



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2022		31	08	2023

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		Stepped down 14/11/22	
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. We have employed a cafe manager, a collections and deliveries manager and a catering manager to release the burden on the Director of House of Bread. We also have had the advantage of excellent volunteer case workers and senior manager operating to high standards in an unpaid capacity.
- We have developed really good relationships with other organisations in both the public sector and other charities serving the needs of our friends and they often hold drop-in clinics on our premises.
- Major risks are considered at the Trustees' meeting, and we agree action to mitigate the risks. Each month we also review any incidents that have occurred and discuss any follow up action necessary.

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 our open access cafe which provides regular meals for our friends. We run activities, by invitation only, for those that are vulnerable e.g. Bread Church where participants meet and share together while making two loaves of bread - one for themselves and one to give away. We also provide 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 continued to see the development of partnerships. 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. However, the number of friends who we support has also increased, stretching our services. We are also aware of the heavy demands placed on statutory providers' already pressurised provision, which then impacts on the charity.

The building of resilience within the organisation has continued to be a major focus providing greater assurance to the trustee body and building on the lived experience of our 14 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

None

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 – 71%
Grants – 19%
Fundraising activities – 7%
Gift Aid – 2%

Our main expenditure was:

Staff – 54%
Rent and occupation costs - 25%

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

27/06/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
House of Bread

No (if any)
1155425

Receipts and payments accounts

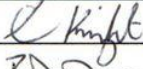

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For the period from	Period start date	To	Period end date
	01/09/2022		31/08/2023

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	108,439		-	108,439	74,213
Grants	22,075	7,000	-	29,075	8,740
Fundraising	11,382		-	11,382	9,185
Cash for Clothes	1,423		-	1,423	965
Bank interest	392		-	392	37
Gift aid receipts	2,746		-	2,746	2,516
			-	-	-
			-	-	-
Sub total (Gross income for AR)	146,457	7,000	-	153,457	95,657
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	146,457	7,000	-	153,457	95,657
A3 Payments					
Equipment Repairs and Maintenance	1,115		-	1,115	4,778
Food and Beverage - Activity Costs	5,203		-	5,203	3,008
Staff remuneration	58,207	4,892	-	63,100	60,129
Mobile and Telephone	474		-	474	456
Internet and IT expenses	1,037	933	-	1,970	887
Marketing and Publicity	1,131		-	1,131	519
Insurance	1,420		-	1,420	1,069
Equipment Hire and Fuel	7,615		-	7,615	5,209
Admin and Miscellaneous Expenses	6,201	34	-	6,235	2,996
Rent and Occupation Costs	26,043	2,615	-	28,658	21,646
			-	-	-
Sub total	108,446	8,474	-	116,921	100,697
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	108,446	8,474	-	116,921	100,697
Net of receipts/(payments)	38,010	- 1,474	-	36,536	- 5,040
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	54,910	3,531	-	58,441	63,481
Cash funds this year end	92,921	2,056	-	94,977	58,441

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	92,921	2,056	-
		-	-	-
		-	-	-
	Total cash funds	92,921	2,056	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Shelving	Unrestricted	-	-
	Kitchen Extractor	Unrestricted	-	-
	Van	Unrestricted	-	-
	Commercial Cooker	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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
			C KNIGHT	8/3/24
			R A DAVIS	11.3.24



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
House of Bread

On accounts for the year
ended

31/08/2023

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 / 2023.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 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:

16 / 02 / 2024

Name:

Mr Christopher Dryer

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

ICAEW

Address:

16 Dewsbury Crescent

Stafford

ST18 0YW

Section B**Disclosure**

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.