



Annual Report and Accounts  
for Period Ending 31<sup>st</sup> March 2024

The Olive Branch (Faith in Action)  
Registered Charity No: 1186017

Alston House, White Cross Estate, Lancaster, LA1 4XQ

Tel: 01524 555715

Email : [info@the-olivebranch.org.uk](mailto:info@the-olivebranch.org.uk)

website: [www.the-olivebranch.org.uk](http://www.the-olivebranch.org.uk)

<b>Contents</b>	<b>Page</b>
The Purposes of the Charity	2
Structure, Governance and Management	2
Volunteers and Community Support	4
Achievements and Performance	4
Serious Incidents	8
Future Plans	8
Financial Review	8
Independent Examiner's Report	12
Financial Statements	
Receipts and Payments Accounts	13
Statement of Assets and Liabilities	14

## The Purposes of the Charity

The Olive Branch (Faith in Action) is a registered charity. Our purpose is expressed as a mission statement which is:

- to support those suffering distress caused by addiction, broken family relationships, poverty and homelessness, and to enable individuals and families to resolve and alleviate their difficulties.

Our specific objects are:-

- the relief of poverty, hardship and distress, in particular but not exclusively among homeless people and those people affected by debt and substance misuse, by the provision of shelter, food, clothing, advice, information, counselling, training, and by such other charitable means as the trustees shall, from time to time, determine; and the advancement of the Christian faith.

## How our activities deliver Public Benefit

The Charity Commission issues guidance on delivering public benefit, which in summary requires that

- our activities deliver benefits that outweigh any potential detrimental effects
- our activities benefit the public in general, or a sufficient section of the public, rather than providing excessive personal benefit to individuals or organisations

The Trustees have had regard to this guidance in managing the activities of the Charity and believe our activities meet these requirements.

Specifically, our activities provide benefit to those who live in the area administered by Lancaster City Council. Our emergency food provision is available to any member of the public facing hardship at a particular time in their lives, primarily as deemed by referral agencies such as Citizen's Advice, with whom we work in close partnership.

Our face-to-face work provides hospitality and on-going support to anyone who is disadvantaged, marginalised or vulnerable. This support includes a safe place of welcome, a 'listening ear', signposting to specialist agencies (such as for budgeting advice, or support to address substance misuse), information, access to the internet and the offer of prayer when appropriate, as well as emergency food.

Working alongside other agencies, these activities provide support that relieves poverty and helps people towards improved well-being. The personal benefits to individuals are those intrinsic to our purpose and so are not deemed to be excessive.

## Structure, Governance and Management

The Olive Branch (Faith in Action) exists as a Charitable Incorporated Organisation (CIO), under a constitution adopted on 29<sup>th</sup> October 2019.

There are currently eight Trustees of the Charity. They are:

Linda Currin  
Barbara Kirby

Trustee and Hon Chair  
Founding Trustee (and Hon Secretary to June 2023)

Paul Holland	Trustee and Hon Treasurer
Jonathan Mullen	Founding Trustee
Michael Pidd	Founding Trustee (until June 2023)
Amy Parker	Trustee (until June 2023)
Michael Sparks	Trustee
Victoria Wellesley-Smith	Trustee
Tim Purcell	Trustee
Kathryn Froggatt	Trustee (from June 2023)

The Trustees meet monthly as a Management Committee, joined by the (non-voting) Project Manager and Assistant Project Manager.

Leslie Mann	Project Manager
Jaimie Heath	Assistant Project Manager

Honorary Officers hold office for one year and Trustees for two. Honorary Officers and Trustees do not receive remuneration.

Members of the charity elect honorary officers and Trustees at the AGM in accordance with the constitution. The Management Committee may appoint additional members to serve as co-opted Trustees until the next AGM.

Trustees agreed not to fill the office of Hon Secretary when Barbara Kirby stepped down at the AGM. Responsibilities are shared amongst the Trustees, with minutes of meetings being taken by the Admin and Comms Assistant, Lucy Barker.

Trustees are recruited in a range of ways. Some are invited by existing Trustees who recognise their potential suitability for the role. Some approach us themselves, having been aware of our work through local churches or other agencies which support our work. Where specific vacancies exist on the Trustee body, the need is advertised through our networks.

