

# JUBYLEE BAKES CIO

England & Wales · Charity number 1188066

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-02-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**Phone** 01293521191

**Email** [info.jubyleebakes@gmail.com](mailto:info.jubyleebakes@gmail.com)

**Website** [www.jubyleebakes.org.uk](http://www.jubyleebakes.org.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CHARITY, FOR THE PUBLIC BENEFIT, ARE: 1) TO ADVANCE AND FURTHER THE EDUCATION AND TRAINING OF LEARNING DISABLED YOUNG PEOPLE AND ADULTS;2) TO PROMOTE THE SOCIAL INCLUSION OF YOUNG PEOPLE AND ADULTS WITH A LEARNING DISABILITY, PARTICULARLY BUT NOT EXCLUSIVELY DOWNS SYNDROME AND AUTISM, WHO ARE SOCIALLY EXCLUDED, THROUGH THE DEVELOPMENT OF THEIR SKILLS, SELF-CONFIDENCE AND PARTICIPATION IN SOCIETY, BY PROVIDING TRAINING AND WORK EXPERIENCE, ENHANCING EMPLOYABILITY AND RAISING AWARENESS WITHIN THE COMMUNITY;3) TO RELIEVE THE DISABILITIES OF LEARNING DISABLED YOUNG PEOPLE AND ADULTS BY BUILDING THEIR SELF-CONFIDENCE, FURTHERING THEIR INDEPENDENT AND FULL PARTICIPATION IN THEIR COMMUNITIES;

**Activities:** The provision of training and work experience to learning disabled young people and adults in small groups within a bakery setting. The experience given covers the production of baked goods, together with related matters such as food hygiene, first aid, together with sales and marketing at public events.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** People With Disabilities

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£20,526	£37,085	-	-
2024-08-31	£28,882	£36,715	-	-
2023-08-31	£23,352	£31,619	-	-
2022-08-31	£16,743	£31,240	-	-
2021-08-31	£35,992	£15,437	-	-
2020-08-31	£80,593	£12,425	-	-

## Trustees

Name	Role	Appointed
<b>Helen Jane Crooks</b>	Chair	2020-02-19
ALYSON HEATH		2022-07-14
Andrew Peter Bentley		2020-02-19
Barbara Teresa Clemens		2020-02-19
Dr Ellen Oi-Lun Tomlinson		2020-06-07
Jane Ann Barker		2020-02-19
Susan Jayne Elwin		2020-02-19

**JUBYLEE BAKES CIO**

England & Wales - Charity number 1188066

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# Accounts

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Charity registration number 1188066 (England and Wales)

**JUBYLEE BAKES CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2025**

# JUBILEE BAKES CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

J A Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath

**Charity registration**

England and Wales

1188066

**Principal address**

Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**Independent examiner**

Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
Ground Floor  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

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# JUBYLEE BAKES CIO

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# JUBILEE BAKES CIO

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 AUGUST 2025*

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The trustees present their annual report and financial statements for the year ended 31 August 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's CIO (Foundation) constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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 (FRS 102)".

#### **Objectives and activities**

The objectives of Jubilee Bakes, as set out in its constitution, are as follows:

- to advance and further the education and training of learning disabled young people and adults;
- to promote the social inclusion of young people and adults with a learning disability, particularly but not exclusively Downs Syndrome and Autism who are socially excluded, through the development of their skills, self confidence and participation in society, by providing training and work experience, enhancing employability and raising awareness within the community;
- to relieve the disability of learning disabled young people and adults by building their self-confidence, furthering their independent and full participation in their communities.

#### **Achievements and performance**

The year to 31 August 2025 saw the charity develop its activities. A new innovation was the introduction of pop-up tearoom sessions held on weekends in Thakeham Church Hall. These were well attended and gave our beneficiaries the opportunity to work in a café setting.

A full programme of baking sessions was operated throughout the year, and the Charity attended an increasing number of community events such as Pulborough Village Market, Cuckfield Bonfire Night, Burgess Hill Summer Fair and Clipfest. We have developed our relationship with the Ariel Company Theatre, regularly selling bakes at their shows at Hurstpierpoint College.

The charity continues to provide catering services, notably to Arundel Museum, Horsham District Council and West Sussex Library Services. These allow our beneficiaries to demonstrate their skill in producing savoury as well as sweet goods. These events are enjoyed by our young people, raising awareness of disability within our communities.

We continue to be grateful to our regular customers both new and long standing, for their continued support.



*Our first pop-up tea room in Thakeham Church Hall*

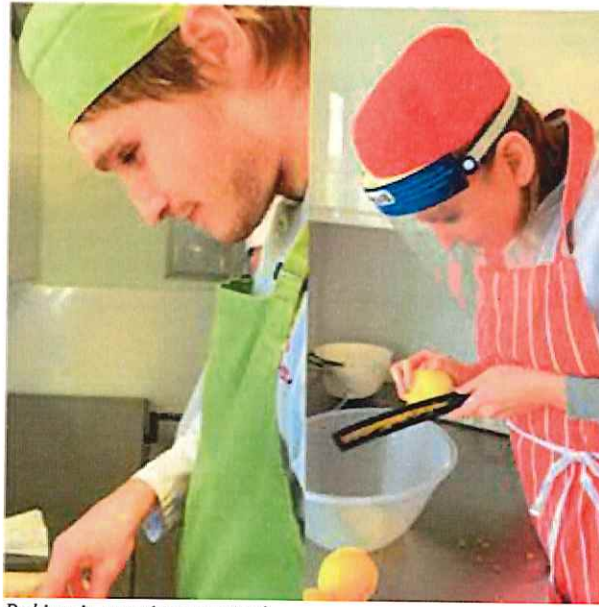
## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2025*

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As in previous years, some of our beneficiaries have moved on to new opportunities and have been replaced by new joiners: we continue to provide work experience and training to c19 young people, with the kitchen continuing to be used for five days per week. We continue to focus on the well-being of our beneficiaries, with our structured monthly video calls, facilitated by trained volunteers, providing a safe environment for the discussion of their worries and needs.



*Baking is a serious matter!*

As in previous years, collaborative working continues to be important in the development of the charity. We have maintained close relationships with local supported living providers and have attended transitions events at local SEND colleges in Burgess Hill, Crawley, Horsham and Worthing.

Our relationship with Ardingly College continues and once again we welcomed three Ardingly students to our kitchen to bake alongside some of our beneficiaries, before serving the whole college with bakes as part of their 'World Ready' week.



*Delivering Bakes to Meadow Stores in Thakeham*

# JUBILEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2025*

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### **Future Developments**

From early 2025 the trustees have been reviewing options for the medium term development of the charity as the original founders age out. Key to this is likely to be collaborative working with other local organisations operating complementary fields, that have a similar ethos. This ties into the expiration of the lease on our Thakeham kitchen in March 2027, however our landlords have signalled their willingness to extend our lease should we wish to.

Last year the trustees noted that key to the charity's development was the recruitment of more volunteers to run baking sessions. This has been successful, and baking sessions are now managed by a larger pool of volunteers.

### **Public Benefit**

The trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. They believe that the activities and achievements outlined in this report demonstrate the fulfilment of the public benefit requirement for the reporting period.



*Catering for Arundel Museum in the grounds of Arundel Castle*

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2025*

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### **Financial review**

As noted above, the financial statements for the year ended 31 August 2025 have been presented in the format prescribed by the Charities Act 2011.

The charity reported a deficit on each of its unrestricted, designated and restricted funds. The latter two deficits reflected the depreciation charge on the capital expenditure that was financed by these funds. Going forward, restricted and designated funds will continue to report annual deficits until the underlying fixed assets purchased with these funds become fully depreciated.

As at 31 August 2025, total reserves were £48,210 of which £15,431 were restricted, £6,180 were designated and £26,599 were unrestricted.

### **Income**

Income received from baked goods and catering activities was up 4% on the previous year, comprising regular supplies to local cafés, local markets, fetes and events, and several catering engagements for community events.

During the year the Charity received further grant funding from the Co-Op Community Fund (£977) to finance the development of our marketing and publicity materials, and packaging costs, together with one-off grants from John Lewis plc and The Sussex Ambulance Trust. Personal donations of £1,569 were received.

### **Expenses**

Variable operating expenses as a proportion of income remained constant with strong control being maintained over the two major components ie ingredients and electricity. Ingredient costs increased by 3% in line with associated income.

As noted earlier, depreciation remains a significant cost, and will continue to be so in 2025/26, reducing thereafter as the kitchen assets become fully depreciated.

Support and governance expenses remain under control, partly being covered by grant funding received in 2023/24.

### **Reserves Policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level equal to six months expenditure (excluding depreciation and capital expenditure).

For the year ended 31 August 2025, unrestricted reserves were £26,599 compared to a requirement under the policy of £11,368.

### **Risk Management**

The trustees have reviewed the major risks facing the charity and are satisfied that appropriate policies, procedures and systems are in place to manage and mitigate these risks.

### **Structure, governance and management**

JubyLee Bakes is a Charitable Incorporated Organisation, registered charity number 1188066. The charity's governing document is based upon the Charity Commission's model CIO (Foundation) constitution, with a small number of amendments.

The trustees who served during the year and up to the date of signature of the financial statements were:

J A Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath

# JUBILEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2025*

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### **Appointment of Trustees**

New trustees are appointed by a resolution of the existing trustees, being appointed for a term of three years. Trustees can serve a maximum of three consecutive terms. The charity's constitution specified a minimum of three trustees, and a maximum of seven, of which a majority must not be related to beneficiaries.

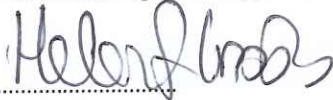
In appointing new trustees, the existing trustees give due regard to the skills, knowledge and experience required to ensure the effective management of the charity given the challenges facing the charity at that time.

### **Management: Policy and Procedure**

The trustees meet formally on a two monthly basis, with ad hoc meetings of trustees and volunteers taking place as and when required. Four of the trustees, together with three volunteers are responsible for the day-to-day management of the charity.

Individual trustees have responsibility for specific aspects of the charity's governance including finance, health and safety, human resources and safeguarding.

The trustees' report was approved by the Board of Trustees.



