

PAPER CUP PROJECT

England & Wales · Charity number 1181449

Details

Status Registered

Legal form CIO

Registered 2019-01-07

Register [View on the Charity Commission register](#)

Contact

Address Paper Cup Coffee
Queen Square
Liverpool
L1 1RH

Phone 0151 709 8421

Email admin@papercupproject.org

Website www.papercupproject.org

Activities

Objects: FOR THE PUBLIC BENEFIT THE RELIEF OF POVERTY AMONGST THOSE WHO ARE HOMELESS, FACING HOMELESSNESS OR ROUGH SLEEPERS WHO ARE IN NEED, HARDSHIP AND DISTRESS ON ACCOUNT OF THEIR SOCIAL AND ECONOMIC CIRCUMSTANCES, IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION OF OUTREACH SERVICES INCLUDING THE PROVISION OF CLOTHING, BEDDING, FOOD AND DRINKS, INFORMATION, ADVICE, GUIDANCE AND SIGNPOSTING TO STATUTORY AND OTHER VOLUNTARY AGENCIES SO THAT EACH PERSON CAN FIND A ROUTE OUT OF HOMELESSNESS AND ACHIEVE THEIR FULL POTENTIAL.

Activities: To help relieve poverty among rough sleepers, homeless and those at risk of homelessness , including, but not exclusively, food, clothing, support and signposting to statutory services, to enable a route out of homelessness so every person can achieve their full potential.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Other Defined Groups

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£142,857	£148,009	-	-
2024-03-31	£157,005	£153,758	-	-
2023-03-31	£126,191	£158,892	-	-
2022-03-31	£86,693	£81,757	-	-
2021-03-31	£35,601	£23,575	-	-

Trustees

Name	Role	Appointed
Adam David Settle	Chair	2022-09-16
Kevin Keith		2024-03-06
Michael Rick		2022-11-23
Patrick James Smith		2021-11-30
Paul Polhill		2020-02-12
Robyn Callander		2023-09-12

PAPER CUP PROJECT

England & Wales - Charity number 1181449

Accounts

Charity number: 1181449

Paper Cup Project

INDEPENDENTLY EXAMINED ACCOUNTS

FOR THE YEAR ENDED 31/03/2025

Prepared By:

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2025**

TRUSTEES

Patrick Smith
Kevin Keith
Paul Polhill
Adam Settle
Robyn Callander
Michael Rick

REGISTERED OFFICE

Paper Cup Coffee
Queen Square
Liverpool
Merseyside
L1 1RH

CHARITY NUMBER

1181449

BANKERS

Santander; Co-operative Bank

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**ACCOUNTS
FOR THE YEAR ENDED 31/03/2025**

CONTENTS

	Page
Report of the Trustees	3
Independent Examiner's Statement	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11 to 16
Detailed Statement of Financial Activities	17

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2025**

The trustees present their report and accounts for the period ended 31/03/2025 .

PRINCIPAL ACTIVITIES

The principal activity of the charity in the year under review was the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers.

STRUCTURE GOVERNANCE AND MANAGEMENT

Paper Cup Project is a Charitable Incorporated Organisation (CIO) which was registered as a charity (1181449) on 7 January 2019.

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, 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 (FRS 102).

The charity was established under a Constitution which governs the charity and sets out the objects and powers of the charity.

The Trustees set and approve the policy for the charity which is then implemented by the Chief Executive. The Trustees meet regularly throughout the year with scheduled meetings and in between as required.

No remuneration is paid to any Trustee for their services as a Trustee.

- Appointment of Trustees:

The board members are: Paul Polhill, Patrick Smith, Adam Settle, Michael Rick, Robyn Callander, and Kevin Keith. All trustees are eligible for reelection at the end of their initial term of appointment.

The Charity seeks to have a wide range of skills and experience on its Board, contained within a small number of individuals. We are pleased to have a board with a wide range of valuable skills, including hospitality, the charity commission, fundraising and lived experience. Skill audits of trustees are conducted and any identified training needs provided. All new Trustees are given a detailed introduction to the Charity and provided with key important documents including the Constitution and latest Financial Statements.

- Key Personnel:

The Charity's key personnel are: Michelle Langan, Chief Executive.

The remuneration of key personnel is benchmarked with Charities of a similar size and activity to ensure that the remuneration is set fairly and in line with that generally paid for similar roles.

OBJECTIVES OF THE CHARITY

The objectives of the CIO are :

For the public benefit, the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers who are in need, hardship and distress on account of their social and economic circumstances, in particular, but not exclusively, by the provision of Paper Cup Coffee, including the provision of clothing, food and drinks, information, advice, guidance and signposting to statutory and other voluntary agencies and the offer of training so that each person can find a route out of homelessness.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2025

CHAIRS REPORT

As I begin this year's report, the vestiges of New Year's snow have turned to ice. Amid school closures and public transport disruption, the past summer - when temperatures exceeded 30°C - already feels like a distant memory. With Storm Goretti on the way, we can expect more of the same.

For those of us fortunate enough to have safe and stable housing, this backdrop of extreme weather should prompt us to reflect on the realities faced by people experiencing homelessness. In doing so, the vital work of - and, sadly, the continuing need for - Paper Cup is reaffirmed.

Paper Cup has once again supported the homeless community with several thousand pay-it-forward drinks and meals, even during period when donations have slowed. The cafe has continued to be a refuge during icy weather, a place to shade during blisteringly hot days, and so much more.

Adding to this roster, Paper Cup has become a place to produce art, as part of a continuing mediative arts class hosted in the cafe by local artist Marcus G Cotton. The charity also provided paid work experience to a formerly homeless customer who frequented the cafe, supporting skills development, confidence building, and progression towards more sustained employment.

As a cafe with a conscience, as I heard it described this past year, this has all been achieved in the normalcy of a cafe environment, where those requiring the charity's support are afforded the same dignity and customary Scouse hospitality as any paying customer.

These achievements are all the more remarkable considering, like last year, the charity has been buffeted by compounding challenges facing the hospitality and third sectors. Ever-increasing operating costs, alongside customers who are understandably more conscious of their spending, have continued to shape the context in which we operate.

It is only through the hard work of charity CEO, Michelle Langan; its permanent staff; committed volunteers; generous patrons - one of whom, Andrew Lancel, recently launched our Christmas campaign - and my fellow board members that the charity has been able to continue delivering its mission.

A testament to this determined spirit, Michelle was nominated for The Guide Liverpool's Business Hero of the Year and, more recently, in the Downtown Women in Business Awards for her work with Paper Cup. Michelle has nurtured relationships with local and national organisations, as well as local MPs and key individuals working to end homelessness, driving the charity's renown and securing funding to ensure its ongoing functions. (In that vein, keep an eye out for an upcoming ITV drama where our cafe features!) The board and I remain very proud of, and grateful to Michelle for her indefatigable and unerring spirit.

Finally, I would like to send my sincerest thanks to cafe customers. Every purchase, every word-of-mouth recommendation, every online donation sustains the charity and creates meaningful impact. Our loyal customers should take particular pride in knowing their custom has allowed Paper Cup to endure despite financial pressures, and their ongoing support will see the charity through the next twelve months.

Adam Settle.

Chair.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2025

ACHIEVEMENTS AND PERFORMANCE

We were proud to see through another year, despite the external pressure of running costs increasing across the board in hospitality. I'm proud of the team and the board of trustees for continuing to keep the doors open and the help available, in such a difficult time.

We have sadly seen numbers of people experiencing homelessness and coming to the shop increasing (which is consistent with local authority figures) and are proud to be a place that our homeless customers feel safe and enjoy coming to. Having a space where people who are homeless feel not just welcome, but the same as everyone else around them, is something which can't be under estimated. The effect on someone's self-worth and self-esteem is extremely important. A hot drink may seem like a small thing, but it can make a big difference.

Across the period, one of our homeless friends passed a note to the shop, where he thanked us for being there for him. 'To some a cup of tea is just a hot drink, but to someone who is homeless, it's love.'

We continue to offer hot drinks and food, even when the numbers of pay it forward drinks has dropped, largely due to people being worried about their own finances. Our customers have been a great source of support and loyalty, and we are proud to have regular customers who return. Customers have told us that they enjoy coming in for coffee, knowing that their money is going towards helping those who need it. Our coffee shop offers a space that challenges stereotypes and a chance for people from different walks of life to encounter each other, enhancing the lives of all who come in.

During this period, we also offered paid employment to one of our formerly homeless customers. We were able to do this thanks to a donation from UKH Foundation.

The shop was used as a location for an upcoming ITV drama series, which we were very excited about, and look forward to seeing on screen, and also we benefitted from another local TV production filming close by. The Cage crew were very supportive to our shop, with continual custom and support. It was a great addition to the local square, and we are excited to see the show when it comes to television.

Thanks to funding from the Community Impact Foundation, we were able to put on weekly art therapy classes with local artist Marcus G Cotton. The classes are continual, once a week, and involve drawing, clay modelling and painting. The sessions have been well enjoyed by some of our homeless customers, and a couple of times, other customers have also participated. A great example of social cohesion through art.

I was successful in obtaining a place on the school for social entrepreneurs trading up course, and completed that across the year, alongside a cohort of people running social enterprises in the North West. The course was to identify ways in which we could trade for the coffee shop.

We were pleased to attend an event at The House of Lords, hosted by Homeless Link, and attended by many charities from across the country, along with cross party MPs and the Minister for Homelessness. It was a great opportunity to hear what the governmental plans are to tackle homelessness, and to raise awareness of our Liverpool charity.

Paper Cup Project is very grateful to those who supported us across the year with grants or fundraising support across the year, including Liverpool University, LCVS, The Community Foundation, Red and Blue Restaurants, MLA Restaurants, Gallaghers, local Rotary Clubs, UKH Foundation, the band Enter Shikari, Souter Trust, North West Housing Community Trust, Hill Dickinson, Yorkshire Building Society, Merseyrail, Voluntary Aid Club, Steve Rotheram & Andy Burnham and numerous individuals who have undertaken personal challenges to raise funds to keep us going.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2025

To continue with our work in the current difficult climate is a credit to our funders and supporters, the customers who buy a drink or some lunch with us, our staff and our board of trustees. We are deeply thankful to all who help us to continue our important work. If you would like to support the work we do to help end homelessness and to tackle stigma, we have a range of ways you can get involved. Please do get in touch. Small things can have big impact.

PUBLIC BENEFIT

How our activities deliver public benefit:

Our work is accessible to all in the area we serve who are in need of our assistance. We believe that the services we provide are crucial to homeless people's lives, supporting them by providing food and drink and access to support to find their way out of homelessness, thereby making a contribution to society and benefiting all.

FINANCIAL REVIEW

The results for the period and the charity's position at 31 March 2025 are shown in the attached financial statements. Total incoming resources were £142,857 (2024 £157,005) and total resources expended were £148,099 (2024 £153,758) resulting in net outgoing resources for the period of £5,242 (2024 net incoming resources £3,247) - net outgoing resources on the unrestricted funds of £2,742 (2024 net incoming resources £747) and net outgoing resources on the restricted funds of £2,500 (2024 net incoming resources of £2,500). At 31 March 2025 the balance on the unrestricted funds was £18,473 (2024 £21,215) and the balance on the restricted fund £nil (2024 £2,500) giving total funds of £18,473 (2024 £23,715).