Most often Trustees are recruited from our team of volunteers who are therefore already involved with our work and wish to strengthen their commitment to the Charity.

Unless already well known to Trustees, potential Trustees are interviewed by two existing Trustees who then propose them if satisfied of their suitability.

### Bankers

CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ  
Kingdom Bank, Ruddington Fields Business Park, Mere Way, Ruddington, Nottingham, NG11 6JS  
Santander Bank, PO Box 1109, Bradford, BD1 5ZJ

### Premises

In February 2023, after a search of several years, the Charity moved into two units in Alston House on the White Cross Estate. The units are held on leases fixed for three years to January 2026, with annual break clauses. The two units complement each other, one offering facilities for the foodbank and the other providing space for drop-in and hospitality work. The premises have the advantage of a convenient location near Lancaster city centre with adequate parking and bus service for volunteers, donors and guests.

In March 2024 the opportunity arose to consider relocating to larger twinned units in Harpers Mills on the same White Cross Estate. Whilst this incurs higher charges, it ensures all activities are co-located which will greatly improve efficiency, working together, space to improve the drop-in/listening service, capacity to extend services and hold all food stock on site. The units will be held on leases fixed for five years to May 2029, with third year break clause. The lease for Harpers Mill will take effect on 1<sup>st</sup> May, without penalties with respect to Alston House.

## **Volunteers and Community Support**

The generous support and engagement of the community in and around Lancaster is a hallmark of our work, and a privilege for which we are continually thankful.

The charity provides volunteer opportunities for adults who help with hospitality and welcoming of visitors; administration; storing supplies and packing food parcels; delivering food parcels; cleaning etc. We have approximately 30 volunteers who may offer just a few hours or up to 2 or 3 days each week. Volunteers are the lifeblood of The Olive Branch and we are immensely grateful to each one of them for their commitment, skills, time, good humour and vitality – all of which make possible the work of the organisation.

During 2023 the Bookkeeping role was transferred from Howard Townshend to Mike Sparks, both serving in a voluntary capacity. Thanks are due to both for their detailed and committed work in this role.

In addition, community support is received from a multitude of members of the public. They donate non-perishable food items either individually or via local schools, churches, community groups and businesses. As the cost-of-living crisis has continued to affect everyone, there has been some reduction in food donations but a correlating increase in financial support.

A further indication of community support came from an unexpected quarter during 2023. A Lancaster version of the game 'Monopoly' was produced, which was to include squares featuring four local charities. The four were chosen by public vote, and The Olive Branch is privileged to be included on the Monopoly board as one of the charities chosen by local people.

## **Performance and Achievements**

The year 2023-24 has been a time of consolidation and development for The Olive Branch, beginning with adjustment to the premises at Alston House which were very new to us as the financial year began.

Last year's Annual Report noted four areas that would shape our plans from that point. Our performance and achievements for the year can be considered against these four areas.

1. *"We plan to consolidate services at our White Cross units. This will focus on moving to a full 'drop-in' service, where volunteers can welcome all guests for hospitality and support, including signposting to other agencies and prayer when appropriate. Food parcels will normally be collected at that point rather than delivered (although we envisage that some deliveries will still be required). A new system for referrals will need to be agreed with referral agencies and a new IT system will be introduced for records and reports. Volunteer roles may be adapted to reflect new ways of working."*

This plan has been successfully achieved, in all its particulars, in the course of the year. This is a wonderful accomplishment, and one for which we are thankful.

For the initial period after the move to White Cross, emergency food parcels continued to be delivered to the home of each recipient, maintaining our previous pattern. At the same time work began to make the guest area into an attractive space where hospitality, listening, sign-posting and prayer could be offered, and where guests could collect their food parcels in person.

Systems and processes needed to be developed to enable this new pattern to work effectively. Great credit is due to the staff team, who resolved some significant challenges over a period of 6 months. Telephone and WiFi connectivity were perhaps chief among these and were not easily addressed, but the team's tenacity was rewarded in due course. The logistics of moving food between the two units were also addressed, made more complex by the split between two floors.

