

SQUARE FOOD FOUNDATION
FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2021

Charity Number 1173323

SQUARE FOOD FOUNDATION

FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2021

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SQUARE FOOD FOUNDATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY AND ITS ADVISORS

YEAR ENDED 31 AUGUST 2021

Charity Name	Square Food Foundation																				
Charity number	1173323																				
Registered office and operational address	The Park, Daventry Road, Knowle, Bristol, BS4 1DQ																				
Trustees	<p>Trustees who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Rhiannon McVey MBE</td><td></td></tr><tr><td>Stephen Wray</td><td></td></tr><tr><td>Catherine Steele</td><td></td></tr><tr><td>Sonia Oliver</td><td>Resigned 7 February 2021</td></tr><tr><td>Luke Sapsed</td><td></td></tr><tr><td>Megan Mehnert</td><td></td></tr><tr><td>Howard Swift</td><td>Resigned 3 December 2021</td></tr><tr><td>Jacqueline Aldridge</td><td>Appointed 25 March 2021</td></tr><tr><td>Daniel Farmer</td><td>Appointed 27 January 2022</td></tr><tr><td>Sian Pamela Flynn</td><td>Appointed 27 January 2022</td></tr></table>	Rhiannon McVey MBE		Stephen Wray		Catherine Steele		Sonia Oliver	Resigned 7 February 2021	Luke Sapsed		Megan Mehnert		Howard Swift	Resigned 3 December 2021	Jacqueline Aldridge	Appointed 25 March 2021	Daniel Farmer	Appointed 27 January 2022	Sian Pamela Flynn	Appointed 27 January 2022
Rhiannon McVey MBE																					
Stephen Wray																					
Catherine Steele																					
Sonia Oliver	Resigned 7 February 2021																				
Luke Sapsed																					
Megan Mehnert																					
Howard Swift	Resigned 3 December 2021																				
Jacqueline Aldridge	Appointed 25 March 2021																				
Daniel Farmer	Appointed 27 January 2022																				
Sian Pamela Flynn	Appointed 27 January 2022																				
Bankers	<p>Triodos Bank Deanery Road Bristol BS1 5AS</p>																				
Independent Examiners	<p>Joanne Trowbridge MAAT Bristol Community Accountants CIC The Park, Daventry Road, Bristol, BS4 1DQ</p>																				
Pro bono Solicitors	<p>Vesselina Debrea (Associate) Shannon Pepper (Trainee Solicitor) Gibson Dunn 2-4 Temple Avenue, London, ECAY 0HB</p>																				

SQUARE FOOD FOUNDATION

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2021

Square Food Foundation

The Trustees present the Report and Accounts for the year ended 31 August 2021.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 January 2019).

Legal Structure, Governance and Management

The organisation is a Charitable Incorporated Organisation (the CIO) governed according to the rules of its CIO Foundation Constitution, registered on 7th June 2017.

Method of Recruiting and Appointing New Charity Trustees

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee. The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Organisational structure

The charity trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO.

The purposes of the charity as set out in its governing document

The advancement of education and training in subjects relating to healthy eating, diet and nutrition in Bristol and the surrounding areas by the provision of training activities to develop people's skills, knowledge and capabilities in cookery and nutrition.

Aims and intended impact

Square Food Foundation (SFF) aims to reduce food poverty and inequality and improve health for Bristol and beyond by teaching people to cook good food from scratch.

Public Benefit

The Trustees have considered the Charity Commission's guidance on public benefit when reviewing its aims and objectives, and when planning its future activities. In line with guidance from the Charity Commission, the Trustees are satisfied that SFF continues to achieve its charitable aims by teaching

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people to cook good food in order to improve their health and reduce poverty and inequality. Its public benefit is described in the paragraphs below.

Covid-19

Throughout the last year, COVID-19 continued to make its presence felt as lockdowns came and went, requirements for testing increased and face coverings became the norm. Despite these challenges, Square Food Foundation managed to maintain and deliver a full timetable of cookery classes and courses (both virtual and in person!) to our students.

Alongside our standard cookery classes, we scaled up support for individuals and families affected by the pandemic. Our virtual cookery club expanded, and we now deliver nearly 200 DIY recipe kits to families each week. The club was initially designed as a fun activity for families to do together during lockdown, these kits are now a weekly staple that people collect from distribution hubs across the city.