RISK MANAGEMENT

The Trustees confirm that the day-to-day controls are designed to mitigate the identified risks faced by the charity.

RESERVES POLICY

The reserves policy of the charity reflects the organisation's wish to strike a balance between two financial objectives. Firstly, the need for financial stability and secondly to expand the volume and range of services offered to the homeless people that we work with.

At 31 March 2025 our reserves stood at £18,473 of which £18,473 represented free reserves not invested in fixed assets or restricted in their use. The trustees feel that this level of reserves is adequate to meet both financial objectives for the foreseeable future.

FUTURE PLANS

The Charity is committed to developing services to help homeless people or people facing homelessness.

VOLUNTEERS

Volunteers are a valuable resource for the charity. Our volunteers come from a wide range of backgrounds, and we encourage diversity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2025

Charity Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law).

Under Charity Law the trustees must not approve the financial statements until they are satisfied that they give a true and fair view of the state of affairs of the charity and of the net incoming or outgoing resources of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgments and estimates that are reasonable and prudent;
- 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. 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.

The names of the Trustees who held office during the year are noted on page 1.

APPROVAL

The report was prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice FRS102 Accounting and Reporting by Charities.

This report was approved by the Board of Trustees on 23/01/2026 .



Adam Settle
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAPER CUP PROJECT

I report on the accounts of the charity for the period ended 31/03/2025 .

RESPONSIBILITIES AND BASIS OF REPORT

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

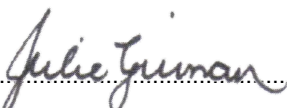
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINERS 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 Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

 Independent Examiner Julie Guinan FCCA

Date: 23/01/2026

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH
0151 709 7797

**Statement of Financial Activities
for the year ended 31/03/2025**

	Unrestricted funds	Restricted funds	2025 Total	<i>2024 Total</i>
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	139,556	3,301	142,857	<i>157,005</i>
Total Income	139,556	3,301	142,857	<i>157,005</i>
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	142,298	5,801	148,099	<i>153,758</i>
Total Expenses	142,298	5,801	148,099	<i>153,758</i>
Net Income	(2,742)	(2,500)	(5,242)	<i>3,247</i>
Net movement in funds:				
Net income for the year	(2,742)	(2,500)	(5,242)	<i>3,247</i>
Total funds brought forward	21,215	2,500	23,715	<i>20,468</i>
Net funds carried forward	18,473	-	18,473	<i>23,715</i>

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

Paper Cup Project

BALANCE SHEET AT 31/03/2025

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	4	-	-
CURRENT ASSETS			
Cash at bank and in hand		<u>24,700</u>	<u>30,967</u>
		24,700	30,967
CREDITORS: Amounts falling due within one year	5	<u>6,227</u>	<u>7,252</u>
NET CURRENT ASSETS		<u>18,473</u>	<u>23,715</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>18,473</u>	<u>23,715</u>
RESERVES			
Unrestricted funds	6		
General fund		18,473	21,215
Restricted funds	7	<u>-</u>	<u>2,500</u>
		<u>18,473</u>	<u>23,715</u>

Approved by the board of trustees on 23/01/2026 and signed on their behalf by



Adam Settle
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2025**

1. ACCOUNTING POLICIES

1n. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

1g. Pension Costs

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

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

1i. Income Recognition

Items of income are recognised and included in the accounts when all of the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably.

1j. Cash At Bank And In Hand Policy

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

1k. Creditors And Provisions Policy

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1l. Financial Instruments Policy

The charity 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. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1m. Basis Of Preparing Accounts

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They also confirm that the period considered in making this assessment was at least 12 months from the date of approval of these accounts. Hence the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1n. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2025	2024
	£	£
Wages and salaries	89,612	93,174
Social security costs	1,326	943
Pension costs	1,715	1,383
	<u>92,653</u>	<u>95,500</u>

The Trustees do not receive remuneration for their services as trustees. The Charity had 4 permanent staff and 7 part-time employees during the year. The aggregate remuneration of key personnel was £41,773 (before employment allowance). There were no other employees whose remuneration was £60,000 or more.

3. PENSION CONTRIBUTIONS

	2025	2024
	£	£
Pension contributions	1,715	1,383
	<u>1,715</u>	<u>1,383</u>

Paper Cup Project

4. TANGIBLE FIXED ASSETS

	Equipment £	Total £
Cost		
At 01/04/2024	1,299	1,299
At 31/03/2025	<u>1,299</u>	<u>1,299</u>
Depreciation		
At 01/04/2024	1,299	1,299
At 31/03/2025	<u>1,299</u>	<u>1,299</u>
Net Book Amounts		
At 31/03/2025	<u><u>-</u></u>	<u><u>-</u></u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Taxation and social security	1,557	2,259
Other creditors	<u>4,670</u>	<u>4,993</u>
	<u><u>6,227</u></u>	<u><u>7,252</u></u>

6. UNRESTRICTED FUNDS

	Brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Carried forward £
General fund	21,215	139,556	(142,298)	-	18,473
	<u>21,215</u>	<u>139,556</u>	<u>(142,298)</u>	<u>-</u>	<u>18,473</u>

Paper Cup Project

7. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Community Foundation for Merseyside	-	2,271	(2,271)	-	-
B&Q Foundation	2,500	-	(2,500)	-	-
Rotary Club of Liverpool	-	530	(530)	-	-
Liverpool City Council	-	500	(500)	-	-
	<u>2,500</u>	<u>3,301</u>	<u>(5,801)</u>	<u>-</u>	<u>-</u>

Community Foundation for Merseyside

Funding for art classes

B&Q Foundation

Funding for shop equipment

Rotary Club of Liverpool

Funding for shop equipment

Liverpool City Council

Funding for utilities

8. INCOMING RESOURCES

	2025	2024
Restricted Funds		
Restricted Project Grants	-	663
Liverpool City Council	500	1,000
Community Foundation for Merseyside	2,271	-
John Moores Foundation	-	6,750
B&Q Foundation	-	2,500
Rotary Club of Liverpool	530	-
	<u>3,301</u>	<u>10,913</u>
General Unrestricted Funds		
Donations	63,877	46,473
Merseyrail	766	11,450
Cafe Sales	74,377	83,674
Sundry income	536	4,495
	<u>139,556</u>	<u>146,092</u>
Total Incoming Resources	<u><u>142,857</u></u>	<u><u>157,005</u></u>

9. RESOURCES EXPENDED

	2025	2024
Salaries	92,653	95,500
Independent Examination	2,000	1,270
Accountancy	500	512
Equipment costs	-	2,203
Consumable Supplies and Provisions	14,840	21,044
IT and Website	975	944
Health, Safety, Security and Sanitation	1,451	2,094
Refurbishment and Repairs	3,151	1,709
Premises and Administration Costs	32,029	28,482
	<u>148,099</u>	<u>153,758</u>

10. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of the company's accounting policies, which are described in note 1, management is required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are no critical accounting estimates or judgements in these accounts.

11. GENERAL INFORMATION

Paper Cup Project (Charity Number 1181449) is a Charitable Incorporated Organisation that registered as a Charity 7 January 2019. Its registered office is Paper Cup Coffee, Queen Square, Liverpool, Merseyside, L1 1RH. The accounts are stated in sterling the functional currency of the Charity.

12. TAXATION

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Paper Cup Project

13. NET ASSETS BY FUND

Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	-	-	-
Net Current Assets	18,473	-	18,473
	<u>18,473</u>	<u>-</u>	<u>18,473</u>

PAPER CUP PROJECT

England & Wales - Charity number 1181449

Accounts

Charity number: 1181449

Paper Cup Project

INDEPENDENTLY EXAMINED ACCOUNTS

FOR THE YEAR ENDED 31/03/2024

Prepared By:

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2024**

TRUSTEES

Patrick Smith

Kevin Keith (appointed 6 March 2024)

Paul Polhill

Patrick Hurley (resigned)

Michael Rick

Adam Settle

Robyn Callander (appointed 12 September 2023)

REGISTERED OFFICE

Paper Cup Coffee

Queen Square

Liverpool

Merseyside

L1 1RH

CHARITY NUMBER

1181449

BANKERS

Santander

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP

Chartered Certified Accountants

Unit 17 Mersey House

Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

Paper Cup Project

**ACCOUNTS
FOR THE YEAR ENDED 31/03/2024**

CONTENTS

	Page
Report of the Trustees	3
Independent Examiner's Statement	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Accounts	12 to 17
Detailed Statement of Financial Activities	18

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2024

The trustees present their report and accounts for the period ended 31/03/2024 .

PRINCIPAL ACTIVITIES

The principal activity of the charity in the year under review was the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers.

STRUCTURE GOVERNANCE AND MANAGEMENT

Paper Cup Project is a Charitable Incorporated Organisation (CIO) which was registered as a charity (1181449) on 7 January 2019.

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, 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 (FRS 102).

The charity was established under a Constitution which governs the charity and sets out the objects and powers of the charity.

The Trustees set and approve the policy for the charity which is then implemented by the Chief Executive. The Trustees meet regularly throughout the year with scheduled meetings and in between as required.

No remuneration is paid to any Trustee for their services as a Trustee.

- Appointment of Trustees:

The board members are: Paul Polhill, Patrick Hurley (resigned), Patrick Smith, Adam Settle, Michael Rick, Robyn Callander (appointed 12 September 2023) and Kevin Keith (appointed 6 March 2024). All trustees are eligible for reelection at the end of their initial term of appointment.

The Charity seeks to have a wide range of skills and experience on its Board, contained within a small number of individuals. We are pleased to have a board with a wide range of valuable skills, including hospitality, the charity commission, fundraising and lived experience. Skill audits of trustees are conducted and any identified training needs provided. All new Trustees are given a detailed introduction to the Charity and provided with key important documents including the Constitution and latest Financial Statements.

- Key Personnel:

The Charity's key personnel are: Michelle Langan, Chief Executive.

The remuneration of key personnel is benchmarked with Charities of a similar size and activity to ensure that the remuneration is set fairly and in line with that generally paid for similar roles.

OBJECTIVES OF THE CHARITY

The objectives of the CIO are :

For the public benefit, the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers who are in need, hardship and distress on account of their social and economic circumstances, in particular, but not exclusively, by the provision of Paper Cup Coffee, including the provision of clothing, food and drinks, information, advice, guidance and signposting to statutory and other voluntary agencies and the offer of training so that each person can find a route out of homelessness.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2024

CHAIRS REPORT

My report can only start with a brightly-shining spotlight on the Paper Cup team. Charity CEO, Michelle Langan, the cafe's permanent staff, volunteers, and board members have contributed to a service invaluable to Liverpool's homeless community and highly regarded by its customers and donors.