The team worked closely with partner agencies to introduce a new system of referrals, combining smart-phone technology and shared emails to streamline the process. Referring agencies have recognised the value to guests of collecting their own food parcels, so becoming active in their own support. Referring agencies have also co-operated in indicating where delivery (rather than collection) of a food parcel is still required. By the end of the year, approximately 5% of food parcels were being delivered rather than collected.

As part of the planning period, summer 2023 saw the long-awaited introduction of a new internal recording and reporting system. 'FoodBank Manager' is widely used by independent foodbanks across the UK and has been tailored for our particular requirements; special thanks are due to Mick Pidd for heading up the work on this customisation. The new system allows for an automated process from the arrival of a guest in the hospitality area to the details of their food parcel arriving in the food store, through to the daily register, and on to the generation of statistical reports each month. The system has continued to be successfully adjusted for our needs, especially for reports, and has also helped to facilitate communication between the two units in Alston House.

There came a moment when opening our doors to guests, introducing the pattern of food collection and implementing the many new systems all needed to come together. This moment came in September 2023 with the opening of the drop-in guest area – accompanied with a mixture of joy, anticipation and trepidation. Only the Manager and a handful of volunteers had been with The Olive Branch 'pre-Covid' and could recall how hospitality had been offered in earlier years, so careful preparation was offered to the new team of 'listeners' who would welcome our guests face to face. (More details are given below on their training and support.)

The whole team, both staff and volunteers, have risen to the new ways of working magnificently. Listeners have very quickly shown their skill, sensitivity, wisdom and prayerfulness in supporting the wide range of people who come through our doors on any day. One team member remarked: 'This is so much more demanding than when we were just delivering food, but so very much more rewarding'. Equally important have been our volunteer packers, sorters and drivers who continued to handle food donations, pack food parcels and deliver any when required.

Guests too have had to adjust to the new arrangements. Some resistance or even a drop in demand were anticipated, but neither has transpired in practice. Many guests comment on

the peace of the guest area as they arrive, and their appreciation is often expressed of a place where they are safe to talk, to be heard, to be accepted, supported and, when appropriate, to share prayer.

As well as the day to day work of hospitality and food provision, we were glad to offer once again two specific seasonal ways to support families facing hardship. These were 'Back to School' packs (school clothes and equipment) and 'Winter Warmer' packs (warm jackets, hats and gloves) – both projects supporting primary age children. 44 children benefitted from one or both of these initiatives during the year.

2. *"We plan to deepen collaboration with other organisations who seek to address poverty, hardship and distress in Lancaster and its surrounding area."*

Many agencies work together in Lancaster to support people facing hardship and we are glad to be a valued part of this.

Good relations have continued through the Food Justice Network and more closely with particular organisations such as Citizens Advice, Lancaster & District Homeless Action and Morecambe Bay Foodbank. We have engaged with the new 'Schools and Families Advisor' (funded by CA and Trussell Trust) whose role is to identify families in hardship at an early point and to flag up any food needs to CA, or to ourselves directly.

Our work supporting asylum seekers has grown during the year, and partnership with Global Link is the foundation for this. To simplify GL's role as a referral agency, a new system was introduced during the year requiring only a monthly update to the referral for each asylum seeker, who may be in need of food support over an extended period of time.

Lancaster has a growing network of food clubs, which channel potential food waste from supermarkets to those in need, using a low-cost membership arrangement. As food clubs overlap with our mission and charitable aims, we have been in a position to share some stock with them from time to time. The success of our Christmas and Easter Egg appeals offered two such occasions, when we passed on gift items to these clubs including Morecambe Pantry, Hala Pantry and Ryelands Residents Group.

In the latter part of the year we have started to explore ways of working with The Banks Lyon Memorial Trust. BLMT is a local organisation with a very specific remit, to support young people aged 16-25 into employment. BLMT have invited us to become one of their 'trusted partners' in reaching young people who can benefit from their funding, and we are pleased to be exploring with them how best to implement this initiative. We believe this partnership will offer us a way to extend our provision, and specifically to help interrupt inter-generational poverty through employment.

3. *"We plan to strengthen our donor base. We are blessed with a generous and committed network of individuals and groups who contribute financially to our work, so we look to build on strong foundations to secure future provision."*

In summer 2023 we commissioned an external organisation, FutureKraft, to look at our fund-raising position and make recommendations for any changes, in view of the impending retirement of our volunteer Bid Writer, Howard Townshend. The resulting report praised our approach to fundraising, Howard's skill and our systems that provide supporting information.

