknowledge they have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. They have put in place procedures to identify, monitor and review these risks. Risk mitigation and effectiveness is reviewed in March each year and health and safety, safeguarding and financial procedures are reviewed in July each year.

## **FUTURE DEVELOPMENTS**

**Rural development:** to ensure the optimum balance between need, provision and accessibility the Charity continues to look at ways of providing a service to clients who cannot easily get to a foodbank centre. The charity is looking at purchasing a small transit van to take the foodbank service to rural areas. This will have financial implications on the Foodbank.

**Community service:** The Charity will continue to provide voluntary positions for individuals needing community service through probation, colleges, Job Clubs and similar organisations.

**Outreach worker:** Based upon the successful pilot undertaken with Chichester District Council and to meet the growing complex needs of clients, the Foodbank will work towards employing an outreach worker who can help them with their debt, rent arrears, housing issues and other complex needs. This will have financial implications on the Foodbank. During the interim period volunteers will be given more robust signposting training and there will be discussions with the Citizens Advice and Christians Against Poverty to place an advisor in foodbank sessions.

**Staffing:** The increased demand for the Foodbank in both the city and 3 rural centres has placed a growing pressure upon the existing staff and key volunteers. To increase capacity, the Operations Manager has become a full time role and an administrator has been employed. To meet our strategic aims to address the issues surrounding local poverty and include those with lived experience in our decision making the Foodbank will employ a Local Mobilisation and Campaigns Manager alongside a Lived Experience Coordinator. This will have financial implications on the Foodbank.

**Trussell Trust Pathfinder Programme:** Chichester District Foodbank was successful in its application to become one of the Trussell Trusts foodbanks to join its development and support programme for the next 3 years. The Foodbank has also been successful in being accepted onto the Organising Local Mobilisation Programme to help tackle local issues causing poverty. This will start in September 2022.

## **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**

The Charity's constitution specifies that there must be at least three and not more than ten trustees who serve for a period of three years. They can be reappointed but cannot serve for more than three consecutive terms. In selecting individuals for appointment regard is taken of the skills, knowledge and experience needed for the Charity's effective administration. Before appointment trustees must confirm that they are in sympathy with the Charity's Christian basis and are briefed on the Charity's activities. On appointment they complete Fit and Proper Person forms and Declarations of Interests. New trustees are supplied with a copy of the governing document and with appropriate Charity Commission publications. All trustees take seriously the obligation to maintain their knowledge. Appropriate training is provided.

### **Executive Remuneration**

The Charity does not have a written remuneration policy. It reviews salaries each year and seeks to benchmark against comparable organisations. Trustees do not receive any payment or benefits for their work either as trustees or as volunteers.

### **Patron**

The Charity is honoured by Imogen Stubbs' continuing in her role of patron.

### **Reporting Serious Incidents**

In line 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 adults with care and support needs and also has contact with children. It has written safeguarding policies.

### **Independent Examiner**

Amy Kensett of Sheen Stickland is appointed as the Charity's Independent Examiner.



**Chichester District Foodbank**

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

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1155197

**Principal address**

Chichester District Foodbank  
The Transformation Centre  
21 Orchard Street  
Chichester  
West Sussex  
PO19 1DD

**Trustees**

D A Willis Chairman (resigned 19.7.22)  
G Burn  
P Collins  
A Green (resigned 9.8.22)  
T James Treasurer (resigned 16.2.22)  
J Roberts  
D Grove (appointed 16.2.22)

**Patron**

Imogen Stubbs

**CEO**

Joanne Kondebeka

**Independent Examiner**

A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Bankers**

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

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
P Collins - Trustee

## **Independent Examiner's Report to the Trustees of Chichester District Foodbank**

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### **Independent examiner's report to the trustees of Chichester District Foodbank**

I report to the charity trustees on my examination of the accounts of Chichester District Foodbank (the Trust) for the year ended 31st March 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.

A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: .....

**Chichester District Foodbank**

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

		Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	105,401	23,497	128,898	291,067
Investment income	3	<u>188</u>	<u>-</u>	<u>188</u>	<u>31</u>
<b>Total</b>		<u>105,589</u>	<u>23,497</u>	<u>129,086</u>	<u>291,098</u>
<b>EXPENDITURE ON</b>					
Raising funds	4	44	28	72	4,536
<b>Charitable activities</b>	5				
Foodbank Operation		<u>89,196</u>	<u>29,915</u>	<u>119,111</u>	<u>97,892</u>
<b>Total</b>		<u>89,240</u>	<u>29,943</u>	<u>119,183</u>	<u>102,428</u>
<b>NET INCOME/(EXPENDITURE)</b>		16,349	(6,446)	9,903	188,670
<b>Transfers between funds</b>	12	<u>171,891</u>	<u>(171,891)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		188,240	(178,337)	9,903	188,670
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>81,713</u>	<u>216,259</u>	<u>297,972</u>	<u>109,302</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>269,953</u></u>	<u><u>37,922</u></u>	<u><u>307,875</u></u>	<u><u>297,972</u></u>

