

The Hubb Foundation
(limited by guarantee)

**UNAUDITED REPORT AND FINANCIAL
STATEMENTS**

31 December 2020

Company Registration number: 11707416
Registered Charity number: 1186026

The Hubb Foundation

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UNAUDITED

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The Hubb Foundation
LEGAL AND ADMINISTRATIVE INFORMATION

UNAUDITED

| | |
|---------------------------|--|
| REGISTERED OFFICE | C/O Synectics Solutions Hamil Road Burslem Stoke-on-Trent United Kingdom ST6 1AJ |
| TRUSTEES | Mrs CA Shanahan OBE Mr G Higgins MBE Mr MP Tideswell Mrs KM Beardmore |
| BANKERS | NatWest Bank 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PN |
| INDEPENDENT EXAMINER | RSM UK Tax and Accounting Limited Chartered Accountants Festival Way Stoke-on-Trent Staffordshire ST1 5BB |
| REGISTERED COMPANY NUMBER | 11707416 |
| REGISTERED CHARITY NUMBER | 1186026 |

The Trustees present their annual report together with the financial statements of the charity for the year ending 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued in October 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association dated 3 December 2018, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

In accordance with the Articles of Association, the Trustees, who are referred to as Members are appointed Members when they become Directors.

Any person who is willing to be a Director, and who is permitted by law to do so, may be appointed to be a Director by resolution of the Directors.

The Charity maintains a register of Members, and any person ceasing to be a Member is removed from the register.

A Member shall cease to be a member if they (a) cease to be a director; or (b) die.

Trustee Induction and Training

New Trustees are supplied with the Charity Commission publication, 'The Essential Trustee: What You Need to Know', along with the Memorandum and Articles and the latest financial statements.

Risk Management

The Trustees have considered in detail the risks facing the Charity, the controls in place to mitigate those risks and action plans to deal with those areas where controls could be enhanced. The Trustees believe that they have appropriate controls in place, commensurate with the size of the organisation and their cost effectiveness, to mitigate the risks identified. The Trustees review and update the assessment of the risks facing the Charity, together with an assessment of the controls on a regular basis.

Organisational Structure

Under the Articles of Association, the business of the Trust is managed by the Membership. Meetings can be called at any time by any member of the Membership. No business shall be transacted unless a quorum is present.

A Member is entitled to appoint another person as his proxy, in accordance with the Act, to exercise all or any of his rights to attend and to speak and vote at a meeting of the Charity.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Charitable Objectives

The Charity's objectives are restricted only for the public benefit:

to the relief of young people and their families in need because of youth, financial hardship or other disadvantage specifically but not exclusively through their leisure time activities and developing their physical, mental and spiritual capabilities so that they may grow to full maturity as individuals and fully contributing members of society.

Activities

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and setting the grant making policy for the year.

ACHIEVEMENTS AND PERFORMANCE

The Hubb Foundation's core activity is to support children and their families during school holidays with fun, free activities and food. In 2019, we saw an incremental growth in terms of delivery and reach enabled through successful funding awards from the Department of Education (DFE) Opportunity Area for Stoke-on-Trent. 2020 saw a period of mixed delivery.

Following a successful New Year and February Half term Holidays (2020) programmes, where we provided 40 half day sessions reaching 1,855 individuals as part of the 13 month Opportunity Area (OA) funding awarded in 2019. This was match funded by The Hubb Foundation providing over 2,500 meals for the activities.

As we all know, from 23rd March 2020, the Government closed all schools and non-essential services due to the global Covid-19 Pandemic. Responding immediately, The Hubb Foundation prepared and distributed over 2,000 activity packs to children thought to be isolated at home with little or no material items. Our packs included, pens, pencils, bean bags, soft balls and cones along with other art and craft materials. As the duration of the lock-down was extended this funding purchased more curriculum based activity packs to support the materials being sent by schools and reaching those children who had no digital access to school work. This activity continued throughout the summer with limited on site and face to face delivery in schools to vulnerable children and those of key workers.

In parallel to this activity, The Hubb Foundation was an integral partner in the delivery of Emergency Food parcels from 23rd March to 1st September as part of the Port Vale Community Hubb (Synectics Solutions, Port Vale F.C., Port Vale Foundation Trust and Summit Hospitality) responding to the needs of the Stoke-on-Trent Community. Through our relationships with schools we delivered weekly food parcels directly to the homes of disadvantaged families using a network of volunteer packers and drivers and utilising the donations from local and national food suppliers. During the first phase we delivered approximately 400,000 meals and secured £83,900 towards the provision of food supplies. From September 1st we supported a further 32,119 food and hygiene supplies to members of the community on a referral basis (which is still ongoing).

