



Categories		Details		Unrestricted funds		Restricted funds		Endowment funds
				to nearest £		to nearest £		to nearest £
B1 Cash funds	Bank account			86,300		11,243		-
				-		-		-
				-		-		-
Total cash funds				86,300		11,243		-
(agree balances with receipts and payments account(s))								
				Unrestricted funds		Restricted funds		Endowment funds
				to nearest £		to nearest £		to nearest £
B2 Other monetary assets				-		-		-
				-		-		-
				-		-		-
				-		-		-
				-		-		-
				-		-		-
				Fund to which asset belongs		Cost (optional)		Current value (optional)
B3 Investment assets						-		-
						-		-
						-		-
						-		-

					-		-
	Details		Fund to which asset belongs	Year	Cost (optional)		Current value (optional)
B4 Assets retained for the charity's own use	Fixtures and fittings		General	2021	348		78
	Defibrillator		Restricted	2022	1,170		936
					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which liability relates		Amount due (optional)		When due (optional)
B5 Liabilities	Mileage for March 2022		Mileage		365		01 April 2022
	Outreach Food		General		11		01 April 2022
					-		
					-		
					-		
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name			Date of approval	
Treasurer / Trustee			Rachael Anderson			20.01.2023	
Trustee			Binita Shah			20.01.2023	

**Independent review of the accounting statements of Burton Hope for the period
09/04/2021 to 31/03/2022.**

Report for the trustees of Burton Hope.

As the Trustees for a 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 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 for Burton Hope for the Period noted above, I confirm that no material matters or issues were found during my inspection.

My examination confirms that 100% of items of Income and Expenditure sampled (20% sample) were present, correctly retained and accounted for.

The notes to the accounts accurately reflect the amounts in the statement.

Bank Reconciliations are completed and supported by Bank statements.

The movement in balances from the Statements of Accounts reflects the movement in bank balance, differing only by £71 which is clearly noted in the bank reconciliations and explained by opening and closing debtor and creditor amounts.

As such I can confirm that no material issues were found and no concerns have been raised, I agree that the Accounts presented by Burton Hope to me look to be a true reflection of the activities of Burton Hope.

Laura Parsons 17/01/2023

LAPARSONS

Full member of Chartered Institute of Public Finance and Accountancy (CIPFA).



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Report for the period

From 1/4/21 Period start date To 31/3/22 Period end date

Charity name: BURTON HOPE

Charity registration number: 1187330

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><i>To relieve the needs of people, particularly but not exclusively people who are homeless and rough sleepers, in Burton and the surrounding areas by:</i></p> <ol style="list-style-type: none"><i>1. the relief of financial hardship, in particular but not exclusively by the provision of essential items and goods</i><i>2. the preservation and protection of good physical and mental health</i><i>3. the provision of facilities for recreation or other leisure-time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances</i>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Our HOPE2STREET service: Two outreach sessions per week in Burton Market Place where many items are available including a three meals per day for three days food parcel, clothing, toiletries, ladies sanitary item, household items and homeless/camping equipment. We also offer support services at our HOPE2STREET outreach sessions including housing, employment, benefits, GP registration, ID docs, EU citizen ID and sign posting or referrals to other services including mental health and addiction. Also an outreach to the places where homeless people sleep to take supplies and to check on wellbeing and ultimately help to get them into a better situation.</p>

		<p>Our HOPE2HOME food parcel delivery service to families and individual's homes operates on two weekdays, although emergency deliveries still take place on other days.</p> <p>We deliver ladies sanitary products to schools and other community organisations where young people in poverty may be found.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>A link has been sent to all Trustees for their perusal. All Trustees have been asked at a meeting and by email that they have read and understood the statement.</p> <p>All Trustees were sent a link to 'The Essential Trustee' and have acknowledged it has been read and understood.</p> <p>https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>All of our Members (The trustees) and Associate Members are volunteers therefore all of our operations are a contribution made by volunteers. We currently have 89 regularly active volunteers and over 40 volunteers that contribute casually when they have time. These include Work Placements from College and Duke of Edinburgh candidates.</p>
Other		N/A

