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**HOPE2SLEEP**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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## HOPE2SLEEP

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## HOPE2SLEEP

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2020

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<b>Trustees</b>	C A Murphy T P Brown, Vice Chair S Backway, Chair K Danville, Treasurer
<b>Charity registered number</b>	1168089
<b>Principal office</b>	85 Ings road Hull East Yorkshire HU8 0SD
<b>Chief executive officer</b>	K Hope
<b>Accountants</b>	Streets Northern LLP Chartered Accountants Halifax House 30 George Street Hull HU1 3AJ

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**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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The Trustees present their annual report together with the financial statements of the charity for the year 1 January 2020 to 31 December 2020.

**Objectives and activities****a. Policies and objectives**

The advancement of health by raising awareness of symptoms and the treatments available for those suffering from Sleep Apnoea and UARS (Upper Airways Resistance Syndrome) and all forms of Sleep Disordered Breathing, by providing support and advice for sufferers and carers during the process of diagnosis and treatment.

**b. Strategies for achieving objectives**

The trustees are aware of the Charity Commission guidance on public benefit and are confident that all activities meet this guidance.

**c. Activities undertaken to achieve objectives**

- Raising awareness of Sleep Apnoea.
- Support people who suspect they could be sufferers of Sleep Apnoea, UARS and all Sleep Disordered Breathing, including parents/carers.
- Support diagnosed sufferers of Sleep Apnoea and all forms of Sleep Disordered Breathing.
- Supply of sleep comfort products and equipment for CPAP and non-invasive ventilator users via our online and high street shops, and at support and awareness events throughout the UK.
- Providing help and tips to encourage people using all forms of CPAP and Non-invasive ventilators, to ensure they remain compliant, resulting in a better quality of life and improved health.
- Working with sleep clinics and manufacturers to help them understand the issues many sufferers go through, so that they can better support their patients.
- Keep up-to-date with, and partake in, new research; keep sufferers updated of this plus other related news.
- Assist in helping to make positive changes in the diagnosis and treatment for the benefit of both suspected and diagnosed sufferers.
- Run a diagnostic home sleep study testing service.
- Stakeholders for NICE (The National Institute for Health and Care Excellence), working towards revised guidelines for 'Obstructive sleep apnoea/hypopnoea syndrome and obesity hypoventilation syndrome in over 16s' due to be published in 2021.

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Achievements and performance****a. Main achievements of the charity**

Most of this year (since March) has been very challenging due to the COVID-19 pandemic; all staff and volunteers have worked right through this, with only one member of staff being at the charity's premises to fulfil orders and the rest of the team working from home. Several of our team also had personal loss and family difficulties to deal with, but their commitment to the charity and all the patients we support remained a high priority.

The support needed for those suspecting a diagnosis of Sleep Disordered Breathing and supporting patients using CPAP and non-invasive ventilation rose to phenomenal levels due to many sleep clinics having to close, as most of the medical staff from the sleep/respiratory clinics were redeployed to COVID wards to treat COVID patients on CPAP and ventilators. Several clinics directed their patients to our charity for support. Additionally, many patients with Sleep Disordered Breathing were also placed on the clinically vulnerable list due to other medical conditions – some of which their untreated Sleep Disordered Breathing condition had caused or exacerbated before diagnosis, or was linked in some other way. Therefore, we were also dealing with a lot of anxious patients with much sensitivity, sympathy and empathy.

Quite a number of those we support also contracted the COVID-19 virus and we kept up-to-date with all the specific care instructions patients already on CPAP needed to adhere to whilst infected with the virus, ensuring only official professional information was passed to them whilst they had no access, in a lot of cases, to their sleep clinic. We also worked hard to ensure no scaremongering or false information was posted in our private support groups.

Sales of our products, which provide the main source of our funding, also escalated by just over 50% due to the difficulty for many patients being able to access CPAP accessories from their clinics. When the need arose for products that we don't sell, we managed to obtain supplies and donated a lot of these to those in hardship. It was an especially challenging year keeping stock levels available because of both high demand and shortages.