The Hubb Foundation was awarded £68,000 from the National Lottery to fund our 'Hubb Pot project' in which we provided 500 families with slow cookers. For 20 weeks, they received ingredients and recipes designed to reduce dependency and encourage family cooking at home as well as ensuring children had a hot meal over the weekend.

On 8 November 2020, the government announced that the holiday activities and food programme (HAF) would be expanded across the whole of England in 2021 to cover Easter, summer and Christmas holidays in 2021 with a budget of £221million. The Hubb Foundation focused on canvassing a strategy that would put us at the forefront as lead co-ordinator of this programme and funding for this was secured in 2021.

FINANCIAL REVIEW AND RESULTS FOR THE PERIOD

Against the backdrop of insecurities over funding, the charity has still been able to plan, develop and expand our services. The charity, with the aid of sound financial management, and the support of Synectics Solutions Ltd and its staff, and the many volunteers we have generated a positive financial outcome for the period.

The success in obtaining new funding during the Covid-19 pandemic during 2020 from a variety of sources has allowed us to reflect on our aims and provide much needed additional resources.

In the opinion of the trustees, the charity's assets are sufficient to fulfil the obligations of the charity.

FUTURE PLANS

Concentrating on the #HAF 2021 delivery which saw us increase by scale to deliver the Easter HAF project delivering 125 half day sessions secured with £43k we are concentrating on a further upscaling of delivery to coordinate a £1.4 m project on behalf of the Local Authority for summer 2021 delivering more than 700 sessions in Schools and Community settings with collaborating partners. Additional staff would be recruited to

enable us to increase delivery at scale including a fundraising position and The Hubb Foundation will consider its mid- and long term strategies.

INVESTMENT POLICY

The Trustees are authorised by the Memorandum and Articles of Association to invest monies not immediately required for the Charity's own purposes after obtaining advice from a financial expert, having regard to the suitability of investments and the need for diversification.

RESERVES POLICY

The Management Committee has examined the charity's requirements for reserves considering the main risks to the organisation. The support and funding of the charity by Carol Shanahan OBE and her business Synectics Solutions Ltd have allowed the charity to grow and develop significantly in the short term.

It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3- 6 months of the expenditure to ensure that the charity is self-sufficient and not reliant on Synectics Solutions Ltd in the longer term.

The Management Committee understands it is unlikely that the target range can be reached for at least five years, but long-term sustainability is one of our key aims.

CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

Estimates and judgements are continually evaluated and are based on a number of factors including expectations of future events that are believed to be reasonable under the circumstances.

INDEPENDENT EXAMINERS

RSM UK Tax and Accounting Limited, Chartered Accountants were appointed as Independent Examiners by the charity.

By order of the board



G Higgins MBE
Chair and Trustee

29th September 2021

The Hubb Foundation

STATEMENT OF TRUSTEES' RESPONSIBILITIES

UNAUDITED

The Trustees (who are also the Directors of The Hubb Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company of the incoming resources and application of resources, including the income and expenditure of the charitable company, for that period. In preparing these financial statements, the Trustees are required to:

- a. select suitable accounting policies and then apply them consistently;
- b. observe the methods and principles in the Charities SORP;
- c. make judgements and estimates that are reasonable and prudent;
- d. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HUBB FOUNDATION

I report to the trustees on my examination of the accounts of The Hubb Foundation ('the company') for the year ended 31 December 2020, which are set out on pages 7 to 12.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair view' and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102).

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: *RSM UK Tax and Accounting Limited*

Name: **Anna Spencer-Gray**

Name of applicable listed body: **The Institute of Chartered Accountants in England and Wales**