Unexpectedly, their main recommendation was to continue as now, and pray for a replacement who would continue Howard's good work! To our joy, this has happened and a new Bid Writer/Fundraiser, Geraint Harries, is currently being inducted by Howard. We are immensely grateful to both for their contribution to the organisation's sound financial position.

Supported by Geraint, our own analysis has identified that the area where extension could be most valuable is in regard to funding from local businesses. While several already support us through seasonal food collections or staff donations, a more systematic approach with a focus on corporate financial contributions could be beneficial. Work is expected to continue along this line in due course.

4. *"We plan to develop our team. This may include adjusting staff hours or roles and increasing the number of volunteers. We would also like to offer training and development opportunities to both staff and volunteers."*

The Olive Branch operates with a very small staff team – only three employees and all of these part-time. Trustees recognised that an increase in hours for administration would benefit the organisation by relieving the Manager and Assistant Manager of some of the more routine tasks in their work, thereby releasing them for more supervisory and strategic responsibilities. Our Comms and Admin Assistant, Ruth Dunstan, covered the extended role until her career took her to a new post in September. Ruth had been a committed and highly valued member of the team and we were sad to see her leave. Thankfully, we were able to appoint a former volunteer, Lucy Barker, to the post from October and Lucy has quickly established herself as an invaluable part of the team.

The huge change to our operations represented by our return to face-to-face work prompted a series of training opportunities for volunteers, as explained above. Learning included:

- The role of the listener; with an introduction to safeguarding
- Listening skills ('Good Conversations' delivered online through Linking Lives)
- The referral process and partner agencies
- Using FoodBank Manager to record guest visits

Further learning opportunities for volunteers and staff are being planned, including in the areas of safeguarding, mental health and first aid. There are also plans to introduce a 6 monthly 'check-in' meeting with each volunteer to offer time for reflection, feedback from the volunteer and general support in the role.

Professional development opportunities for staff members are currently being explored.

### *Fulfilling our mission*

There is a palpable feeling at The Olive Branch that we are now doing fully what we are meant to be doing, and being 'so much more than a foodbank' in supporting those facing distress and hardship in our city and beyond. We are enormously thankful for everyone who has played a part this year in the God-given work to which we are called. Our constitution makes clear that The Olive Branch is an organisation rooted in faith and our intention this past year has continued to be simply to walk as followers of Jesus, to be His hands serving those in need, and to be His voice to those in distress. Above all, we continue to be thankful to God for the privilege of serving, as we meet Him in those around us and work together for the coming of His Kingdom of justice and love.

## **Serious Incidents**

In the course of the year the Trustees approved a 'Serious Incidents Policy', as recommended by the Charity Commission. By this we are required to include in the Annual



Report a declaration of any Serious Incidents that occurred during the year. We are pleased to report that no such incidents occurred during 2023-24.

## **Future Plans**

In the course of the year, the Trustees have undertaken a piece of work to identify our strategic aims for the coming 3 years.

Six aims have been identified, as follows:

1. Maintain our core activities offering food and hospitality; and extend our support for people facing hardship
2. Gain deeper insights into the benefits of The Olive Branch to guests, using IT and other mechanisms
3. Develop our team of staff and volunteers to increase capacity and ensure a rewarding working experience
4. Collaborate with other agencies to share good practice and promote food justice
5. Generate financial resources and use them effectively to ensure sustainability
6. Seek continuous improvement in governance and compliance as a charitable organisation

The trustees will develop each of these aims to identify more fully how they will be implemented and how achievement will be recognised. Future Annual Reports will take these aims as the underpinning format for Performance and Achievements.

We look forward to taking the work of The Olive Branch forward as we move into our new premises in May 2024.