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>We have successfully run two food banks, both of which have achieved a five-star FSA rating.</p> <p>Food parcels are given to those identified in need by referrals from agencies such as Social Services, MH Team, Probation, councils, schools and many others. We also take referrals from other charities and community groups. We also take self-referrals. We encourage collection from our HOPE2STREET weekend outreach sessions in Burton Market Place but if it is not possible, they are delivered to service users homes via our HOPE2HOME service. We have measures in place to make volunteer's vehicles safe for food delivery. We only deal with ambient foods.</p> <p>An average of 57 service users per week used the HOPE2STREET service. We give out clothing, toiletries, ladies sanitary, household and camping equipment as needed at every session. We also go onto outreach to the places where homeless people live. We have been involved in the housing of many homeless people in cooperation with other agencies. The council still has the Everyone In scheme which means our outreach teams have been reporting homeless rough sleepers to the council to get them immediate offers of a roof over their heads, whether in hotels, supported accommodation or other. Birth certificates for service users have been obtained to allow them to prove identity and move their lives on in housing, employment, benefits etc. Service users have been registered with GP's.</p> <p>EU passports are arranged and purchased. We have two volunteers accompany the service user to the Embassy/Consulate to complete the applications.</p> <p>Referrals have been made for mental health counselling.</p> <p>Accompanied appointments for many service users have taken place for mental health addiction, various assessments and other reasons. We get requests for help, mostly a need for food or issues with benefits from all over the country. We find the service</p>
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		user's nearest food bank or other relevant service and refer them.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Burton HOPE concluded FY21/22 in a stronger position to which it started. Our organisational aim to build sufficient earmarked reserves such that we were in a position to take on a leased building to better suit our activities was contributed to significantly by our receipts of £49,244. With total payments equalling £16,275 for the FY21/22, our reserves have increased. This means Burton HOPE has maintained suitable operational reserves to support its charitable aims; of particular importance due to there being no source of fixed income, whilst also building earmarked reserves for all costs associated with renting a premises suitable to house all operations to a level where Trustees have felt comfortable making progress towards this aim. We hope that our earmarked property reserves can be used within FY22/23 in order to advance this aim.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Charity's cash funds at the end of FY 21/22 were £97,543. Burton HOPE's operational budget for 22/23 is £27,500.</p> <p>We have earmarked reserves as follows:</p> <p>£25,500 operational reserves. These are to ensure we have provision to fund our budget for the next financial year. Given that we have no fixed income, Trustees have agreed to aim for one year's operational budget to be held in reserves to ensure solvency throughout the next 12 months. As income comes in, in the next financial year, this will be used in order to ensure reserves remain at a suitable level to match the 12 month forecast, reviewed quarterly.</p> <p>Storage Stock: £6k</p> <p>Rental Costs: £8</p> <p>Mileage & Expenses: £6k</p> <p>H&S: £2k</p> <p>Support: £1.5k</p> <p>Training: £1.5k</p>

		<p>Promotion: £500</p> <p>Admin: £2k</p> <p>£60,000 Property fund. These reserves are to assist with the costs of renting a new property suitable to house all of our operations, to pay for the fixtures and fittings needed to make the property suitable for our operations, and all associated costs, including utilities, rates and legal fees involved in the leasing of a property over a three year period. This earmarked fund is broken down accordingly:</p> <p>£30,000 Rent. This is equal to a reserve of £10,000 for three years 2023-2026 to allow for the purchase of a three year lease on a property. It is the view of Trustees that the operational yearly budget of the Charity for rent of £7,500 makes sufficient provision for the additional cost of rent per year of top of the £10,000 per year amount, with a lease estimated to be circa £12,000-£17,000.</p> <p>£15,000 Fixtures and fittings/ Renovation. Trustees have maintained an earmarked reserve for the renovation/ fitting of the property to ensure that it is suitable for the charity's objectives. This would include decorating, repairs, shelving for the foodbank, office equipment, furniture for a meeting space, and further necessary purchases to match the organisation's need.</p> <p>£7,500 Legal Fees & Business Rates. Trustees anticipate that there may be associated legal costs with drawing up leases, property surveys and other necessary costs related to the leasing of a property. Trustees also wish for there to be reserves in the event that the Charity does not obtain a Business Rates waiver for a property. The cost of Business Rates to the tune required for a property to suit the organisation's needs has not been considered by the operational budget, and as such, Trustees wished to make provision for</p>
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		<p>an earmarked reserve to cover this cost for three years.</p> <p>£7,500. Utilities/ Upkeep. Trustees have provided an earmarked reserve to contribute to the cost of utilities and upkeep of the property for three years. Whilst our operational budget covers current utility costs, there is expected to be a significant increase in these costs if a larger building is leased, and as such, reserves have been held for this purpose.</p> <p>General Reserves. £12,543. Trustees have made provisions for General Reserves no less than £10,000 to ensure that there are funds for unplanned expenditure. Trustees have agreed that General Reserves ratio shall not exceed the FY's operational budget.</p>
Amount of reserves held	Para 1.22	<p>£25,000 Operational</p> <p>£30,000 Property: Rent</p> <p>£15,000 Property: Fixtures & Fittings/ Renovation</p> <p>£7,500 Property: Legal Fees & Business Rates</p> <p>£7,500 Property: Utilities/ Upkeep</p> <p>£12,543 General Reserves</p> <p>Total: £97,543</p>
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Donations from:</p> <p>Members of public by various means;</p> <p>some donate regular amounts.</p> <p>Various corporate donations.</p> <p>Various grants.</p>
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		Our own fundraising activities.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Financial risks are that we have no official income, therefore need to actively fundraise and apply for grants to sustain our charity. Our whole operation relies on the generosity of volunteers that freely give up their time.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO Foundation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are democratically appointed by our current Trustees, who are the only members under the CIO Foundation model constitution. These will be almost certainly be from our pool of Associate Members (our volunteers) that coordinate areas of our operation or have relevant skills that are required on our board. We will need to appoint trustees on their professional skills more as we grow.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees are encouraged to undergo the training offered by Support Staffordshire, entitled Committee and Trustees Roles and Responsibilities, as a minimum. They are made aware of the responsibilities of a trustee through the .Gov and Charity Commission websites. There is a CofC for Trustees to sign on appointment.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Our Trustee Board is made up of Chairman, Secretary and Treasurer roles with assistant/vice roles for each. Other Trustees are Coordinators and leads of areas within HOPE. Our 'ordinary volunteers' are Associate Members under our Constitution. Our Board of Trustees make all governance decisions and some operational decisions too. Some operational decisions are delegated to Operation Coordinators and Leads. We liaise with many authorities and community organisations and charities. This is generally reciprocal and of mutual benefit towards bettering the circumstances of service users.