Relevant professional qualification or body: **Chartered Accountant**

ON BEHALF OF RSM UK TAX AND ACCOUNTING LIMITED

Chartered Accountants

Festival Way

Stoke on Trent

Staffordshire

ST1 5BB

29 September 2021

2021

The Hubb Foundation
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2020

UNAUDITED

| | Note | Restricted funds 2020 £ | Unrestricted funds 2020 £ | Total 2020 £ | Restricted funds 2019 £ | Unrestricted funds 2019 £ | Total 2019 £ |
|---|------|-------------------------------|---------------------------------|--------------------|-------------------------------|---------------------------------|--------------------|
| INCOMING RESOURCES | | | | | | | |
| Voluntary income | | | | | | | |
| Donations | | 320,688 | 51,546 | 372,234 | 99,850 | 38,116 | 137,966 |
| Donated services | | 122,270 | - | 122,270 | 138,894 | - | 138,894 |
| Covid response income | | 86,000 | - | 86,000 | - | - | - |
| Investment income | | - | - | - | - | 59 | 59 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL INCOMING RESOURCES | | 528,958 | 51,546 | 580,504 | 238,744 | 38,175 | 276,919 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| RESOURCES EXPENDED | | | | | | | |
| Charitable activities | 3 | 271,535 | 13,241 | 284,776 | 225,236 | 25,035 | 250,271 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL RESOURCES EXPENDED | | 271,535 | 13,241 | 284,776 | 225,236 | 25,035 | 250,271 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| NET INCOME FOR THE YEAR | | 257,423 | 38,305 | 295,728 | 13,508 | 13,140 | 26,648 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| NET INCOME AND NET MOVEMENT IN FUNDS | | 257,423 | 38,305 | 295,728 | 13,508 | 13,140 | 26,648 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS BROUGHT FORWARD | | 13,508 | 13,140 | 26,648 | - | - | - |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS CARRIED FORWARD | 8 | 270,931 | 51,445 | 322,376 | 13,508 | 13,140 | 26,648 |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

The Hubb Foundation
BALANCE SHEET
at 31 December 2020

UNAUDITED

| | Note | 2020 £ | 2019 £ |
|--|------|-----------------|-----------|
| CURRENT ASSETS | | | |
| Debtors | 6 | - | 20,710 |
| Cash at bank and in hand | | 410,242 | 9,633 |
| | | 410,242 | 30,343 |
| CURRENT LIABILITIES | | | |
| Creditors: Amounts falling due within one year | 7 | (87,866) | (3,695) |
| NET CURRENT ASSETS | | 322,376 | 26,648 |
| NET ASSETS | | 322,376 | 26,648 |
| FUNDS | | | |
| Unrestricted funds | 8 | 51,445 | 13,140 |
| Restricted funds | 8 | 270,931 | 13,508 |
| | | 322,376 | 26,648 |

For the financial year ended 31 December 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements on pages 7 to 12 were approved by the Trustees and authorised for issue on 29th September 2021 and are signed on its behalf by:



G Higgins MBE
 Director and Trustee

Company Registration number: 11707416
 Registered Charity number: 1186026

The Hubb Foundation
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2020

UNAUDITED

1 ACCOUNTING POLICIES

COMPANY INFORMATION

The Hubb Foundation is a private company limited by guarantee and is registered and incorporated in England and Wales. The registered office is C/O Synectics Solutions Hamil Road, Burslem, Staffordshire, ST6 1AJ under the companies registered number: 11707416.

BASIS OF PREPARATION

The financial statements have been prepared in accordance with applicable accounting standards under the historical convention with assets and liabilities initially recognised at historical cost. The financial statements have been prepared in accordance with the recommendations of the Statement of Recommended Practice 'Accounting and Reporting by Charities', preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, (Charities SORP FRS 102) and the Charities Act 2011. The principle accounting policies adopted in the preparation of the financial statements are set out below. The charity has taken advantage of the provisions in the SORP for Charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The trust constitutes a public benefit entity as defined by FRS 102.

REPORTING PERIOD

The trust was incorporated on 3 December 2018 and consequently the prior year period covered 13 months to 31 December 2019 and is therefore not entirely comparable.

GOING CONCERN

On 11 March 2020, the World Health Organisation declared the global Coronavirus outbreak to be a pandemic. This has seen significant limitations placed on the movement of goods and people worldwide, with the United Kingdom implementing lockdown measures in March 2020, November 2020 and January 2021.

The Trustees do not believe the COVID 19 pandemic to have a material effect on the ability of the Trust to remain a going concern for at least one year for the signing of the financial statements.

The Trustees believe there are adequate resources which will enable the Trust to meet its liabilities for the foreseeable future. For this reason, the Trustees have adopted the going concern basis in preparing the financial statements.

INCOME

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

CHARITABLE ACTIVITIES

Costs of charitable activities include grants made which are shown in note 3.

The Hubb Foundation
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2020

UNAUDITED

TAXATION

The company is exempt from income tax under section Part 11 of the Corporation Taxes Act 2010. No tax charges have arisen in the Charity.