## **Financial Review**

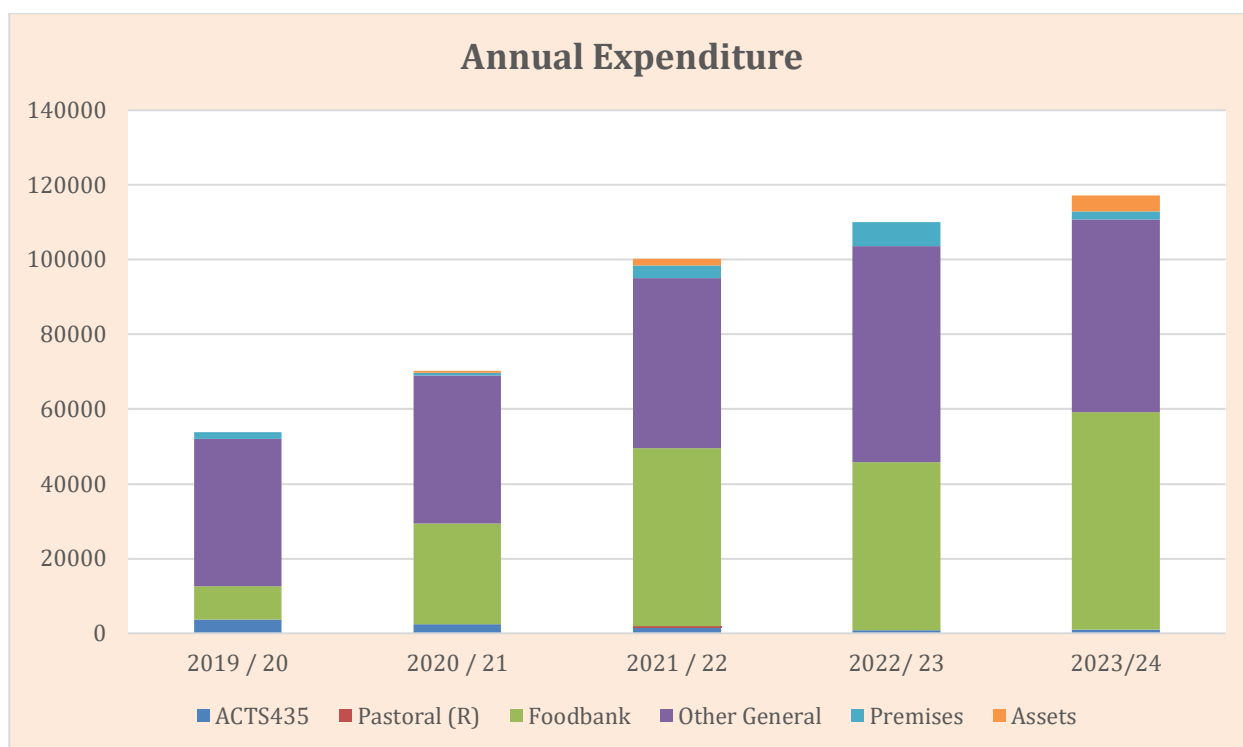
Overall, this has been a stable financial year with income (£117,775) virtually matching expenditure (£117,123) resulting in a small increase in funds of £652. Expenditure has been generally kept to budget whilst income from donations exceeded expectations and grant making bodies have often provided unsolicited generous support for the work of the charity amongst disadvantaged or marginalised people in Lancaster.

### **Expenditure**

This year total expenditure was £117,123, an increase of £7,112 compared to the previous year. £4,195 was for furniture and equipment that will continue to support our activities over the next few years, so the underlying expenditure on operations was broadly flat. However, inflation has had a significant impact on employment costs and food purchases (23%) but these have been largely offset by reduction in premises costs following the consolidation of our previous two sites into White Cross.

The graph below shows the breakdown of costs. The Food Bank costs include food purchases and direct premises costs of the storage and packing space. Other General costs include all employment costs and direct premises costs of the welcome and administration space.





As with most charities, the accounts reflect only the financial resources received and used and do not do justice to the value of the thousands of hours given by volunteers nor the value of the food generously donated, which actually constitutes about 90% of all food parcels. Without these we would not be able to do the work we do but equally we are inspired by the role we play in giving the people of Lancaster district an opportunity to show their concern and compassion for their neighbours through their giving of time, food as well as money; For these we and our guests are truly grateful.

Our 'fund raising' costs of £1,159 are primarily £510 annual subscriptions to network organisations that provide guidance not only on fund-raising but also on charities' regulation and best practice to ensure we are legally compliant and cost effective, and £638 for the review of our fundraising practices and strategy by FutureKraft.

