



THE COMMUNITY CUPBOARD

CHARITY NUMBER: 1185331

ANNUAL FINANCIAL REPORT FOR YEAR END 5th April 2025

**This Annual Financial Report presents a review of the period
6th April 2024 - 5th April 2025,
reporting on our financial performance and financial position, to demonstrate the
Trustees' stewardship and management of charitable funds.**

Annual Financial Report and Financial Statements for the Year Ended 5th April 2025

**The Trustees and staff of The Community Cupboard once again wish to express their
sincere appreciation of the contribution made by volunteers and donors during yet another
hectic year, without which none of our achievements would have been possible.**

Reference and administrative details

Charity Name:	The Community Cupboard
Registered Address:	The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL
Charity Number:	1185331
Principal office:	England.
Constitution:	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. Date of constitution (last amended): 15th August 2019
Liability:	If the CIO is wound up, the members of the CIO have no Liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
Trustees:	Vee McGannon, Amy Eley, Adrian Wenn, James Gower
Staff:	Tracy Wood - Manager Lynda Harrison - Support Assistant Caela Cowx - Support Assistant Victoria Evans - Support Assistant
Bankers:	Metro Bank, Unit 4, Nugent Retail Park, Orpington, Bromley, BR5 3RP The Charity Bank Limited Fosse House, 182 High Street, Tonbridge, TN9 1BE

The trustees submit their annual report and financial statements for the year ended 5th April 2025.

The Community Cupboard

Objective & Purpose

The Community Cupboards charitable objects are:

To relieve persons in North West Kent and surrounding areas, that are in financial hardship, in such ways as the trustees shall from time to time think fit. In particular but not exclusively by:

- a) providing emergency food supplies, essential toiletries and other household items both to individuals and families in need and to other charities or organisations working to prevent poverty.**
- b) Such other means, including (but not limited to) the provision of support or signposting to relevant advisory services or information.**

The Community Cupboard is an independent charity and a member of IFAN (Independent Food Aid Network). As an independent registered charity & CIO, all operations are in accordance with the governing document known as **The Constitution of The Community Cupboard**.

Working in partnership with local and regional agencies, The Community Cupboard operates from:

The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL and:

The Community Cupboard. Elim Church. 36a Cherry Ave, Swanley. BR8 7DX

The Community Cupboard operates with 4 employed staff and a team of approximately 45 regular volunteers.

Accepting referrals from supporting agencies and self-referrals, users do not require a food voucher to request support and are supplied with 5 days emergency provisions. There is no limit to the number of times they can access the support, but users are signposted to external agencies for remedial support.

The Community Cupboard is operational 6 days a week across 2 premises.

Summary of Activities - April 6th, 2024, to April 5th, 2025

This report covers the financial year to April 5th, 2025, for The Community Cupboard, demonstrating our accomplishments and achievements and provides an insight into the support that we have been able to provide to our local and wider community.

When we thought we simply wouldn't grow any bigger, we did just that! It's been a whirlwind year for The Community Cupboard, full of exciting expansion and milestones:

- In September 2024 we marked our 5-year charity anniversary, and it was a poignant time of reflection for all.
- The exciting launch of our secondary Swanley hub in November 2024 provided new adventures and relationships. It widened our community network and helped support families further afield in the more deprived areas of our neighbourhood.
- Our community outreach increased, as did our staffing and volunteer team.
- Our collaboration with supporting agencies deepened, to secure a firm holistic approach, one we continuously strive to align with.

The Community Cupboard really has become the heart of our community, and it was a year of many big changes. Throughout it all, our ethos remained firm 'everyone needs a little help sometimes'

From a tiny start up charity to the successful entity that we now are, it continues to amaze us each and every day. Providing a non-judgemental support service to anyone in need, working hand in hand with local authorities, supporting agents and charities, we continue to make the difference, and provide the hope they seek.



Achievement & Performance 6th April 2024 - 5th April 2025

Since first opening in 2019, The Community Cupboard has supported over 6600 individuals with emergency food and grocery support.

Whilst both West Kingsdown and Swanley hubs record separate records for their daily operations, the statistics written (usually) in this report are combined to demonstrate the combined achievements of The Community Cupboard charity as a whole, however, individual breakdown diagrams have also been included..

The financial year breakdown is as follows and includes 6th April 2024 - 5th April 2025 (West Kingsdown) and 20th November 2024 - 5th April 2025 (Swanley).

	2024/2025	2024/2025	2024/2025	2024/2025					
	Distributed	Donations	Parcels	New Reg	Adult	Child	Inf	Total	Active families
Swanley	5423.61	6276.05	187	55	92	65	13	170	80
Wkd	58682.11	62430.11	2041	198	383	142	30	555	448
Total	64105.72	68706.16	2228	253	475	207	43	725	528

During the financial year 2024/2025 an additional 253 families registered for support (located in 22 different villages and towns) with The Community Cupboard. These new families consisted of 725 individuals (of which 475 were aged 12+ and 250 were children).

Families and individuals continue to be directed to us via supporting agencies or by presenting themselves as a self-referral.

Throughout the year we continued to support families within approximately 10-15 miles, however our core area of support remains 5 miles in each direction of each of our hubs, with registrations being made from families covering 45 different villages or towns.

Donations and distribution

The Community Cupboard received donated supplies across our 2 sites, from local community and business members during this period totalling 68,706 kilos.

32,246 kilos (26,266 kilos West Kingsdown & 5,980 kilos Swanley) of the donations were purchased to ensure that the shelves remained fully stocked which was an increase of 3% on the previous financial year.

During this reporting period, 64,106 kilos were distributed across the 2 sites, in support parcels to families in need.