As Christmas approached, charities across the city stepped up to work together to ensure children wouldn't go hungry during the holidays. With donations from FareShare SW, we packed and distributed almost 200 boxes of basic provisions to local families. This mammoth effort saw dozens of Square Food volunteers building boxes, sorting food, and dropping boxes on doorsteps across South Bristol. Biggest thanks go to the brilliant Hugo's greengrocers for the loan of their van and to Trustee Luke Sapsed for taking charge of deliveries.

Cooking with older people

Like so many of our other courses, last year saw our **Back in the Kitchen** programme switch from face to face, to online and back again. Whatever the medium, attendance stayed steady with around 8-12 older adults taking part each week. This drop-in class is designed to support older people (aged 55+) who may be at risk of isolation. Happily, we're now back in the kitchen full time. Students arrive every Monday morning, ready to get cooking. Together, they prepare lunch, trying out new recipes and practising techniques, then sit down to eat what they've cooked with Square Food's staff and volunteers. Once a month, students prepare food for our Lunch Club guests.



Cooking with young people

Over the last year, we provided practical skills for independent living to six different groups of young people. After a year of weekly classes, 12 young people from Belgrave School completed their BTec Level 2 Home Cooking Skills, gaining a practical qualification for the future. Alongside, a group of vulnerable young people from St Mary Redcliffe & Temple School attended in person workshops until lockdown forced us to take classes virtual. Thanks to support from the Hargreaves Foundation, we delivered a further five 'Toolkit for Independent Living' courses to different groups of young people studying at Cabot Learning Federation and at the Park Community Centre.



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"I would definitely make fajitas again at home. I wouldn't buy a kit...no, I'd be able to make them from scratch."

Over the Summer, we welcomed young people from the Prince's Trust and the National Citizenship Service who attended cookery workshops as part of a wider life skills programme.

Our 12-week vocational programme, How to be a Chef supports young people not in employment, education or training (NEET) and aims to provide them with a pathway into employment, with a specific focus on work in the food and hospitality sector.

Despite having seven students registered who where due to start in April 2020, COVID-19 rules meant we were forced to postpone not once but twice. To engage students and keep them connected, we launched a series of virtual classes – not to replace the programme but to introduce students to the course, the Square Food team and each other, and to sustain momentum until they could attend in person. Thanks to a grant from the Savoy Educational Trust, we were able to deliver eight online sessions. Students received recipes and a list of ingredients to weigh and measure before they logged on. During the class, the teacher demonstrated recipes for students to follow and cook in real time. There was plenty of opportunity for discussion and questions and students formed firm friendships even before they met in real life. April 2021 saw all seven students arrive at the Square Food kitchen to start (and eventually finish!) the course. 100% students completed the programme AND achieved both their BTec level 2 qualification in Home Cooking Skills and their Level 2 Food & Hygiene Course. Students spend two days per week at the SFF kitchen. As well as plenty of hands-on cooking, the course included cookery demonstrations from various well-known guest chefs.



"The course was great, I learned so much being here and will use the skill I have learned in life everyday'. 'The opportunities from the course are amazing, same as the people'

"The course has helped me get better at being able to talk to people and working in a group; cooking new things and experimenting with new ingredients"

We continued working with Bristol Area Downs Syndrome Support (BADSS), running monthly cookery sessions that provide young people with Downs Syndrome learners the skills, knowledge and confidence they need to cook and eat healthy meals when it comes to living independently.

Cooking with schools

During term-time

Last year, we completed nearly three years of work with local school Oasis Academy Connaught. Since 2019, we've been working with children, parents and staff to embed cooking into the school day and instil a culture of good food and healthy eating throughout the wider school community.

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Thanks to individual donations, grants and corporate support, we've delivered practical cookery courses for parents, whole class workshops for children (30 children at a time) and an after-school club. We've worked with staff to build their confidence around cooking in the classroom and we've supported the school's senior management team to fund and build a brand new, fully equipped cookery hub where staff can put into practice their newfound skills and knowledge to run their own cookery programmes.



We rounded off this project with the Story of Bread week – a five day, whole-school event which saw teaching staff incorporating the history and culture of breadmaking around the world into lessons as well as a breadmaking workshop for every child and a picnic lunch (with home-made sandwiches of course!) to finish the week.

Watch the video [here](#)

After delays caused by COVID-19, we launched our staff training programme with East Bristol's Children's Centre. This 'train the trainer' approach helps us amplify our impact beyond the Square Food kitchen, by building a city-wide network of food educators. After six weeks, staff and parent volunteers knew how to set up for a cookery class, techniques for teaching knife skills and simple recipes with minimal kit.