H J Crooks

**Chair**

Date: 24/3/26

# JUBYLEE BAKES CIO

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF JUBYLEE BAKES CIO

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I report to the trustees on my examination of the financial statements of Jubilee Bakes CIO (the charity) for the year ended 31 August 2025.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I confirm that no 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 Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
Ground Floor  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT  
Date: 27/03/26

# JUBYLEE BAKES CIO

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 AUGUST 2025*

Current financial year		Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
	Notes					
<b>Income from:</b>						
Donations and grants	3	2,742	-	977	3,719	12,692
Charitable activities	4	16,807	-	-	16,807	16,190
<b>Total income</b>		19,549	-	977	20,526	28,882
<b>Expenditure on:</b>						
Charitable activities	5	19,973	5,638	11,474	37,085	36,715
<b>Total expenditure</b>		19,973	5,638	11,474	37,085	36,715
<b>Net expenditure and movement in funds</b>		(424)	(5,638)	(10,497)	(16,559)	(7,833)
<b>Reconciliation of funds:</b>						
Fund balances at 1 September 2024		27,023	11,818	25,928	64,769	72,602
<b>Fund balances at 31 August 2025</b>		26,599	6,180	15,431	48,210	64,769

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# JUBYLEE BAKES CIO

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2025

Prior financial year		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes				
<b>Income from:</b>					
Donations and grants	3	2,114	5,500	5,078	12,692
Charitable activities	4	16,190	-	-	16,190
<b>Total income</b>		18,304	5,500	5,078	28,882
<b>Expenditure on:</b>					
Charitable activities	5	14,682	7,725	14,308	36,715
<b>Total expenditure</b>		14,682	7,725	14,308	36,715
<b>Net income/(expenditure) and movement in funds</b>		3,622	(2,225)	(9,230)	(7,833)
<b>Reconciliation of funds:</b>					
Fund balances at 1 September 2023		23,401	14,043	35,158	72,602
<b>Fund balances at 31 August 2024</b>		27,023	11,818	25,928	64,769

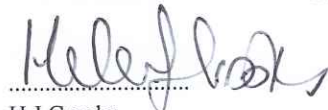
# JUBILEE BAKES CIO

## BALANCE SHEET

AS AT 31 AUGUST 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	11		22,836		37,186
<b>Current assets</b>					
Stocks	12	2,565		2,140	
Debtors	13	2,093		905	
Cash at bank and in hand		23,740		27,310	
		<u>28,398</u>		<u>30,355</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(3,024)</u>		<u>(2,772)</u>	
<b>Net current assets</b>			<u>25,374</u>		<u>27,583</u>
<b>Total assets less current liabilities</b>			<u><u>48,210</u></u>		<u><u>64,769</u></u>
<b>The funds of the charity</b>					
Restricted income funds	15		15,431		25,928
Unrestricted funds - general	17		26,599		27,023
Unrestricted funds - designated	16		6,180		11,818
			<u>48,210</u>		<u>64,769</u>

The financial statements were approved by the trustees on 24/3/26.



H J Crooks

Chair

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2025

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### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's CIO (Foundation) constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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 (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are recognised at the fair value of the asset or income received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable or when the related expenditure has been spent. A grant received before the recognition criteria are satisfied is recognised as a liability.

Charitable activities income is mainly received through bake sales and is included in the financial statements as it becomes receivable.

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity heading:

Expenditure on charitable activities costs include resources expended on the provision of work experience and training.

Support Costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include premises and office related costs, and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs include those incurred in the governance by the trustees of the charity's assets and are primarily associated with constitutional and statutory requirements of operating the charity. Governance costs are included within supports costs and allocated to charitable expenditure.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 - 6 years straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

### 1 Accounting policies

(Continued)

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### *Basic financial liabilities*

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Taxation

As a Charity Jubylee Bakes is exempt from corporation tax on any surpluses it makes.

#### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the Trustees opinion there are no critical accounting estimates or judgments.

### 3 Income from donations and grants

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Total 2025 £
Donations and gifts	2,076	-	-	2,076
Grants	666	-	977	1,643
	<u>2,742</u>	<u>-</u>	<u>977</u>	<u>3,719</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

### 3 Income from donations and grants (Continued)

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Total 2025 £
	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	1,173	-	-	1,173
Grants	941	5,500	5,078	11,519
	<u>2,114</u>	<u>5,500</u>	<u>5,078</u>	<u>12,692</u>

### 4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Provision of work experience and training	<u>16,807</u>	<u>16,190</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

### 5 Expenditure on charitable activities

	Provision of work experience and training 2025 £	Provision of work experience and training 2024 £
<b>Direct costs</b>		
Depreciation and impairment	14,350	14,323
Ingredients	7,130	6,940
Other Consumables	1,014	980
Training Costs	18	575
Packaging and Labels	501	1,102
Kitchen Rental	500	-
Service Charges	529	529
Electricity	4,478	4,022
Staff Costs	214	224
Distribution Costs	101	98
Business rates	509	445
Repairs and Maintenance	614	239
	<u>29,958</u>	<u>29,477</u>
<b>Share of support and governance costs (see note 6)</b>		
Support	4,478	4,854
Governance	2,649	2,384
	<u>37,085</u>	<u>36,715</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	19,973	14,682
Unrestricted funds - designated	5,638	7,725
Restricted funds	11,474	14,308
	<u>37,085</u>	<u>36,715</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

### 6 Support costs allocated to activities

	2025	2024
	£	£
Equipment	963	794
Marketing Costs	2,528	3,182
Insurance Costs	931	843
Other Admin Charges	56	35
Governance costs	2,649	2,384
	<u>7,127</u>	<u>7,238</u>
<b>Analysed between:</b>		
Provision of work experience and training	<u>7,127</u>	<u>7,238</u>

	2025	2024
	£	£
<b>Governance costs comprise:</b>		
Independent examination fees	2,500	2,280
Bank Charges	149	104
	<u>2,649</u>	<u>2,384</u>

### 7 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	2,500	2,280
Depreciation of owned tangible fixed assets	14,350	14,323
	<u>16,850</u>	<u>16,603</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year, or the year ending 31 August 2024.

During the year, three children of three trustees received training and work experience from the charity. The Charity Commission was informed that some beneficiaries may be related to trustees during the application process and the charity's constitution contains a specific clause to ensure that a majority of trustees are always unrelated to beneficiaries.

### 9 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Total	<u>-</u>	<u>-</u>

Remuneration of key management personnel during the reporting period was £nil (2024: £nil).

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

### 9 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Tangible fixed assets

	Plant and equipment £
<b>Cost</b>	
At 1 September 2024	90,736
At 31 August 2025	<u>90,736</u>
<b>Depreciation and impairment</b>	
At 1 September 2024	53,550
Depreciation charged in the year	14,350
At 31 August 2025	<u>67,900</u>
<b>Carrying amount</b>	
At 31 August 2025	<u>22,836</u>
At 31 August 2024	<u>37,186</u>

### 12 Stocks

	2025 £	2024 £
Stock	<u>2,565</u>	<u>2,140</u>

### 13 Debtors

	2025 £	2024 £
<b>Amounts falling due within one year:</b>		
Trade debtors	1,350	349
Prepayments	743	556
	<u>2,093</u>	<u>905</u>

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2025

#### 14 Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals	3,024	2,772

#### 15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2024	Incoming resources	Resources expended	At 31 August 2025
	£	£	£	£
National Lottery - Peoples' Projects	21,030	-	(8,142)	12,888
Assura plc	1,292	-	(500)	792
Human Resource Professionals Charitable Trust	227	-	(182)	45
Ernest Kleinwort Charitable Trust	47	-	(47)	-
Gatwick Airport Community Fund	1,077	-	(998)	79
Hall and Woodhouse	900	-	(750)	150
CoOp Community Funding	1,355	977	(855)	1,477
	<u>25,928</u>	<u>977</u>	<u>(11,474)</u>	<u>15,431</u>

#### Previous year:

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
National Lottery - Peoples' Projects	29,172	-	(8,142)	21,030
Assura plc	1,792	-	(500)	1,292
Human Resource Professionals Charitable Trust	875	-	(648)	227
Ernest Kleinwort Charitable Trust	819	-	(772)	47
Gatwick Airport Community Fund	2,500	-	(1,423)	1,077
Hall and Woodhouse	-	3,000	(2,100)	900
CoOp Community Funding	-	2,078	(723)	1,355
	<u>35,158</u>	<u>5,078</u>	<u>(14,308)</u>	<u>25,928</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

### 15 Restricted funds

(Continued)

The restricted funds listed above are for the following purposes:

- National Lottery Peoples' Projects and Assura plc – Costs of refurbishing leasehold premises and equipping as a training kitchen;
- Human Resource Professionals Charitable Trust - Training costs;
- Ernest Kleinwort Charitable Trust - Administrative overheads;
- Gatwick Airport Community Fund - Website, marketing and packaging development;
- Hall and Woodhouse - Administrative overheads;
- CoOp Community Funding - Marketing, publicity and packaging costs.

### 16 Unrestricted funds - designated

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2024 £	Incoming resources £	Resources expended £	At 31 August 2025 £
Designated fund	11,818	-	(5,638)	6,180
<b>Previous year:</b>				
	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
Designated fund	14,043	5,500	(7,725)	11,818

Designated funds represent donations received that the Trustees have decided will be put towards the purchase of equipment and other capital items for the new kitchen, and for specific administrative and operating costs of the Charity.

### 17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used.

	At 1 September 2024 £	Incoming resources £	Resources expended £	At 31 August 2025 £
General funds	27,023	19,549	(19,973)	26,599

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

### 17 Unrestricted funds (Continued)

Previous year:	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
General funds	23,401	18,304	(14,682)	27,023

### 18 Analysis of net assets between funds

	Unrestricted funds general 2025	Unrestricted funds designated 2025	Restricted funds 2025	Total 2025
	£	£	£	£
<b>At 31 August 2025:</b>				
Tangible assets	2,977	6,180	13,679	22,836
Current assets/(liabilities)	23,622	-	1,752	25,374
	<u>26,599</u>	<u>6,180</u>	<u>15,431</u>	<u>48,210</u>
	Unrestricted funds general 2024	Unrestricted funds designated 2024	Restricted funds 2024	Total 2024
	£	£	£	£
<b>At 31 August 2024:</b>				
Tangible assets	4,812	10,052	22,322	37,186
Current assets/(liabilities)	22,211	1,766	3,606	27,583
	<u>27,023</u>	<u>11,818</u>	<u>25,928</u>	<u>64,769</u>

### 19 Operating lease commitments

#### Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	1,891	997
Between two and five years	911	2,802
	<u>2,802</u>	<u>3,799</u>

### 20 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

**JUBYLEE BAKES CIO**

England & Wales - Charity number 1188066

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# Accounts

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Charity registration number 1188066

**JUBYLEE BAKES CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

# JUBYLEE BAKES CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

J A Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath

**Charity number**

1188066

**Principal address**

Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**Independent examiner**

Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

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# JUBYLEE BAKES CIO

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Independent examiner's report	6
Statement of financial activities	7 - 8
Balance sheet	9
Notes to the financial statements	10 - 19

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# JUBYLEE BAKES CIO

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 AUGUST 2024*

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The trustees present their annual report and financial statements for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's CIO (Foundation) constitution, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The objectives of Jubylee Bakes, as set out in its constitution, are as follows:

- to advance and further the education and training of learning disabled young people and adults;
- to promote the social inclusion of young people and adults with a learning disability, particularly but not exclusively Downs Syndrome and Autism who are socially excluded, through the development of their skills, self confidence and participation in society, by providing training and work experience, enhancing employability and raising awareness within the community;
- to relieve the disability of learning disabled young people and adults by building their self-confidence, furthering their independent and full participation in their communities.

#### **Achievements and performance**

The year to 31 August 2024 saw the charity consolidate its position post pandemic. A full programme of baking sessions was operated, and the Charity attended an increasing number of community events. Particular highlights were the receipt of a High Sheriff's Award, and the receipt of "Great Taste Awards" for three of our bakes.

Jubylee Bakes continues to maintain a visible presence in our community, with regular events such as Pulborough Village Market and annual events such as Cuckfield Bonfire Night, Pulborough Harvest Fair and Woodlands Meed School Christmas market.

The number of catering engagements grew in 2023/24, allowing our beneficiaries to demonstrate their skill in producing savoury as well as sweet goods. These events give opportunities for our young people to develop and raise awareness of disability within our communities.