Michelle has nurtured relationships with local organisations, such as Hugh Baird college and The Inclusive Hub, which have been mutually beneficial and hugely rewarding for all parties. Paper Cup received substantial local and national media coverage, in which Michelle deftly outlined the need for the charity and its services while rallying for donations and custom. Michelle also found time to partake in vital research with Homeless Link and a University of Liverpool student project, the latter of which is quoted in Michelle's report and does a superior job than me at explaining the importance of Paper Cup in the city.

Following a stint in the cafe as a barista, The Charlatans frontman Tim Burgess became a patron this year. Two new trustees joined the board, bringing with them charity sector and fundraising expertise.

Amid hospitality and third sector challenges, as well as other complications such as multiple break-ins, Paper Cup has supported those experiencing homelessness with several thousand pay-it-forward drinks and meals and hundreds of clothing items. It has provided warmth in icy weather, shelter during rain, electricity for phone batteries, signposting as necessary, and, as always, a friendly Scouse welcome to cheer spirits. As importantly, it has done so in the normal surrounds of a cafe environment, with those in need of these services treated with the same dignity afforded to any paying customer.

While at times sales have been lower than predicted and individual donations have slowed, several many new and repeat donations from businesses and organisations small and large, as well as flurries of pay-it-forwards prompted by social media and press coverage, have ensured continuation in service. 2025 will certainly present similar challenges - and, undoubtedly, obstacles yet unknown - but the impact of the charity on those it serves is motivation enough for all involved to move forward with determination.

I am certain the board would join me in congratulating Michelle and the Paper Cup team for this past year's achievements, and in thanking them for their ongoing hard work and commitment.

Adam Settle
Chair

ACHIEVEMENTS AND PERFORMANCE

This year saw a growth in customers of the coffee shop, with trading seeing a 50% increase, thanks to the media coverage of the work we are doing. Our customers have told us that they enjoy coming in for coffee, knowing that their money is going towards helping those who need it. The number of homeless customers coming through the doors has increased, which correlates with the increasing figures of homelessness across the city. Paper Cup Coffee offers a space that challenges stereotypes and a chance for people from different walks of life to encounter each other, enhancing the lives of all who come in.

Challenges have come in many forms across this period. We suffered from several break ins, which was extremely upsetting for the whole team, but despite this, we were determined to get straight back to helping our homeless friends. The break ins were also very distressing for homeless customers, as they felt that their safe space had been attacked. Several homeless customers were keen to help in any way they could, and one of the homeless ladies insisted on giving us the money she had (30p) to put towards new glass for the shattered door.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2024

She told us, you lot always help me, so now I want to help you. This gesture was moving and much appreciated, and brought home how big a part of our homeless friends' lives, the coffee shop has become. The routine of coming in each day and having some friendly conversation along with food and a hot drink can't be underestimated for someone's well-being. Sadly this year, we experienced our first family who were experiencing homelessness. Thankfully, a member of the public sent them to our shop, and we were able to get them off the streets and linked into support within a few hours, as an emergency case.

Within the shop, we also have a basket of clothing and treats which have been donated to give out to the homeless. Over the past year, 250 snacks per month have been given out as well as around 700 items of clothing across the year. Socks are the most requested item, especially in the colder or wetter months. We also try to reduce landfill within our trading, and introduced a pre-loved rail in the shop, with donated items for sale, and a second-hand book shelf, with revenue going towards the pay it forwards fund. If supporters are able to donate gifts in kind, we do have an Amazon wishlist.

We have been delighted to collaborate further with other local organisations this year, whose values also sit alongside the ethics of our charity. In partnership with local college Hugh Baird, we were able to offer work experience hours to several of their L20 students which helped them to complete their course. This partnership was great for Paper Cup Coffee, as the students were marvellous assets to the team, and it's also a way we can support the local community by upskilling people. We also brought in another apprentice from local group The Inclusive Hub, who was looking for work experience, but struggling to find somewhere due to his additional needs. We were delighted to offer this young person a regular volunteer slot, and we have seen him flourish and grow over the past few months. We are very proud of his progress, and proud that we have been able to be a part of that journey.

We would love to continue our work supporting and training up young people, and will be looking for sponsors to help us facilitate this work. If this is something that your company can help with, please do contact us.

We were also very glad to be joined by one of our formerly homeless customers, in a regular volunteer role. He had been on the waiting list for a property and was getting frustrated, but thanks to our partnership working with the local cabinet member for housing, he was given some help with his application, and he moved into a property after many months of sleeping in a tent. He asked if he could volunteer for a few hours per week, until he felt ready to take the step into employment. Working with a team, and sticking to a routine was a good way for him to dip his toe into being back in the workplace, and opportunities like this are a big part of the ethos behind our coffee shop. During this time we saw an improvement in his confidence and self-esteem, and being part of a team was an important part of this growth.

This year, Charlatans front man Tim Burgess also returned to do a stint in the shop. Tim has been a fabulous supporter of the work we do, and his help to raise awareness for our project has been a massive help. Tim also filmed a piece for BBC politics on homelessness and the work we do with the charity. Tim joined our charity as a patron alongside current patrons Frank Cottrell Boyce and Andrew Lancel.

A student from Liverpool University worked with us on her final dissertation project to analyse the social value of the coffee shop and the work we are doing. The student spent several sessions in the shop, speaking to a cross section of our customers to gauge some feedback on the work we are doing, and to see where we can improve. The key findings from the research were that Paper Cup Coffee is an immensely important place for service users, having a profound effect on their lives. Paper Cup Coffee is a very welcoming environment, where service users can feel safe and supported. The cafe significantly impacts the lives of the rough-sleeping population in Liverpool and is a cornerstone of everyday life for many. Customers enjoy the social justice aspect of the business, making it more likely they will return. The fantastic quality of service along with food and drink also received positive feedback. Some quotes from our homeless friends about the coffee shop are below:

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2024

- We don't know what we would do without you. I look forward to coming each morning for my vanilla hot chocolate.
- You look after us.
- It's a place that I can come where I feel normal, and the same as everyone else.
- Staff are friendly, easy to talk to and good listeners.

The research feedback also found that the coffee shop gave some structure to the life of our homeless customers (8/9 service users said they attend 2+ times weekly). The service gives structure to their lives and an opportunity to socialise safely. Respondents noted they: Have a nice chat and enjoy seeing people.

The piece of the research shows what a difference Paper Cup Coffee is making in Liverpool: It is important to note that part of this is that they feel welcome in what is a public and professional environment. This means service users can interact with each other and with other customers in a safe environment. As opposed to on the streets where there is no safeguarding and conflict often occurs within the rough-sleeping population. In this way, the Paper Cup Project is an utterly unique opportunity to develop social skills and promote social inclusion. Provenca, (2019) recognises the importance of this social integration as people too often miss the opportunities to interact with homeless people.

The charity was delighted to participate in an important part of research with Homeless Link, which looked at fairness in enterprise development, and how best to support users of services within social enterprise. We participated in this across several months alongside several other National charities and organisations, and the results of the project will be used to share with other organisations to improve practice across the sector.

We were very grateful to our funders for the year, including Merseyrail whose staff were incredible supporters of the charity. Fundraising support also came from Speedo Mick Foundation, John Moores Foundation, Red and Blue Restaurants, Gallaghers, John Lewis, Howdens Joinery, Enterprise Credit Union as well as local Rotary Clubs.

To continue with our work in the current difficult climate is a credit to our funders and supporters, the customers who buy a drink or some lunch with us, our staff and our board of trustees. We are deeply thankful to all who help us to continue our important work. If you would like to support the work we do to help end homelessness and to tackle stigma, we have a range of ways you can get involved. Please do get in touch.

PUBLIC BENEFIT

How our activities deliver public benefit:

Our work is accessible to all in the area we serve who are in need of our assistance. We believe that the services we provide are crucial to homeless people's lives, supporting them by providing food and drink and access to support to find their way out of homelessness, thereby making a contribution to society and benefiting all.

FINANCIAL REVIEW

The results for the period and the charity's position at 31 March 2024 are shown in the attached financial statements. Total incoming resources were £157,005 (2023 £126,191) and total resources expended were £153,758 (2023 £158,892) resulting in net incoming resources for the period of £3,247 (2022 net outgoing resources £32,701) - net incoming resources on the unrestricted funds of £747 (2022 net outgoing resources £23,837) and net incoming resources on the restricted funds of £2,500 (2023 net outgoing resources of £8,864). At 31 March 2024 the balance on the unrestricted funds was £21,215 (2023 £20,468) and the balance on the restricted fund £2,500 (2023 £nil) giving total funds of £23,715 (2023 £20,468).

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2024

RISK MANAGEMENT

The Trustees confirm that the day-to-day controls are designed to mitigate the identified risks faced by the charity.

RESERVES POLICY

The reserves policy of the charity reflects the organisation's wish to strike a balance between two financial objectives. Firstly, the need for financial stability and secondly to expand the volume and range of services offered to the homeless people that we work with.

At 31 March 2024 our reserves stood at £23,715 of which £21,215 represented free reserves not invested in fixed assets or restricted in their use. The trustees feel that this level of reserves is adequate to meet both financial objectives for the foreseeable future.

FUTURE PLANS

The Charity is committed to developing services to help homeless people or people facing homelessness.

VOLUNTEERS

Volunteers are a valuable resource for the charity. Our volunteers come from a wide range of backgrounds, and we encourage diversity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law).

Under Charity Law the trustees must not approve the financial statements until they are satisfied that they give a true and fair view of the state of affairs of the charity and of the net incoming or outgoing resources of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgments and estimates that are reasonable and prudent;
- 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. 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.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2024

The names of the Trustees who held office during the year are noted on page 1.

APPROVAL

The report was prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice FRS102 Accounting and Reporting by Charities.

This report was approved by the Board of Trustees on 30/01/2025 .



Adam Settle
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAPER CUP PROJECT

I report on the accounts of the charity for the period ended 31/03/2024 .

RESPONSIBILITIES AND BASIS OF REPORT

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

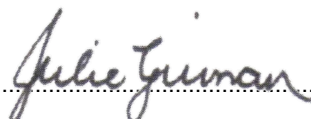
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINERS 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 Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

..... Julie Guinan FCCA Independent Examiner

Date: 30/01/2025

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH
0151 709 7797

Paper Cup Project

**Statement of Financial Activities
for the year ended 31/03/2024**

	Unrestricted funds	Restricted funds	2024 Total	2023 Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	146,092	10,913	157,005	126,191
Total Income	146,092	10,913	157,005	126,191
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	145,345	8,413	153,758	158,892
Total Expenses	145,345	8,413	153,758	158,892
Net Income	747	2,500	3,247	(32,701)
Net movement in funds:				
Net income for the year	747	2,500	3,247	(32,701)
Total funds brought forward	20,468	-	20,468	53,169
Net funds carried forward	21,215	2,500	23,715	20,468

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

Paper Cup Project

BALANCE SHEET AT 31/03/2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	4	-	-
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	-	3,926
Cash at bank and in hand		<u>30,967</u>	<u>24,141</u>
		30,967	28,067
CREDITORS: Amounts falling due within one year	6	<u>7,252</u>	<u>7,599</u>
NET CURRENT ASSETS		<u>23,715</u>	<u>20,468</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>23,715</u>	<u>20,468</u>
RESERVES			
Unrestricted funds	7		
General fund		21,215	20,468
Restricted funds	8	<u>2,500</u>	<u>-</u>
		<u>23,715</u>	<u>20,468</u>

Approved by the board of trustees on 30/01/2025 and signed on their behalf by



Adam Settle
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2024**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	straight line 33.33%
-----------	----------------------

1g. Pension Costs

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

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

1i. Income Recognition

Items of income are recognised and included in the accounts when all of the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably.