On top of all of this, we also helped several NHS hospitals obtain urgent supplies of medical equipment needed on COVID wards that were in short supply across the UK, such as bacterial/viral filters, certain face masks, and even some non-invasive ventilators. We were also kindly given a £5,000 donation from a member of the public to be used specifically for COVID-19, which helped us immensely with this aspect.

We did manage to attend one sleep apnoea support and awareness event with the Yeovil Sleep Clinic in January and a meeting with UK Power Networks for their Priority Services relating to people requiring electricity for medical equipment in February, but all remaining events during 2020 had to be cancelled. However, due to us being unable to travel we started working on offering more online support and held our first Zoom Webinar which was a huge success, and we intend to continue offering free webinars in 2021.

During this year our pre-diagnostic home sleep apnoea testing service, which was temporarily suspended during the worst of the pandemic, was upgraded to a diagnostic sleep study service with the help of a highly respected sleep consultant, once we were able to safely send out and receive back the testing equipment. This was an urgent upgrade because waiting lists for new referrals in the NHS soared with many clinics closed, and considering untreated sleep apnoea also lowers the immune system, people were desperate to get diagnosed and treated. Most of these people will still seek an NHS referral, but at least in the meantime they are being well-treated for their sleep condition.

We were amazed and very grateful that donations from those we support rose by almost 44% during this pandemic year, which helped us immensely, and especially at a time when charity grants and funding were difficult to acquire due to most funding being specifically for COVID-related charities, even though our own workload increased hugely due to this.

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Strategic report (continued)****Achievements and performance (continued)**

We are now currently supporting around 15,000 patients with all forms of Sleep Disordered Breathing (mainly Sleep Apnoea) – most of whom use CPAP and non-invasive ventilation.

Although travel has not been possible for most of this year, we have still attended online conferences and meetings held by sleep and respiratory organisations and clinicians. Our participation in research applications has also continued.

Our CEO has still worked on awareness articles in the media and our Chairman, despite being redeployed herself onto COVID wards for several months, has also featured in several media articles, as well as continuing her work with the charity and remaining committed in supporting, not just her own patients, but the 15,000 patients the charity support.

**Financial review****a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**b. Reserves policy**

In accordance with the guidelines issued by the Charity Commission, the Trustees have adopted a policy to ensure the Charity is able to meet all current and expected liabilities. The Trustees review the reserves annually and consider whether the current level held by the charity is sufficient for its continued operation. The Trustees' intention is for the funds of the charity to be used on aiding sufferers of sleep apnoea and any other sleep disordered breathing.

The total reserves of the charity on 31 December 2020 amounted to £119,846 (2019: £59,572), of which £114,846 (2019: £59,572) were unrestricted and £5,000 were restricted (2019: £Nil). Much of the charity's unrestricted funds consist of liquid assets with the remainder comprising fixed assets of £20,797 (2019: £21,635).

Income and expenditure have both risen as a commensurate rate in recent years due to the growth of the charity. However, the charity continues to see a positive net movement in funds each year and holds enough reserves in liquid form to be able to pay off any and all short-term debts, whilst also continuing to provide aid to those with sleep disordered breathing problems, therefore showing no liquidity issues.

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Strategic report (continued)****Financial review (continued)****c. Principal risks and uncertainties**

The CIO is mindful of risks regarding the health of the people they support and do not attempt to give medical advice, and always signpost patients to receive the professional help they require. However, the advice and support they give for the comfort issues with patients on CPAP and non-invasive ventilation does help patients comply with their therapy which has a positive effect on their overall health.

Due to the rapid rate at which the CIO is still growing, the Trustees still have a plan in place for securing the premises they currently rent in order to expand into the rest of the building. The purchase has had to be put on hold due to the upstairs flat tenant being unable to move during this pandemic, but they hope these plans will come into fruition in 2021.

**d. Principal funding**

Income received by the charity is from 4 main income streams, being product sales, donations and grants.