'I'm more confident in cooking with kids in a way that is safe and allows them to practise cooking skills. Fantastic opportunity to give my daughter the opportunity to explore her interest in cooking'

During the school holidays

When schools close for the holidays, thousands of children that rely on free school meals are left without a lifeline. Over the last year, holiday hunger has hit the headlines more often than ever.

In response, Square Food has worked alongside schools, charities and community groups to deliver cookery workshops that not only stop children from going hungry but offer them something fun and productive to do during the school holidays.

Thanks to the government's new Holiday Activities and Food (HAF) programme, we've delivered cookery workshops over the Summer for children eligible for free school meals from three local schools. We've supported Feeding Bristol and the Children's Kitchen to write and publish Healthy Holidays recipe booklets – with ideas for breakfast, lunch and snacks, and we've worked with Bristol Sport Foundation to deliver cooking and activity workshops for groups of children from Oasis Academy Connaught.



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Cooking with vulnerable groups

Your support enables us to work with some of the most vulnerable people in Bristol, including those women supported by the Peony project, part of One25 charity. This year saw us deliver workshops both online and in person. During lockdown, we hand-delivered 44 recipe kits direct to women's homes to ensure they had the ingredients they needed to take part in the live, online cookery classes. As soon as restrictions eased, we were back in the kitchen at St Pauls Community Centre, cooking alongside a small group of around women each week. Over the year, 15 women have taken part in Square Food sessions at Peony. Sessions have been attended 70 times in total - 45 times in person and 25 times online.

Geri's story

Geri has been engaging in the online sessions since November when Lockdown 2 began. At the start she expressed concern about joining as she lacked confidence and experience in the kitchen. We later learned that deciding to join the online session meant she would be cooking in her own kitchen for the first time.

She has consistently joined the sessions throughout the 11 weeks that they've been running and has expressed getting a huge amount of enjoyment and pride from this. At points she has been too anxious to join, or lacking in confidence. On one occasion Square Food still provided a recipe kit, and the next day we received pictures from her, showing that she'd persevered on her own, in her own time, and made the meal anyway.

One of the barriers she's faced throughout is not having equipment or tools in her kitchen. With guidance from Jenny she has been able to purchase items for the kitchen that she uses both in session and when she cooks during the rest of the week, and often shares news of recipes she's trialling by herself.

Geri has centred her goal setting around cooking at home and trying new meals, as she feels a healthy relationship with food is key to her personal development. Jenny has been able to support this by sending extra recipes that might be a good starting point for an aspiring chef, which have been a great motivation for Geri. We have seen her confidence and self-belief transform over the last few months.

"Today [cooking with Square Food at home] was really challenging but really great. Cooking in my own home is always something I've wanted to do, but I've been too scared to before now. I've reached my goal and now I'm grinning ear to ear. I'm proud of myself"

Cooking for health

Improving good health is one of the three main aims of Square Food Foundation's Theory of Change, and is central to every class. However, last year saw Square Food dig deeper into the impact of diet and nutrition on illness when we launched a new programme of online workshops for people affected by cancer.

Delivered in partnership with cancer support charity, Penny Brohn UK, this series of virtual cookery demonstrations were aimed at people with cancer and for those caring for them. Led by Barny and Victoria Kubiak, nutritional therapist at Penny Brohn, these monthly sessions explored the world of food, cooking and health and offered opportunities for participants to ask questions, share stories and find support.

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Fundraising

As a registered charity, we work hard to raise funds to deliver our work and maximise our impact. To do this, we apply for grants from Trusts and Foundations, inspire individuals to donate and partner with corporate supporters.

In 2020 – 21, we received support from Trusts and Foundations including the Savoy Educational Trust, the Hargreaves Foundation, Awards for All, HAF, Francis Winham Foundation, the Sobell Trust, ActionFunder and LocalGiving among others.

Our Corporate partners include Kerry Foods, the Jolly Hog and Agile Chilli as well as many of Bristol's restaurants, food producers and retailers who supported our students, volunteered their time and donated ingredients.

By making a monthly donation, our regular givers continued to provide us with a source of stable, reliable income that allows us to plan ahead.

Thanks goes to each and every person who has helped us make an impact over the last 12 months.

