



Home Community Café: Trustees' Annual Report 2023/2024

Opening Statement

It has been another successful year for Home Community Café with many regular groups and an encouraging footfall. Several of our volunteers have moved on taking with them newly developed skills and useful experience of a working environment and we have enjoyed making links with new organisations who are interested in placements at Home.

On the Trustee front, we were delighted to welcome Phil Birchenhall and Maggie Jackson during this year. They bring a wealth of experience in areas such as strategy, communications, fundraising applications and operational management. We have also been pleased that Virginia Alvarez was able to join us from the US for a year on a Tier 5 visa and have appreciated her warm approach and range of gifts.

There were some staffing changes over the year with the departure of both Christie Greaves and Mike Power who left to make career changes but are still regularly in contact. Development opportunities were provided for Mike Power who stepped up as Café Manager during the planned medical absence of Michael Pollard, Café Manager. We were delighted to appoint Andrea Ward as a new Shift Leader who joined us with café experience and a good understanding of what Home is about. She settled quickly into the Home team.

Although our volunteer and placement numbers vary over the year, we continue to see positive outcomes for those who connect with Home whether it is a long-established relationship or a shorter stint. The contribution made by our volunteers was celebrated in a Volunteer Thank You event following the AGM on 22 Jan 2024 and was a great success.

Miriam Jones
(Chair of Trustees)

Home Trustees' Annual Report

This Annual Report is for the year ended 31 March 2024.

Section A: Reference and Administration Details

Charity Name:	Home Community Cafe
Registered Charity No:	1161501
Principle Address:	Home Community Café, Emmanuel Church 6 Barlow Moor Road, Didsbury, M20 6TR
Website:	http://homecommunitycafe.org

During the year the following served as trustees of the charity:

Miriam Jones (Chair)	
Hilary Lowe	
Jason Leach	
Bernadette Lomas	
Phil Birchenhall	joined May 2023
Maggie Jackson	joined Sep 2023

Section B - Structure, Governance and Management

Type of Governing Document:	Constitution
How the charity is constituted:	Charitable Incorporated Organisation
Trustee selection methods:	Appointed by Trustees

Additional Governance Issues

Home Community Cafe operates from Emmanuel Church, Didsbury (Registered Charity 1131669: St. James and Emmanuel Church). The lease agreement with St. James and Emmanuel Church specifies that the PCC approve Home Community Cafe trustee appointments whilst the cafe operates from the Emmanuel premises. The lease agreement was reviewed, updated and signed by both parties in July 2023.

Consideration of Risks

Financial sustainability is an ongoing challenge for the organisation and it is encouraging to report that it operated within budget with careful management of costs and review of prices. This continues to be kept under review.

A related risk concerns the VAT threshold which increased by £5k to £90k as of April 2024. However, Trustees continue to review options for Home as its vatable income hovers closely to this level.

Securing the right resourcing from both the small paid team and volunteers is also a risk that is carefully monitored and it is encouraging to see some stability in this area with the new Shift Leader appointment, and interest emerging from a wider group of volunteers.

Section C – Objectives and Activities

Objectives of the charity as set out in its governing document:

“To further or benefit the residents of Didsbury and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.”

Summary of the main activities undertaken for the public benefit in support of these objects, key achievements and performance review

The popularity of the café with many regular groups using both the café and the Living Room community space illustrates the value that Home provides in the community. We have had to double the Stories and Songs sessions for babies/toddlers with their carers and the community space is regularly used throughout the week.

We continue to make a difference for volunteers and placements with individuals using Home as a springboard to paid work, having the opportunity to be part of a ‘work team’ and enjoying time for social connection and giving back to the community.

Community events were a great success this year again, with a Coronation Tea Party in May where we appreciated live music and cream teas. The Christmas Santa event was hugely popular with thanks to Sam Crowe and Bernadette Lomas whose input made this event so successful. We averaged 78 attendees on each of the 3 days that the Santa event ran and were able to provide generous donations to two charities: Withington Baby Bank and Hands Across the Mersey providing Christmas gifts to children and young people in Wythenshawe. The event was sponsored by Brsk and thanks to Phil Birchenhall and Shell Critchley for their work in setting this up and the generous donations from Brsk to our two charities.