**Structure, governance and management****a. Constitution**

The principal object of the charity is to provide advancement of health by raising awareness of symptoms and the treatments available for those suffering from Sleep Apnoea, and by providing support and advice for sufferers and carers during the process of diagnosis and treatment.

Hope2Sleep is a registered charity, number 1168089, governed by a CIO - Foundation dated 01 March 2016.

**b. Methods of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co opted under the terms of the CIO - Foundation dated 21 July 2014.

**c. Organisational structure and decision-making policies**

The charity is governed by the Trustees, who determine strategic direction and policy. The Board meets every 1-2 months.

The day to day running of the charity is carried out by the Trustees and CEO and decision making is agreed at the regular Trustee Meetings.

**d. Related party relationships**

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind. Trustee expenses are refunded for travel, accommodation and out-of-pocket expenses when carrying out charity work, in accordance with Charity Commission's guidelines.

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Structure, governance and management (continued)**

**e. Financial risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

**f. Principal activities**

The charity raises awareness of Sleep Apnoea. Providing support for all forms of Sleep Disordered Breathing to patients, parents and carers. Sourcing comfort products to enable people to sleep comfortably with a CPAP or Non-invasive Ventilator Mask.

**Plans for future periods**

The charity intends to continue meeting charity objectives into the future by continuing this year's activities as described in the trustees report above.

**Statement of Trustees' responsibilities**

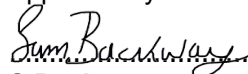
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the CIO - Foundation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

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**S Backway**  
(Chair of Trustees)

Date: 25 July 2021



**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Independent Examiner's Report to the Trustees of hope2sleep ('the charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2020.

**Responsibilities and Basis of Report**

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

**Independent Examiner's Statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 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.

Signed: *A R Manderfield*

Andrew Manderfield

Dated: 25 July 2021

FCA

Streets Northern LLP, Halifax House, 30 George Street, Hull, HU1 3AJ

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STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	3	20,027	5,000	25,027	21,781
Charitable activities	4	424,893	-	424,893	283,223
<b>Total income</b>		<b>444,920</b>	<b>5,000</b>	<b>449,920</b>	<b>305,004</b>
<b>Expenditure on:</b>					
Charitable activities		389,646	-	389,646	286,881
<b>Total expenditure</b>		<b>389,646</b>	<b>-</b>	<b>389,646</b>	<b>286,881</b>
<b>Net movement in funds</b>		<b>55,274</b>	<b>5,000</b>	<b>60,274</b>	<b>18,123</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		59,572	-	59,572	41,449
Net movement in funds		55,274	5,000	60,274	18,123
<b>Total funds carried forward</b>		<b>114,846</b>	<b>5,000</b>	<b>119,846</b>	<b>59,572</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

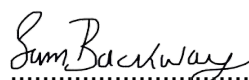
The notes on pages 10 to 21 form part of these financial statements.

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**BALANCE SHEET  
AS AT 31 DECEMBER 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	8	20,797	21,635
		<u>20,797</u>	<u>21,635</u>
<b>Current assets</b>			
Stocks	9	68,620	90,047
Debtors	10	14,588	8,276
Cash at bank and in hand		58,138	19,749
		<u>141,346</u>	<u>118,072</u>
Creditors: amounts falling due within one year	11	(42,297)	(80,135)
<b>Net current assets</b>		<u>99,049</u>	<u>37,937</u>
<b>Total assets less current liabilities</b>		<u>119,846</u>	<u>59,572</u>
<b>Net assets excluding pension asset</b>		<u>119,846</u>	<u>59,572</u>
<b>Total net assets</b>		<u><u>119,846</u></u>	<u><u>59,572</u></u>
<b>Charity funds</b>			
Restricted funds	12	5,000	-
Unrestricted funds	12	114,846	59,572
<b>Total funds</b>		<u><u>119,846</u></u>	<u><u>59,572</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**S Backway**  
(Chair of Trustees)

Date: 25 July 2021

The notes on pages 10 to 21 form part of these financial statements.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**1. General information**

As set out in the Trustee's report, Hope2Sleep CIO is a registered charity in England & Wales. The principal office of the charity is 85 Ings Road, Hull, East Yorkshire, HU8 0SD.