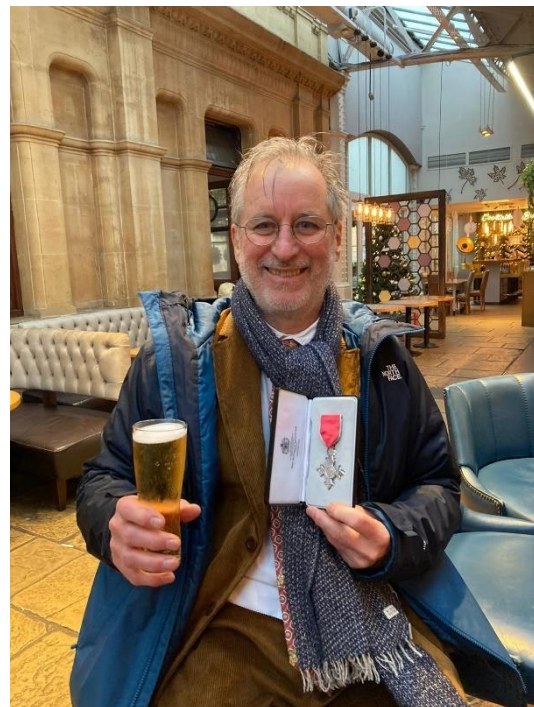
Awareness

Square Food Foundation's work continues to attract attention within Bristol and beyond. Read on for just a few headline events from the last 12 months.

Our Founder, Barney Houghton was recognised for his work with an MBE for Services to the Community.

Square Food Foundation was a Finalist in the Charity Category 2021 Bristol Life Awards!

As part of a series at the British Library, Barney gave a talk entitled 'Beyond the Food Bank', alongside speakers from Migrateful, Community Unity Leeds and the Brixton People's Kitchen. Later in the year, he was invited to speak at Bristol Poverty Institute's Child Health and Development Conference and took part in a steering group to inform the next steps for the National Food Strategy.



We continued to work with our friends and partners at Bristol 24/7 to promote our work and the case for food education.

Our Team

SFF relies on its ever-growing army of volunteers to perform myriad different roles, including weighing and measuring ingredients, supporting students, washing up, fundraising, communications,

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governance and graphic design. Some volunteers turn up at the same time each week, others are available just once or twice a year. Each of them brings skill, enthusiasm and a shared passion for good food and the importance of learning to cook.

Our team of paid staff continues to exceed all expectations in terms of their commitment, capacity and ideas. This year, we welcomed Dan Ford into a new role as Kitchen Manager and cookery teacher.

Our Trustees remain a constant, guiding presence. They provide useful, insightful perspective, bring skills that complement the team and offer practical support whenever required.

Trading Arm – the Cookery school & Kitchen, CIC

SFF operates in tandem with the Cookery School & Kitchen, CIC.

Prior to 1 April 2021, Square Food Foundation was the sole member of and operated alongside its trading arm, the Cookery School & Kitchen, CIC, who would deliver all activity on behalf of Square Food Foundation in addition to its own other non-charitable activities and services including teambuilding workshops, event catering and masterclasses. Both the Charitable Objective of Square Food Foundation and the CIC Objective of The Cookery School & Kitchen, CIC, were very closely aligned and so historically the two entities worked closely together to provide healthy eating and nutrition services to the Bristol area.

In 2021, with an overall objective of streamlining services, to enable Square Food Foundation the opportunity to deliver and undertake its own activities and for the role of Square Food Foundation as the charitable entity to be more prominent and understood by both its users and any potential investors or donors, it was decided that the Cookery School & Kitchen, CIC would transfer its operations to the Square Food Foundation. An Operations Transfer Deed was executed on 31 March 2021, which went live from 1 April 2021, and as a result the assets and rights of the operations carried out by the Cookery School & Kitchen, CIC. The transfer also provided for a TUPE transfer of eight employees to Square Food Foundation and the termination of the framework agreement which previously governed the relationship between the two entities.

The Cookery School & Kitchen still exists to support the charity by donating all profit from its services and activities to Square Food Foundation.

Financial review

Unrestricted Funds

Square Food Foundation has £41,320 in unrestricted funds. After taking into account Fixed Assets of £1,185, Debtors of £2,111 and Designated Funds for 2021/2022 of £5,499 the available free unrestricted balance is £32,575. This can be used to fund any of Square Food Foundation's projects should there be a shortfall in funding. Square Food Foundation is also able to use these unrestricted funds to run new projects which align to its charitable objects.