		We are active members of the VCSE Sector support organisations, SCVYS and Support Staffordshire where much networking and mutual aid takes place to work together to better the circumstances of service users and to strengthen our organisations.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	BURTON HOPE
Other name the charity uses	
Registered charity number	1187330
Charity's principal address	119 Field Lane Burton on Trent DE130NJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stuart John Anderson	Chairman/Joint Acting Secretary. Support coordinator.	13/1/20 to date	Trustees
2	Anne Bradshaw	Safeguarding/H+S	13/1/20 to date	Trustees
3	Rachael Anderson	Treasurer.	13/1/20 to date	Trustees
4	Lee James Greateorex	IT. HOPE2HOME. Joint acting secretary.	13/1/20 to date	Trustees
5	Farkas Bela	EU Liaison Coordinator.	13/1/20 to date	Trustees
6	Lewis John Anderson	Vice Chair Joint Acting Secretary.	13/1.20 to date	Trustees
7	Binita Mital Shah	Assistant Treasurer	7/7/21 to date	Trustees
8	Angela Barlaba	Trustee	7/7/21 to date	Trustees
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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OUR POLICIES

Maintaining Professional Boundaries Policy

Health & Safety Policy

Child Protection and Code of Conduct relating to the Policy.

Whistle Blowing Policy

Recruitment of Ex-Offenders Policy

Equality and Diversity Policy

Social Media Policy

Data Protection Policy

Safeguarding Vulnerable Adults Policy

Volunteer Policy and Guidelines for Volunteers

(Volunteer Policy also covers Professional Boundaries, Confidentiality, Code of Conduct, Conflict of Interest.)

Lone Working Policy/Lone Working Policy Guidelines

Also Adopted were the Incident Reporting and Concerns Forms.

Policies will continue to be reviewed annually or sooner if changes are needed or Legislation changes.

Food Storage and sanitation policy

Data Retention Policy

Feedback and complaints policy

Trustees/Committee Code of Conduct

Volunteers Code of Conduct

All policies and C of C docs are review in October each year.

POLICY ASPIRATIONS

Researching which other Policies are needed to improve our charity.

SAFEGUARDING ISSUES

Information regarding what constitutes a serious Incident has been given to all Trustees.

No Serious incidents have needed to be flagged up to the Charity Commission from Apr 1st 21 – March 31st 22

Concerns Forms and Incidents sheets are in place at all working venues, Operation Leads are aware of where they are situated.

HEALTH AND SAFETY

Robust Health and Safety continues to be in place at all BURTON HOPE work venues.

Risk Assessments are in place in each venue, relevant to the operations that take place there. All volunteers are asked to read and sign to say that they have understood the Risk Assessments and will comply with the Risk Assessments.

The Risk Assessments are kept up to date and reviewed every 12 months unless circumstances force change.

First Aid Supplies/Boxes are kept up to date and deliverers/collectors carry a small First Aid Box in their cars.

Government restrictions regarding COVID 19 are still in place and will continue to be so whilst there is a need.

FIRST AID

We have our own defib. Our volunteers are offered Defib Awareness Training. Our volunteers are offered Emergency First Aid training.

PERSONAL PROTECTIVE EQUIPMENT.

Supplies are in place for Volunteers at all times.

The HOPE2STREET. Briefing is done before operation begins.

HOPE2HOME. Briefing is sent out electronically due to volunteers arriving at different times.

Everyone's safety is always our Priority. As we move into recovery from the C-19 Pandemic, we are aware risk still exists and it is our Trustees wishes that we continue to strive to mitigate that risk.

Chairmans Comments

Burton HOPE has had the support of the residents, businesses and many other organisations in our area. Without this support in the way of donations, grants and other assistance, we could not offer support to those that need us. This is the community coming together to make a true difference.

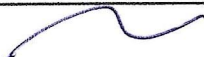

We are all, without exception, unpaid volunteers and my final words are a heartfelt thank you to all of our very willing volunteers and donors that make Burton HOPE the success it is today.

(Stuart) John Anderson (Chair of Trustees).

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Stuart John Anderson	BINITA SHAH
Position (eg Secretary, Chair, etc)	Chair of Trustees	Secretary TRUSTEE
Date	28 th January 2023	