1j. Cash At Bank And In Hand Policy

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

1k. Creditors And Provisions Policy

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1l. Financial Instruments Policy

The charity 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. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1m. Basis Of Preparing Accounts

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They also confirm that the period considered in making this assessment was at least 12 months from the date of approval of these accounts. Hence the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1n. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:	2024	2023
	£	£
Wages and salaries	93,516	95,524
Social security costs	943	2,206
Pension costs	1,383	1,513
	<u>95,842</u>	<u>99,243</u>

The Trustees do not receive remuneration for their services as trustees. The Charity had 4 permanent staff and 4 part-time employees during the year. The aggregate remuneration of key personnel was £41,773 (before employment allowance). There were no other employees whose remuneration was £60,000 or more.

3. PENSION CONTRIBUTIONS

	2024	2023
	£	£
Pension contributions	1,383	1,513
	<u>1,383</u>	<u>1,513</u>

Paper Cup Project

4. TANGIBLE FIXED ASSETS

	Equipment £	Total £
Cost		
At 01/04/2023	1,299	1,299
At 31/03/2024	<u>1,299</u>	<u>1,299</u>
Depreciation		
At 01/04/2023	1,299	1,299
At 31/03/2024	<u>1,299</u>	<u>1,299</u>
Net Book Amounts		
At 31/03/2024	<u><u>-</u></u>	<u><u>-</u></u>

5. DEBTORS

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	-	3,926
	<u>-</u>	<u>3,926</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Taxation and social security	2,259	462
Other creditors	4,993	7,137
	<u>7,252</u>	<u>7,599</u>

7. UNRESTRICTED FUNDS

	Brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Carried forward £
General fund	20,468	146,092	(145,345)	-	21,215
	<u>20,468</u>	<u>146,092</u>	<u>(145,345)</u>	<u>-</u>	<u>21,215</u>

Paper Cup Project

8. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
John Moores Foundation	-	6,750	(6,750)	-	-
B&Q Foundation	-	2,500	-	-	2,500
Liverpool Charity and Voluntary Services	-	663	(663)	-	-
Liverpool City Council	-	1,000	(1,000)	-	-
	<u>-</u>	<u>10,913</u>	<u>(8,413)</u>	<u>-</u>	<u>2,500</u>

John Moores Foundation

Funding for salaries

B&Q Foundation

Funding for shop equipment

Liverpool Charity and Voluntary Services

Funds for supporting people experiencing homelessness

Liverpool City Council

Funding for utility costs

Paper Cup Project

9. INCOMING RESOURCES

	2024	2023
Restricted Funds		
Restricted Project Grants	663	3,800
Liverpool City Council	1,000	-
Community Foundation for Merseyside	-	2,500
John Moores Foundation	6,750	-
B&Q Foundation	2,500	-
	<u>10,913</u>	<u>6,300</u>
General Unrestricted Funds		
Donations	46,473	38,089
Merseyrail	11,450	5,250
Cafe Sales	83,674	74,707
Venue Hire	4,495	1,845
	<u>146,092</u>	<u>119,891</u>
Total Incoming Resources	<u>157,005</u>	<u>126,191</u>

10. RESOURCES EXPENDED

	2024	2023
Salaries	95,500	98,223
Accommodation and Other Beneficiary Costs	-	233
Storage	-	1,573
Independent Examination	1,270	700
Accountancy	512	770
Equipment costs	2,203	-
Consumable Supplies and Provisions	21,044	25,950
Subscriptions	-	396
IT and Website	944	1,030
Health, Safety, Security and Sanitation	2,094	4,308
Advertising	-	250
Depreciation	-	433
Refurbishment and Repairs	1,709	5,063
Premises and Administration Costs	28,482	19,963
	<u>153,758</u>	<u>158,892</u>

11. GENERAL INFORMATION

Paper Cup Project (Charity Number 1181449) is a Charitable Incorporated Organisation that registered as a Charity 7 January 2019. Its registered office is Paper Cup Coffee, Queen Square, Liverpool, Merseyside, L1 1RH. The accounts are stated in sterling the functional currency of the Charity.

Paper Cup Project

12. TAXATION

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

13. NET ASSETS BY FUND

Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	-	-	-
Net Current Assets	<u>21,215</u>	<u>2,500</u>	<u>23,715</u>
	<u>21,215</u>	<u>2,500</u>	<u>23,715</u>

PAPER CUP PROJECT

England & Wales - Charity number 1181449

Accounts

Charity number: 1181449

Paper Cup Project

INDEPENDENTLY EXAMINED ACCOUNTS

FOR THE YEAR ENDED 31/03/2023

Prepared By:

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2023**

TRUSTEES

Patrick Smith
Adam Boaks (resigned)
Paul Polhill
Patrick Hurley
Michael Rick (appointed 23 November 2022)
Adam Settle (appointed 16 September 2022)
Jane Logan (resigned)

REGISTERED OFFICE

Paper Cup Coffee
Queen Square
Liverpool
Merseyside
L1 1RH

CHARITY NUMBER

1181449

BANKERS

Santander

INDEPENDENT EXAMINER - Julie Guinan FCCA

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**ACCOUNTS
FOR THE YEAR ENDED 31/03/2023**

CONTENTS

	Page
Report of the Trustees	3
Independent Examiner's Statement	7
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11 to 17
Detailed Statement of Financial Activities	18

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2023**

The trustees present their report and accounts for the period ended 31/03/2023 .

PRINCIPAL ACTIVITIES

The principal activity of the charity in the year under review was the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers.

STRUCTURE GOVERNANCE AND MANAGEMENT

Paper Cup Project is a Charitable Incorporated Organisation (CIO) which was registered as a charity (1181449) on 7 January 2019.

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, 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 (FRS 102).

The charity was established under a Constitution which governs the charity and sets out the objects and powers of the charity.

The Trustees set and approve the policy for the charity which is then implemented by the Chief Executive. The Trustees meet regularly throughout the year with scheduled meetings and in between as required.

No remuneration is paid to any Trustee for their services as a Trustee.

Appointment of Trustees:

The board members are Adam Boaks (resigned), Paul Polhill, Patrick Hurley, Patrick Smith, Michael Rick (appointed 23.11.2022), Adam Settle (appointed 16.9.22) and Jane Logan (resigned). All trustees are eligible for reelection at the end of their initial term of appointment.

The Charity seeks to have a wide range of skills and experience on its Board, contained within a small number of individuals. The board are seeking to add more diversity to its trustees, particularly welcoming those with lived experience of homelessness.

Skills audits of trustees are conducted and any identified training needs provided. All new Trustees are given a detailed introduction to the Charity and provided with key important documents including the Constitution and latest Financial Statements.

OBJECTIVES OF THE CHARITY

The objectives of the CIO are :

For the public benefit, the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers who are in need, hardship and distress on account of their social and economic circumstances, in particular, but not exclusively, by the provision of outreach services including the provision of clothing, bedding, food and drinks, information, advice, guidance and signposting to statutory and other voluntary agencies so that each person can find a route out of homelessness.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2023

ACHIEVEMENTS AND PERFORMANCE

This has been an incredible period of growth for the charity, with the opening and trading of our coffee shop Paper Cup Coffee across this year. As well as offering locally sourced and produced products, we are the only place in Liverpool where people experiencing homelessness can come and enjoy a hot drink and food, in a safe and welcome environment. Customers support this via a pay it forward scheme, which can then be redeemed by our homeless customers. Through this, we have been able to assist 20-30 people per day. We also have a basket in the shop, where our homeless customers can find items such as clean socks and underwear and sanitary products, which they can help themselves to.

Across this period we had some great support, which was invaluable for us to stay afloat in our first year of trading. We were delighted to be chosen as one of the charities of the year for Merseyrail. Not only did it raise the profile of our charity, but staff also raised funds for us. We were also the chosen charity of Formby Hall golf club's captain, Simon Chung. Simon organised several charity events for us, and raised several thousands of pounds for the charity, which was greatly appreciated.

Along with our partner, The Learning Foundry, we held three courses in hospitality in the shop. The courses are open to people who have experienced homeless, or young people who have found it difficult to find employment. As well as accredited hospitality qualifications, the participants were also given barista training, and lunch was provided each day by us.

We were joined by a new patron, Frank Cottrell Boyce, and gained support from Susan Hill, the writer of *The Woman in Black*, and Tim Burgess, singer with the band The Charlatans. Tim promoted our coffee shop via his social media and in December, he joined us in the shop for a stint as a celebrity barista, which gained a lot of publicity and increased the amount of customers who visited the shop that day. The shop was featured across both local and National media channels.

The shop has been successful in the mission of supporting people with homelessness, and we really feel that having a physical space has been beneficial to the charity to raise awareness of the work we do. However, it hadn't been without challenges. The cost of living crisis has impacted on us, and the utility bills for the shop increased threefold from January 2023. Thankfully, our landlords Promenade, support us with a peppercorn rent, so rental is not affected. The cost of our supplies has also increased across the period. Due to these unforeseen increases, it has been a difficult time financially, but we managed, thanks to customers and supporters. We also suffered three break ins across this period, which took a toll on us financially and emotionally. However, we made it through our first year, and we continue to build on the work we are doing to support people experiencing homelessness, and to challenge the stigmas around homelessness. This is only possible with the support of our staff, board, and supporters. We are absolutely needed in Liverpool, we see that every day, and we hope to continue the good work that is being done.

PUBLIC BENEFIT

How our activities deliver public benefit:

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2023

Our work is accessible to all in the area we serve who are in need of our assistance. We believe that the services we provide are crucial to homeless people's lives, supporting them by providing food and drink and access to support to find their way out of homelessness, thereby making a contribution to society and benefiting all.

FINANCIAL REVIEW

The results for the period and the charity's position at 31 March 2023 are shown in the attached financial statements. Total incoming resources were £126,191 (2022 £86,693) and total resources expended were £158,892 (2022 £81,757) resulting in net outgoing resources for the period of £32,701 (2022 net incoming resources £4,936) - net outgoing resources on the unrestricted funds of £23,837 (2022 net incoming resources £2,753) and net outgoing resources on the restricted funds of £8,864 (2022 net incoming resources of £2,183). At 31 March 2023 the balance on the unrestricted funds was £20,468 (2022 £44,305) and the balance on the restricted fund £nil (2022 £8,864) giving total funds of £20,468 (2022 £53,169).