The trustee would like to hold a minimum of £10,000, the equivalent of running 1 standard project for 1, year, in unrestricted/free funds. Should Square Food Foundation's unrestricted funds need to support a full year of its projects the value would need to be £130,000. However, based on our successful track record with funding the trustees believe that the maximum that we'd should need to

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keep in unrestricted/free funds is the equivalent cost of running 4 projects for 1 year which is £40,000

Unrestricted funds are from donations from our trading arm (The Cookery School and Kitchen, CIC) up to 31st March 2021. From 1st April 2021 unrestricted funds are from profits from catering, masterclasses and team building events delivered by Square Food Foundation. And unrestricted donation from trusts, corporate partners, and the public.

Reserves Policy

The Trustees have agreed that the Charity must hold a designated reserve in the event of Square Food Foundation ceasing to trade and therefore being liable to pay statutory redundancy to eligible employees as well as any contractual liabilities the Charity holds, i.e. its lease.

At 31st August 2021 the total redundancy bill for 9 employees is equal to £17,687.78. We will review this figure each year and adjust accordingly.

At 31st August 2021 Square Food Foundation is contractually obliged to provide 3 months notice should it want to terminate its lease contract. 3 months rent is equal to £1,999.98 (3 x 666.66)

We would also be liable to pay our insurance which ends in May 2022 – balance to pay would be £389.29

The trustee also deems it responsible to hold the equivalent of 1 month cost in order to pay any creditors. Average monthly costs (not including lease or salary costs) for 2022/2021 is £4,783.87

Therefore, as of 31st August 2021 the total reserved needed is £23,060.

Currently The Cookery Schools and Kitchen, CIC holds £30,022 as a designated reserve which is due to be transferred to Square Food Foundation as part of the Operations Transfer Deed. The transfer will be reflected in Square Food Foundations 2022/2023 annual accounts.

Future proofing our designated reserves

In early 2022 Square Food Foundation, together with its landlord The Park Centre, will be moving into a brand-new premise. With this move comes a new lease contract and increase in rent from £8,000pa to £17,000 + VAT pa, increasing by £1,000pa for 5 years. The new lease contract is 5 years with a break clause at 3 years if we provide 12-months' notice. This means that Square Food Foundation, should it cease trading, would be liable for up to £64,800, declining year on year. It is extremely unlikely that Square Food Foundation would cease trading, but it's something that the Trustees are aware of and therefore have deemed that keeping the designated reserves at £30,022 is adequate.

SFF continues to prioritise making its programmes as accessible and affordable as possible. The charity maintains a good balance between commissioned income and fundraised income. We end the year in a positive position, with a satisfactory level of reserves.

Challenges and opportunities in 21-22

This year has seen us put in place internal systems and governance to improve our operations and consolidate our position as Bristol's leading cookery school.

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We've developed our Theory of Change to shape and inform all services and activities.

We've evaluated our programmes to ensure we're making best use of our resources and to generate a strong evidence base to attract further funding from more diverse sources.

We've expanded our team to streamline operations and reach more people.

The Future for Square Food Foundation

We will continue to fulfil the charitable objects of the charity in the most effective, efficient, and sustainable manner possible whilst developing our knowledge, skill, team and impact.

In 2020-21, we will continue to work with many of the same partners and groups, consolidating our current programmes and extending our impact.

We will move house to a big, bright kitchen in the newly built Park Community Centre

We will celebrate our tenth anniversary of teaching people to cook from our home in Knowle West. This milestone presents an important opportunity to raise awareness, cultivate donors and inspire support.

We will use our resources to work directly with our community. At the same time, we'll train other service providers to work with their own communities.

We will develop and implement a robust impact assessment framework that will help us learn and refine our activities and services.

We will to grow and diversify our income by encouraging more regular giving, growing our individual supporter base, working with new corporate supporters, and increasing the number of applications we make to Trusts & Foundations.

Funds received as agent or funds held as custodian trustee

There are no assets, classes of assets or categories of assets held on behalf of other entities.

Independent examiners

The trustees confirm that to the best of their knowledge there is no information relevant to the independent examination of which the examiners are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant examination information and that this information has been communicated to the examiners.

Joanne Trowbridge of Bristol Community Accountants CIC was appointed as the charity's independent examiner during the year. Joanne Trowbridge is a member the Association of Accounting Technicians.