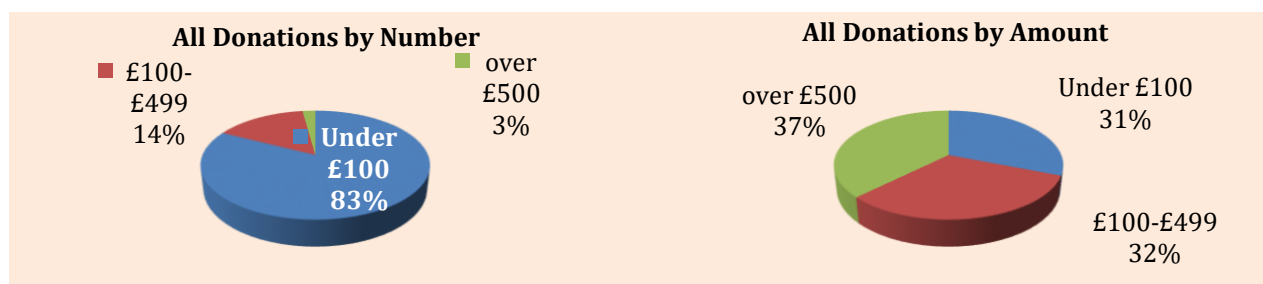
Going forward, we have set a budget of £125,000 for the year to March 2025 which includes £11,000 of extra costs associated with having the larger unit in Harper Mill on the White Cross site. These extra costs will be funded for the next three years from the New Premises Fund which we had previously built up in anticipation of having to undertake major works on new premises and will no longer be required because Harpers Mill is fully serviced and requires minimal adaption. We also anticipate that food purchases will abate slightly thanks to some food being sourced through a government Household Support Fund grant secured by our partner EggCup. Whilst we anticipate there will be some costs associated with fitting out Harper Mill, these will be modest as we will take with us all of our furniture and equipment and food storage racking and will be aiming to secure specific grants and support to cover any costs.

### Income

Total income was £117,775 which was a slightly lower than the previous year (of £128,110) but significantly higher than we had planned for. After careful consideration of our reserves

and past support from many local charitable trusts we paused active fundraising of grants and planned to use some of our reserves to cover any income shortfall in the year, but have been blessed by some trusts and local organisations who have continued to support us without any appeal from ourselves. This not only has enabled us to 'balance the books' and continue with the passive approach to grant fundraising but has been an immense encouragement and endorsement for the Charity to continue its work.

Donations and legacies made up 69% of our income and we are appreciative of the support of local people and for the increased numbers supporting us through regular monthly gifts. We would like to boost that percentage to towards 80% to give us more financial certainty, and we are aware that to do so we must continue to provide public benefit and demonstrate good stewardship to merit the funds we are given. The chart below illustrates that both small and large donations make a difference and are all equally welcome.



## Reserves

We reviewed our Reserves Policy in accordance with Charity Commission guidelines (CC32) and set a minimum reserves target of £31,000 which is sufficient to cover fluctuations in income and expenditure and allow for an orderly closure of the charity, if ever required. In addition, we have designated £33,000 of our New Premises Fund to cover the increased costs of occupying Harper Mill over the next three years. At the end of the year our general unrestricted reserves were £77,843 which we anticipate will be gradually used to reduce our dependency of grant income to sustainable levels. The trustees recognise that the reserves provide time over the next three years for the Charity to establish a balanced long term income mix that meets what we believe is now our annual funding requirement and also to finally establish the full range of charitable activity out of our new premises that we have been praying for over these last five years.

## Acknowledgements

Particular thanks go to Howard Townshend for his fundraising and to Mike Sparks who has taken over the bookkeeping activities, which have been an immense support to the charity. Howard has served the charity and Lancaster with immense skill and compassion for many years and is passing on the fundraising activities to Geraint Harries.