RISK MANAGEMENT

The Trustees confirm that the day-to-day controls are designed to mitigate the identified risks faced by the charity.

RESERVES POLICY

The reserves policy of the charity reflects the organisation's wish to strike a balance between two financial objectives. Firstly, the need for financial stability and secondly to expand the volume and range of services offered to the homeless people that we work with.

At 31 March 2023 our reserves stood at £20,468 of which £20,468 represented free reserves not invested in fixed assets or restricted in their use. The trustees feel that this level of reserves is adequate to meet both financial objectives for the foreseeable future.

FUTURE PLANS

The Charity is committed to developing services to help homeless people or people facing homelessness.

VOLUNTEERS

Volunteers are a valuable resource for the charity. Our volunteers come from a wide range of backgrounds, and we encourage diversity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law).

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/03/2023

Under Charity Law the trustees must not approve the financial statements until they are satisfied that they give a true and fair view of the state of affairs of the charity and of the net incoming or outgoing resources of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgments and estimates that are reasonable and prudent;
- 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. 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.

The names of the Trustees who held office during the year are noted on page 1.

APPROVAL

The report was prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice FRS102 Accounting and Reporting by Charities.

This report was approved by the Board of Trustees on 30/01/2024 .

Adam Settle (appointed 16 September 2022)
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAPER CUP PROJECT

I report on the accounts of the charity for the period ended 31/03/2023 .

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

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

..... Julie Guinan FCCA Independent Examiner

Date: 30/01/2024

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
Matchworks Estate, 140 Speke Road

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2023

Liverpool
Merseyside
L19 2PH
0151 709 7797

Paper Cup Project

**Statement of Financial Activities
for the year ended 31/03/2023**

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	119,891	6,300	126,191	86,693
Total Income	119,891	6,300	126,191	86,693
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	143,728	15,164	158,892	81,757
Total Expenses	143,728	15,164	158,892	81,757
Net Income	(23,837)	(8,864)	(32,701)	4,936
Net movement in funds:				
Net income for the year	(23,837)	(8,864)	(32,701)	4,936
Total funds brought forward	44,305	8,864	53,169	48,233
Net funds carried forward	20,468	-	20,468	53,169

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

Paper Cup Project

BALANCE SHEET AT 31/03/2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	3	-	433
CURRENT ASSETS			
Debtors (amounts falling due within one year)	4	3,926	1,556
Cash at bank and in hand		<u>24,141</u>	<u>57,888</u>
		28,067	59,444
CREDITORS: Amounts falling due within one year	5	<u>7,599</u>	<u>6,708</u>
NET CURRENT ASSETS		20,468	52,736
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>20,468</u>	<u>53,169</u>
RESERVES			
Unrestricted funds	6		
General fund		20,468	44,305
Restricted funds	7	-	8,864
		<u>20,468</u>	<u>53,169</u>

Approved by the board of trustees on 30/01/2024 and signed on their behalf by

.....
Adam Settle (appointed 16 September 2022)
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2023**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	straight line 33.33%
-----------	----------------------

1g. Pension Costs

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

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

1i. Income Recognition

Items of income are recognised and included in the accounts when all of the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably.

1j. Cash At Bank And In Hand Policy

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

1k. Creditors And Provisions Policy

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1l. Financial Instruments Policy

The charity 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. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1m. Basis Of Preparing Accounts

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They also confirm that the period considered in making this assessment was at least 12 months from the date of approval of these accounts. Hence the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Paper Cup Project

1n. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

2. PENSION CONTRIBUTIONS

	2023	2022
	£	£
Pension contributions	1,513	1,077
	<u>1,513</u>	<u>1,077</u>

3. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
Cost		
At 01/04/2022	1,299	1,299
At 31/03/2023	<u>1,299</u>	<u>1,299</u>
Depreciation		
At 01/04/2022	866	866
For the year	433	433
At 31/03/2023	<u>1,299</u>	<u>1,299</u>
Net Book Amounts		
At 31/03/2023	<u>-</u>	<u>-</u>
At 31/03/2022	<u>433</u>	<u>433</u>

4. DEBTORS

	2023	2022
	£	£
Amounts falling due within one year:		
Other debtors	3,926	1,556
	<u>3,926</u>	<u>1,556</u>

Paper Cup Project

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Taxation and social security	462	636
Other creditors	<u>7,137</u>	<u>6,072</u>
	<u><u>7,599</u></u>	<u><u>6,708</u></u>

6. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	<u>44,305</u>	<u>119,891</u>	<u>(143,728)</u>	<u>-</u>	<u>20,468</u>
	<u><u>44,305</u></u>	<u><u>119,891</u></u>	<u><u>(143,728)</u></u>	<u><u>-</u></u>	<u><u>20,468</u></u>

7. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Enterprise Development Programme	833	-	(833)	-	-
Crowdfunder Ltd	2,248	-	(2,248)	-	-
The SpeedoMick Foundation	2,000	1,600	(3,600)	-	-
Charities Aid Foundation America	300	-	(300)	-	-
Liverpool Charity and Voluntary Services	1,913	-	(1,913)	-	-
Liverpool City Council	1,570	-	(1,570)	-	-
Condition Improvement Fund (CIF)	-	2,000	(2,000)	-	-
Citizens Advice	-	200	(200)	-	-
Community Foundation	-	2,500	(2,500)	-	-
	<u>8,864</u>	<u>6,300</u>	<u>(15,164)</u>	<u>-</u>	<u>-</u>

Enterprise Development Programme

Funding for salaries

Crowdfunder Ltd

Funding for setting up and running a coffee shop

The SpeedoMick Foundation

Funds for equipment

Charities Aid Foundation America

Funds for refurbishment of coffee shop

Liverpool Charity and Voluntary Services

Funds for supporting people experiencing homelessness

Liverpool City Council

Funding for alarm and electrical work of refurbishment

Condition Improvement Fund (CIF)

Funding for salaries

Citizens Advice

Funding for outdoor planters

Community Foundation

Funding for kitchen equipment

Paper Cup Project

8. INCOMING RESOURCES

	2023	2022
Restricted Funds		
Restricted Project Grants	3,800	24,490
Liverpool City Council	-	1,570
Community Foundation for Merseyside	2,500	-
Enterprise Development Programme	-	32,250
Crowdfunder Ltd	-	-
	<u>6,300</u>	<u>58,310</u>
General Unrestricted Funds		
Donations	38,089	20,307
Merseyrail	5,250	2,500
Cafe Sales	74,707	5,576
Venue Hire	1,845	-
	<u>119,891</u>	<u>28,383</u>
Total Incoming Resources	<u>126,191</u>	<u>86,693</u>

9. RESOURCES EXPENDED

	2023	2022
Salaries	98,223	51,671
Accommodation and Other Beneficiary Costs	233	123
Storage	1,573	509
Independent Examination	700	700
Accountancy	770	770
Legal Fees	-	2,522
Professional Fees and Consultancy	-	2,500
Consumable Supplies and Provisions	25,950	4,245
Subscriptions	396	109
IT and Website	1,030	1,812
Health, Safety and Sanitation	4,308	480
Advertising	250	311
Depreciation	433	433
Refurbishment and Repairs	5,063	10,877
Premises and Administration Costs	19,963	4,695
	<u>158,892</u>	<u>81,757</u>

Paper Cup Project

10. GENERAL INFORMATION

Paper Cup Project (Charity Number 1181449) is a Charitable Incorporated Organisation that registered as a Charity 7 January 2019. Its registered office is Paper Cup Coffee, Queen Square, Liverpool, Merseyside, L1 1RH. The accounts are stated in sterling the functional currency of the Charity.

11. TAXATION

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

12. NET ASSETS BY FUND

Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	-	-	-
Net Current Assets	20,468	-	20,468
	<u>20,468</u>	<u>-</u>	<u>20,468</u>

Paper Cup Project

**Incoming Resources
for the year ended 31/03/2023**

	2023	2022
	£	£
Incoming resources		
Incoming resources from generated funds		
Charitable Activity		
Liverpool City Council	-	1,570
Donations	38,089	20,857
Community Foundation for Merseyside	2,500	-
Other Income	1,845	450
Enterprise Development Programme	-	32,250
The SpeedoMick Foundation	1,600	2,000
Charities Aid Foundation America	-	5,085
Liverpool Charity and Voluntary Services	-	4,405
The Albert Hunt Trust	-	5,000
Rise Construction	-	500
Skelton Charity	-	1,500
Cargill Global Funding	-	5,000
Merseyrail	5,250	2,500
Cafe Sales	74,707	5,576
Condition Improvement Fund (CIF)	2,000	-
Citizens Advice	200	-
	<u>126,191</u>	<u>86,693</u>
	<u>126,191</u>	<u>86,693</u>
	<u>126,191</u>	<u>86,693</u>

Paper Cup Project

Expenses
for the year ended 31/03/2023

	2023	2022
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Accommodation	-	123
Rates	857	-
Service charge	6,753	1,394
Heat and light	8,055	1,098
Repairs and renewals	5,063	200
Fundraising Costs	250	311
Consumable Supplies & Provision	21,073	3,813
Refurbishment expenses	-	10,677
Consumable items and merchandise	4,877	432
Pest control	1,020	-
Salaries	94,504	50,347
NIC employer (wages and salaries)	2,206	247
Pension contributions	1,513	1,077
Staff welfare	233	-
Accountancy fees	1,470	1,470
Consultancy fees	-	2,500
Legal costs (revenue)	-	2,522
Travel and parking	630	576
Insurance	1,131	201
Health and Safety, PPE	3,288	480
Postage, printing and stationery	1,613	22
Telephone	434	51
IT & Website Costs	1,030	1,812
Subscriptions	396	109
Storage Costs	1,573	509
Bank charges	-	198
Sundry expenses	490	1,155
Depreciation of equipment	433	433
	<u>158,892</u>	<u>81,757</u>
	<u>158,892</u>	<u>81,757</u>

PAPER CUP PROJECT

England & Wales - Charity number 1181449

Accounts

Charity number: 1181449

Paper Cup Project

**INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE 424 DAY PERIOD ENDED 31/03/2022**

Prepared By:

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House
The Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH

**FINANCIAL STATEMENTS
FOR THE 424 DAY PERIOD ENDED 31/03/2022**

TRUSTEES

Patrick Smith (appointed 30 November 2021)

Adam Boaks

Paul Polhill

Patrick Hurley

Matt Ide (resigned)

Julie Duffy (resigned)

Liam Gray (resigned)

Michael Rick (appointed 23 November 2022)

Adam Settle (appointed 16 September 2022)

Jane Logan (appointed 16 September 2022)

REGISTERED OFFICE

Paper Cup Coffee

Queen Square

Liverpool

Merseyside

L1 1RH

CHARITY NUMBER

1181449

BANKERS

Santander

INDEPENDENT EXAMINER Julie Guinan FCCA

Harvey Guinan LLP

Chartered Certified Accountants

Unit 17 Mersey House

The Matchworks Estate, 140 Speke Road

Liverpool

Merseyside

L19 2PH

Paper Cup Project

**ACCOUNTS
FOR THE 424 DAY PERIOD ENDED 31/03/2022**

CONTENTS

	Page
Report of the Trustees	3
Independent Examiner's Statement	8
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Accounts	12 to 21
Detailed Statement of Financial Activities	22

TRUSTEES' REPORT
FOR THE 424 DAY PERIOD ENDED 31/03/2022

The trustees present their report and accounts for the period ended 31/03/2022 .