The report was approved by the trustees on and signed on its behalf by:

.....
Luke Sapsed - Trustee

SQUARE FOOD FOUNDATION

INDEPENDENT EXAMINERS REPORT

YEAR ENDED 31 AUGUST 2021

I report on the accounts of the company for the year ended 31st August 2021 which are set out on pages 12 – 21.

Respective responsibilities of trustees and examiner

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 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 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- 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.

Joanne Trowbridge MAAT

.....
Bristol Community Accountants CIC
The Park
Daventry Road
Knowle Bristol BS4 1DQ

.....2022

SQUARE FOOD FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 31 AUGUST 2021

		General Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
Incoming and Endowments from:					
<i>Incoming resources from generated funds</i>					
Donations and legacies	3	5,690	92,132	97,822	211,775
Charitable activities	4	52,037	12,331	64,368	20,113
Investments	5	58	-	58	30
Total		57,785	104,463	162,248	231,918
Expenditure On:					
Charitable activities	7	71,594	98,352	169,946	125,736
Other	8	815	-	815	480
Total		72,409	98,352	170,761	126,216
Net income/(expenditure)		(14,624)	6,111	(8,513)	105,702
Transfers between funds	16	32,580	(32,580)	-	-
Net income/(expenditure) before other gains and losses		17,956	(26,469)	(8,513)	105,702
Net movement in funds		17,956	(26,469)	(8,513)	105,702
Total funds brought forward		23,364	88,329	111,693	5,991
Total Funds Carried Forward	16	41,320	61,860	103,180	111,693

All of the activities of the charity are classed as continuing

The notes on pages 14 to 21 form part of these financial statements

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

** See note 16 for full comparative for 2020

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BALANCE SHEET

YEAR ENDED 31 AUGUST 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	1,185	-
Current assets			
Debtors	13	14,835	-
Stock		700	-
Cash at bank and in hand		95,708	112,400
<i>Total current assets</i>		111,243	112,400
Liabilities			
Creditors: Amounts falling due within one year	14	(9,248)	(707)
<i>Net current assets or liabilities</i>		101,995	111,693
Total net assets or liabilities		103,180	111,693
The Funds of the Charity	16		
Restricted funds		61,860	88,329
Unrestricted funds		41,320	23,364
		103,180	111,693

These financial statements were approved by the trustees on and are signed on their behalf by:

.....
Luke Sapsed - Trustee

The notes on pages 14 to 21 form part of these financial statements

SQUARE FOOD FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2021

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (issued on 16 July 2014), as amended by Update Bulletin 2 published in October 2018, effective for accounting periods beginning on or after 1 January 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity meets the definition of a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.
- b) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and has been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- e) Tangible fixed assets and depreciation - Tangible fixed assets are carried at cost less accumulated depreciation and impairment losses. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:
- | | | | |
|-----------|------|---|----------|
| Equipment | 33.3 | % | straight |
| | | | line |
- f) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- g) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- h) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2021

Income and Endowments From:

3 Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations	4,790	6,813	11,603	69,494
Grants	900	85,319	86,219	142,281
	<u>5,690</u>	<u>92,132</u>	<u>97,822</u>	<u>211,775</u>

Donations and Legacies -Prior year

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations	12,358	57,136	69,494
Grants	-	142,281	142,281
	<u>12,358</u>	<u>199,417</u>	<u>211,775</u>

4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Courses	5,263	-	5,263	20,113
Sale of product	67	-	67	-
Catering services	46,707	12,331	59,038	-
	<u>52,037</u>	<u>12,331</u>	<u>64,368</u>	<u>20,113</u>

Charitable activities prior year - all unrestricted

5 Investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank interest receivable	58	-	58	30
	<u>58</u>	<u>-</u>	<u>58</u>	<u>30</u>

Investments prior year - all unrestricted

6 Government Grants

The charity receives government grants, defined as funding from Bristol City Council grant to fund charitable activities. The total value of such grants in the period ending 31 August 2021 was £7,350 (2020: £nil). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 August 2021.