We continue to be grateful to our regular customers both new and long standing, for their continued support.



*Selling bakes at Pulborough Village Market*

As in previous years, some of our beneficiaries have moved on to new opportunities and have been replaced by new joiners: we continue to provide work experience and training to c19 young people, with the kitchen continuing to be used for five days per week.

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 AUGUST 2024*

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We continue to focus on the well-being of our beneficiaries, with our structured monthly calls, facilitated by trained volunteers, providing a safe environment for the discussion of their worries and needs.

Our structured learning certification programme progressed in 2023/24, and we ran a successful first aid training day.



*First Aid Training*

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2024*

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Collaborative working continues to be important in the development of the charity. We have maintained close relationships with local supported living providers and have attended transitions events at local SEND colleges in Burgess Hill, Crawley and Worthing.

Our relationship with Ardingly College continues to develop and we welcomed three Ardingly students to our kitchen to bake alongside some of our beneficiaries.



*Presenting to Woodlands Mead students*

### Future Developments

Following the receipt of grant funding in 2022/23, the Charity is working to refresh the website and develop consistent marketing materials and packaging. A medium term aspiration is to develop online sales.

Key to the charity's development is the recruitment of more volunteers to run baking sessions, reducing reliance on key individuals. Potential recruits have been identified and are now beginning to manage sessions.

### Public Benefit

The trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. They believe that the activities and achievements outlined in this report demonstrate the fulfilment of the public benefit requirement for the reporting period.

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2024*

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*Some of our beneficiaries at our Summer Party at the kitchen*

### **Financial review**

As noted above, the financial statements for the year ended 31 August 2024 have been presented in the format prescribed by the Charities Act 2011.

The charity reported a surplus on its unrestricted funds, with a deficit on its designated and restricted funds. The latter reflected the depreciation charge on the capital expenditure that was financed by these funds. Going forward, restricted and designated funds will continue to report annual deficits reflecting the depreciation charges on the underlying fixed assets purchased with those funds.

As at 31 August 2024, total reserves were £64,769 of which £25,928 were restricted, £11,818 were designated and £27,023 were unrestricted.

### **Income**

Income received from baked goods and catering activities was up 6% on the previous year, stabilising after last year's post pandemic recovery, and reflecting a small increase in the number of catering engagements for community events.

During the year the Charity received grant funding from two sources. £3,000 from the Hall and Woodhouse Community Chest for core administrative costs, and £2,078 from the CoOp Community Fund to finance the development of our marketing and publicity materials, and packaging. The Charity continues to be one of our local CoOp Community Fund's partners and we anticipate receiving further funding later in 2024.

### **Expenses**

Variable operating expenses increased as a proportion of income. Packaging costs increased (covered by grant funding) as we developed our branding, and energy costs increased largely following the removal of Government support mid year. Ingredient costs increased by 6% in line with associated income.

Support and governance expenses remain under control, being largely covered by grant funding.

### **Reserves Policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level equal to six months expenditure (excluding depreciation and capital expenditure).

For the year ended 31 August 2024, unrestricted reserves were £27,023 compared to a requirement under the policy of £11,196.

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2024*

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### Risk Management

The trustees have reviewed the major risks facing the charity and are satisfied that appropriate policies, procedures and systems are in place to manage and mitigate these risks.

### Structure, governance and management

JubyLee Bakes is a Charitable Incorporated Organisation, registered charity number 1188066. The charity's governing document is based upon the Charity Commission's model CIO (Foundation) constitution, with a small number of amendments.

The trustees who served during the year and up to the date of signature of the financial statements were:

J A Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath

New trustees are appointed by a resolution of the existing trustees, being appointed for a term of three years. Trustees can serve a maximum of three consecutive terms. The charity's constitution specified a minimum of three trustees, and a maximum of seven, of which a majority must not be related to beneficiaries.

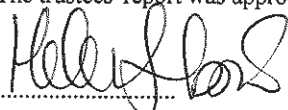
In appointing new trustees, the existing trustees give due regard to the skills, knowledge and experience required to ensure the effective management of the charity given the challenges facing the charity at that time.

### Management: Policy and Procedure

The trustees meet formally on a two monthly basis, with ad hoc meetings of trustees and volunteers taking place as and when required. Four of the trustees, together with three volunteers are responsible for the day-to-day management of the charity.

Individual trustees have responsibility for specific aspects of the charity's governance including finance, health and safety, human resources and safeguarding.

The trustees' report was approved by the Board of Trustees.



H J Crooks

Chair

Date: 25/3/25

# JUBYLEE BAKES CIO

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF JUBYLEE BAKES CIO

---

I report to the trustees on my examination of the financial statements of Jubylee Bakes CIO (the charity) for the year ended 31 August 2024.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

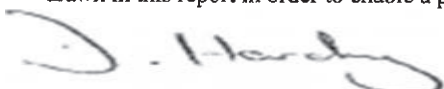
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: 14 April 2025

# JUBYLEE BAKES CIO

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 AUGUST 2024*

**Current financial year**

	Notes	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
<b><u>Income from:</u></b>						
Donations and grants	3	2,114	5,500	5,078	12,692	8,039
Charitable activities	4	16,190	-	-	16,190	15,313
<b>Total income</b>		<u>18,304</u>	<u>5,500</u>	<u>5,078</u>	<u>28,882</u>	<u>23,352</u>
<b><u>Expenditure on:</u></b>						
Charitable activities	5	14,682	7,725	14,308	36,715	31,619
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		3,622	(2,225)	(9,230)	(7,833)	(8,267)
Fund balances at 1 September 2023		23,401	14,043	35,158	72,602	80,869
<b>Fund balances at 31 August 2024</b>		<u><u>27,023</u></u>	<u><u>11,818</u></u>	<u><u>25,928</u></u>	<u><u>64,769</u></u>	<u><u>72,602</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# JUBYLEE BAKES CIO

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 AUGUST 2024*

**Prior financial year**

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
<b><u>Income from:</u></b>					
Donations and grants	3	2,539	-	5,500	8,039
Charitable activities	4	15,313	-	-	15,313
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		17,852	-	5,500	23,352
		<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	17,329	4,030	10,260	31,619
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		523	(4,030)	(4,760)	(8,267)
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 1 September 2022		22,878	18,073	39,918	80,869
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at 31 August 2023</b>		23,401	14,043	35,158	72,602
		<hr/>	<hr/>	<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

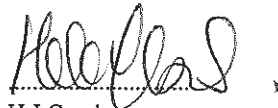
# JUBYLEE BAKES CIO

## BALANCE SHEET

AS AT 31 AUGUST 2024

	Notes	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		37,186		50,932
<b>Current assets</b>					
Stocks	12	2,140		1,570	
Debtors	13	905		1,060	
Cash at bank and in hand		27,310		21,721	
		<u>30,355</u>		<u>24,351</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(2,772)</u>		<u>(2,681)</u>	
Net current assets			27,583		21,670
<b>Total assets less current liabilities</b>			<u>64,769</u>		<u>72,602</u>
<b>Income funds</b>					
Restricted funds	15		25,928		35,158
<u>Unrestricted funds</u>					
Designated funds	17	11,818		14,043	
General unrestricted funds		<u>27,023</u>		<u>23,401</u>	
			38,841		37,444
			<u>64,769</u>		<u>72,602</u>

The financial statements were approved by the Trustees on 25/8/25.



H J Crooks

Chair

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2024

---

#### 1 Accounting policies

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's CIO (Foundation) constitution, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are recognised at the fair value of the asset or income received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable or when the related expenditure has been spent. A grant received before the recognition criteria are satisfied is recognised as a liability.

Charitable activities income is mainly received through bake sales and is included in the financial statements as it becomes receivable.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2024*

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### **1 Accounting policies**

**(Continued)**

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity heading:

Expenditure on charitable activities costs include resources expended on the provision of work experience and training.

Support Costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include premises and office related costs, and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs include those incurred in the governance by the trustees of the charity's assets and are primarily associated with constitutional and statutory requirements of operating the charity. Governance costs are included within support costs and allocated to charitable expenditure.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 - 6 years straight line
---------------------	---------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.8 Stocks**

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### **1.9 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2024

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#### 1 Accounting policies

(Continued)

##### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.11 Taxation

As a Charity Jubylee Bakes is exempt from corporation tax on any surpluses it makes.

##### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the Trustees opinion there are no critical accounting estimates or judgments.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 3 Income from donations and legacies

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	1,173	-	-	1,173	1,841	-	1,841
Grants	941	5,500	5,078	11,519	698	5,500	6,198
	<u>2,114</u>	<u>5,500</u>	<u>5,078</u>	<u>12,692</u>	<u>2,539</u>	<u>5,500</u>	<u>8,039</u>

### 4 Charitable activities

	Provision of work experience and training 2024 £	Provision of work experience and training 2023 £
Provision of work experience and training	<u>16,190</u>	<u>15,313</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

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### 5 Charitable activities

	Provision of work experience and training 2024 £	Provision of work experience and training 2023 £
Depreciation and impairment	14,323	14,310
Ingredients	6,940	6,560
Other Consumables	980	1,131
Training Costs	575	125
Packaging and Labels	1,102	121
Service Charges	529	507
Electricity	4,022	3,147
Staff Costs	224	125
Distribution Costs	98	179
Business rates	445	420
Repairs and Maintenance	239	354
	<hr/>	<hr/>
	29,477	26,979
Share of support costs (see note 6)	4,854	2,319
Share of governance costs (see note 6)	2,384	2,321
	<hr/>	<hr/>
	36,715	31,619
	<hr/>	<hr/>
<b>Analysis by fund</b>		
Unrestricted funds - general	14,682	17,329
Unrestricted funds - designated	7,725	4,030
Restricted funds	14,308	10,260
	<hr/>	<hr/>
	36,715	31,619
	<hr/>	<hr/>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 6 Support costs allocated to activities

	2024	2023
	£	£
Equipment	794	173
Bad Debt Expense	-	63
Marketing Costs	3,182	1,138
Insurance Costs	843	869
Other Admin Charges	35	76
Governance costs	2,384	2,321
	<u>7,238</u>	<u>4,640</u>
<b>Analysed between:</b>		
Charitable Activities	<u>7,238</u>	<u>4,640</u>

	2024	2023
	£	£
<b>Governance costs comprise:</b>		
Bank Charges	104	121
Independent Examiner Fees	2,280	2,200
	<u>2,384</u>	<u>2,321</u>

### 7 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>14,323</u>	<u>14,310</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year, or the year ending 31 August 2024.

During the year, three children of three trustees received training and work experience from the charity. The Charity Commission was informed that some beneficiaries may be related to trustees during the application process and the charity's constitution contains a specific clause to ensure that a majority of trustees are always unrelated to beneficiaries.