The principle objective of the charity is the advancement of health by raising awareness of symptoms and the treatments available for those suffering from sleep apnoea, and by providing support and advice for sufferers and carers during the process of diagnosis and treatment.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**2. Accounting policies****2.1 Basis of preparation of financial statements**

The financial statements 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity has elected to apply all amendments to FRS 102, as set out in the Financial Reporting Council's triennial review published in December 2017, and included in Update Bulletin 2 to the Charities SORP (FRS 102), prior to mandatory adoption for accounting periods beginning on or after 1 January 2019.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Hope2Sleep meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**2. Accounting policies (continued)****2.2 Income**

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

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.4 Tangible fixed assets and depreciation**

Tangible fixed assets costing £75 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Fixtures and fittings	- Straight-line over 5 years
Office equipment	- Straight-line over 5 years

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**2. Accounting policies (continued)****2.5 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.6 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**2.9 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.10 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

# HOPE2SLEEP

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 3. Income from donations and legacies

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Donations	7,229	5,000	<b>12,229</b>
Raffle proceeds	298	-	<b>298</b>
Grants	12,500	-	<b>12,500</b>
	<u>20,027</u>	<u>5,000</u>	<u><b>25,027</b></u>
		<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Donations		8,531	8,531
Grants		13,250	13,250
		<u>21,781</u>	<u>21,781</u>

### 4. Income from charitable activities

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Product sales	424,893	<b>424,893</b>	283,223
	<u>424,893</u>	<u><b>424,893</b></u>	<u>283,223</u>

# HOPE2SLEEP

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 5. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Direct costs - Activities	249,024	140,622	389,646

	Activities undertaken directly 2019 £	Support costs 2019 £	Total funds 2019 £
Direct costs - Activities	168,411	118,470	286,881

### Analysis of direct costs

	Activities 2020 £	Total funds 2020 £	Total funds 2019 £
Product purchases	214,079	214,079	142,916
Postage & packaging	32,879	32,879	23,599
Sewing services	2,066	2,066	1,896
	249,024	249,024	168,411



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**5. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Activities 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Staff costs	94,071	<b>94,071</b>	66,453
Depreciation	6,551	<b>6,551</b>	4,143
Advertising	219	<b>219</b>	704
Stationery & printing	4,254	<b>4,254</b>	2,400
Website	1,208	<b>1,208</b>	1,486
Telephone & internet	7,129	<b>7,129</b>	7,235
Bank charges	10,474	<b>10,474</b>	9,241
Sundry	1,922	<b>1,922</b>	1,921
Travel	291	<b>291</b>	1,471
Insurance	778	<b>778</b>	549
Accommodation	-	-	435
Professional fees	1,555	<b>1,555</b>	6,411
Accountancy	1,050	<b>1,050</b>	1,390
Repairs	160	<b>160</b>	546
Utilities	2,941	<b>2,941</b>	3,602
Subsistence	53	<b>53</b>	461
Promotional events	-	-	1,739
Rent and rates	7,966	<b>7,966</b>	8,283
	<u>140,622</u>	<u><b>140,622</b></u>	<u>118,470</u>

During the year ended 31 December 2020, the charity incurred Governance costs of £1,050 (2019: £1,390).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**6. Staff costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>88,737</b>	63,482
Social security costs	<b>3,418</b>	1,775
Contribution to defined contribution pension schemes	<b>1,916</b>	1,196
	<b>94,071</b>	66,453

The average number of persons employed by the charity during the year was as follows:

	<b>2020</b>	<b>2019</b>
	<b>No.</b>	<b>No.</b>
	<b>4</b>	4

No employee received remuneration amounting to more than £60,000 in either year.