SQUARE FOOD FOUNDATION
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Expenditure on:

7 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank charges	100	-	100	26
Professional services	17,414	72,611	90,025	125,537
Software & computer costs	183	-	183	173
Kitchen & sundry equipment & Hire	4,967	99	5,066	-
Ingredients	8,452	7,512	15,964	-
Salaries	32,819	17,700	50,519	-
Outsourced labour	919	290	1,209	-
Insurance	389	-	389	-
Payroll fees	408	-	408	-
Recruitment	125	-	125	-
Rent	4,151	-	4,151	-
Office & general administration	296	-	296	-
Memberships and subscriptions	525	140	665	-
Travel	846	-	846	-

71,594	98,352	169,946	125,736
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Charitable Activities - prior year

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds 2020 £</i>
<i>Bank charges</i>	26	-	26
<i>Professional services</i>	11,891	113,646	125,537
<i>Software</i>	173	-	173
	12,090	113,646	125,736

During the previous financial year the activities of the charity were delivered by The Cookery School CIC. The charity paid for this service until April 2021 when the charity began to deliver and undertake its own operations as detailed in the trustees annual report.

8 Other

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Independent examination	479	-	479	280
Accounts preparation	336	-	336	200
	815	-	815	480

Other prior year - all unrestricted

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8 Net incoming resources for the year

This is stated after charging:

	2021	2020
	£	£
Independent Examiner's fee	479	280
	<u>479</u>	<u>280</u>

9 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020: nil) neither were they reimbursed expenses during the year (2020: nil). No charity trustee received payment for professional or other services supplied to the charity (2020: nil).

Payments totalling £89,925 (2020: £125,537) were paid to The Cookery School CIC for professional services provided in the year. The Cookery School CIC donated £264 to Square Food Foundation in the year (2020: £10,000).

Directors of The Cookery School CIC include Rhiannon Holder and Catherine Steele, who were also trustees of Square Food Foundation CIO in the year.

There were no other related party transactions during the year.

10 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

- 11** The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

12 Tangible fixed assets

	Equipment	Total
	£	£
Cost		
At the beginning of the year	-	-
Additions	1,185	1,185
At the end of the year	<u>1,185</u>	<u>1,185</u>
Depreciation		
At the beginning of the year	-	-
At the end of the year	<u>-</u>	<u>-</u>
Net book value		
At the end of the year	<u>1,185</u>	<u>1,185</u>

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13 Debtors	2021	2020
	£	£
Other debtors	14,669	-
PAYE	166	-
	<u>14,835</u>	<u>-</u>

14 Creditors: amounts falling due within one year	2021	2020
	£	£
Trade creditors	3,184	-
Pension	276	-
Accruals	815	707
Deferred income (see note 13)	4,973	-
	<u>9,248</u>	<u>707</u>

15 Deferred Income	2021	2020
	£	£
Balance as at 1 Sept 2020	-	25,907
Amount released to income earned from charitable activities	-	(25,907)
Amount deferred in year	4,973	-
	<u>4,973</u>	<u>-</u>

Deferred income is made up from gift vouchers and courses purchased which have yet to be redeemed.

SQUARE FOOD FOUNDATION
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16 Analysis of Charitable Funds

	01-Sep 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Aug 2021 £
Unrestricted funds					
General Fund	15,224	43,273	(55,206)	32,580	35,871
Designated funds	8,140	14,512	(17,203)	-	5,449
Total unrestricted funds	<u>23,364</u>	<u>57,785</u>	<u>(72,409)</u>	<u>32,580</u>	<u>41,320</u>
Restricted funds					
How to be a Chef	2,246	30,042	(7,850)	(7,425)	17,013
Back in the Kitchen	1,210	7,715	(7,054)	(1,871)	-
St Mungo's Streets To Kitchen Project	2,148	-	-	(2,148)	-
Oasis Academy Connaught (OAC) Project	45,825	5,900	(23,694)	(7,573)	20,458
Peony Project	12,564	-	(8,418)	-	4,146
KITS - Food Club	-	22,440	(10,742)	(5,678)	6,020
#Squaremeals	24,336	11,313	(30,827)	(655)	4,167
TFI	-	8,695	(2,113)	(1,526)	5,056
Square Meals Holiday Fund	-	3,000	(3,000)	-	-
YHH Holiday classes	-	10,358	(4,654)	(5,704)	-
Sovereign kits	-	5,000	-	-	5,000
Total restricted funds	<u>88,329</u>	<u>104,463</u>	<u>(98,352)</u>	<u>(32,580)</u>	<u>61,860</u>
Total funds	<u>111,693</u>	<u>162,248</u>	<u>(170,761)</u>	<u>-</u>	<u>103,180</u>