In keeping with our past practice we acknowledge with gratitude non-individual donors and grantors;

ASDA collection (customers)  
Bethel Chapel  
Caton Baptist Church  
Cedar Financial Management

Our Lady's Catholic College  
Penny Street Collectables  
Peterson UK Ltd  
PM Major Charitable Trust

CMD Polling Ltd	Q Charitable Trust
Cornerstone Church	Quernmore Clay Pigeon Shoot
EJ Thompson Charitable Trust	Ripley St Thomas
Evangelical Church Capernwray	Rotary Club of Lancaster
Furness Building Society	Salvation Army
Holy Trinity Church, Bolton-le-Sands	SPECSAVERS
Hope Church	St John's Ellel
Jean & Leslie Connor Charitable Trust	St Mary's Hornby & Our Lady's Caton
John Mason Family Trust	St Paul's Church
Joseph Strong Frazer Trust	St Thomas Church PCC
Kirkby Lonsdale Methodist Church	St Wilfrid's Church, Melling
Lancaster Baptist Church	Stobart Newlands Trust
Lancaster John O'Gaunt Rowing Club	
Lancaster University Bright Club	Terra Cycle UK Ltd
	The Archer Trust
Lee Bakirgian Family Trust	The Dowager Countess Eleanor Peel Trust
Marsh Christian Trust	The Performance Studios Lancaster
MIG-TECH LTD	Trinity United Reformed Church
MJ Hindley Charitable Trust	Wordarium
New Life Church, Lancaster	Yordas Group Lancaster
Norman Whiteley Trust	

### **Declaration**

This report was approved by the Trustees on 18<sup>th</sup> April 2024 and signed on its behalf by

*L Currin*

Linda Currin  
Chair of Trustees

## Independent Examiners Report

I report to the trustees on my examination of the accounts of the The Olive Branch (Faith in Action) (the Charity) for the year ended 31 March 2024.

### Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity'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. 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 Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed: *I English*

Name: Ian English

Relevant professional qualification or membership of professional bodies (if any): Retired Finance Manager

Address: 38 Sambourn Close, Solihull, B91 2SA

Date: 11 June 2024

# Financial Statements

The Olive Branch (Faith in Action); Charity Reg. No. 1186017

## Receipts and Payments Accounts

For the period from 1st April 2023

To

31st March 2024

### Receipts and Payments

	Unrestricted General Fund <sup>4</sup>	Restricted <sup>4</sup> Pastoral Fund	Designated <sup>5</sup> New Premise Fund	Restricted <sup>5</sup> New Premise Fund	Restricted ACTS 435 Fund	Total funds	Last year
	£	£	£	£	£	£	£
<b>Receipts</b>							
Donations & Legacies	71,234	-	-	-	1,235	72,469	71,595
Gift Aid	8,994	-	-	-	-	8,994	7,048
Grants <sup>6</sup>	2,000	-	-	-	-	2,000	2,100
Charitable Trusts	23,182	-	175	10,000	-	33,357	47,069
Other charitable activity	668	-	-	-	-	668	170
Interest	287	-	-	-	-	287	128
<b>Sub total</b>	<b>106,365</b>	<b>-</b>	<b>175</b>	<b>10,000</b>	<b>1,235</b>	<b>117,775</b>	<b>128,110</b>
<b>Asset and investment sales</b>							
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>106,365</b>	<b>-</b>	<b>175</b>	<b>10,000</b>	<b>1,235</b>	<b>117,775</b>	<b>128,110</b>
<b>Payments</b>							
Volunteer costs	1,152	-	-	-	-	1,152	907
Employee Remuneration	36,212	-	-	-	-	36,212	27,119
Other employment costs	418	-	-	-	-	418	371
Rent of premises	9,297	-	-	-	-	9,297	24,877
Other premises costs	10,220	-	2,215	-	-	12,435	13,816
Fundraising	1,159	-	-	-	-	1,159	507
Supporting Guests (foodbank, sleeping bags, ACTS 435)	44,789	-	-	-	983	45,772	37,158
Supporting Community projects <sup>5</sup>	-	-	-	-	-	-	750
Other General support costs <sup>7</sup>	6,483	-	-	-	-	6,483	4,506
<b>Sub total</b>	<b>109,730</b>	<b>-</b>	<b>2,215</b>	<b>-</b>	<b>983</b>	<b>112,928</b>	<b>110,011</b>
<b>Asset and investment purchases</b>							
Furniture & Fittings	1,525	-	2,670	-	-	4,195	-
<b>Sub total</b>	<b>1,525</b>	<b>-</b>	<b>2,670</b>	<b>-</b>	<b>-</b>	<b>4,195</b>	<b>-</b>
<b>Total payments</b>	<b>111,255</b>	<b>-</b>	<b>4,885</b>	<b>-</b>	<b>983</b>	<b>117,123</b>	<b>110,011</b>
<b>Net of receipts/(payments)</b>	<b>(4,890)</b>	<b>-</b>	<b>(4,710)</b>	<b>10,000</b>	<b>252</b>	<b>652</b>	<b>18,099</b>
Transfers between funds <sup>5</sup>	-	-	-	-	-	-	-
Cash funds last year end <sup>5</sup>	82,733	-	40,150	-	723	123,606	105,507
<b>Cash funds this year end<sup>5</sup></b>	<b>77,843</b>	<b>-</b>	<b>35,440</b>	<b>10,000</b>	<b>975</b>	<b>124,258</b>	<b>123,606</b>

