



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2021		31	08	2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Peter Barrow			
3	Tracey Cook			
4	Ron Davis			
5	Franziska Herring			
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

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Will Morris - Director

## 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.

- Policies – we continued to make use of Trustee expertise for policy development. We have a rolling programme to ensure all our policies are up to date and fit for purpose
- Organisational Structure – we regularly review our structure and during the period have benefited from the new appointment of 2 excellent volunteers in the roles of senior manager and senior caseworker. They both have great experience and skills and make a significant contribution to the successful functioning of the House of Bread.
- Major risks are considered at the Trustees' meeting and we agree action to mitigate the risks. The biggest risk in 2020/21 was financial with a possible decrease in personal and business giving due to the pandemic, and increasing delivery costs particularly through rising energy prices. We have monitored this on a monthly basis and at the end of the year had only a small deficit which was comfortably covered from our reserves.

## 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)**

The main access points to HoB services are through regular meals and other ad-hoc events. We also run a food bank and clothes bank. The Trustees understand and accept the responsibility to ensure the charity operates for public benefit.

**Additional details of objectives and activities (Optional information)**

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

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

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

**Summary of the main achievements of the charity during the year**

The HoB continues to successfully help support the homeless and vulnerable in Stafford and surrounding areas, making a real difference to people's lives. We not only provide practical support in terms of food and clothing but build trust with our friends and are able to journey with them in getting the support from the statutory agencies they need to give them opportunity to get back on their feet.

This year has seen a significant building of partnerships post COVID. This has included our local statutory providers and related charity partners.

This increase in relationships has allowed us to deliver more help at the point of crisis and develop casework support.

It is worth noting that while our support delivery has increased the number of friends who we support has also increased.

Another aspect of this year has been the increase in volunteers and staff and the need for training and upskilling to ensure we deliver the best we can.

The UK has in general seen the same challenges as us in the Midlands and the UK-wide networking is another aspect of our growth that has helped underpin the support we offer.

The building of resilience within the organisation has been a major focus providing greater assurance to the trustee body and building on the lived experience of our 13 years.

## 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 main sources of income were:

Donations – 78%  
Grants – 9%  
Fundraising activities – 10%  
Gift Aid – 3%

#### Our main expenditure was:

Staff – 60%  
Rent and occupation costs - 21%

House of Bread is a charity which relies on the amazing generosity and commitment of the community to meet our aims.

## 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

Date

26/06/2023





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
House of Bread

No (if any)  
1155425

## Receipts and payments accounts


CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2022
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### 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 £
<b>A1 Receipts</b>					
Donations	74,213		-	74,213	73,128
Grants	8,650	90	-	8,740	23,743
Fundraising	9,185		-	9,185	3,513
Cash for Clothes	965		-	965	1,271
Bank interest	37		-	37	3
Gift aid receipts	2,516		-	2,516	3,310
			-	-	-
			-	-	-
<b>Sub total</b> (Gross income for AR)	95,567	90	-	95,657	104,968
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	95,567	90	-	95,657	104,968
<b>A3 Payments</b>					
Equipment Repairs and Maintenance	4,778		-	4,778	1,973
Food and Beverage - Activity Costs	2,918	90	-	3,008	3,334
Staff remuneration	51,266	8,863	-	60,129	61,359
Mobile and Telephone	456		-	456	450
Internet and IT expenses	189	698	-	887	816
Marketing and Publicity	169	350	-	519	168
Insurance	1,069		-	1,069	1,013
Equipment Hire and Fuel	5,209		-	5,209	4,555
Admin and Miscellaneous Expenses	2,996		-	2,996	3,060
Rent and Occupation Costs	20,512	1,134	-	21,646	21,260
<b>Sub total</b>	89,562	11,135	-	100,697	97,988
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	89,562	11,135	-	100,697	97,988
<b>Net of receipts/(payments)</b>	6,005	11,045	-	5,040	6,980
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	48,905	14,576	-	63,481	56,501
<b>Cash funds this year end</b>	54,910	3,531	-	58,441	63,481

## 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 £
<b>B1 Cash funds</b>	Cash at bank	54,910	3,531	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>54,910</b>	<b>3,531</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Shelving	Unrestricted	-	-
	Kitchen Extractor	Unrestricted	-	-
	Van	Unrestricted	-	-
	Commercial Cooker	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			R. A. DAVIS C KNIGHT	21.2.23 21/2/23





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
House of Bread

On accounts for the year  
ended

31/08/2022

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 / 2021.

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 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.

Signed:

Date:

29 / 01 / 2023

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.