Included within the total figure for wages and salaries costs are social security costs of £3,418 (2019: £1,775) and the operating costs of defined contribution pension schemes of £1,916 (2019: £1,196). The key management personnel of the charity comprise the trustees and the Chief Executive Officer. Wages and salaries paid to key management personnel (including employers pension contributions) totalled £32,985 (2019: £29,748).

**7. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 December 2020, no Trustee expenses have been incurred (2019 - £976).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**8. Tangible fixed assets**

	Fixtures and fittings £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 January 2020	7,105	23,155	30,260
Additions	-	5,713	5,713
At 31 December 2020	<u>7,105</u>	<u>28,868</u>	<u>35,973</u>
<b>Depreciation</b>			
At 1 January 2020	3,047	5,578	8,625
Charge for the year	1,404	5,147	6,551
At 31 December 2020	<u>4,451</u>	<u>10,725</u>	<u>15,176</u>
<b>Net book value</b>			
At 31 December 2020	<u><u>2,654</u></u>	<u><u>18,143</u></u>	<u><u>20,797</u></u>
At 31 December 2019	<u><u>4,058</u></u>	<u><u>17,577</u></u>	<u><u>21,635</u></u>

**9. Stocks**

	2020 £	2019 £
Finished goods and goods for resale	<u><u>68,620</u></u>	<u><u>90,047</u></u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**10. Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	<b>7,184</b>	<b>4,621</b>
Other debtors	<b>2,453</b>	<b>1,944</b>
Prepayments	<b>4,951</b>	<b>1,711</b>
	<b>14,588</b>	<b>8,276</b>

**11. Creditors: Amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>23,271</b>	<b>67,498</b>
Other taxation and social security	<b>2,345</b>	<b>1,915</b>
Accruals	<b>16,681</b>	<b>10,722</b>
	<b>42,297</b>	<b>80,135</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**12. Statement of funds**

**Statement of funds - current year**

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>				
General Funds	59,572	444,920	(389,646)	114,846
<b>Restricted funds</b>				
Restricted Funds	-	5,000	-	5,000
<b>Total of funds</b>	<b>59,572</b>	<b>449,920</b>	<b>(389,646)</b>	<b>119,846</b>

**General funds:**

The general funds held are used to finance the daily operations of the charity.

**Restricted funds:**

During the year a donation of £5,000 was received from a member of the public to be used specifically for COVID-19 support.

**Statement of funds - prior year**

	Balance at 1 January 2019 £	Income £	Expenditure £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>				
General Funds	41,449	305,004	(286,881)	59,572

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**13. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 1 January 2020 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance at 31 December 2020 £</b>
General funds	59,572	444,920	(389,646)	114,846
Restricted funds	-	5,000	-	5,000
	<u>59,572</u>	<u>449,920</u>	<u>(389,646)</u>	<u>119,846</u>

**Summary of funds - prior year**

	<i>Balance at 1 January 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 December 2019 £</i>
General funds	41,449	305,004	(286,881)	59,572
	<u>41,449</u>	<u>305,004</u>	<u>(286,881)</u>	<u>59,572</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**14. Analysis of net assets between funds****Analysis of net assets between funds - current period**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Tangible fixed assets	20,797	-	<b>20,797</b>
Current assets	136,346	5,000	<b>141,346</b>
Creditors due within one year	(42,297)	-	<b>(42,297)</b>
<b>Total</b>	<b>114,846</b>	<b>5,000</b>	<b>119,846</b>

**Analysis of net assets between funds - prior period**

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	21,635	21,635
Current assets	118,072	118,072
Creditors due within one year	(80,135)	(80,135)
<b>Total</b>	<b>59,572</b>	<b>59,572</b>

**15. Pension commitments**

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £1,916 (2019: £1,196). Contributions totalling £nil (2019: £nil) were payable to the fund at the balance sheet date and are included in creditors.

**16. Related party transactions**

J Hope is the husband of the CEO and an employee of the charity. During the year the total remuneration (including employers pension contributions) paid to J Hope was £25,126 (2019: £18,789).