PRINCIPAL ACTIVITIES

The principal activity of the charity in the 424 day period under review was the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers.

STRUCTURE GOVERNANCE AND MANAGEMENT

Paper Cup Project is a Charitable Incorporated Organisation (CIO) which was registered as a charity (1181449) on 7 January 2019.

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, 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 (FRS 102).

The charity was established under a Constitution which governs the charity and sets out the objects and powers of the charity.

The Trustees set and approve the policy for the charity which is then implemented by the Chief Executive. The Trustees meet regularly throughout the year with scheduled meetings and in between as required.

No remuneration is paid to any Trustee for their services as a Trustee.

Appointment of Trustees:

The board members are Adam Boaks, Paul Polhill, Patrick Hurley, Matt Ide (resigned), Julie Duffy (resigned) and Liam Gray (resigned), Patrick Smith (appointed 30.11.2021), Michael Rick (appointed 23.11.2022), Adam Settle (appointed 16.9.22) and Jane Logan (appointed 16.9.22). All trustees are eligible for reelection at the end of their initial term of appointment.

The Charity seeks to have a wide range of skills and experience on its Board, contained within a small number of individuals. The board are seeking to add more diversity to its trustees, particularly welcoming those with lived experience of homelessness.

Skills audits of trustees are conducted and any identified training needs provided. All new Trustees are given a detailed introduction to the Charity and provided with key important documents including the Constitution and latest Financial Statements.

OBJECTIVES OF THE CHARITY

The objectives of the CIO are :

For the public benefit, the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers who are in need, hardship and distress on account of their social and economic circumstances, in particular, but not exclusively, by the provision of outreach services including the provision of clothing, bedding, food and drinks, information, advice, guidance and signposting to statutory and other voluntary agencies so that each person can find a route out of homelessness.

TRUSTEES' REPORT
FOR THE 424 DAY PERIOD ENDED 31/03/2022

ACHIEVEMENTS AND PERFORMANCE

Our Aims

Our charity works across Liverpool to help relieve poverty among rough sleepers, people experiencing or at risk of homelessness through the provision of outreach. We are assisted greatly by our pool of volunteers (approximately 30) who offer food, drink, clothing, advice and support and sign posting to statutory services on a weekly basis.

Our Objectives

The objective of our work is to assist those who are experiencing homelessness or poverty and enable them to access the available help in order to find a route out of poverty. We also work hard to challenge the stigmas around homelessness, and to give those who are experiencing homelessness a voice.

Overview

During this period we were still feeling the effects of the COVID pandemic, and our work pivoted to adjust to the precautions which were in place. To keep our volunteers and our homeless friends safe, we reduced the number of volunteers who assisted and also reduced the amount of stock we took out, ensuring that essential needs were met. As positive knock on effect of the pandemic, numbers of street homeless were greatly reduced, which was noted on our outreach sessions.

During this time, our charity also participated in meetings with the All Party Parliamentary Group for Tackling Homelessness. These meetings focussed on the results of the government campaign Everyone In which brought people experiencing homelessness into accommodation at the start of the pandemic. The meetings also heard evidence from stakeholders around the Housing First pilots around the country, with the APPG supporting the continuation of these pilots based on evidence of success. We are very proud to be the only Liverpool charity on the secretariat of this parliamentary group, and will continue to be involved in the important policy work of the group alongside Crisis and our other charity partners.

This was a crucial period for our charity, as we focussed on the developments of our new coffee shop, Paper Cup Coffee. We identified during the pandemic, that there was a gap in provision in Liverpool, many people were taken inside as part of Everyone In, but there was no provision in place to assist people with their next steps, such as training and support to find work, once people were ready. The idea for Paper Cup Coffee sprung out of this, and we wanted to create a space where people experiencing homelessness were welcome, and where we could work to offer training and support once people were ready to take those steps. Thanks to funding and support from the SIB and The Enterprise Development Scheme, we were able to focus on the development of the shop. We secured premises in Queen Square with the help of Promenade Estates, and with the invaluable help of our own volunteers, as well as volunteers from Carghills in Liverpool, who assisted with funding and practical support with decorating, we were able to turn the empty unit into our shop.

TRUSTEES' REPORT

FOR THE 424 DAY PERIOD ENDED 31/03/2022

We also spent time planning and developing a training programme with our partners, The Learning Foundry, who agreed to deliver the training at no cost to us. In February 2022, we opened the coffee shop, Paper Cup Coffee, employing four members of staff. We also took on a further staff member as part of the government's kick-starter scheme. The shop was developed only thanks to the volunteers, local businesses, local media and grant funders who supported us, both practically and with advice. Without their help, the project would never have got off the ground. Paper Cup Coffee gives our charity a base, and a place where we can offer meaningful support, along with offering dignity and choice for people experiencing homelessness.

PUBLIC BENEFIT

How our activities deliver public benefit:

Our outreach work is accessible to all in the area we serve who are in need of our assistance. We believe that the services we provide are crucial to homeless people's lives helping them to find their way out of homelessness, thereby making a contribution to society and benefiting all.

FINANCIAL REVIEW

The results for the period and the charity's position at 31 March 2022 are shown in the attached financial statements. Total incoming resources were £86,693 (2021 £35,601) and total resources expended were £81,757 (2021 £23,575) resulting in net incoming resources for the period of £4,936 (2021 £12,026) - net incoming resources on the unrestricted funds of £2,753 (2021 net incoming £13,695) and net incoming resources on the restricted funds of £2,183 (2021 net outgoing resources of £1,669). At 31 March 2022 the balance on the unrestricted funds was £44,305 (2021 £41,552) and the balance on the restricted fund £8,864 (2021 £6,681) giving total funds of £53,169 (2021 £48,233).

RISK MANAGEMENT

The Trustees confirm that the day-to-day controls are designed to mitigate the identified risks faced by the charity.

RESERVES POLICY

The reserves policy of the charity reflects the organisation's wish to strike a balance between two financial objectives. Firstly, the need for financial stability and secondly to expand the volume and range of services offered to the homeless people that we work with.

At 31 March 2022 our reserves stood at £53,169 of which £43,872 represented free reserves not invested in fixed assets or restricted in their use. The trustees feel that this level of reserves is adequate to meet both financial objectives for the foreseeable future.

FUTURE PLANS

TRUSTEES' REPORT

FOR THE 424 DAY PERIOD ENDED 31/03/2022

The Charity is committed to developing services to help homeless people or people facing homelessness.

VOLUNTEERS

Volunteers are a valuable resource for the charity, with all of our outreach work undertaken by volunteers. Our volunteers come from a wide range of backgrounds, and we encourage diversity. We currently have a waiting list of potential volunteers and the capability to expand our service if required.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law).

Under Charity Law the trustees must not approve the financial statements until they are satisfied that they give a true and fair view of the state of affairs of the charity and of the net incoming or outgoing resources of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgments and estimates that are reasonable and prudent;
- 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. 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.

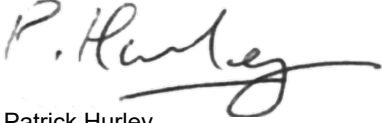
The names of the Trustees who held office during the year are noted on page 1.

APPROVAL

The report was prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice FRS102 Accounting and Reporting by Charities.

TRUSTEES' REPORT
FOR THE 424 DAY PERIOD ENDED 31/03/2022

This report was approved by the Board of Trustees on 20/01/2023 .

A handwritten signature in black ink, appearing to read 'P. Hurley', with a long horizontal flourish extending to the right.

Patrick Hurley
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE 424 DAY PERIOD ENDED 31/03/2022**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAPER CUP PROJECT

I report on the accounts of the charity for the period ended 31/03/2022 .

RESPONSIBILITIES AND BASIS OF REPORT

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

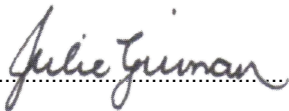
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINERS 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 Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

..... Independent Examiner Julie Guinan FCCA

Date: 20/01/2023

Harvey Guinan LLP
Chartered Certified Accountants
Unit 17 Mersey House

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE 424 DAY PERIOD ENDED 31/03/2022**

The Matchworks Estate, 140 Speke Road
Liverpool
Merseyside
L19 2PH
0151 709 7797

Paper Cup Project

**Statement of Financial Activities
for the year ended 31/03/2022**

	Unrestricted funds	Restricted funds	2022 Total	<i>2021 Total</i>
	£	£	£	£
Income				
Income from generated funds				
Income from charitable activities	28,383	58,310	86,693	35,601
Total Income	28,383	58,310	86,693	35,601
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	25,630	56,127	81,757	23,575
Total Expenses	25,630	56,127	81,757	23,575
Net Income	2,753	2,183	4,936	12,026
Net movement in funds:				
Net income for the year	2,753	2,183	4,936	12,026
Total funds brought forward	41,552	6,681	48,233	36,207
Net funds carried forward	44,305	8,864	53,169	48,233

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

Paper Cup Project

BALANCE SHEET AT 31/03/2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	4	433	866
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	1,556	-
Cash at bank and in hand		<u>57,888</u>	<u>51,630</u>
		59,444	51,630
CREDITORS: Amounts falling due within one year	6	<u>6,708</u>	<u>4,263</u>
NET CURRENT ASSETS		52,736	47,367
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>53,169</u>	<u>48,233</u>
RESERVES			
Unrestricted funds	7		
General fund		44,305	41,552
Restricted funds	8	<u>8,864</u>	<u>6,681</u>
		<u>53,169</u>	<u>48,233</u>

Approved by the board of trustees on 20/01/2023 and signed on their behalf by



Patrick Hurley
Trustee

**NOTES TO THE ACCOUNTS
FOR THE 424 DAY PERIOD ENDED 31/03/2022**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33.33%

1g. Pension Costs

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

1h. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

1i. Income Recognition

Items of income are recognised and included in the accounts when all of the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably.