### 9 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Total	<u>-</u>	<u>-</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

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### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Tangible fixed assets

	Plant and equipment £
<b>Cost</b>	
At 1 September 2023	90,160
Additions	576
	<hr/>
At 31 August 2024	90,736
	<hr/>
<b>Depreciation and impairment</b>	
At 1 September 2023	39,227
Depreciation charged in the year	14,323
	<hr/>
At 31 August 2024	53,550
	<hr/>
<b>Carrying amount</b>	
At 31 August 2024	37,186
	<hr/> <hr/>
At 31 August 2023	50,932
	<hr/> <hr/>

### 12 Stocks

	2024 £	2023 £
Stock	2,140	1,570
	<hr/> <hr/>	<hr/> <hr/>

### 13 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	349	532
Prepayments	556	528
	<hr/>	<hr/>
	905	1,060
	<hr/> <hr/>	<hr/> <hr/>

### 14 Creditors: amounts falling due within one year

	2024 £	2023 £
Accruals	2,772	2,681
	<hr/> <hr/>	<hr/> <hr/>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2024

#### 15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
National Lottery - Peoples' Projects	29,172	-	(8,142)	21,030
Assura plc	1,792	-	(500)	1,292
Human Resource Professionals Charitable Trust	875	-	(648)	227
Ernest Kleinwort Charitable Trust	819	-	(772)	47
Gatwick Airport Community Fund	2,500	-	(1,423)	1,077
Hall and Woodhouse	-	3,000	(2,100)	900
CoOp Community Funding	-	2,078	(723)	1,355
	<u>35,158</u>	<u>5,078</u>	<u>(14,308)</u>	<u>25,928</u>
<b>Previous year:</b>	<b>At 1 September 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 August 2023 £</b>
National Lottery - Peoples' Projects	37,314	-	(8,142)	29,172
Assura plc	2,292	-	(500)	1,792
Sussex Community Foundation	312	-	(312)	-
Human Resource Professionals Charitable Trust	-	1,000	(125)	875
Ernest Kleinwort Charitable Trust	-	2,000	(1,181)	819
Gatwick Airport Community Fund	-	2,500	-	2,500
	<u>39,918</u>	<u>5,500</u>	<u>10,260</u>	<u>35,158</u>

The restricted funds listed above are for the following purposes:

- National Lottery Peoples' Projects and Assura plc – Costs of refurbishing leasehold premises and equipping as a training kitchen;
- Sussex Community Foundation – premises costs, insurance and administrative overheads;
- Human Resource Professionals Charitable Trust - Training costs;
- Ernest Kleinwort Charitable Trust - Administrative overheads;
- Gatwick Airport Community Fund - Website, marketing and packaging development;
- Hall and Woodhouse - Administrative overheads;
- CoOp Community Funding - Marketing, publicity and packaging costs.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2024

#### 16 Unrestricted funds - designated

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
Designated fund	14,043	5,500	(7,725)	11,818
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>	<b>At 1 September 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 August 2023 £</b>
Designated fund	18,073	-	(4,030)	14,043
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Designated funds represent donations received that the Trustees have decided will be put towards the purchase of equipment and other capital items for the new kitchen.

#### 17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
General funds	23,401	18,304	(14,682)	27,023
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>	<b>At 1 September 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 August 2023 £</b>
General funds	22,878	17,852	(17,329)	23,401
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

The designated fund represents donations received from various sources, which the trustees have decided will be put towards buying equipment and capital items for the new kitchen.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2024

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#### 18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total 2024 £
Fund balances at 31 August 2024 are represented by:				
Tangible assets	4,812	10,052	22,322	37,186
Current assets/(liabilities)	22,211	1,766	3,606	27,583
	<u>27,023</u>	<u>11,818</u>	<u>25,928</u>	<u>64,769</u>
	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 August 2023 are represented by:				
Tangible assets	5,925	14,043	30,964	50,932
Current assets/(liabilities)	17,476	-	4,194	21,670
	<u>23,401</u>	<u>14,043</u>	<u>35,158</u>	<u>72,602</u>

#### 19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

**JUBYLEE BAKES CIO**

England & Wales - Charity number 1188066

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# Accounts

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Charity registration number 1188066

**JUBYLEE BAKES CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

# JUBYLEE BAKES CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

J A Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath

**Charity number**

1188066

**Principal address**

Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**Independent examiner**

Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

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# JUBYLEE BAKES CIO

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Statement of financial activities	8 - 9
Balance sheet	10
Notes to the financial statements	11 - 19

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# JUBYLEE BAKES CIO

## TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 AUGUST 2023*

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The trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's CIO (Foundation) constitution, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)".

### Objectives and activities

The objectives of JubyLee Bakes, as set out in its constitution, are as follows:

- to advance and further the education and training of learning disabled young people and adults;
- to promote the social inclusion of young people and adults with a learning disability, particularly but not exclusively Downs Syndrome and Autism who are socially excluded, through the development of their skills, self confidence and participation in society, by providing training and work experience, enhancing employability and raising awareness within the community;
- to relieve the disability of learning disabled young people and adults by building their self-confidence, furthering their independent and full participation in their communities.

### Achievements and performance

The year to 31 August 2023 saw the charity build upon the strong recovery from the pandemic seen in the previous year.

Some of our beneficiaries have moved on to new opportunities and have been replaced by new joiners: we continue to provide work experience and training to c19 young people, with the kitchen continuing to be used for five days per week.

We continue to focus on the well-being of our beneficiaries, with our structured monthly calls, facilitated by trained volunteers, providing a safe environment for the discussion of their needs.

Our structured learning certification programme progressed in 2022/23, covering topics such as personal hygiene and food safety.

We continued to be vigilant with regards to the COVID 19 situation, taking appropriate precautions to protect our beneficiaries and volunteers.



*The Wednesday Baking Team try baking bread*

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2023*

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JubyLee Bakes continues to maintain a visible presence in our community, with regular events such as Pulborough Village Market and annual events such as Cuckfield Bonfire Night, Pulborough Harvest Fair and Woodlands Meed School Christmas market. The Coronation weekend saw the charity attending three events in Pulborough Horsham and Thakeham. These all gave opportunities for our young people to develop and raise awareness of disability within our communities.

During the year we provided catering services for a small number of events, demonstrating our beneficiary's skill in producing savoury as well as sweet products. Notable was Arundel Museum's 10th anniversary celebration in the grounds of Arundel Castle, where most of our beneficiaries joined in serving the invited guests.



*JubyLee Bakes beneficiaries at Arundel Castle*

We continue to be grateful to our regular customers both new and long standing, for their continued support.

A particular highlight was receiving the Horsham District Council Volunteering "Dream Team" award at a ceremony held at Leonardslee gardens.

Collaborative working is also important in the development of the charity, and we have maintained close relationships with local SEND schools, supported living providers and Ardingly College.

## JUBILEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2023*

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*Receiving the HDC Volunteering "Dream Team" award*

#### **Future Developments**

Following the receipt of grant funding in 2022/23, the Charity is working to refresh the website and develop consistent marketing materials and packaging. A medium term aspiration is to develop online sales.

The Charity's AGM included a structured, interactive session in which beneficiaries and volunteers were able to express their views under the captions "what we like", "what would make it better" and "what else could we do". The output from this session was discussed by a meeting of the Trustees in September 2023, with a number of actions being identified.

Key to the charity's development is the recruitment of more volunteers to run baking sessions, reducing reliance on key individuals. Potential recruits have been identified and are now beginning to manage sessions.

The Charity continues to work to broaden collaborations with existing partners, and seek out new opportunities.

#### **Public Benefit**

The trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. They believe that the activities and achievements outlined in this report demonstrate the fulfilment of the public benefit requirement for the reporting period.

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

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### Financial review

#### Financial Results

As noted above, the financial statements for the year ended 31 August 2023 have been presented in the format prescribed by the Charities Act 2011.

The charity reported a surplus on its unrestricted funds, with a deficit on its designated and restricted funds. The latter reflected the depreciation charge on the capital expenditure that was financed by these funds. Going forward, restricted and designated funds will continue to report annual deficits reflecting the depreciation charges on the underlying fixed assets purchased with those funds.

As at 31 August 2023, total reserves were £72,602 of which £35,158 were restricted, £14,043 were designated and £23,401 were unrestricted.

#### Income

Income received from baked goods and catering activities was up 40% on the previous year, reflecting the continued post pandemic recovery of community events, especially around the Coronation, together with income from a small number of the catering engagements.

During the year the Charity received grant funding from three sources. £1,000 from the HR Professionals Charitable Trust to give safeguarding, first aid and other specialised training to our volunteers and beneficiaries. £2,000 from the Ernest Kleinwort Charitable Trust for core administrative costs, and £2,500 from the Gatwick Airport Community Fund to finance the development of our website, marketing materials and packaging. The Charity is one of our local CoOp Community Fund's partners and anticipate receiving funding to cover packaging production later in 2023.

#### Expenses

Variable operating expenses fell as a proportion of income, and are now consistent with the levels seen pre COVID. Ingredient costs remain high, but following a switch in supplier by our landlord, energy costs have reduced significantly.

Support and governance expenses remain under control, being largely covered by grant funding.

#### Reserves Policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level equal to six months expenditure (excluding depreciation and capital expenditure).

For the year ended 31 August 2023, unrestricted reserves were £23,401 compared to a requirement under the policy of £8,655.

#### Risk Management

The trustees have reviewed the major risks facing the charity and are satisfied that appropriate policies, procedures and systems are in place to manage and mitigate these risks.

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2023*

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#### Structure, governance and management

JubyLee Bakes is a Charitable Incorporated Organisation, registered charity number 1188066. The charity's governing document is based upon the Charity Commission's model CIO (Foundation) constitution, with a small number of amendments.



*Interactive session with beneficiaries and volunteers at our AGM*

The trustees who served during the year and up to the date of signature of the financial statements were:

JA Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath

New trustees are appointed by a resolution of the existing trustees, being appointed for a term of three years. Trustees can serve a maximum of three consecutive terms. The charity's constitution specified a minimum of three trustees, and a maximum of seven, of which a majority must not be related to beneficiaries.

In appointing new trustees, the existing trustees give due regard to the skills, knowledge and experience required to ensure the effective management of the charity given the challenges facing the charity at that time.

# JUBILEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2023*

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### Management: Policy and Procedure

The trustees meet formally on a two monthly basis, with ad hoc meetings of trustees and volunteers taking place as and when required. Four of the trustees, together with three volunteers are responsible for the day-to-day management of the charity.

Individual trustees have responsibility for specific aspects of the charity's governance including finance, health and safety, human resources and safeguarding.

The trustees' report was approved by the Board of Trustees.



