

Pass on Preloved Items

Charity number 1183129

Annual Report and Financial Statements for the year ended 31 March 2024



WYCAS
COMMUNITY ACCOUNTING
WEST YORKSHIRE

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Annual Report and Financial Statements for the year ended 31 March 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

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Trustees' report for the year ended 31 March 2024

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 | |
| Laura Mitcham | Treasurer | |
| Rachel Le Pelley | | |
| Ann Whitaker | | Resigned 22 May 2023 |
| Charity number | 1183129 | Registered in England and Wales |

| Registered and principal address | Bankers |
|---|------------------|
| St Johns the Evangelist Church Marks C | Santander UK plc |
| South Street | Bridle Road |
| Keighley | Bootle |
| BD21 1BB | 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.

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Trustees' report (continued) for the year ended 31 March 2024

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.

The charity's main activities

POPI is a Babybank service. We provide equipment for babies and children under 5 free of charge to families in need on a Referrals basis. Referrals can be made by professionals such as social workers and health visitors and support agencies such as Domestic Violence Support, Homestart and Refugee Support. Examples of items that we provide include prams, pushchairs, cots, clothing, toys, nappies.

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

Although the amount of assistance required has reduced compared to the previous year, the cost of living crisis ensures we have still provided a much needed service over the year. We have helped approximately 391 families this year which is the equivalent of 1.1 families per day. This time last year we were helping 1.9 families per day. We have given out approximately 3,350 items which is the equivalent of 9.2 items per family. This time last year it was 10 items per family.

We have managed to secure a National Lottery grant of £9,100. Some of these funds have already been utilised for the purchase of much needed safety equipment for families. Due to a lack of storage space, the remainder of the funds will be used gradually over the next few months.

Financial review

The net receipts for the year were £2,573, including net payments of £1,866 on unrestricted funds and net receipts of £4,439 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £9,551.

We have agreed a reserves policy which seeks to ensure resources are available to meet rental costs, up to a year's supply of equipment including mattresses and safety gates and cover any significant reduction in the current level of donations received. Based on this the trustees have agreed a lower reserves target of £7,000 and an upper reserves target of £15,000.

Approved by the board of trustees on 19/09/2024

Laura Mitcham (Trustee)

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Receipts and payments account
for the year ended 31 March 2024

| | Notes | 2024 Unrestricted funds £ | 2024 Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|--------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Receipts | | | | | |
| Grants and donations | (2) | 6,943 | 10,590 | 17,533 | 12,452 |
| Fundraising | | 483 | 906 | 1,389 | 5,033 |
| Total receipts | | <u>7,426</u> | <u>11,496</u> | <u>18,922</u> | <u>17,485</u> |
| Payments | | | | | |
| Rent and rates | | 4,033 | - | 4,033 | 3,996 |
| Cots and mattresses | | 713 | 1,838 | 2,551 | 2,289 |
| Safety Gates | | 572 | 2,781 | 3,353 | 2,497 |
| Items for Families | | 2,385 | 923 | 3,308 | 2,958 |
| Pamper packs | | 640 | 695 | 1,335 | 1,477 |
| Stationery | | 4 | - | 4 | 18 |
| Cleaning and premises costs | | 273 | - | 273 | 118 |
| Insurance | | 195 | - | 195 | 192 |
| Accountancy | | 396 | - | 396 | 240 |
| Christmas PJs | | - | 820 | 820 | 386 |
| Fundraising costs | | 81 | - | 81 | - |
| Total payments | | <u>9,292</u> | <u>7,057</u> | <u>16,349</u> | <u>14,171</u> |
| Net receipts / (payments) | | <u>(1,866)</u> | <u>4,439</u> | <u>2,573</u> | <u>3,314</u> |
| Fund balances brought forward | | <u>11,417</u> | <u>3,409</u> | <u>14,826</u> | <u>11,512</u> |
| Fund balances carried forward | (3) | <u>9,551</u> | <u>7,848</u> | <u>17,399</u> | <u>14,826</u> |

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Statement of assets and liabilities
as at 31 March 2024

| | 2024 | 2024 | 2024 | 2023 |
|-------------------------|--------------|--------------|---------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Cash funds | | | | |
| Cash at bank | 9,551 | 7,848 | 17,399 | 14,826 |
| Total cash funds | <u>9,551</u> | <u>7,848</u> | <u>17,399</u> | <u>14,826</u> |

Other monetary assets

| | |
|-------------------------|------------|
| | 2024 |
| | £ |
| Prepayments - Insurance | <u>162</u> |
| | <u>162</u> |

Liability

| | |
|-------------|------------|
| | 2024 |
| | £ |
| Accountancy | <u>561</u> |
| | <u>561</u> |

The financial statements were approved by the board of trustees on 19/09/2024

Laura Mitcham (Trustee)

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Notes to the accounts

for the year ended 31 March 2024

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 2024**

| 2 Grants and donations | 2024 Unrestricted funds £ | 2024 Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|--|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Keighley Town Council | - | 500 | 500 | 5,000 |
| National Lottery Community Fund (NLCF) | - | 9,100 | 9,100 | - |
| North Yorkshire Council (NYC) | - | 990 | 990 | - |
| Skipton Building Society | 500 | - | 500 | 2,500 |
| Other donations | 6,443 | - | 6,443 | 4,952 |
| | <u>6,943</u> | <u>10,590</u> | <u>17,533</u> | <u>12,452</u> |

| 3 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|------------------------------|------------------|---------------|---------------|----------------|------------------|
| Pamper Packs | 695 | - | 695 | - | - |
| Keighley Town Council | 2,714 | 500 | 3,214 | - | - |
| Winter Appeal | - | 906 | 820 | - | 86 |
| NYC - Early Help : Get Going | - | 990 | 990 | - | - |
| NLCF - POPI | - | 9,100 | 1,338 | - | 7,762 |
| | <u>3,409</u> | <u>11,496</u> | <u>7,057</u> | <u>-</u> | <u>7,848</u> |

| Fund name | Purpose of restriction |
|------------------------------|--|
| Pamper Packs | Donations to be used to purchase items for pamper packs. |
| Keighley Town Council | Funding for the purchase of mattresses and stairgates. |
| Winter Appeal | Donations to be used to purchase winter Grobags, sleepsuits, warm pyjamas and hooded blankets. |
| NYC - Early Help : Get Going | To purchase safety gates and mattresses. |
| National Lottery | To purchase safety equipment for families including mattresses, safety gates, fireguards and toiletries. |

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.