



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2019		31	08	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Knight	Chair		
2	Ron Davis			
3	Franziska Herring			
4	Peter Barrow			
5	Tracey Cook			
6	Jane Whitney-Cooper			
7				
8				
9				
10				
11				
12				
13				
14				
15				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by trustee body

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- We reviewed all our policies, put them into a common format and posted the relevant ones on our website.
We started work on formulating three new policies: social media, Trustee Appointment and Environmental
- We liaised with a number of outside agencies to deliver weekly training to staff and volunteers, on subjects like Case Worker Training, Disability Awareness, Drug Awareness, Child Abuse Awareness
- COVID caused us to temporarily change our mode of operation. This was particularly urgent, as early on in the pandemic a number of our homeless and vulnerable friends were diagnosed with COVID and had no means of self-isolating. We therefore had to close our drop-in cafe and gave out food, clothing and essential supplies at the door. During Lock-down we were able to deliver food to our needy friends seven days per week. Stafford Rugby Club came forward to help with the deliveries up to four times per day.
After lock-down finished we asked friends to collect their food bags at our back door.
We also set up a dedicated telephone support line for initially 62 of our most vulnerable friends, coordinated by our Senior Case Worker and staffed by volunteers who had received Case Worker Training.
All interactions with needy friends are carefully monitored and recorded. Each of the most vulnerable friends has a confidential

file, where their call on our services, liaison with outside agencies and our efforts to support them are logged.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The charity's objectives shall be to relieve financial hardship, sickness and need for persons in Stafford and the surrounding area, in particular but not exclusively by the provision of food and advice.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We offer meals and informal friendly support. Since the COVID lock-down, we have established a telephone support service for our most vulnerable friends. We run a food bank and clothes bank and cook fresh food on the premises.

We liaise with Citizen's Advice Bureau, the police, Stafford Borough Council, Social Services, Housing Agencies and other relevant charities like Women's Aid.

We are able to add fresh food to our food bags and distribute surplus food to other local food banks as well as to charities, who will give them out to vulnerable people in their area of influence.

The trustees understand and accept the responsibility to ensure the charity operates for public benefit.

Additional details of objectives and activities (Optional information)

We are grateful to all our volunteers who give up so much time and energy to support the friends who use our services.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We have re-structured our staff team to make it less dependent on management by a single person. Apart from our Manager and Food Bank Coordinator/Social Media Coordinator we employed a Senior Case Worker and a Youth Case Worker.

Before COVID lock-down we ran several activities to help our friends develop the self-esteem and skills they need to be an active and positive part of the community. These included:

- An art and craft project
- A small gardening group in our courtyard
- 1:1 English literacy lessons offered by a retired teacher volunteer
- A children's centre stocked with toys, games, children's books and children's clothes with opportunities for parents to chat to a case worker
- A weekly drop-in session with the Citizens Advice Bureau

We also secured funding for a wood-working project, but due to the lock-down it could not start.

Since the lock-down, only the CAB-sessions could continue on the phone. All other projects are ready to re-start once the restrictions are lifted.

Formulating our Environmental Policy highlighted the large amount of plastic we use: large plastic bags for the food bank, small ones for donated cakes and sandwiches, as well as aluminium trays for hot meals. We are now actively searching for environmentally friendly and affordable alternatives.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity reserves policy is to have sufficient funds in hand to wind down the activities of the charity should this be necessary. This means keeping sufficient funds to cover the minimum notice period of any contractual obligation.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our income this year was: 47% from individual donations (including standing orders and "Localgiving"); 13% from local churches, organisations and business giving; 6% from direct fundraising events and activities; 2% from Gift Aid refund; 8% from unrestricted grants; and 24% from restricted grants (for specific purposes).

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Christopher Knight

Position (eg Secretary, Chair, etc)

Chair of Trustees

Date

28/06/21



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2019		31/08/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	84,059	-	-	84,059	67,839
Grants	11,500	32,694	-	44,194	28,070
Fundraising	6,167	-	-	6,167	7,105
Cash for Clothes	2,237	-	-	2,237	523
Bank interest	20	-	-	20	27
Gift aid receipts	2,626	-	-	2,626	2,832
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	106,608	32,694	-	139,302	106,395
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	106,608	32,694	-	139,302	106,395
A3 Payments					
Equipment Repairs and Maintenance	990	823	-	1,813	3,130
Food and Beverage - Activity Costs	4,172	-	-	4,172	5,634
Staff remuneration	41,908	16,963	-	58,872	48,805
Mobile and Telephone	541	-	-	541	455
Internet and IT expenses	775	-	-	775	431
Marketing and Publicity	759	-	-	759	634
Insurance	994	-	-	994	1,051
Equipment Hire and Fuel	5,015	35	-	5,050	9,125
Admin and Miscellaneous Expenses	4,614	1,312	-	5,926	5,580
Rent and Occupation Costs	20,148	5,430	-	25,578	20,513
Sub total	79,915	24,564	-	104,478	95,358
A4 Asset and investment purchases, (see table)					
	-	-	-	-	9,624
Sub total	-	-	-	-	9,624
Total payments	79,915	24,564	-	104,478	104,982
Net of receipts/(payments)	26,693	8,130	-	34,824	1,413
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,377	6,300	-	21,677	20,264
Cash funds this year end	42,070	14,430	-	56,501	21,677



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
House of Bread

**On accounts for the year
ended**

31/08/201620

**Charity no
(if any)**

1155425

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2020.

**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 2011 Act and in carrying out my examination, I have followed the 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 (~~other than that disclosed below *~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

24 / 11 / 2020

Name:

Mr Christopher Dryer

**Relevant professional
qualification(s) or body
(if any):**

ICAEW

Address:

16 Dewsbury Crescent

Stafford

ST18 0YW

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Receipts and payments accounts

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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	42,070	14,430	-
		-	-	-
		-	-	-
	Total cash funds	42,070	14,430	-
	(agree balances with receipts and payments account(s))			



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Shelving	Unrestricted	-	-
	Kitchen Extractor	Unrestricted	-	-
	Van	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	R.A. DAVIS	17.12.20
	JANE WHITNEY-COOPER	20.12.20



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