## Statement of Assets and Liabilities at the end of the period

Categories	Unrestricted General Fund £	Restricted <sup>4</sup> Pastoral Fund £	Designated <sup>5</sup> New Premise Fund £	Restricted <sup>5</sup> New Premise Fund £	Restricted ACTS 435 Fund £	Total funds £	Last year £
<b>Cash funds</b>							
CAF Bank Ltd	63,053	-	35,440	10,000	975	109,468	73,131
Kingdom Bank	13,255	-	-	-	-	13,255	13,095
PayPal	958	-	-	-	-	958	1,098
Petty Cash	-	-	-	-	-	-	-
Santander	577	-	-	-	-	577	18,183
(balances with receipts and payments account)	77,843	-	35,440	10,000	975	124,258	105,507
<b>Other monetary assets</b>							
Gift Aid Receivable	9,661	-	-	-	-	9,661	7,045
Insurance prepaid	591	-	-	-	-	591	407
	10,252	-	-	-	-	10,252	7,452
<b>Assets retained for the charity's own use<sup>2</sup></b>							
Furniture, Equipment & IT	1,931	-	1,789	-	-	3,720	2,025
	1,931	-	1,789	-	-	3,720	2,025
<b>Liabilities</b>							
E Peel Foundation <sup>5</sup>	-	-	-	(10,000)	-	(10,000)	-
Payable to HMRC	-	-	-	-	-	-	-
	-	-	-	(10,000)	-	(10,000)	-

Agreement Error

	Signature		Print Name	Date of approval
Signed by two trustees on behalf of all the trustees	<i>L. Currin</i>	Chair	L. Currin	18/04/2024
	<i>P. Holland</i>	Hon.Treasurer	P. Holland	18/04/2024

### Notes to the Accounts

- The accounts have been prepared on a Receipts and Payments cash basis as permitted by section 133 of the Charities Act 2011 provided the charity's gross income is not over £250,000, and the Charity Commission guideline CC16 for receipts and payments accounting has been applied.
- The principal accounting policies are:
  - Income is recognised upon receipt of cash or cash equivalents to which the charity has entitlement.
  - Expenditure, inclusive of irrecoverable VAT, is recognised upon payment of an invoice or claim for which the charity has an obligation to settle. The Charity is not registered for VAT.
  - Fixed assets are based on asset purchase payments amortised on a 33% Reduced Balance basis.
- Fund accounting: General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.
- The General Fund incorporates both the drop-in and foodbank activities except for donations and grants where a specific restriction for use in the foodbank has been made by the donor/grantor (which are accounted for in the separate Restricted Pastoral Fund).
- The New Premise fund was funded in previous years by a mix of restricted grants and designated transfers from the unrestricted general fund. The restricted grant in the current year was for a dumb waiter hoist at the units in Alston House - the grant is currently treated as a creditor pending the outcome of a request to repurpose the grant for fitting out.
- No donations or grants were made to support community projects. In the previous year a donation was made to EggCup (£750) in furtherance of the charitable Objects of The Olive Branch (Faith in Action).
- The Independent Examiner has not invoiced for the examination (2023: £250).
- Trustees did not receive any remuneration. Trustees donated £900 (2023: £2,597).
- There were no government grants during the year.