

Pass on Preloved Items

Charity number 1183129

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Pass on Preloved Items

Annual Report and Financial Statements for the year ended 31 March 2022

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 Accountancy Service CIO

Pass on Preloved Items

Trustees' report for the year ended 31 March 2022

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 29 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 Accountancy Service CIO

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 2022

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 468 vulnerable families over this financial year, providing over 2,092 items in total. Demand for our service is increasing all the time due to the cost of living becoming unaffordable for many families and also the recent arrival of refugees from Ukraine.

Financial review

The net receipts for the year were £1,677, including net receipts of £2,649 on unrestricted funds and net payments of £972 on restricted funds.

Despite challenging conditions caused by the ongoing Covid-19 pandemic, our financial position remains strong as we end the financial year. We hold just over £11.5k in our bank account as a result of a number of recent unexpected donations. However we are experiencing an increase in referrals as a result of the current cost of living crisis and we expect this to increase further over the coming months. Maintaining a strong position means that we are able to move forward with confidence into our next financial year.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £11,433.

We have agreed a reserves policy of £7,000 to be kept on deposit which equates to approximately one years running costs.

We are currently holding more than this due to a number of unexpected donations. However we may need to move to larger premises in the near future which is likely to increase our accommodation costs.

Signed on behalf of the board of trustees on 28/9/2022

Ann Whitaker (Trustee)

Pass on Preloved Items
Receipts and payments account
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	9,649	1,853	11,502	7,058
Fundraising		718	542	1,260	2,060
Total receipts		10,367	2,395	12,762	9,118
Payments					
Rent and rates		3,906	-	3,906	3,573
Cots and mattresses		1,176	595	1,771	2,646
Safety Gates		1,142	837	1,979	1,290
Costa Vouchers		-	-	-	100
Items for Families		621	-	621	1,154
Pamper packs		-	514	514	109
Stationery		20	-	20	7
Cleaning and sundries		347	-	347	332
Insurance		187	-	187	230
Website		108	650	758	650
Consultancy		-	350	350	350
Accountancy		210	-	210	-
Christmas PJs		1	421	422	-
Total payments		7,718	3,367	11,085	10,441
Net receipts / (payments)		2,649	(972)	1,677	(1,323)
Fund balances brought forward		8,784	1,051	9,835	11,158
Fund balances carried forward	(3)	11,433	79	11,512	9,835

Pass on Preloved Items
Statement of assets and liabilities
as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	11,433	79	11,512	9,835
Total cash funds	<u>11,433</u>	<u>79</u>	<u>11,512</u>	<u>9,835</u>
Other monetary assets			£	
Prepaid insurance			<u>156</u>	
			<u>156</u>	
Liabilities			£	
Accountancy			<u>240</u>	
			<u>240</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 28/9/2022

Ann Whitaker (Trustee)

Pass on Preloved Items

Notes to the accounts

for the year ended 31 March 2022

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 2022**

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Bradford Metropolitan District Council	-	-	-	2,000
The Craven Trust	-	1,432	1,432	-
Donations	9,649	421	10,070	5,058
	<u>9,649</u>	<u>1,853</u>	<u>11,502</u>	<u>7,058</u>

3 Restricted funds	Balance b/f £	Receipts £	Payments £	Transfers £	Balance c/f £
Transformation Programme	1,000	-	1,000	-	-
Pamper Packs	51	542	514	-	79
The Craven Trust	-	1,432	1,432	-	-
Christmas PJs	-	421	421	-	-
	<u>1,051</u>	<u>2,395</u>	<u>3,367</u>	<u>-</u>	<u>79</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.
The Craven Trust	Towards the cost of cot bed mattresses and safety gates
Christmas PJs	Restricted donations to be used to purchase Christmas pyjamas.

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.