H J Crooks

**Chair**

Date: 29th Feb 2024

# JUBYLEE BAKES CIO

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF JUBYLEE BAKES CIO

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I report to the trustees on my examination of the financial statements of Jubilee Bakes CIO (the charity) for the year ended 31 August 2023.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

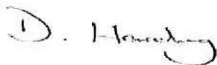
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: 18 March 2024

## JUBYLEE BAKES CIO

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

Current financial year

	Notes	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b><u>Income from:</u></b>						
Donations and grants	3	2,539	-	5,500	8,039	5,520
Charitable activities	4	15,313	-	-	15,313	11,223
<b>Total income</b>		<u>17,852</u>	<u>-</u>	<u>5,500</u>	<u>23,352</u>	<u>16,743</u>
<b><u>Expenditure on:</u></b>						
Charitable activities	5	17,329	4,030	10,260	31,619	31,240
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		523	(4,030)	(4,760)	(8,267)	(14,497)
Fund balances at 1 September 2022		<u>22,878</u>	<u>18,073</u>	<u>39,918</u>	<u>80,869</u>	<u>95,366</u>
<b>Fund balances at 31 August 2023</b>		<u><u>23,401</u></u>	<u><u>14,043</u></u>	<u><u>35,158</u></u>	<u><u>72,602</u></u>	<u><u>80,869</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

## JUBYLEE BAKES CIO

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

Prior financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes				
<b><u>Income from:</u></b>					
Donations and grants	3	5,520	-	-	5,520
Charitable activities	4	11,223	-	-	11,223
<b>Total income</b>		<u>16,743</u>	<u>-</u>	<u>-</u>	<u>16,743</u>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	13,539	4,030	13,671	31,240
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<u>3,204</u>	<u>(4,030)</u>	<u>(13,671)</u>	<u>(14,497)</u>
Fund balances at 1 September 2021		<u>19,674</u>	<u>22,103</u>	<u>53,589</u>	<u>95,366</u>
<b>Fund balances at 31 August 2022</b>		<u><u>22,878</u></u>	<u><u>18,073</u></u>	<u><u>39,918</u></u>	<u><u>80,869</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

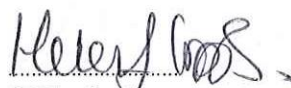
# JUBYLEE BAKES CIO

## BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		50,932		65,005
<b>Current assets</b>					
Stocks	10	1,570		1,805	
Debtors	11	1,060		1,604	
Cash at bank and in hand		21,721		15,540	
		<u>24,351</u>		<u>18,949</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(2,681)</u>		<u>(3,085)</u>	
Net current assets			21,670		15,864
<b>Total assets less current liabilities</b>			<u>72,602</u>		<u>80,869</u>
<b>Income funds</b>					
Restricted funds	13		35,158		39,918
<u>Unrestricted funds</u>					
Designated funds	14	14,043		18,073	
General unrestricted funds		<u>23,401</u>		<u>22,878</u>	
			<u>37,444</u>		<u>40,951</u>
			<u>72,602</u>		<u>80,869</u>

The financial statements were approved by the Trustees on 29th Feb 2024.

  
H J Crooks  
Chair

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 AUGUST 2023*

---

### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's CIO (Foundation) constitution, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are recognised at the fair value of the asset or income received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable or when the related expenditure has been spent. A grant received before the recognition criteria are satisfied is recognised as a liability.

Charitable activities income is mainly received through bake sales and is included in the financial statements as it becomes receivable.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity heading:

Expenditure on charitable activities costs include resources expended on the provision of work experience and training.

Support Costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include premises and office related costs, and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs include those incurred in the governance by the trustees of the charity's assets and are primarily associated with constitutional and statutory requirements of operating the charity. Governance costs are included within supports costs and allocated to charitable expenditure.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 - 6 years straight line
---------------------	---------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

---

### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Taxation

As a Charity Jubylee Bakes is exempt from corporation tax on any surpluses it makes.

#### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the Trustees opinion there are no critical accounting estimates or judgments.

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 3 Donations and legacies

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £
Donations and gifts	1,841	-	1,841	4,593
Grants	698	5,500	6,198	927
	<u>2,539</u>	<u>5,500</u>	<u>8,039</u>	<u>5,520</u>

### 4 Charitable activities

	Provision of work experience and training 2023 £	Provision of work experience and training 2022 £
Provision of work experience and training	<u>15,313</u>	<u>11,223</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 5 Charitable activities

	Provision of work experience and training 2023 £	Provision of work experience and training 2022 £
Depreciation and impairment	14,310	14,886
Ingredients	6,560	4,279
Other Consumables	1,131	916
Training Costs	125	-
Packaging and Labels	121	206
Service Charges	507	504
Electricity	3,147	4,556
Staff Costs	125	440
Distribution Costs	179	146
Business rates	420	410
Repairs and Maintenance	354	168
	<u>26,979</u>	<u>26,511</u>
Share of support costs (see note 6)	2,319	2,749
Share of governance costs (see note 6)	2,321	1,980
	<u>31,619</u>	<u>31,240</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	17,329	13,539
Unrestricted funds - designated	4,030	4,030
Restricted funds	10,260	13,671
	<u>31,619</u>	<u>31,240</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

6 Support costs	Support costs	Governance costs	2023 Support costs	Governance costs	2022
	£	£	£	£	£
Equipment	173	-	173	418	418
Bad Debt Expense	63	-	63	-	-
Marketing Costs	1,138	-	1,138	1,030	1,030
Insurance Costs	869	-	869	1,166	1,166
Other Admin Charges	76	-	76	135	135
Legal and professional	-	-	-	-	(100)
Bank Charges	-	121	121	-	80
Independent Examiner Fees	-	2,200	2,200	-	2,000
	<u>2,319</u>	<u>2,321</u>	<u>4,640</u>	<u>2,749</u>	<u>4,729</u>
Analysed between					
Charitable activities	<u>2,319</u>	<u>2,321</u>	<u>4,640</u>	<u>2,749</u>	<u>4,729</u>

Governance costs includes payments to the Independent examiner of £2,200 (2022- £2,000).

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year, or the year ending 31 August 2022.

During the year, three children of three trustees received training and work experience from the charity. The Charity Commission was informed that some beneficiaries may be related to trustees during the application process and the charity's constitution contains a specific clause to ensure that a majority of trustees are always unrelated to beneficiaries.

### 8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

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<b>9</b>	<b>Tangible fixed assets</b>		<b>Plant and equipment</b>
			<b>£</b>
	<b>Cost</b>		
	At 1 September 2022		89,920
	Additions		239
			<u>          </u>
	At 31 August 2023		90,159
			<u>          </u>
	<b>Depreciation and impairment</b>		
	At 1 September 2022		24,917
	Depreciation charged in the year		14,310
			<u>          </u>
	At 31 August 2023		39,227
			<u>          </u>
	<b>Carrying amount</b>		
	At 31 August 2023		50,932
			<u>          </u>
	At 31 August 2022		65,005
			<u>          </u>
<b>10</b>	<b>Stocks</b>		
		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Stock	1,570	1,805
		<u>          </u>	<u>          </u>
<b>11</b>	<b>Debtors</b>		
		<b>2023</b>	<b>2022</b>
	<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>
	Trade debtors	532	833
	Accrued income	-	50
	Prepayments	528	721
		<u>          </u>	<u>          </u>
		1,060	1,604
		<u>          </u>	<u>          </u>
<b>12</b>	<b>Creditors: amounts falling due within one year</b>		
		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Accruals	2,681	3,085
		<u>          </u>	<u>          </u>

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## JUBYLEE BAKES CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

#### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at		Movement in funds			
	1 September 2021	Resources expended	Balance at 1 September 2022	Incoming resources	Resources expended	Balance at 31 August 2023
	£	£	£	£	£	£
Crawley Borough Council	69	(69)	-	-	-	-
National Lottery - Peoples' Projects	45,456	(8,142)	37,314	-	(8,142)	29,172
Assura plc	2,792	(500)	2,292	-	(500)	1,792
Co Op Community Fund	272	(272)	-	-	-	-
Sussex Community Foundation	5,000	(4,688)	312	-	(312)	-
Human Resource Professionals Charitable Trust	-	-	-	1,000	(125)	875
Ernest Kleinwort Charitable Trust	-	-	-	2,000	(1,181)	819
Gatwick Airport Community Fund	-	-	-	2,500	-	2,500
	<u>53,589</u>	<u>(13,671)</u>	<u>39,918</u>	<u>5,500</u>	<u>(10,260)</u>	<u>35,158</u>

The restricted funds listed above are for the following purposes:

- Crawley Borough Council – packaging equipment and materials;
- Co Op Community Fund and Sussex Community Foundation – premises costs, insurance and administrative overheads;
- National Lottery Peoples' Projects and Assura plc – costs of refurbishing leasehold premises and equipping as a training kitchen;
- Human Resource Professionals Charitable Trust - training costs;
- Ernest Kleinwort Charitable Trust - administrative overheads;
- Gatwick Airport Community Fund - website, marketing and packaging development.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 September 2021	Resources expended	Balance at 1 September 2022	Resources expended	Balance at 31 August 2023
	£	£	£	£	£
Designated fund	22,103	(4,030)	18,073	(4,030)	14,043
	<u>22,103</u>	<u>(4,030)</u>	<u>18,073</u>	<u>(4,030)</u>	<u>14,043</u>

The designated fund represents donations received from various sources, which the trustees have decided will be put towards buying equipment and capital items for the new kitchen.

### 15 Analysis of net assets between funds

	Unrestricted funds 2023	Designated funds 2023	Restricted funds 2023	Total 2023
	£	£	£	£
Fund balances at 31 August 2023 are represented by:				
Tangible assets	5,925	14,043	30,964	50,932
Current assets/(liabilities)	17,476	-	4,194	21,670
	<u>23,401</u>	<u>14,043</u>	<u>35,158</u>	<u>72,602</u>
	Unrestricted funds 2022	Designated funds 2022	Restricted funds 2022	Total 2022
	£	£	£	£
Fund balances at 31 August 2022 are represented by:				
Tangible assets	7,326	18,073	39,606	65,005
Current assets/(liabilities)	15,552	-	312	15,864
	<u>22,878</u>	<u>18,073</u>	<u>39,918</u>	<u>80,869</u>

### 16 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

**JUBYLEE BAKES CIO**

England & Wales - Charity number 1188066

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# Accounts

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Charity registration number 1188066

**JUBYLEE BAKES CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

# JUBYLEE BAKES CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

J A Barker  
H J Crooks  
A P Bentley  
E O Tomlinson  
S J Elwin  
B T Clemens  
A Heath (Appointed 14 July 2022)

**Charity number** 1188066

**Principal address**

Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

**Independent examiner**

Darren Harding ACA FCCA DChA  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

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# JUBYLEE BAKES CIO

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Independent examiner's report	6
Statement of financial activities	7 - 8
Balance sheet	9
Notes to the financial statements	10 - 18

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# JUBYLEE BAKES CIO

## TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 AUGUST 2022*

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The trustees present their annual report and financial statements for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's CIO (Foundation) constitution, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)".

### **Objectives and activities**

The objectives of JubyLee Bakes, as set out in its constitution, are as follows:

- to advance and further the education and training of learning disabled young people and adults;
- to promote the social inclusion of young people and adults with a learning disability, particularly but not exclusively Downs Syndrome and Autism who are socially excluded, through the development of their skills, self confidence and participation in society, by providing training and work experience, enhancing employability and raising awareness within the community;
- to relieve the disability of learning disabled young people and adults by building their self-confidence, furthering their independent and full participation in their communities.

The trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. They believe that the activities and achievements outlined in this report demonstrate the fulfilment of the public benefit requirement for the reporting period.

### **Achievements and performance**

The year to 31 August 2022 saw the charity's recovery from the impact of the COVID 19 pandemic and associated lockdowns. Several new beneficiaries joined JubyLee Bakes, and we provided work experience and training to eighteen young people, double pre-pandemic levels. We continued with monthly structured video calls providing our beneficiaries to give feedback on their experience with the charity. Our structured learning certification programme was implemented in Q4 2021, initially covering personal hygiene.

We continued to be vigilant with regards to the COVID 19 situation, taking appropriate precautions to protect our beneficiaries and volunteers.



Bakers with their Personal Hygiene certificates

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2022*

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The kitchen was in use five days per week, and following an inspection by Environmental Health, was awarded five stars. In August 2022 Meridian ITV returned to our kitchen to make a short film showcasing what Jubylee Bakes and its beneficiaries have achieved with the Peoples Project funding received in 2019.