Structure, Governance and Management

The Community Cupboard is a registered charity and a Charitable Incorporated Organisation whose only voting members are its charity Trustees.

The Charity is governed by its constitution dated 15 August 2019.

The following persons served as Trustees during the year:

Veronica McGannon (Elected September 2019)

Amy Eley (Elected August 2019)

Adrian Wenn (Elected March 2024)

Lynda Harrison (Resigned July 2024)

Rudi Mccarthy (Resigned October 2024)

James Gower (Elected November 2024)

Staff:

Tracy Wood - Manager

Vicky Evans - Support Assistant

Caela Cowx - Support Assistant

Lynda Harrison - Support Assistant

The election of additional Trustees can be made at a properly convened meeting of the charity Trustees. There must be a minimum of 3 trustees and a maximum of 12 at any one time.

Decisions within the charity are made by the Trustees at a meeting or in writing and agreed once a majority has been reached.

Parties interested in becoming a trustee when applications are open are invited to contact us at www.thecommunitycupboard.co.uk.

Signed: Amy Eley - Trustee

Signed: Veronica McGannon - Trustee

Financial Review

Statement of Activity

The Community Cupboard

April 6, 2024-April 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Donations and legacies	32,015.44
Grant funding	94,029.31
Swanley Grant	70,000.00
Total for Income	£196,044.75
Cost of Sales	
Gross Profit	£196,044.75
Expenses	
Electricity Costs	445.40
Insurances	737.21
Other Professional Services	400.00
Swanley Operational costs	10,670.01
Swanley Salary	14,465.47
WKD operational costs	3,085.33
WKD Salary	56,657.33
WKD Supplies	46,953.49
Total for Expenses	£133,414.24
Net Operating Income	£62,630.51
Other Income	
INTEREST	123.95
Total for Other Income	£123.95
Other Expenses	
Depreciation	11,508.61
Total for Other Expenses	£11,508.61
Net Other Income	-£11,384.66
Net Income	£51,245.85

Statement of Financial Position

The Community Cupboard

As of April 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Called up share capital not paid	
Fixed Asset	
Tangible assets	
Fixtures and Fittings Cost	50,330.00
Fixtures and Fittings Depreciation	-24,263.83
Office Equipment Cost	5,533.49
Office Equipment Depreciation	-2,919.34
Total for Tangible assets	£28,680.32
Non-current Assets	
Total for Fixed Asset	£28,680.32
Cash at bank and in hand	
Charity Bank Reserve Funds	119,123.95
THE COMMUNITY CUPBOARD (1321)	111,579.10
Total for Cash at bank and in hand	£230,703.05
Debtors	
Current Assets	
NET CURRENT ASSETS	£230,703.05
Prepayments and accrued income	
Creditors: amounts falling due within one year	
Trade Creditors	
Credit Cards	
Current Liabilities	
Deferred Income	85,352.25
Total for Current Liabilities	£85,352.25
Total for Creditors: amounts falling due within one year	£85,352.25
NET CURRENT ASSETS (LIABILITIES)	£145,350.80
TOTAL ASSETS LESS CURRENT LIABILITIES	£174,031.12
Creditors: amounts falling due after more than one year	
Provision for liabilities and charges	
Accruals and deferred income	
TOTAL NET ASSETS (LIABILITIES)	£174,031.12
Capital and Reserves	
Called up share capital	
Retained Earnings	273,325.58
Net Income	-99,294.46
Total for Capital and Reserves	£174,031.12

2024 - 2025 Accounts - Notes

1. During the year it was decided to change the accounting policy applied when preparing the annual accounts from a cash to an accrual basis. This was decided as it better reflects the fact that some restricted grant funding received extends over a period of more than 12 months.

2. The 'Deferred Income' of £85,352.25 relates to restricted funding received relating specifically to salaries and operating expenses at the Swanley Hub

Individuals and organisations continue to contribute funding throughout the year which has ensured we have met our operational costs and the regular purchases of additional supplies.

Funding from The National Lottery, Kent Community Foundation, Sevenoaks Council, A personal legacy and our Gift Aid claim have covered all salary costs.

In 2024, The National Lottery awarded a 3-year salary grant to cover 2 full time positions at West Kingsdown until July 2029. The 2 part time positions at Swanley are funded within our Swanley project budget by Sevenoaks Council.

Members of the public and our community have continued to be extremely generous with their financial and moral support with many contributing via standing order monthly to our charity bank account.

The Trustees have continued with their policy of operating with a financial reserve fund of £50,000 to cover for future exceptional circumstances.

Grants 2024 -2025

We would like to thank the following grant donors:

The National Lottery

Kent Community Foundation

Sevenoaks District Council

Harvel Hash Harriers

Brands Hatch Race Circuit

West Kingsdown Parish Council

Farningham Parish Council

West Kent Freemasons

Feed

Warburtons

Ash Parish Council

Axstane Players

Arnold Clark

Co-op Local Cause Funding

Finally

It's been a wonderful year of growth for The Community Cupboard, and the forward planning has not stopped. 2025 - 2026 is expected to see further growth.

We would like to thank each one of our supporters, those who put their faith in us to support them and those who champion us to continue our work. We are extremely grateful to all for their continued support and partnerships, helping us to make such a difference to the families in our local community.

‘Everyone needs a little help sometimes’



Independent examiner's report to the trustees of The Community Cupboard Trust

I report to the trustees on my examination of the accounts of the Community Cupboard Trust Charity Number 1185331 (the Trust) for the year ended 5 April 2025.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust'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 of the accounts and supporting documents.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. 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 Bass BA (Hons) BFP FCA

Team Bass Limited
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19 October 2025