

Pass on Preloved Items

Charity number 1183129

Annual Report and Financial Statements for the year ended 31 March 2021



**Pass On Preloved
Items (POPI)**

Registered Charity no 1183129 CIO



West Yorkshire Community Accounting Service

Pass on Preloved Items

Annual Report and Financial Statements for the year ended 31 March 2021

Contents	Page
Trustees' report	2 to 3
Receipts and payments account	4
Statement of assets and liabilities	5
Notes to the accounts	6 to 7

Prepared by West Yorkshire Community Accounting Service

Pass on Preloved Items

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Samantha Craven	Chair	
Ann Whitaker		
Fiona Evans		Resigned 31 July 2021
Laura Mitcham		Appointed 22 May 2021
Rachel Le Pelley		Appointed 22 May 2021

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1183129, on 25 April 2019.

Principal address

St Marks Church Hall
64 Green Head Road
Keighley
BD20 6ED

Bankers

Santander UK plc
Bridle Road
Bootle
L30 4GB

Accountants

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 25 April 2019 and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Pass on Preloved Items

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The prevention or relief of poverty in Keighley and the surrounding areas by providing items to families in need and/or charities, or other organisations working to prevent or relieve poverty.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention or relief of poverty.

Achievements and performance

POPI has helped a total of 334 vulnerable families over the financial year, providing over 1,666 items. We remained open throughout the pandemic for at least one session per week, supporting families who needed items for their babies and toddlers to keep them safe, warm and happy. We stock almost everything that is needed from birth to 5 including cots, prams and pushchairs, safety gates, clothes and toys.

The pandemic meant that we were unable to accept donations of preloved items for quite some time, meaning that we had to purchase many of the items that would usually be donated. Notably, we spent over £5,500 on items for local families including nearly £2,700 on new cots and cotbeds.

In August 2020, POPI moved to new premises at St Mark's Church Hall, Utley. We currently open for three sessions each week to receive donations and provide professional referees with the items that their families need. All shifts are run solely by volunteers to keep overheads to a minimum.

Financial review

The net payments for the year were £1,323, including net payments of £2,374 on unrestricted funds and net receipts of £1,051 on restricted funds.

Over the past year we have been relying mainly on our deposit funds to fund our main activities. Prior to the pandemic, we held sales of baby items every few months which raised between £500-£800 each time. We used this money to buy mattresses (to go with our preloved cots/cotbeds) and safety gates. Clearly it wouldn't be possible to have large numbers of people in a church hall at the moment and so this source of income has paused for the time being. We are fortunate that we were in a good position financially when the pandemic hit so we have been able to use our deposit funds to cover both our rent and any items needed for families. Whilst this has made a big dent in our finances, we still hold over £7,000 on deposit which puts us in a strong position for the next financial year. We have submitted two funding applications for mattresses and safety gates and plan to submit further applications over the next couple of months to improve our position.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £8,784.

The trustees wish to maintain reserves sufficient to cover one year's running costs which are estimated to be £7,000.

Signed on behalf of the board of trustees on 14/08/2021

Ann Whitaker (Trustee)

Pass on Preloved Items
Receipts and payments account
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	4,898	2,160	7,058	6,519
Fundraising		2,060	-	2,060	4,052
Donation from unincorporated association		-	-	-	7,436
Total receipts		<u>6,958</u>	<u>2,160</u>	<u>9,118</u>	<u>18,007</u>
Payments					
Rent and rates		3,573	-	3,573	2,909
Cots and mattresses		2,646	-	2,646	1,444
Safety Gates		1,290	-	1,290	839
Costa Vouchers		100	-	100	210
Items for Families		1,154	-	1,154	956
Pamper packs		-	109	109	-
Equipment		-	-	-	34
Stationery		7	-	7	65
Cleaning and sundries		332	-	332	174
Insurance		230	-	230	218
Website		-	650	650	-
Consultancy		-	350	350	-
Total payments		<u>9,332</u>	<u>1,109</u>	<u>10,441</u>	<u>6,849</u>
Net receipts / (payments)		<u>(2,374)</u>	<u>1,051</u>	<u>(1,323)</u>	<u>11,158</u>
Fund balances brought forward		<u>11,158</u>	<u>-</u>	<u>11,158</u>	<u>-</u>
Fund balances carried forward	(4)	<u>8,784</u>	<u>1,051</u>	<u>9,835</u>	<u>11,158</u>

Pass on Preloved Items
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	8,784	1,051	9,835	11,158
Total cash funds	<u>8,784</u>	<u>1,051</u>	<u>9,835</u>	<u>11,158</u>
Other monetary assets			£	
Gift Aid owed			524	
Prepaid insurance			192	
			<u>716</u>	
Liabilities			£	
Accountancy			210	
			<u>210</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 14/08/2021

Ann Whitaker (Trustee)

Pass on Preloved Items

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Pass on Preloved Items **Notes to the accounts continued** **for the year ended 31 March 2021**

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford Metropolitan District Council	-	2,000	2,000	-
Donations	4,898	160	5,058	6,519
	<u>4,898</u>	<u>2,160</u>	<u>7,058</u>	<u>6,519</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Transformation Programme	-	2,000	1,000	-	1,000
Pamper Packs	-	160	109	-	51
	<u>-</u>	<u>2,160</u>	<u>1,109</u>	<u>-</u>	<u>1,051</u>

Fund name	Purpose of restriction
Transformation Programme	To support the development of both a website and system for measuring outcomes and impact.
Pamper Packs	Restricted donations to be used to purchase items for pamper packs.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.