Demonstrating our skills to the ITV film crew

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2022*

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Jubylee Bakes attended a number of public events, notably Pulborough Harvest Fair, Cuckfield Bonfire Night, Storrington Jubilee Fair and St Mary's, Thakeham Flower Festival. At these events our beneficiaries interacted with the local community, building awareness of learning disability.

We are grateful to our regular customers both new and long standing, for their continued support.



The team at Storrington Jubilee Fair

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2022*

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### **Financial review**

As noted above, the financial statements for the year ended 31 August 2022 have been presented in the format prescribed by the Charities Act 2011.

The charity reported a surplus on its unrestricted funds, with a deficit on its designated and restricted funds. The latter reflected the depreciation charge on the capital expenditure that was financed by these funds. Going forward, restricted and designated funds will continue to report annual deficits reflecting the depreciation charges on the underlying fixed assets purchased with those funds.

As at 31 August 2022, total reserves were £80,869 of which £39,918 were restricted, £18,073 were designated and £22,878 were unrestricted.

### **Income**

Funds raised from the sales of baked products made by the charity's beneficiaries increased to pre COVID levels as events cancelled in 2020 / 21 began to be reinstated, and activity as our regular customers returned to pre-pandemic levels.

No new grant funding was received in the year to 31 August 2022, however the charity is grateful to the Sussex Community Foundation for a grant received at the end of the previous financial year, and a donation from Horsham Golf Club to cover our support and governance costs in the current year.

### **Expenses**

Variable running expenses increased as activity levels increased following the coronavirus pandemic. External events in H1 2022 have increased unit costs of ingredients and consumables, and in particular increased energy costs. In the year to 31 August 2023, the latter have reduced significantly from a high point in summer 2022 following a switch in supplier and the Government's support scheme.

Support and governance overheads were in line with expectation, largely being covered by restricted funds raised.

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level equal to six months expenditure (excluding depreciation and capital expenditure).

For the year ended 31 August 2022, unrestricted reserves were £22,878 compared to a requirement under the policy of £8,187.

### **Impact of COVID19 Pandemic**

The trustees have given consideration to the Charities SORP (Statement of Recommended Practice) Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting', and to the risks arising as a result of the coronavirus pandemic. The charity has actively monitored the evolving situation and adapted operation in accordance with government guidance and good practice. The trustees consider that the charity has adequate reserves going forward.

The trustees have reviewed the major risks facing the charity and are satisfied that appropriate policies, procedures and systems are in place to manage and mitigate these risks.

Risk assessments for the charity's activities have been updated to include COVID 19 mitigation actions, drawing upon published advice from government agencies.

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2022*

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### Plans for future periods

In the new year from 1 September 2022 the number of beneficiaries has grown, with some leaving to college courses or employment, being replaced by new joiners. Alongside this, the number of volunteers qualified to act as kitchen managers has grown, reducing our reliance on key individuals, and potentially allowing an increase in the number of sessions offered.

The diary of public events continues to grow, notably around the Coronation weekend in May, together with our regular events. From the summer of 2022 Jubylee Bakes has built a relationship with Ardingly College, with staff from their catering department visiting our kitchen and demonstrating to our beneficiaries and volunteers.

Funding has been received from the HR Professionals Charitable Trust to give Safeguarding, First Aid and other specialised training to our volunteers and beneficiaries, and from the Ernest Kleinwort Charitable Trust to cover support and governance costs. We are one of our local CoOp Community Fund's partners and anticipate receiving funding to cover packaging design later in 2023.

### Structure, governance and management

Jubylee Bakes is a Charitable Incorporated Organisation, registered charity number 1188066. The charity's governing document is based upon the Charity Commission's model CIO (Foundation) constitution, with a small number of amendments.

The trustees who served during the year and up to the date of signature of the financial statements were:

J A Barker

A C Bennett

(Resigned 14 July 2022)

H J Crooks

A P Bentley

E O Tomlinson

S J Elwin

B T Clemens

A Heath

(Appointed 14 July 2022)

New trustees are appointed by a resolution of the existing trustees, being appointed for a term of three years. Trustees can serve a maximum of three consecutive terms. The charity's constitution specified a minimum of three trustees, and a maximum of seven, of which a majority must not be related to beneficiaries.

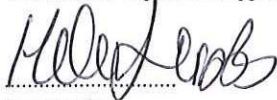
In appointing new trustees, the existing trustees give due regard to the skills, knowledge and experience required to ensure the effective management of the charity given the challenges facing the charity at that time.

### Management: Policy and Procedure

The trustees meet formally on a two monthly basis, with ad hoc meetings of trustees and volunteers taking place as and when required. Four of the trustees, together with three volunteers are responsible for the day-to-day management of the charity.

Individual trustees have responsibility for specific aspects of the charity's governance including finance, health and safety, human resources and safeguarding.

The trustees' report was approved by the Board of Trustees.



H J Crooks

Trustee

Date: 23/3/2023

# JUBYLEE BAKES CIO

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF JUBYLEE BAKES CIO

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I report to the trustees on my examination of the financial statements of Jubilee Bakes CIO (the charity) for the year ended 31 August 2022.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

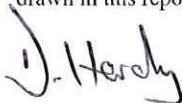
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: 28/03/23

## JUBYLEE BAKES CIO

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2022

Current financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes					
<b>Income from:</b>						
Donations and grants	3	5,520	-	-	5,520	31,776
Charitable activities	4	11,223	-	-	11,223	4,216
<b>Total income</b>		<u>16,743</u>	<u>-</u>	<u>-</u>	<u>16,743</u>	<u>35,992</u>
<b>Expenditure on:</b>						
Charitable activities	5	<u>13,539</u>	<u>4,030</u>	<u>13,671</u>	<u>31,240</u>	<u>15,437</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		3,204	(4,030)	(13,671)	(14,497)	20,555
Fund balances at 1 September 2021		<u>19,674</u>	<u>22,103</u>	<u>53,589</u>	<u>95,366</u>	<u>74,811</u>
<b>Fund balances at 31 August 2022</b>		<u><u>22,878</u></u>	<u><u>18,073</u></u>	<u><u>39,918</u></u>	<u><u>80,869</u></u>	<u><u>95,366</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

## JUBYLEE BAKES CIO

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2022

---

Prior financial year		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes				
<b><u>Income from:</u></b>					
Donations and grants	3	9,914	14,695	7,167	31,776
Charitable activities	4	4,216	-	-	4,216
<b>Total income</b>		<u>14,130</u>	<u>14,695</u>	<u>7,167</u>	<u>35,992</u>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	<u>5,260</u>	<u>1,604</u>	<u>8,573</u>	<u>15,437</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		8,870	13,091	(1,406)	20,555
Fund balances at 1 September 2020		<u>10,804</u>	<u>9,012</u>	<u>54,995</u>	<u>74,811</u>
<b>Fund balances at 31 August 2021</b>		<u><u>19,674</u></u>	<u><u>22,103</u></u>	<u><u>53,589</u></u>	<u><u>95,366</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

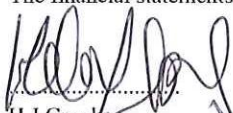
# JUBYLEE BAKES CIO

## BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	2022		2021	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		65,005		79,891
<b>Current assets</b>					
Stocks	9	1,805		1,375	
Debtors	10	1,604		3,142	
Cash at bank and in hand		15,540		13,569	
		18,949		18,086	
<b>Creditors: amounts falling due within one year</b>	11	(3,085)		(2,611)	
Net current assets			15,864		15,475
<b>Total assets less current liabilities</b>			80,869		95,366
<b>Income funds</b>					
Restricted funds	13		39,918		53,589
<u>Unrestricted funds</u>					
Designated funds	14	18,073		22,103	
General unrestricted funds		22,878		19,674	
			40,951		41,777
			80,869		95,366

The financial statements were approved by the Trustees on 23/3/2023

  
H J Crooks  
Trustee

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 AUGUST 2022*

---

### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's CIO (Foundation) constitution, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are recognised at the fair value of the asset or income received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable or when the related expenditure has been spent. A grant received before the recognition criteria are satisfied is recognised as a liability.

Charitable activities income is mainly received through bake sales and is included in the financial statements as it becomes receivable.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity heading:

Expenditure on charitable activities costs include resources expended on the provision of work experience and training.

Support Costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include premises and office related costs, and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs include those incurred in the governance by the trustees of the charity's assets and are primarily associated with constitutional and statutory requirements of operating the charity. Governance costs are included within supports costs and allocated to charitable expenditure.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 years straight line
Kitchen development and equipment	Over the life of the lease

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

---

### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Taxation

As a Charity Jubilee Bakes is exempt from corporation tax on any surpluses it makes.

#### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the Trustees opinion there are no critical accounting estimates or judgments.

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	4,593	9,019	13,695	-	22,714
Grants	927	895	1,000	7,167	9,062
	<u>5,520</u>	<u>9,914</u>	<u>14,695</u>	<u>7,167</u>	<u>31,776</u>

### 4 Charitable activities

	Provision of work experience and training 2022 £	Provision of work experience and training 2021 £
Provision of work experience and training	<u>11,223</u>	<u>4,216</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 5 Charitable activities

	Provision of work experience and training 2022 £	Provision of work experience and training 2021 £
Depreciation and impairment	14,886	6,603
Ingredients	4,279	1,505
Other Consumables	916	526
Packaging and Labels	206	350
Service Charges	504	462
Electricity	4,556	890
Staff Costs	440	310
Distribution Costs	146	72
Business rates	410	171
Repairs and Maintenance	168	-
	<u>26,511</u>	<u>10,889</u>
Share of support costs (see note 6)	2,749	2,762
Share of governance costs (see note 6)	1,980	1,786
	<u>31,240</u>	<u>15,437</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	13,539	5,260
Unrestricted funds - designated	4,030	1,604
Restricted funds	13,671	8,573
	<u>31,240</u>	<u>15,437</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 6 Support costs

	Support costs	Governance costs	2022 Support costs	Governance costs	2021
	£	£	£	£	£
Equipment	418	-	418	1,149	1,149
Marketing Costs	1,030	-	1,030	539	539
Insurance Costs	1,166	-	1,166	964	964
Other Admin Charges	135	-	135	110	110
Legal and professional	-	(100)	(100)	-	(20)
Bank Charges	-	80	80	-	6
Independent Examiner Fees	-	2,000	2,000	-	1,800
	<u>2,749</u>	<u>1,980</u>	<u>4,729</u>	<u>2,762</u>	<u>4,548</u>
Analysed between					
Charitable activities	<u>2,749</u>	<u>1,980</u>	<u>4,729</u>	<u>2,762</u>	<u>4,548</u>

Governance costs includes payments to the Independent examiner of £2,000 (2021- £1,800).

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year, three children of three trustees received training and work experience from the charity. The Charity Commission was informed that some beneficiaries may be related to trustees during the application process and the charity's constitution contains a specific clause to ensure that a majority of trustees are always unrelated to beneficiaries.

