

Pass on Preloved Items

Charity number 1183129

Annual Report and Financial Statements for the year ended 31 March 2025



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Annual Report and Financial Statements for the year ended 31 March 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

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Trustees' report for the year ended 31 March 2025

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		
Charity number	1183129	Registered in England and Wales
Registered and principal address	Bankers	
St Johns the Evangelist Church	Santander UK plc	National Westminster Bank plc
South Street	Bridle Road	Western Avenue
Keighley	Bootle	Chatham
BD21 1BB	L30 4GB	ME4 4RT

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 2025

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

We are pleased to report that despite ongoing challenges related to the cost of living crisis, we have continued to provide a much needed and valued service to families in our community. This year, we have supported approximately 417 families, which is the equivalent of 1.14 families per day. This represents an increase on last year's figures, demonstrating the continued demand for our service.

In total, we have distributed approximately 4,119 items, averaging 9.9 items per family, a slight increase on the previous year. The items provided include essential equipment and supplies to help relieve pressure on families facing financial hardship.

Thanks to the ongoing generosity of donors and the careful management of resources, we have been able to meet this growing need. We remain committed to adapting to the changing needs of the community and to ensuring that every referral to us receives the support they need.

Financial review

The net payments for the year were £4,023, including net receipts of £2,840 on unrestricted funds and net payments of £6,863 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £12,391.

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 15/10/2025

Laura Mitcham (Trustee)

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Receipts and payments account
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Receipts					
Grants and donations	(2)	12,020	-	12,020	17,533
Fundraising		-	2,235	2,235	1,389
Total receipts		<u>12,020</u>	<u>2,235</u>	<u>14,255</u>	<u>18,922</u>
Payments					
Rent and rates		3,996	-	3,996	4,033
Cots and mattresses		1,032	2,860	3,892	2,551
Safety gates		309	4,658	4,967	3,353
Items for families		1,721	959	2,680	3,308
Pamper packs		1,131	-	1,131	1,335
Admin costs		182	-	182	4
Cleaning and premises costs		34	-	34	273
Insurance		213	-	213	195
Accountancy		561	-	561	396
Christmas PJs		1	621	622	820
Fundraising costs		-	-	-	81
Total payments		<u>9,180</u>	<u>9,098</u>	<u>18,278</u>	<u>16,349</u>
Net receipts / (payments)		<u>2,840</u>	<u>(6,863)</u>	<u>(4,023)</u>	<u>2,573</u>
Fund balances brought forward		<u>9,551</u>	<u>7,848</u>	<u>17,399</u>	<u>14,826</u>
Fund balances carried forward	(3)	<u>12,391</u>	<u>985</u>	<u>13,376</u>	<u>17,399</u>

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Statement of assets and liabilities
as at 31 March 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	12,341	985	13,326	17,399
Cash in hand	50	-	50	-
Total cash funds	<u>12,391</u>	<u>985</u>	<u>13,376</u>	<u>17,399</u>

Debtors and prepayments

	2025
	£
Prepayments	<u>178</u>
	<u>178</u>

Liabilities

	2025
	£
Accruals	<u>528</u>
	<u>528</u>

The financial statements were approved by the board of trustees on 15/10/2025

Laura Mitcham (Trustee)

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Notes to the accounts

for the year ended 31 March 2025

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 2025**

2 Grants and donations	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Skipton Building Society	5,000	-	5,000	500
Keighley Town Council	-	-	-	500
National Lottery Community Fund (NLCF)	-	-	-	9,100
North Yorkshire Council	-	-	-	990
Other donations	7,020	-	7,020	6,443
	<u>12,020</u>	<u>-</u>	<u>12,020</u>	<u>17,533</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Winter Appeal	86	650	621	-	115
NLCF	7,762	-	7,762	-	-
Moses Baskets	-	1,585	715	-	870
	<u>7,848</u>	<u>2,235</u>	<u>9,098</u>	<u>-</u>	<u>985</u>

Fund name	Purpose of restriction
Winter Appeal	Donations to be used to purchase winter Grobags, sleepsuits, warm pyjamas and hooded blankets.
NLCF	To purchase safety equipment for families including mattresses, safety gates, fireguards and toiletries.
Moses Baskets	To purchase new Moses baskets.

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.