The notes form part of these financial statements

**Chichester District Foodbank**

**Balance Sheet  
31st March 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	26	1,729	1,755	2,885
<b>CURRENT ASSETS</b>					
Debtors	10	5,340	-	5,340	4,920
Cash at bank		<u>266,350</u>	<u>36,193</u>	<u>302,543</u>	<u>294,640</u>
		271,690	36,193	307,883	299,560
<b>CREDITORS</b>					
Amounts falling due within one year	11	(1,763)	-	(1,763)	(4,473)
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>		<u>269,927</u>	<u>36,193</u>	<u>306,120</u>	<u>295,087</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>269,953</u>	<u>37,922</u>	<u>307,875</u>	<u>297,972</u>
<b>NET ASSETS</b>		<u><u>269,953</u></u>	<u><u>37,922</u></u>	<u><u>307,875</u></u>	<u><u>297,972</u></u>
<b>FUNDS</b>	12				
Unrestricted funds				269,953	81,713
Restricted funds				<u>37,922</u>	<u>216,259</u>
<b>TOTAL FUNDS</b>				<u><u>307,875</u></u>	<u><u>297,972</u></u>

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

.....  
P Collins - 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.

### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Tangible fixed assets transferred from the Chichester Family Church's Foodbank Project on 1 April 2014 were not valued and have not been capitalised and therefore no depreciation is provided. Fixed assets costing £1,000 or more are capitalised and depreciated at 25% per annum on a straight-line basis. Assets costing less than £1,000 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.

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.

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

**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	92,639	175,529
Gift aid	13,448	17,357
Grants	<u>22,811</u>	<u>98,181</u>
	<u>128,898</u>	<u>291,067</u>

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

	2022	2021
	£	£
Other Grants	500	2,583
Dexam Trust	-	2,000
Midhurst Infant Welfare Trust	-	8,250
Trussell Trust	11,311	12,260
The Aldama Foundation	-	10,000
West Sussex County Council - Local Assistance Network	-	5,000
Sainsbury	1,000	-
Sussex Community Foundation	10,000	40,088
The Ralf Trust	-	3,000
Ferry Farm Community	-	10,000
The Boltini Trust	-	5,000
	<u>22,811</u>	<u>98,181</u>

**3. INVESTMENT INCOME**

	2022	2021
	£	£
Deposit account interest	<u>188</u>	<u>31</u>

**4. RAISING FUNDS**

**Raising donations and legacies**

	2022	2021
	£	£
Fundraising costs	<u>72</u>	<u>4,536</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2022**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Foodbank Operation	<u>117,096</u>	<u>2,015</u>	<u>119,111</u>

**6. SUPPORT COSTS**

	Governance costs £
Foodbank Operation	<u>2,015</u>

Bookkeepers' fees of £3,918 (2021: £2,880) that might be regarded as support costs have been included in direct charitable costs on the basis that they are part of the expense of the charitable activities of the Charity.

Included in governance costs are independent examiner fees of £1,140 (2021: £950).

**7. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

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

**8. STAFF COSTS**

	2022 £	2021 £
Wages and salaries	67,968	53,330
Social security costs	-	3,245
Other pension costs	<u>1,744</u>	<u>1,491</u>
	<u>69,712</u>	<u>58,066</u>

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

	2022	2021
Administration	<u>4</u>	<u>3</u>

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

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2022**9. TANGIBLE FIXED ASSETS**

	Plant and machinery £
<b>COST</b>	
At 1st April 2021	27,852
Additions	<u>1,338</u>
At 31st March 2022	<u>29,190</u>
<b>DEPRECIATION</b>	
At 1st April 2021	24,967
Charge for year	<u>2,468</u>
At 31st March 2022	<u>27,435</u>
<b>NET BOOK VALUE</b>	
At 31st March 2022	<u><u>1,755</u></u>
At 31st March 2021	<u><u>2,885</u></u>

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Other debtors	4,410	3,990
Prepayments and accrued income	<u>930</u>	<u>930</u>
	<u><u>5,340</u></u>	<u><u>4,920</u></u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	813	1,262
Taxation and social security	-	1,444
Other creditors	<u>950</u>	<u>1,767</u>
	<u><u>1,763</u></u>	<u><u>4,473</u></u>