### 8 Tangible fixed assets

	Plant and equipment
	£
<b>Cost</b>	
At 1 September 2021	89,920
At 31 August 2022	<u>89,920</u>
<b>Depreciation and impairment</b>	
At 1 September 2021	10,029
Depreciation charged in the year	14,886
At 31 August 2022	<u>24,915</u>
<b>Carrying amount</b>	
At 31 August 2022	<u>65,005</u>
At 31 August 2021	<u>79,891</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

9	Stocks		2022	2021
			£	£
	Stock		1,805	1,375
			<u>          </u>	<u>          </u>
10	Debtors		2022	2021
	Amounts falling due within one year:		£	£
	Trade debtors		833	173
	Accrued income		50	2,420
	Prepayments		721	549
			<u>          </u>	<u>          </u>
			1,604	3,142
			<u>          </u>	<u>          </u>
11	Creditors: amounts falling due within one year		2022	2021
		Notes	£	£
	Deferred income	12	-	555
	Accruals		3,085	2,056
			<u>          </u>	<u>          </u>
			3,085	2,611
			<u>          </u>	<u>          </u>
12	Deferred income		2022	2021
			£	£
	Other deferred income		-	555
			<u>          </u>	<u>          </u>
	Deferred income is included in the financial statements as follows:			
			2022	2021
			£	£
	Deferred income is included within:			
	Current liabilities		-	555
			<u>          </u>	<u>          </u>
	Movements in the year:			
	Deferred income at 1 September 2021		555	1,161
	Released from previous periods		(555)	(606)
			<u>          </u>	<u>          </u>
	Deferred income at 31 August 2022		-	555
			<u>          </u>	<u>          </u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 12 Deferred income

(Continued)

Deferred income relates to grants used to purchase capital items, and is being released to income in line with the depreciation charge on the underlying assets.

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					Balance at 31 August 2022 £
	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Balance at 1 September 2021 £	Resources expended £	
Crawley Borough Council	211	-	(142)	69	(69)	-
National Lottery - Peoples' Projects	48,849	-	(3,393)	45,456	(8,142)	37,314
Assura plc	3,000	-	(208)	2,792	(500)	2,292
CoOp Community Fund	2,935	2,167	(4,830)	272	(272)	-
Sussex Community Foundation	-	5,000	-	5,000	(4,688)	312
	<u>54,995</u>	<u>7,167</u>	<u>(8,573)</u>	<u>53,589</u>	<u>(13,671)</u>	<u>39,918</u>

The restricted funds listed above are for the following purposes:

- Crawley Borough Council – packaging equipment and materials;
- CoOp Community Fund and Sussex Community Foundation – premises costs, insurance and administrative overheads;
- National Lottery Peoples' Projects and Assura plc – costs of refurbishing leasehold premises and equipping as a training kitchen.

### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds					Balance at 31 August 2022 £
	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Balance at 1 September 2021 £	Resources expended £	
Designated fund	9,012	14,695	(1,604)	22,103	(4,030)	18,073
	<u>9,012</u>	<u>14,695</u>	<u>(1,604)</u>	<u>22,103</u>	<u>(4,030)</u>	<u>18,073</u>

The designated fund represents donations received from various sources, which the trustees have decided will be put towards buying equipment and capital items for the new kitchen.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 15 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 August 2022 are represented by:				
Tangible assets	7,326	18,073	39,606	65,005
Current assets/(liabilities)	15,552	-	312	15,864
	<u>22,878</u>	<u>18,073</u>	<u>39,918</u>	<u>80,869</u>
	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 August 2022 are represented by:				
Tangible assets	9,539	22,103	48,249	79,891
Current assets/(liabilities)	10,135	-	5,340	15,475
	<u>19,674</u>	<u>22,103</u>	<u>53,589</u>	<u>95,366</u>

### 16 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

**JUBYLEE BAKES CIO**

England & Wales - Charity number 1188066

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# Accounts

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Charity Registration No. 1188066

**JUBYLEE BAKES CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

# JUBYLEE BAKES CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	J A Barker A C Bennett H J Crooks A P Bentley E O Tomlinson S J Elwin B T Clemens
<b>Charity number</b>	1188066
<b>Registered office</b>	1-7 Station Road Crawley West Sussex RH10 1HT
<b>Independent examiner</b>	Darren Harding Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT

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# JUBYLEE BAKES CIO

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Statement of financial activities	8 – 9
Balance sheet	10
Notes to the financial statements	11 – 21

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# JUBYLEE BAKES CIO

## TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 AUGUST 2021*

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The trustees present their report together with the financial statements of the charity for the year ended 31 August 2021.

The financial statements have been prepared in accordance with the requirements placed on CIOs by the Charities Act 2011. The trustees have adopted the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 – effective 1 January 2015).

### **Objectives and Activities**

#### **Objectives**

The objectives of Jubylee Bakes, as set out in its constitution, are as follows:

- to advance and further the education and training of learning disabled young people and adults;
- to promote the social inclusion of young people and adults with a learning disability, particularly but not exclusively Downs Syndrome and Autism who are socially excluded, through the development of their skills, self-confidence and participation in society, by providing training and work experience, enhancing employability and raising awareness within the community;
- to relieve the disability of learning disabled young people and adults by building their self-confidence, furthering their independent and full participation in their communities.

#### **Activities, Achievements and Performance**

The year to 31 August 2021 was once again impacted by the COVID 19 pandemic and the associated lockdowns. Without access to kitchens in schools and colleges, face to face activities continued to be replaced with a closed online chat group, and a weekly online structured video call. Limited one to one baking sessions were held with several young people in an approved home kitchen. Through late 2020 and early 2021, our beneficiaries had limited opportunities to interact with the public at events at Horsham Golf Club, various Co-Op stores in Crawley, and at Pulborough Village Market.

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

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#### *Horsham Golf Club – presentation of their generous donation*

The enforced reduction in activity due to the pandemic enabled Jubylee Bakes to concentrate on the completion of the kitchen development in Thakeham. We were able to ensure that work was done to a high standard, resulting in a safe, hygienic and appropriate environment from which we can provide services to our beneficiaries. We are grateful for all the hard work by professionals and volunteers who worked to complete the work, and for the positive support from our landlords.

With the kitchen complete by June 2021, and the lifting of many COVID 19 related restrictions, a full service for our beneficiaries resumed in July. A busy baking programme was implemented, and we were pleased to welcome back our pre-pandemic young people, together with a number of new joiners.

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

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*Scenes from the first week of baking in our new kitchen*

#### **Future Developments**

The new year from 1 September 2021 has seen several new developments. Several new beneficiaries have joined Jubilee Bakes, and we now provide work experience and training to eighteen young people, double pre-pandemic levels. The kitchen is in use five days per week, and following an inspection by Environmental Health, was awarded five stars. Our calendar of public events continues to build, giving our young people the experience of dealing with the general public, and building awareness of learning disability in the community. In the fourth quarter of 2021 we implemented the first phase of our structured learning certification programme, covering personal hygiene.

We continue to be vigilant with regards to the COVID 19 situation, taking appropriate precautions to protect our beneficiaries and volunteers.

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

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### *Jubilee Bakes' own superheroes (with another ....)*

#### **Public Benefit**

The trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. They believe that the activities and achievements outlined in this report demonstrate the fulfilment of the public benefit requirement for the reporting period.

#### **Financial Review**

##### **Financial Results**

As noted above, the financial statements for the year ended 31 August 2021 have been presented in the format prescribed by the Charities Act 2011.

The charity reported a surplus on each of its unrestricted and designated funds, with a deficit on its restricted funds. The latter reflects the depreciation charge on the capital expenditure that was financed by these funds. As noted last year, going forward, restricted and designated funds are likely to report annual deficits reflecting the depreciation charges on the underlying fixed assets purchased with those funds.

As at 31 August 2021, total reserves were £95,366 of which £53,589 were restricted, £22,103 were designated and £19,674 were unrestricted.

# JUBYLEE BAKES CIO

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

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Variable running expenses reflected the lower level of activity due to the coronavirus pandemic, with fixed administrative overheads being in line with expectation, largely being covered by restricted funds raised.

### **Fundraising**

The charity has continued to attract donations and grant funding throughout the year to 31 August 2021. Grants were received from the Co-Op Community Fund and the Sussex Community Foundation to cover overheads, and a grant was received from Ecclesiastical Insurance to help complete the new kitchen. Jubylee Bakes was nominated as Horsham Golf Club's charity for two years, and we are grateful for their support. A generous donation from Coachmans Medical Practice, together with three private donors helped to fund the completion of the kitchen.

Funds raised from the sales of baked products made by the charity's beneficiaries remained low due to the impact of the coronavirus pandemic and associated lockdowns. As lockdowns eased in the summer, we were grateful for the continued support of our regular customers.

### **Reserves Policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level equal to six months expenditure (excluding depreciation and capital expenditure).

For the year ended 31 August 2021, unrestricted reserves were £19,674 compared to a requirement under the policy of £4,417.

### **Impact of COVID-19 Pandemic**

The trustees have given consideration to the Charities SORP (Statement of Recommended Practice) Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting', and to the risks arising as a result of the coronavirus pandemic. The charity has actively monitored the evolving situation and adapted operation in accordance with government guidance and good practice. The trustees consider that the charity has adequate reserves going forward.

### **Risk Management**

The trustees have reviewed the major risks facing the charity and are satisfied that appropriate policies, procedures and systems are in place to manage and mitigate these risks.

Risk assessments for the charity's activities have been updated to include COVID 19 mitigation actions, drawing upon published advice from government agencies.

### **Structure, Governance & Management**

#### **Structure and Governing Document**

Jubylee Bakes is a Charitable Incorporated Organisation, registered charity number 1188066. The charity's governing document is based upon the Charity Commission's model CIO (Foundation) constitution, with a small number of amendments.

#### **Trustees**

The trustees who served during the year, and up to the date of signature of the financial statements were:

Mrs HJ Crooks (Chair)  
Mrs JA Barker  
Mrs AC Bennett  
Mr AP Bentley  
Mrs BT Clemens  
Mrs SJ Elwin  
Dr EO Tomlinson

#### **Appointment of Trustees**

New trustees are appointed by a resolution of the existing trustees, and are appointed for a term of three years. Trustees can serve a maximum of three consecutive terms. The charity's constitution specified a minimum of three trustees, and a maximum of seven.

In appointing new trustees, the existing trustees give due regard to the skills, knowledge and experience required to ensure the effective management of the charity given the challenges facing the charity at that time.

## JUBYLEE BAKES CIO

### TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

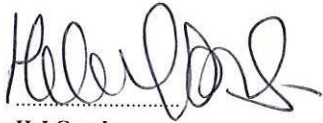
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#### **Management: Policy and Procedure**

The trustees meet formally on a two monthly basis, with ad hoc meetings of trustees and volunteers taking place as and when required. Four of the trustees, together with two volunteers are responsible for the day to day management of the charity.

Individual trustees have responsibility for specific aspects of the charity's governance including finance, health and safety, human resources and safeguarding.

The trustees' report was approved by the Board of Trustees.



**H J Crooks**

Chair of the Board of Trustees

Dated: *25th April* 2022

# JUBYLEE BAKES CIO

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF JUBYLEE BAKES CIO

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I report to the trustees on my examination of the financial statements of Jubilee Bakes CIO (the charity) for the year ended 31 August 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

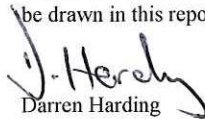
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.



Darren Harding  
Richard Place Dobson Services Limited  
Ground Floor  
1 - 7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: .....16/5/22.....