FUND ACCOUNTING

The unrestricted fund comprises those funds which the Trustees are free to use in accordance with the charitable objectives. Restricted funds comprise those funds which are required to be utilised specifically against the charity's objectives.

FINANCIAL INSTRUMENTS

The trust only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest method.

2 EMPLOYEES

The average monthly number of persons (including directors) employed by the company during the year was nil. Donated services were received from a related party in respect of five (2019: four) employees. None of these employees earned over £60,000 during the year.

3 CHARITABLE ACTIVITIES

| | Restricted funds 2020 £ | Unrestricted funds 2020 £ | Total 2020 £ | Restricted funds 2019 £ | Unrestricted funds 2019 £ | Total 2019 £ |
|----------------------------------|--|--|-----------------------------|--|--|-----------------------------|
| Holiday activities | 90,009 | - | 90,009 | 86,342 | - | 86,342 |
| Hubb Pots Project | 47,454 | - | 47,454 | - | - | - |
| Governance costs (see note 4) | 134,072 | 13,241 | 147,313 | 138,894 | 25,035 | 163,929 |
| | 271,535 | 13,241 | 284,776 | 225,236 | 25,035 | 250,271 |

The Hubb Foundation
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2020

UNAUDITED

4 ANALYSIS OF GOVERNANCE AND OTHER SUPPORT COSTS

| | Year ended 31 December 2020 | 13 month period ended 31 December 2019 |
|----------------------------------|--|---|
| | £ | £ |
| Wages and salaries | 134,072 | 138,894 |
| Printing, postage and stationery | 2,499 | 828 |
| Design fees | 3,203 | - |
| Legal fees | - | 15,187 |
| Website costs | - | 954 |
| Memberships | 490 | - |
| Insurance | 700 | 625 |
| Mileage and travel expenses | 1,200 | 1,810 |
| Meeting expenses | - | 1,139 |
| Training | - | 763 |
| Bank charges | 64 | 34 |
| Accountancy fees | 3,285 | 1,950 |
| Independent examination fees | 1,800 | 1,745 |
| | 147,313 | 163,929 |

The total governance cost attributable to charitable activities is then apportioned in the same ratio as other support costs:

| | 2020 | 2019 |
|---|----------------|-------------|
| | £ | £ |
| Holiday activities – restricted funds | 134,072 | 138,894 |
| Holiday activities – unrestricted funds | 13,241 | 25,035 |
| | 147,313 | 163,929 |

5 TRUSTEES

No Trustees received remuneration, expenses or pension benefits in either year.

6 DEBTORS

| | 2020 | 2019 |
|---------------|-------------|-------------|
| | £ | £ |
| Other debtors | - | 20,710 |

The Hubb Foundation
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2020

UNAUDITED

| | | | |
|---|--|---------------|--------------|
| 7 | CREDITORS: Amounts falling due within one year | 2020 | 2019 |
| | | £ | £ |
| | Accruals | 8,780 | 3,695 |
| | Other creditors | 79,086 | - |
| | | 87,866 | 3,695 |

8 MOVEMENT IN RESTRICTED AND UNRESTRICTED FUNDS

| | Balance at start of year/period £ | Incoming resources £ | Resources expended £ | Balance at end of year/period £ |
|-------------------------------|--|----------------------------|----------------------------|--|
| Year ended 31 December 2020 | | | | |
| Unrestricted funds | 13,140 | 51,546 | (13,241) | 51,445 |
| Restricted funds | 13,508 | 528,958 | (271,535) | 270,931 |
| | 26,648 | 580,504 | (284,776) | 322,376 |
| Period ended 31 December 2019 | | | | |
| Unrestricted funds | - | 38,175 | (25,035) | 13,140 |
| Restricted funds | - | 238,744 | (225,236) | 13,508 |
| | - | 276,919 | (250,271) | 26,648 |

Restricted funds comprise those funds which are required to be utilised specifically against the charity's objective and are comprised of income received specifically for use in holiday clubs and donated services.

9 RELATED PARTY TRANSACTIONS

At the year-end £79,086 (2019: £20,710 due from) was due to Synectics Solutions Limited, a company with common directors. During the year Synectics Solutions Limited incurred costs totalling £44,940 (2019: £116,231) on behalf of the charity and made payments totalling £54,856 (2019: £nil). Donations totalling £nil (2019: £111,290) were received by the company on behalf of the Charity. Synectics Solutions itself made donations totalling £5,000 (2019: £25,651). The company also donated services totalling £122,270 (2019: £138,894) during the year.