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

## 12. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	81,713	16,349	(8,062)	90,000
Designated fund	<u>-</u>	<u>-</u>	<u>179,953</u>	<u>179,953</u>
	81,713	13,084	171,891	269,953
<b>Restricted funds</b>				
Midhurst Centre	59,322	507	(50,178)	9,651
Petworth Centre	30,847	1,455	(25,161)	7,141
Selsey Centre	20,330	(10,115)	(10,215)	-
Holiday Lunch Packs fund	76,000	(913)	(63,652)	11,435
Salary fund	<u>29,760</u>	<u>2,620</u>	<u>(22,685)</u>	<u>9,695</u>
	<u>216,259</u>	<u>(6,446)</u>	<u>(171,891)</u>	<u>37,922</u>
<b>TOTAL FUNDS</b>	<u>297,972</u>	<u>9,903</u>	<u>-</u>	<u>304,610</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	105,589	(89,240)	16,349
<b>Restricted funds</b>			
Midhurst Centre	10,228	(9,721)	507
Petworth Centre	4,352	(2,897)	1,455
Selsey Centre	70	(10,185)	(10,115)
Holiday Lunch Packs fund	998	(1,911)	(913)
Salary fund	<u>7,849</u>	<u>(5,229)</u>	<u>2,620</u>
	<u>23,497</u>	<u>(29,943)</u>	<u>(6,446)</u>
<b>TOTAL FUNDS</b>	<u>129,086</u>	<u>(119,183)</u>	<u>9,903</u>

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

## 12. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	108,355	162,763	(189,405)	81,713
<b>Restricted funds</b>				
Midhurst Centre	-	9,144	50,178	59,322
Petworth Centre	-	5,686	25,161	30,847
Selsey Centre	-	(7,399)	27,729	20,330
Holiday Lunch Packs fund	947	11,401	63,652	76,000
Salary fund	-	7,075	22,685	29,760
	<u>947</u>	<u>25,907</u>	<u>189,405</u>	<u>216,259</u>
<b>TOTAL FUNDS</b>	<u>109,302</u>	<u>188,670</u>	<u>-</u>	<u>297,972</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	216,787	(54,024)	162,763
<b>Restricted funds</b>			
Midhurst Centre	25,343	(16,199)	9,144
Petworth Centre	12,000	(6,314)	5,686
Selsey Centre	2,121	(9,520)	(7,399)
Holiday Lunch Packs fund	22,587	(11,186)	11,401
Salary fund	12,260	(5,185)	7,075
	<u>74,311</u>	<u>(48,404)</u>	<u>25,907</u>
<b>TOTAL FUNDS</b>	<u>291,098</u>	<u>(102,428)</u>	<u>188,670</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2022**12. MOVEMENT IN FUNDS - continued**

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	108,355	179,112	(197,467)	90,000
Designated fund	<u>-</u>	<u>-</u>	<u>179,953</u>	<u>179,953</u>
	108,355	179,112	(17,514)	269,953
<b>Restricted funds</b>				
Midhurst Centre	-	9,651	-	9,651
Petworth Centre	-	7,141	-	7,141
Selsey Centre	-	(17,514)	17,514	-
Holiday Lunch Packs fund	947	10,488	-	11,435
Salary fund	<u>-</u>	<u>9,695</u>	<u>-</u>	<u>9,695</u>
	<u>947</u>	<u>19,461</u>	<u>17,514</u>	<u>37,922</u>
<b>TOTAL FUNDS</b>	<u>109,302</u>	<u>198,573</u>	<u>-</u>	<u>307,875</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 £
<b>Unrestricted funds</b>			
General fund	322,376	(143,264)	179,112
<b>Restricted funds</b>			
Midhurst Centre	35,571	(25,920)	9,651
Petworth Centre	16,352	(9,211)	7,141
Selsey Centre	2,191	(19,705)	(17,514)
Holiday Lunch Packs fund	23,585	(13,097)	10,488
Salary fund	<u>20,109</u>	<u>(10,414)</u>	<u>9,695</u>
	<u>97,808</u>	<u>(78,347)</u>	<u>19,461</u>
<b>TOTAL FUNDS</b>	<u>420,184</u>	<u>(221,611)</u>	<u>198,573</u>

**Transfers between funds**

In accordance with the Reserves Policy (see page 5) the General Reserve of £90,000 is deemed to be sufficient to meet the equivalent of 6 months of normal operating costs. The Trustees have created a new Designated Fund of £179,953 which will be held for specific financial commitments as the charity continues to grow to meet the anticipated future demand for its services across the whole of the Chichester District.

A transfer of £17,514 was made from the General Fund to the Selsey Centre to clear the fund deficit.

The remaining transfers between the general fund and restricted funds relates to a correction to the prior year, when overheads were split between the General Fund and Midhurst Centre, Petworth Centre, Selsey Centre, the Holiday Lunch Packs Fund and the Salary Fund. It was decided to reverse this in the current year to more accurately reflect the values of the funds at the year end.

**13. RELATED PARTY DISCLOSURES**

The Transformation Centre provided the charity with premises for the year at an annual rent of £10,892. Geraldine Burn and Trevor James are both trustees of the Transformation Centre. Bruno Kondabeka, the CEO's husband, is also a trustee of the Transformation Centre.