## JUBYLEE BAKES CIO

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 AUGUST 2021*

---

Current financial year

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
<b><u>Income from:</u></b>						
Donations and grants	3	9,914	14,695	7,167	31,776	73,256
Charitable activities	4	4,216	-	-	4,216	7,337
<b>Total income</b>		<u>14,130</u>	<u>14,695</u>	<u>7,167</u>	<u>35,992</u>	<u>80,593</u>
<b><u>Expenditure on:</u></b>						
Charitable activities	5	5,260	1,604	8,573	15,437	12,425
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		8,870	13,091	(1,406)	20,555	68,168
Fund balances at 1 September 2020		<u>10,804</u>	<u>9,012</u>	<u>54,995</u>	<u>74,811</u>	<u>6,643</u>
<b>Fund balances at 31 August 2021</b>		<u>19,674</u>	<u>22,103</u>	<u>53,589</u>	<u>95,366</u>	<u>74,811</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

## JUBYLEE BAKES CIO

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

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Prior financial year		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
<b><u>Income from:</u></b>					
Donations and grants	3	1,774	9,012	62,470	73,256
Charitable activities	4	7,337	-	-	7,337
<b>Total income</b>		<u>9,111</u>	<u>9,012</u>	<u>62,470</u>	<u>80,593</u>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	4,950	-	7,475	12,425
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		4,161	9,012	54,995	68,168
Fund balances at 1 September 2019		<u>6,643</u>	<u>-</u>	<u>-</u>	<u>6,643</u>
<b>Fund balances at 31 August 2020</b>		<u>10,804</u>	<u>9,012</u>	<u>54,995</u>	<u>74,811</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

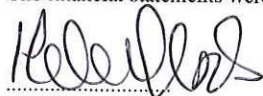
# JUBYLEE BAKES CIO

## BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		79,891		31,465
<b>Current assets</b>					
Stocks	9	1,375		1,380	
Debtors	10	3,142		375	
Cash at bank and in hand		13,569		45,937	
			18,086		47,692
<b>Creditors: amounts falling due within one year</b>	11	(2,611)		(4,346)	
Net current assets			15,475		43,346
<b>Total assets less current liabilities</b>			95,366		74,811
<b>Income funds</b>					
Restricted Fund		53,589		54,995	
	13		53,589		54,995
<u>Unrestricted funds</u>					
Designated funds	14	22,103		9,012	
General unrestricted funds		19,674		10,804	
			41,777		19,816
			95,366		74,811

The financial statements were approved by the Trustees on 28th April 2022.



H J Crooks  
Trustee

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 AUGUST 2021*

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### 1 Accounting policies

#### Charity information

Up until February 2020, Jubylee Bakes was constituted as a Community Interest Company, registration number 10351457. Using the provisions of the Charitable Incorporated Organisations (Conversion) Regulations 2017, Jubylee Bakes became a Charitable Incorporated Organisation (CIO) with effect from 19 February 2020.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's trust deed, the Charities Act 2011 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

---

### **1 Accounting policies**

Grants are recognised at the fair value of the asset or income received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable or when the related expenditure has been spent. A grant received before the recognition criteria are satisfied is recognised as a liability.

Charitable activities income is mainly received through bake sales and is included in the financial statements as it becomes receivable.

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity heading:

Expenditure on charitable activities costs include resources expended on the provision of work experience and training.

Support Costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include premises and office related costs, and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities. The allocation of support costs is analysed in note 6.

Governance costs include those incurred in the governance by the trustees of the charity's assets and are primarily associated with constitutional and statutory requirements of operating the charity. Governance costs are included within supports costs and allocated to charitable expenditure.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 years straight line
Kitchen development and equipment	Over the life of the lease

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

---

### 1 Accounting policies

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Taxation

As a Charity Jubilee Bakes is exempt from corporation tax on any surpluses it makes.

#### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

In the Trustees opinion there are no critical accounting estimates or judgments.

### 3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	9,019	13,695	-	22,714
Grants	895	1,000	7,167	9,062
	<u>9,914</u>	<u>14,695</u>	<u>7,167</u>	<u>31,776</u>

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
Donations and gifts	1,276	9,012	-	10,288
Grants	498	-	62,470	62,968
	<u>1,774</u>	<u>9,012</u>	<u>62,470</u>	<u>73,256</u>

### 4 Charitable activities

	Provision of work experience and training 2021 £	Provision of work experience and training 2020 £
Provision of work experience and training	<u>4,216</u>	<u>7,337</u>

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 5 Charitable activities

	Provision of work experience and training 2021 £	Provision of work experience and training 2020 £
Depreciation and impairment	6,603	1,302
Ingredients	1,505	2,948
Other Consumables	526	387
Training Costs	-	71
Packaging and Labels	350	175
Kitchen Rental	-	360
Service Charges	462	294
Electricity	890	116
Staff Costs	310	452
Distribution Costs	72	80
Business rates	171	-
	<u>10,889</u>	<u>6,185</u>
Share of support costs (see note 6)	2,762	3,157
Share of governance costs (see note 6)	1,786	3,083
	<u>15,437</u>	<u>12,425</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	5,260	4,950
Unrestricted funds - designated	1,604	-
Restricted funds	8,573	7,475
	<u>15,437</u>	<u>12,425</u>

## JUBYLEE BAKES CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

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6 Support costs	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Equipment	1,149	-	1,149	274	-	274
Marketing Costs	539	-	539	953	-	953
Insurance Costs	964	-	964	688	-	688
Other Professional Charges	-	-	-	1,200	-	1,200
Other Admin Charges	110	-	110	42	-	42
Legal and professional	-	(20)	(20)	-	1,275	1,275
Bank Charges	-	6	6	-	8	8
Independent Examiner Fees	-	1,800	1,800	-	1,800	1,800
	<u>2,762</u>	<u>1,786</u>	<u>4,548</u>	<u>3,157</u>	<u>3,083</u>	<u>6,240</u>
Analysed between						
Charitable activities	<u>2,762</u>	<u>1,786</u>	<u>4,548</u>	<u>3,157</u>	<u>3,083</u>	<u>6,240</u>

Governance costs includes payments to the Independent examiner of £1,800 (2020- £1,800).

#### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year, three children of three trustees received training and work experience from the charity. The Charity Commission was informed that some beneficiaries may be related to trustees during the application process and the charity's constitution contains a specific clause to ensure that a majority of trustees are always unrelated to beneficiaries.

# JUBYLEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

<b>8</b>	<b>Tangible fixed assets</b>		<b>Plant and equipment</b>
			<b>£</b>
	<b>Cost</b>		
	At 1 September 2020		34,891
	Additions		55,029
	At 31 August 2021		<u>89,920</u>
	<b>Depreciation and impairment</b>		
	At 1 September 2020		3,426
	Depreciation charged in the year		6,603
	At 31 August 2021		<u>10,029</u>
	<b>Carrying amount</b>		
	At 31 August 2021		<u>79,891</u>
	At 31 August 2020		<u>31,465</u>
<b>9</b>	<b>Stocks</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Stock	<u>1,375</u>	<u>1,380</u>
<b>10</b>	<b>Debtors</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Amounts falling due within one year:</b>		
	Trade debtors	173	220
	Other debtors	2,420	-
	Prepayments	549	155
		<u>3,142</u>	<u>375</u>
<b>11</b>	<b>Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
		<b>Notes</b>	
	Deferred income	12	555
	Accruals		2,056
			<u>2,611</u>
			<u>4,346</u>

## JUBYLEE BAKES CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2021*

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**12 Deferred income**

	2021	2020
	£	£
Other deferred income	<u>555</u>	<u>1,161</u>

Deferred income relates to grants used to purchase capital items, and is being released to income in line with the depreciation charge on the underlying assets.

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 September 2019	Released from deferred income	Incoming resources	Resources expended	Balance at 31 August 2020
	£	£	£	£	£
Crawley Borough Council	-	293	-	(82)	211
National Lottery - Awards for All	-	1,287	-	(1,287)	-
National Lottery - Peoples' Projects	-	50,000	-	(1,151)	48,849
Assura Plc	-	-	3,000	-	3,000
Co-Op Community Fund	-	-	7,890	(4,955)	2,935
	<u>-</u>	<u>51,580</u>	<u>10,890</u>	<u>(7,475)</u>	<u>54,995</u>

	Movement in funds				
	Balance at 1 September 2020	Released from deferred income	Incoming resources	Resources expended	Balance at 31 August 2021
	£	£	£	£	£
Crawley Borough Council	-	-	-	-	-
National Lottery - Awards for All	211	-	-	(142)	69
National Lottery - Peoples' Projects	-	-	-	-	-
National Lottery - Peoples' Projects	48,849	-	-	(3,393)	45,456
Assura Plc	3,000	-	-	(208)	2,792
Co-Op Community Fund	2,935	-	2,167	(4,830)	272
Sussex Community Foundation	-	-	5,000	-	5,000
	<u>54,995</u>	<u>-</u>	<u>7,167</u>	<u>(8,573)</u>	<u>53,589</u>

The restricted funds listed above are for the following purposes:

- Crawley Borough Council – packaging equipment and materials;
- National Lottery Awards for All, Co-Op Community Fund and Sussex Community Foundation – premises costs, insurance and administrative overheads;
- National Lottery Peoples' Projects and Assura Plc – costs of refurbishing leasehold premises and equipping as a training kitchen.

## JUBYLEE BAKES CIO

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

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#### 14 Designated fund

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balance at 1 September 2019	Incoming resources	Resources expended	Balance at 31 August 2020
	£	£	£	£
Designated fund	-	9,012	-	9,012
	<u>-</u>	<u>9,012</u>	<u>-</u>	<u>9,012</u>
	-	9,012	-	9,012
	<u>-</u>	<u>9,012</u>	<u>-</u>	<u>9,012</u>

	Movement in funds			
	Balance at 1 September 2020	Incoming resources	Resources expended	Balance at 31 August 2021
	£	£	£	£
Designated fund	9,012	14,695	(1,604)	22,103
	<u>9,012</u>	<u>14,695</u>	<u>(1,604)</u>	<u>22,103</u>
	9,012	14,695	(1,604)	22,103
	<u>9,012</u>	<u>14,695</u>	<u>(1,604)</u>	<u>22,103</u>

The designated fund represents donations received from various sources, which the trustees have decided will be put towards buying equipment and capital items for the new kitchen.

# JUBILEE BAKES CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 August 2021 are represented by:				
Tangible assets	9,539	22,103	48,249	79,891
Current assets/(liabilities)	10,135	-	5,340	15,475
	<u>19,674</u>	<u>22,103</u>	<u>53,589</u>	<u>95,366</u>
	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 August 2020 are represented by:				
Tangible assets	1,432	-	30,033	31,465
Current assets/(liabilities)	9,372	9,012	24,962	43,346
	<u>10,804</u>	<u>9,012</u>	<u>54,995</u>	<u>74,811</u>

### 16 COVID-19

As a direct consequence of the Coronavirus (COVID)-19 pandemic, and in accordance with the UK government guidelines Jubilee Bakes continued to cease certain operations during the first part of the period. Operations started again in June 2021 and have actually surpassed pre-pandemic levels since the Balance sheet date. No adjustments have been made to any figures in the accounts as a result of the pandemic.

### 17 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).