Purpose of restricted funds

How to be a Chef	Savoy Educational Trust. Training programme for 16-25 year olds
Back in the Kitchen	Francis Winham Weekly drop in sessions for 12 older people (55+) to teach life skills, reduce the risk of social isolation and increase interaction and confidence.
St Mungo's Streets To Kitchen Project	Working with St Mungo's recovery College teaching their clients, who have been affected by homelessness, to cook affordable and nutritious meals from scratch.
Oasis School Project/ No child goes Hungry/ The Ovo Charitable Foundation	Oasis Working with local primary school Oasis Academy Connaught (OAC). The project aims to improve the food environment at the school itself and within families in the community by providing basic cooking skills for life and increasing the number of times families cooked from scratch at home.
One 25/Peony Project	Hands-on cooking workshops to a small group of women at the Peony Project. Peony is an offshoot service hosted and delivered by One25 for women who are in recovery from street sex work and addiction. We support them to learn new skills, gain confidence and in some cases, work towards a qualification in food and cooking (ASDAN Foodwise)
KITS - Food Club	Our virtual cookery club support people to cook healthy, affordable and child friendly meals at home. Each week we nearly 200 DIY recipe kits to families in South Bristol either direct to local school or to FOOD Clubs. The virtual cooking club was initially designed as a fun activity for families to do together during lockdown, however these kits are now a weekly staple that people from low income families rely on to support thier weekly food shopping and to bring some cookery enjoyment into thier lives.

SQUARE FOOD FOUNDATION

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Purpose of restricted funds cont.

#Squaremeals	#SquareMeals is our emergency response effort to covid lockdowns. During the lockdown of Jan- April 2021 we provided a home cooked healthy and nourishing meal to families who rely on a free school meal. We also provided cookery kits for family living with food insecurity to enable them to cook and learn at home
TFI	TFI stands for Toolkit for Independence and works with young people aged 16 - 18 who are living with a mental health problem, physical disability, or growing up in poverty. We work with small groups to provide practical cookery lessons focusing on affordable and easy recipes that they can create at home or in a care setting
Square Meals Holiday Fund	Providing holiday classes during October 2020 for children on free school meals. During Christmas of 2020 we provided provisions boxes to local families living with food insecurity.
YHH Holiday classes	Local government funded holiday classes for Children on Free school meals during the summer holidays of 2021 (July/August)
Sovereign kits	Funding to run our virtual cookery club (recipe kits) to residents who live in Sovereign House in South Bristol
Purpose of designated funds	The transfer to designated funds relates to activities and courses that were unable to be completed due to the Coronavirus pandemic. The funds have been held to continue those activities throughout the coming year.
Belgrave and CLF	We worked with two groups of young people supporting them to gain their BTec qualification Levels 1 & 2 in Home Cooking Skills. Students are young people that attend Belgrave School and Cabot Learning Federation (previously Include). These are schools for students with special educational or behavioural needs. By offering a fun, safe and engaging course, away from mainstream education, students flourished and gained qualifications that they would have considered out of their reach.
BADSS/Sunday Cooking Club	We run monthly cookery session for young people with Down Syndrome to provide them with the skills, knowledge and confidence they need to cook and eat healthy meals when it comes to living independently.
Ad Hoc Community	We worked with students from a local SEN school called KnowleDGE. In May 2021 the commission us to run 3 cookery session with their students as part of enrichment week. We were able to deliver 2 session in FY 2020/2021. The final will be delivered in Sept 2021.

17 Analysis of net assets between funds

	General Fund £	Restricted Funds £	Total £
Tangible Fixed Assets	1,185	-	1,185
Cash at Bank and in Hand	33,848	61,860	95,708
Other Net Current Assets/(Liabilities)	6,287	-	6,287
Total	41,320	61,860	103,180

SQUARE FOOD FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

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18 Analysis of prior year funds, as required by paragraph 4.2. of the SORP

	Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Total Funds 2020 £
Income and Endowments From:			
Donations and legacies	12,358	199,417	211,775
Charitable activities	20,113	-	20,113
Investments	30	-	30
Total	<u>32,501</u>	<u>199,417</u>	<u>231,918</u>
Expenditure On:			
Raising funds	-	-	-
Charitable activities	12,090	113,646	125,736
Other	480	-	480
Total	<u>12,570</u>	<u>113,646</u>	<u>126,216</u>
Net income/(expenditure)	19,931	85,771	105,702
Transfers between funds	-	-	-
Net movement in funds	<u>19,931</u>	<u>85,771</u>	<u>105,702</u>
Total funds carried forward	<u>23,364</u>	<u>88,329</u>	<u>111,693</u>