Although Home works effectively within a tight budget, income generated is used to manage day to day operational costs. Consequently, funding for larger investment continues to be a priority for the trustees. Of particular concern is the need to refurbish the kitchen to ensure that it enables the café to offer the required range of products and to run efficiently and safely, particularly for our volunteers. In a challenging funding environment, the trustees work hard to submit applications to grant-making bodies where there is an appropriate fit of aims and purpose.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Section D – Financial Review

Of the total receipts for the financial year of £89,502, £83,986 (94%) was from café sales, £3,000 in grant funding, £1,930 from fundraising events, £556 in donations and £30 in bank interest. The sales were consistent with the previous year and were maintained at this level due to the proximity to the VAT registration limit.

The major cost to Home continued to be staff at £46,663, 53% of the total expenditure of the café of £87,881. The other main cost was the purchase of stock at £24,410, representing 28% of total spend. In addition, the charity repaid a further £2,000 of the original £8,000 loan, which reflects the ongoing financial viability of the café.

The cash accounts show a deficit overall for the year of £379 and our cash reserves now amount to £9,709.

Reserves Policy

As Home's income is largely dependent on trading, vulnerable to seasonal changes and venue availability, we are just below our target level of reserves of one and a half month's trading at £10,500. We anticipate a continuation of a difficult trading environment in 2025 where maintaining our reserves at their current level will be challenged and will necessitate grant funding to be forthcoming.

Section E - Declaration

The trustees declare that they have approved the trustees' report and signed on behalf of the charity's trustees by the chair of trustees:

Signature:

Date:

Full name: Miriam Jones



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Home Community Café	No (if any) 1161501
-------------------------------------	------------------------

Receipts and payments accounts

CC16a

For the period from	Period start date 4/1/2023	To	Period end date 3/31/2024
------------------------	-------------------------------	----	------------------------------

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	3,000	-	-	3,000	2,810
Sales	83,986	-	-	83,986	83,960
Interest	30	-	-	30	15
Donations	556	-	-	556	2,298
Fundraising Events	1,930	-	-	1,930	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	89,502	-	-	89,502	89,083
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	89,502	-	-	89,502	89,083
A3 Payments					
Stock Purchases	24,410	-	-	24,410	22,934
Staff Costs	46,663	-	-	46,663	47,966
General Overheads	10,324	-	-	10,324	7,357
Outdoor Space	-	-	-	-	-
Events and Marketing	985	-	-	985	1,306
Maintenance and Consumables	3,808	-	-	3,808	6,301
Training	-	-	-	-	-
Finance Charges	1,199	-	-	1,199	1,228
Other Expenses	492	-	-	492	-
Sub total	87,881	-	-	87,881	87,092
A4 Asset and investment purchases, (see table)					
Loan Repayments	2,000	-	-	2,000	2,000
Assets retained for Charity's Own Use	-	-	-	-	-
Sub total	2,000	-	-	2,000	2,000
Total payments	89,881	-	-	89,881	89,092
Net of receipts/(payments)	- 379	-	-	- 379	9
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,088	-	-	10,088	10,097
Cash funds this year end	9,709	-	-	9,709	10,088

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Current Account	5,442		-
	Deposit Account	4,167	-	-
	Petty Cash	100	-	-
	Total cash funds	9,709	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	2017 Loan	Unrestricted	2,000	Open
	Staff Costs	Unrestricted	786	
	General Overheads	Unrestricted	233	
	Consumables	Unrestricted	10	
	Stock Purchases	Unrestricted	# 86	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		H A LOWE	4/9/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Charity Name

Home Community Café

Report to the trustees/ members of

31 March 2024

On accounts for the year ended

1161501

Charity no (if any)

1 to 6

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all 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:

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

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.

Signed:

Date:

13 September 2024

Name:

Christopher John Smail

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

FCA, DChA

Address:

2 Bamford Grove, Didsbury, Manchester, M20 2FF

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 details of any items that the examiner wishes to disclose.

None