



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
	2,330	19,800	-	22,130	863
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,330	19,800	-	22,130	863
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,330	19,800	-	22,130	863
A3 Payments					
	2,286	4,540	-	6,826	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,286	4,540	-	6,826	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,286	4,540	-	6,826	-
Net of receipts/(payments)	44	15,260	-	15,304	863
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	44	15,260	-	15,304	863

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Duncan Catterall-Mason	DUNCAN CATTERALL-MASON (previously Catterall)	09/09/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2023
To 31st December 2023

Period start date
Period end date

Charity name: Help Close By

Charity registration number: 1190642

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are: 1. The prevention or relief of poverty in the UK by providing, technological solutions and technology services to individuals in need and/or charities, working in partnership with statutory and other relevant organisations as appropriate. 2. The relief of financial hardship among people living or working in the UK by providing technological applications free of charge to such persons as would benefit from being connected with local charitable service providers to obtain help which they could not otherwise afford through lack of means.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The turnover of Help Close By has transformed more than 10 fold since year end 2022 in response to the challenges faced in 2023. At the start of 2023 the Microsoft non-profit grant of Azure meant our biggest cost from the previous two years had external funding, freeing up cash. A review of our insurance massively reduced our second largest cost of the previous two years. Our largest cost in 2023 was food. Due to the end of our surplus food supply for our food deliveries we had to establish our own delivery only food bank. Our first two non-technology grants were from Birmingham city council just for food. There have therefore been a lot of extra costs for us in setting up shelving and other storage to keep food ourselves with costs related to logistics like van hire. It took us a few months of the first grant to establish a process for bulk purchases. The winter food grant will to spent by end of March 2024, not

		spent by the end of the year due to volunteer availability towards the end of 2023. In addition to the Microsoft non-profit grants – covering Azure, 365 software and heavily discounted additional licence – we have also gained grants in kind or in credit for many other areas of our technology use. £400 a year credit from Twilio for our SMS system, which is used to contact our service user base on a range of matters to their benefit (delivery information, sign posting, etc). Apple have waived their developer fee. We have also had free access to the space used in 2023 for our delivery only food bank. Late in 2023 we received a grant from the National Lottery Community Fund, with the spend allocated to run from the start of 2024. This means we have had nearly £20k in cash grants. Fundraising efforts by trustees and volunteers totalled over £2000 and helped us cover our unallocated costs, like our general core costs for anything not funded and fundamentally helped us pay for food bank setup costs and logistical costs. We continue to spend on technology not covered by grants in order to progress the development of our app as well as to automate volunteer and partner organisation sign ups, allowing aspect of our administration to be automated and therefore allow us to be more productive whilst we are run by trustees and volunteers who are time poor due to work commitments. 2023 saw the introduction of the first advice service from Karis Neighbour Scheme for advocacy as well as an expansion into the Lozells area of Birmingham, which we had covered but had not directly targeted with leafleting. Leafleting activities in combination with CSR day volunteers became a deliberate strategy for reaching service users.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees have read the Charity Commission guidance on public benefit and have confirmed that they have done so.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Our technology, given to other non-profits should be considered equivalent to an in-kind grant in the same way technology companies have given non-profit access to their technology. It is free at point of use but is not without costs to us. App use is subject to vetting of organisations requesting the app. We do not make cash grants.
Policy on social investment including program related investment	Para 1.38	Although staffing is not covered by such grants, the BCC grants received commit us to pay a "Real Living Wage", which we are happy to commit to when funding to employ staff becomes possible.
Contribution made by volunteers	Para 1.38	Help Close By has been entirely run by volunteers with only a slight bit of freelance support due in 2024. Everything achieved by the charity in 2023 has been as a result of the work by voluntary trustees or other volunteers. Several major updates to the app have been made by our co-founder Penny who had chosen well to put her efforts into vital work on our app rather than joining the board of trustees. We are immensely grateful for her work which has a huge public benefit. Many of the local group volunteers have become trustees and their efforts have been vital in setting up and running our delivery based food bank.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We have three main objectives: identify, support and change, This year we identified Lozells ward as an area to focus on finding people who needed support and have been able to get deliveries of food to people in need in that area. We continue to support in Winson Green as well, as well as more adhoc emergency food requests.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Expanded to other areas
Performance of fundraising activities against objectives set	Para 1.41	Increased both grant and donation based funding, to 10x turnover.
Investment performance against objectives	Para 1.41	n/a
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	n/a
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed/approved by quorum of trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Charity has a working relationship with Birmingham's Food Justice Network and occasionally has operated with members of Birmingham's various neighbourhood networks.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Help Close By
Other name the charity uses	
Registered charity number	1190642
Charity's principal address	20 Tennyal Road Harborne Birmingham B32 2JE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Duncan Catterall	Treasurer		
2	Oliver Armstrong	Chair	Ended January 2024	
3	Leah Harvey	Secretary		
4	Naomi Robson			
5	Indijit Sidhu			
6	Anjali Parshotum			
7				
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19				
20				

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

Director name		
Duncan Catterall	Treasurer	
Leah Harvey	Secretary	
Naomi Robson	Chair	
Indijit Sidhu		
Anjali Parshotum		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

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

n/a

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Duncan Catterall	
Full name(s)	Duncan Catterall	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	07.02.2024	