1j. Cash At Bank And In Hand Policy

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

1k. Creditors And Provisions Policy

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1l. Financial Instruments Policy

The charity 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. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1m. Basis Of Preparing Accounts

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They also confirm that the period considered in making this assessment was at least 12 months from the date of approval of these accounts. Hence the trustees continue to adopt the going concern basis of accounting in preparing the accounts. The impact of covid 19 has had an effect on the charity during the period. The safety of staff, volunteers and homeless people who we help has been of paramount importance and the charity has adopted covid safe procedures and practices. The trustees have considered the impact of covid 19 and they have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Paper Cup Project

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the 424 day period amounted to:	2022	<i>2021</i>
	£	£
Wages and salaries	50,347	15,417
Social security costs	247	-
Pension costs	1,077	-
	<u>51,671</u>	<u>15,417</u>

The average weekly numbers of employees during the 424 day period were as follows:

	2022	<i>2021</i>
	No.	No.
Management and administration	<u>5</u>	<u>1</u>
	<u>5</u>	<u>1</u>

3. PENSION CONTRIBUTIONS

	2022	<i>2021</i>
	£	£
Pension contributions	<u>1,077</u>	<u>-</u>
	<u>1,077</u>	<u>-</u>

Paper Cup Project

4. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
Cost		
At 01/02/2021	1,299	1,299
At 31/03/2022	<u>1,299</u>	<u>1,299</u>
Depreciation		
At 01/02/2021	433	433
For the 424 day period	<u>433</u>	<u>433</u>
At 31/03/2022	<u>866</u>	<u>866</u>
Net Book Amounts		
At 31/03/2022	<u>433</u>	<u>433</u>
At 31/01/2021	<u><u>866</u></u>	<u><u>866</u></u>

5. DEBTORS

	2022	2021
	£	£
Amounts falling due within one year:		
Other debtors	<u>1,556</u>	<u>-</u>
	<u><u>1,556</u></u>	<u><u>-</u></u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Taxation and social security	636	683
Other creditors	<u>6,072</u>	<u>3,580</u>
	<u><u>6,708</u></u>	<u><u>4,263</u></u>

Paper Cup Project

7. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	41,552	28,383	(25,630)	-	44,305
	<u>41,552</u>	<u>28,383</u>	<u>(25,630)</u>	<u>-</u>	<u>44,305</u>

8. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
LIVV Housing	-	500	(500)	-	-
Big Help Project	-	500	(500)	-	-
Cargill Global Funding	-	5,000	(5,000)	-	-
Enterprise Development Programme	4,433	32,250	(35,850)	-	833
Crowdfunder Ltd	2,248	-	-	-	2,248
The SpeedoMick Foundation	-	2,000	-	-	2,000
Charities Aid Foundation America	-	5,085	(4,785)	-	300
Liverpool Charity and Voluntary Services	-	4,405	(2,492)	-	1,913
Albert Hunt Trust	-	5,000	(5,000)	-	-
Rise Construction CIF	-	500	(500)	-	-
Skelton Charity	-	1,500	(1,500)	-	-
Liverpool City Council	-	1,570	-	-	1,570
	<u>6,681</u>	<u>58,310</u>	<u>(56,127)</u>	<u>-</u>	<u>8,864</u>

LIVV Housing

Funds for supporting people experiencing homelessness

Big Help Project

Funds for supporting people experiencing homelessness

Cargill Global Funding

Funds for refurbishment of coffee shop

Enterprise Development Programme

Funding for salaries

Crowdfunder Ltd

Funding for setting up and running a coffee shop

The SpeedoMick Foundation

Funds for equipment

Charities Aid Foundation America

Funds for refurbishment of coffee shop

Liverpool Charity and Voluntary Services

Funds for supporting people experiencing homelessness

Albert Hunt Trust

Funding for salaries

Rise Construction CIF

Funds for supporting people experiencing homelessness

Skelton Charity

Funds for equipment

Liverpool City Council

Funding for alarm and electrical work of refurbishment

Paper Cup Project

9. INCOMING RESOURCES

	2022	2021
Restricted Funds		
Restricted Project Grants	24,490	
Liverpool City Council	1,570	2,000
Community Foundation for Merseyside	-	1,430
Enterprise Development Programme	32,250	15,000
Crowdfunder Ltd	-	2,248
	<hr/>	<hr/>
	58,310	20,678
General Unrestricted Funds		
Donations	20,307	14,923
Merseyrailt	2,500	
Cafe Sales	5,576	-
	<hr/>	<hr/>
	28,383	14,293
	<hr/>	<hr/>
Total Incoming Resources	86,693	35,601
	<hr/>	<hr/>

Paper Cup Project

10. RESOURCES EXPENDED

	2022	2021
Salaries	51,671	15,417
Accommodation and Other Beneficiary Costs	123	1,065
Storage	509	1,438
Independent Examination	700	600
Accountancy	770	480
Legal Fees	2,522	500
Professional Fees and Consulancy	2,500	2,650
Consumable Supplies and Provisions	4,245	528
Subscriptions	109	216
IT and Website	1,812	170
Health and Safety PPE	480	40
Advertising	311	38
Depreciation	433	433
Refurbishment and Repairs	10,877	-
Service Charges, Utilities and Administration Costs	4,695	-
	<hr/>	<hr/>
	81,757	23,575
	<hr/>	<hr/>

11. GENERAL INFORMATION

Paper Cup Project (Charity Number 1181449) is a Charitable Incorporated Organisation that registered as a Charity 7 January 2019. Its registered office is Paper Cup Coffee, Queen Square, Liverpool, Merseyside, L1 1RH. The accounts are stated in sterling the functional currency of the Charity.

12. TAXATION

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Paper Cup Project

13. NET ASSETS BY FUND

Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	433	-	433
Net Current Assets	43,872	8,864	52,736
	<u>44,305</u>	<u>8,864</u>	<u>53,169</u>

PAPER CUP PROJECT

England & Wales - Charity number 1181449

Accounts

Registered number:
Charity number: 1181449

Paper Cup Project

**INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 31/01/2021**

Prepared By:
Harvey Guinan LLP
Chartered Certified Accountants
310/311 Vanilla Factory
39 Fleet Street
Liverpool
Merseyside
L1 4AR

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/01/2021**

TRUSTEES

Andrew Shute (resigned 17 November 2020)

Michelle Langan (resigned 25 August 2020)

Stephanie Smith

Adam Boaks

Paul Polhill

Patrick Hurley

Matt Ide (appointed 2 December 2020)

Julie Duffy (appointed 26 January 2021)

Liam Gray (appointed 13 April 2021)

REGISTERED OFFICE

Amber House

Green Lane, Old Swan

Liverpool

Merseyside

L13 7GD

CHARITY NUMBER

1181449

BANKERS

Santander

INDEPENDENT EXAMINER: Julie Guinan FCCA

Harvey Guinan LLP

Chartered Certified Accountants

310/311 Vanilla Factory

39 Fleet Street

Liverpool

Merseyside

L1 4AR

Paper Cup Project

**ACCOUNTS
FOR THE YEAR ENDED 31/01/2021**

CONTENTS

	Page
Report of the Trustees	3
Independent Examiner's Statement	8
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Accounts	12 to 19
Detailed Statement of Financial Activities	20

Paper Cup Project

TRUSTEES' REPORT FOR THE YEAR ENDED 31/01/2021

The trustees present their report and accounts for the period ended 31/01/2021 .

PRINCIPAL ACTIVITIES

The principal activity of the charity in the year under review was the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers.

STRUCTURE GOVERNANCE AND MANAGEMENT

Paper Cup Project is a Charitable Incorporated Organisation (CIO) which was registered as a charity (1181449) on 7 January 2019.

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, 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 (FRS 102).

The charity was established under a Constitution which governs the charity and sets out the objects and powers of the charity.

The Trustees set and approve the policy for the charity which is then implemented by the Trustees who are the members. The Trustees meet regularly throughout the year with scheduled meetings and in between as required.

No remuneration is paid to any Trustee for their services as a Trustee.

Appointment of Trustees:

The first Trustees were appointed under the Constitution, namely Michelle Langan (for 4 years), Stephanie Smith (for 2 years) and Andrew Shute (for 3 years). During the year Michelle Langan and Andrew Schute resigned as trustees, with Michelle Langan subsequently becoming an employee of the charity. She was replaced as Chair by Patrick Hurley. The remaining 6 board members, Adam Boaks, Paul Polhill, Patrick Hurley, Matt Ide, Julie Duffy and Liam Gray were subsequently appointed for a period of 3 years. All trustees are eligible for reelection at the end of their initial term of appointment.

The Charity seeks to have a wide range of skills and experience on its Board, contained within a small number of individuals. The board are seeking to add more diversity to its trustees, particularly welcoming those with lived experience of homelessness.

Skills audits of trustees are conducted and any identified training needs provided. All new Trustees are given a detailed introduction to the Charity and provided with key important documents including the Constitution and latest Financial Statements.

OBJECTIVES OF THE CHARITY

The objectives of the CIO are :

For the public benefit, the relief of poverty amongst those who are homeless, facing homelessness or rough sleepers who are in need, hardship and distress on account of their social and economic circumstances, in particular, but not exclusively, by the provision of outreach services including the provision of clothing, bedding, food and drinks, information, advice, guidance and signposting to statutory and other voluntary agencies so that each person can find a route out of homelessness.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/01/2021**

ACHIEVEMENTS AND PERFORMANCE

Our Aims

Our charity works across Liverpool to help relieve poverty among rough sleepers, people experiencing or at risk of homelessness through the provision of outreach. We are assisted greatly by our pool of volunteers (approximately 30) who offer food, drink, clothing, advice and support and sign posting to statutory services on a weekly basis.

Our Objectives

The objective of our work is to assist those who are experiencing homelessness or poverty and enable them to access the available help in order to find a route out of poverty. We also work hard to challenge the stigmas around homelessness, and to give those who are experiencing homelessness a voice.

Overview

As for many other charities, our work in 2020/21 was impacted by the Covid-19 pandemic and as a result we adapted the way we delivered our services. In March, when it started to become clear that there was a huge public health crisis unfolding, our immediate work became about protecting the health and well-being of the people we were assisting, and we realised early on that getting people inside was a main priority.

Locally and working with other charities and groups Nationally, we lobbied for aid and support to get people into accommodation. Liverpool city council adapted very quickly, and our work at the beginning of the pandemic was about making our benefactors aware that accommodation was available to them, regardless of circumstances, and encouraging them to engage and accept offers of accommodation. There was largely a good take up, one pensioner who we assist would not accept the offer of statutory assistance so we placed him into self- contained accommodation for several months and provided his food and support on a weekly basis.

Across most of 2020, it was not possible to offer our usual form of outreach so we pivoted how we operate so we were still able to provide a service. We dropped food and clothing directly at the various supported accommodation where people were being assisted, and did this in smaller groups to adhere to Covid regulations. It has been important to keep our volunteers engaged during this period, as they are so valuable to the charity, so we offered volunteer opportunities in a safe manner and kept people involved with regular contact and updates on the charity.

We kept in contact with some of those who we assist, during the pandemic, and were able to offer pastoral support when required. In the summer, we received a grant from SIB/ EDP/Homeless Link to enable us to employ a full-time member of staff (who started in September) to develop plans for a coffee shop in Liverpool, which would fill an existing gap and enable us to offer more meaningful support to some of the people who had been newly accommodated from the streets during the pandemic. This has helped enormously and enabled the charity to grow and progress with larger plans.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/01/2021

We have added a further three trustees to our board, one of whom replaced the previous Chair, who became an employee of the charity in order to develop the plans for the coffee shop. As a result of now having a full-time member of staff, we have identified and secured premises for 'Paper Cup Coffee' which will open in 2021. We will be working with a local training provider, The Learning Foundry, to offer accredited training opportunities. Paper Cup Coffee will offer a new opportunity for those in Liverpool who have experienced homelessness, and will fill an existing gap in provision.

Our charity has also become part of the All Party Parliamentary Group on tackling homelessness, and is proud to offer representation for Liverpool on this group, which affects government policy on tackling homelessness. We have campaigned across the year for issues that affect rough sleepers and people experiencing homelessness, and were proud that Liverpool Council took on our suggestion to vaccinate this vulnerable group as a priority, once the programme was underway. As a result, Liverpool became the first large city to offer vaccinations to protect against Covid -19 to this group.

At Christmas we were able to deliver Christmas parcels across the city, and delivered a total of 130 packages to supported accommodation across the city. It has been a year of huge change for our charity, but one that has seen incredible strides and progress made in the work we are doing. We are proud to have been part of such meaningful work across such a difficult year, and as we build, we plan and look forward to scaling up the charity in a way that will assist people in a lasting meaningful way, which will have a positive impact on not just their lives, but of the lives of our wider community.

As with all charities, the COVID-19 pandemic had a huge impact on our donations, and we saw a big drop in our income. Thankfully, we are largely assisted by our volunteers, which means that we weren't affected too much. The year ahead is much more positive, as we can look towards Paper Cup Coffee to raise our profile as well as generating an income for the charity through trading.

Pre-pandemic, our charity would give out over 2000 meals during our outreach. During this year, however, less required meals as they were accommodated as part of the government's 'Everyone In' initiative. We did however, give out 15 tonnes of toiletries which were spread across people experiencing poverty, as well as 10 tonnes of clothing for people who had been newly accommodated (previously rough sleeping) and had very few possessions. We also worked alongside Global Scouse Day to provide meals across two days for 60 residents of one of the local hostels.

PUBLIC BENEFIT

How our activities deliver public benefit:

Our outreach work is accessible to all in the area we serve who are in need of our assistance. We believe that the services we provide are crucial to homeless people's lives helping them to find their way out of homelessness, thereby making a contribution to society and benefiting all.

FINANCIAL REVIEW

The results for the period and the charity's position at 31 January 2021 are shown in the attached financial statements. Total incoming resources were £35,601 (2020 £39,575) and total resources expended were £23,575 (2020 £3,368) resulting in net incoming resources for the period of £12,026 (2020 £36,207) - net incoming resources on the unrestricted funds of £13,695 (2020 net incoming £27,857) and net outgoing resources on the restricted funds of £1,669 (2020 net incoming resources of £8,350). At 31 January 2021 the balance on the unrestricted funds was £41,552 (2020 £27,857) and the balance on the restricted fund £6,681 (2020 £8,350) giving total funds of £48,233 (2020 £36,207).

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/01/2021**

RISK MANAGEMENT

The Trustees confirm that the day-to-day controls are designed to mitigate the identified risks faced by the charity.

RESERVES POLICY

The reserves policy of the charity reflects the organisation's wish to strike a balance between two financial objectives. Firstly, the need for financial stability and secondly to expand the volume and range of services offered to the homeless people that we work with.

At 31 January 2021 our reserves stood at £48,233 of which £40,686 represented free reserves not invested in fixed assets or restricted in their use. The trustees feel that this level of reserves is adequate to meet both financial objectives for the foreseeable future.

FUTURE PLANS

The Charity is committed to developing services to help homeless people or people facing homelessness.

VOLUNTEERS

Volunteers are a valuable resource for the charity, with all of our outreach work undertaken by volunteers. Our volunteers come from a wide range of backgrounds, and we encourage diversity. We currently have a waiting list of potential volunteers and the capability to expand our service if required.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law).

Under Charity Law the trustees must not approve the financial statements until they are satisfied that they give a true and fair view of the state of affairs of the charity and of the net incoming or outgoing resources of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgments and estimates that are reasonable and prudent;

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/01/2021**

- 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. 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.

The names of the Trustees who held office during the year are noted on page 1.

APPROVAL

The report was prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice FRS102 Accounting and Reporting by Charities.

This report was approved by the Board of Trustees on 28/06/2021 .



Patrick Hurley
Trustee

Paper Cup Project

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/01/2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAPER CUP PROJECT

I report on the accounts of the charity for the period ended 31/01/2021 .

RESPONSIBILITIES AND BASIS OF REPORT

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

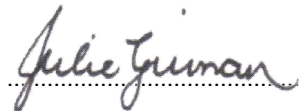
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINERS 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 Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.



..... Julie Guinan FCCA, Independent Examiner

Date: 28/06/2021

Harvey Guinan LLP
Chartered Certified Accountants
310/311 Vanilla Factory
39 Fleet Street
Liverpool

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/01/2021**

Merseyside
L1 4AR
01517097797

Paper Cup Project

**Statement of Financial Activities
for the year ended 31/01/2021**

	Unrestricted funds	Restricted funds	2021 Total	<i>2020 Total</i>
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	-	-	-	13,000
Income from charitable activities	14,923	20,678	35,601	26,575
Total Income	14,923	20,678	35,601	39,575
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	1,228	22,347	23,575	3,368
Total Expenses	1,228	22,347	23,575	3,368
Net Income	13,695	(1,669)	12,026	36,207
Net movement in funds:				
Net income for the year	13,695	(1,669)	12,026	36,207
Total funds brought forward	27,857	8,350	36,207	-
Net funds carried forward	41,552	6,681	48,233	36,207

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

Paper Cup Project

BALANCE SHEET AT 31/01/2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	3	866	-
CURRENT ASSETS			
Cash at bank and in hand		<u>51,630</u>	<u>36,777</u>
		51,630	36,777
CREDITORS: Amounts falling due within one year	4	<u>4,263</u>	<u>570</u>
NET CURRENT ASSETS		<u>47,367</u>	<u>36,207</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>48,233</u>	<u>36,207</u>
RESERVES			
Unrestricted funds	5		
General fund		41,552	27,857
Restricted funds	6	<u>6,681</u>	<u>8,350</u>
		<u>48,233</u>	<u>36,207</u>

Approved by the board of trustees on 28/06/2021 and signed on their behalf by



.....
Liam Gray (appointed 13 April 2021)
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/01/2021**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment straight line 33.33%

1g. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

1h. Income Recognition

Items of income are recognised and included in the accounts when all of the following are met: (1) The charity has entitlement to the funds; (2) Any performance conditions attached to the income have been met or are fully within the control of the charity; (3) There is sufficient certainty that receipt of the income is considered probable and (4) The amount can be measured reliably.

1i. Cash At Bank And In Hand Policy

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

1j. Creditors And Provisions Policy

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value amount after allowing for any discount due.

1k. Financial Instruments Policy

The charity 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. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Paper Cup Project

11. Basis Of Preparing Accounts

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They also confirm that the period considered in making this assessment was at least 12 months from the date of approval of these accounts. Hence the trustees continue to adopt the going concern basis of accounting in preparing the accounts. The impact of covid 19 has had an effect on the charity during the year and since the year end with reduced activity during periods of lockdown and restrictions in place at other times. The safety of staff, volunteers and the homeless who are beneficiaries of the charity has been of paramount importance and the charity has adopted covid safe procedures and practices. The trustees have considered the impact of covid 19 and they have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

2. DIRECTORS AND EMPLOYEES

Particulars of employees (including directors) are shown below:

Employee costs during the year amounted to:

	2021	<i>2020</i>
	£	£
Wages and salaries	<u>15,417</u>	<u>-</u>
	<u><u>15,417</u></u>	<u><u>-</u></u>

The average weekly numbers of employees during the year were as follows:

	2021	<i>2020</i>
	No.	No.
Management and administration	<u>1</u>	<u>-</u>
	<u><u>1</u></u>	<u><u>-</u></u>

Paper Cup Project

3. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
Cost		
Additions	1,299	1,299
At 31/01/2021	<u>1,299</u>	<u>1,299</u>
Depreciation		
For the year	433	433
At 31/01/2021	<u>433</u>	<u>433</u>
Net Book Amounts		
At 31/01/2021	<u><u>866</u></u>	<u><u>866</u></u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Taxation and social security	683	-
Other creditors	3,580	570
	<u><u>4,263</u></u>	<u><u>570</u></u>

5. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	27,857	14,923	(1,228)	-	41,552
	<u><u>27,857</u></u>	<u><u>14,923</u></u>	<u><u>(1,228)</u></u>	<u><u>-</u></u>	<u><u>41,552</u></u>

Paper Cup Project

6. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
National Lottery	8,000	-	(8,000)	-	-
Liverpool City Council	350	2,000	(2,350)	-	-
Community Foundation for Merseyside	-	1,430	(1,430)	-	-
Enterprise Development Programme	-	15,000	(10,567)	-	4,433
Crowdfunder Ltd	-	2,248	-	-	2,248
	<u>8,350</u>	<u>20,678</u>	<u>(22,347)</u>	<u>-</u>	<u>6,681</u>

National Lottery

Funds for a Feasibility Study into the Paper Cup Project Coffee Shop

Liverpool City Council

Funds for Equipment for the Outreach Project

Community Foundation for Merseyside

Funds for Christmas activities

Enterprise Development Programme

Funding for salaries

Crowdfunder Ltd

Funding for setting up and running a coffee shop

Paper Cup Project

7. INCOMING RESOURCES

	2021	2020
Restricted Funds		
National Lottery	-	10,000
Liverpool City Council	2,000	350
Community Foundation for Merseyside	1,430	-
Enterprise Development Programme	15,000	-
Crowdfunder Ltd	2,248	-
	<u>20,678</u>	<u>10,350</u>
General Unrestricted Funds		
Donations	14,923	16,225
Funds Transferred on Incorporation from Unincorporated Paper Cup Project	-	13,000
	<u>14,923</u>	<u>29,225</u>
Total Incoming Resources	<u>35,601</u>	<u>39,575</u>

Paper Cup Project

8. RESOURCES EXPENDED

	2021	2020
Salaries	15,417	-
Accommodation and Other Beneficiary Costs	1,065	398
Storage	1,438	382
Independent Examination	600	570
Accountancy	480	-
Legal Fees	500	-
Professional Fees and Consulancy	2,650	2,000
Consumable Supplies and Provisions	528	-
Subscriptions	216	18
IT and Website	170	-
Health and Safety PPE	40	-
Advertising	38	-
Depreciation	433	-
	<u>23,575</u>	<u>3,368</u>

9. GENERAL INFORMATION

Paper Cup Project (Charity Number 1181449) is a Charitable Incorporated Organisation that registered as a Charity 7 January 2019. Its registered office is Amber House, Green Lane, Old Swan Liverpool L13 7GD. The accounts are stated in sterling the functional currency of the Charity.

10. TAXATION

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Paper Cup Project

11. NET ASSETS BY FUND

Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible Fixed Assets	866	-	866
Net Current Assets	40,686	6,681	47,367
	<u>41,552</u>	<u>6,681</u>	<u>48,233</u>