

## **1.1 Reference and administrative details of the charity, its trustees and advisers**

Charity name: Little Bundles

Charity registration number: 1190794

Address of principal office: 46 The Moor, Melbourn, Royston SG8 6ED

Website: <http://www.littlebundles.org.uk/cambridge/>

Names of trustees: Judy Roberts (Chair), Valerie Turner, Rachel Norridge

Other trustees who served in year 2020-2021: Amy Butterworth (August 2020 to September 2020)

## **TRUSTEES' REPORT**

The trustees are pleased to present their annual report on the affairs of Little Bundles, including the Receipts and Payments Accounts for the year ended 10 August 2021.

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

- Little Bundles is a charitable incorporated organisation (CIO). We are governed by a constitution which was formulated on 12 March 2020, with CIO status assigned on 10 August 2020. We operate on a foundational model, where the only voting members are the charity trustees.
- Our four initial trustees were trustees of Little Bundles prior to 2020, when it operated as a "Community Project"/community organisation. Judy Roberts was appointed to an initial term of four years, Amy Butterworth three years, and Valerie Turner and Rachel Norridge two years.
- Amy Butterworth resigned as trustee in September 2021.
- Apart from the initial trustees, every trustee is to be appointed for a term of three years, with a minimum of three trustees and a maximum of eight trustees. Trustees are to be appointed by a resolution passed at a properly convened meeting of the charity trustees.
- All new trustees are to be given a copy of our constitution, most recent trustees' annual report and our accounts.

## **1.3 Public benefit**

Little Bundles' objectives fall within the classification of

- Disability
- The Prevention and Relief of Poverty

The trustees confirm that their activities are fully consistent with the Objectives and the Charity Commission's guidance on public benefit has been borne in mind throughout the year.

Most benefits are provided to families who lack the necessities to care for and support their young children and are provided as resources in kind (e.g. cots, pushchairs, highchairs, children's clothing, nappies, safety equipment etc.)

The benefits are provided to people referred to Little Bundles by health and social care professionals and various other charities, housing associations, and support organisations. The referral system is a reasonable restriction to ensure goods are directed towards genuine need and provides accountability to our donors.

The charity's operations are restricted to residents of Cambridgeshire. The trustees consider this a reasonable restriction given the network of baby banks across the UK that serve particular localities, the size of our organisation, the available storage facility, location of our donors and the practicalities of collection of goods, and the need to build and sustain close relationships with referring organisations.

## **1.4 Objectives and activities**

The objectives of Little Bundles are the relief of poverty in Cambridgeshire by providing essential items of baby clothing and equipment to parents and families with young children, who are in conditions of need or hardship by reason of their economic or social circumstances.

Our activities in 2020-2021 have supported our duty of public benefit, helping 130 families with essential items and adjusting our operating model to remain functional and of assistance to referrers during the pandemic restrictions.

## **1.5 Achievements and performance**

### ***1.5.1 Adapting to pandemic restrictions***

2020-2021 has been an exceptional year due to the Covid-19 pandemic. Little Bundles rose to the challenge and continued operations with an adjustment to our operating model. We were aided in this by the fact that our initial referral and approval process was already online.

From March 2020 we switched to a self-service model rather than having our volunteers visit our storage facility to make up the bundles of items for referrers to collect. This decision was made in order to protect the well-being of our volunteers and of referrers visiting our site. It allowed referrers to continue to refer online and collect items only they had handled.

Self-service has been very successful. It allows a referrer to access goods almost immediately if they so wish, and to visit our storage facility at a time that suits them. Without having to arrange for a bundle to be made up, the time between referral and collection has shrunk considerably, and our stock management has improved by only releasing stock when it is collected, rather than our previous system of reserving stock (which was not always collected). In order to aid referring professionals who were prohibited by their employers from collecting and delivering items, we increased the amount of deliveries we made direct to clients' homes.

While we had to close to donations for health and safety reasons for parts of the pandemic period, we have been able to manage stock to meet most requests. Some purchases of the most in-demand items have been made from funds.

Referrals are down on the same time period last year. Referrals dropped during periods of lockdown due to a lack of contact between referrers and their clients and restrictions on referrers being able to deliver items to clients' homes.

### ***1.5.2 Becoming a CIO***

After much work, we became a Charitable Incorporated Organisation on 10 August 2020. Thanks particularly to Judy Roberts, Joanna Haywood and the assistance of Cambridge Council for Voluntary Service (CCVS).

### ***1.5.3 Donors***

We remain grateful to a generous regular monthly donation which covers our operating costs.

This year we have received generous donations of goods in kind from Tesco and Lollipop in Fulbourn.

We have seen an increase in donations via our Amazon Wishlist. We appreciate both small parcels (which arrive increasingly frequent) and large (thanks to one donor who bought the entire Wishlist in April 2021!)

### ***1.5.4 Roles within the organisation***

During this year, Ailsa Milne stepped down from her role as Donations Coordinator, Helen Atkins stepped down from her role as Stock Manager, and Amy Butterworth stepped down as a trustee. We would like to thank all of them for everything they have done for the charity.

We welcomed Jan Hitchcock to the role of Donations Coordinator and Sarah Wilson to the role of Stock Manager.

### ***1.5.5 Events***

A team of volunteers did a huge clean-up of our storage facility in June 2021 and we have had many appreciative comments from referrers about how tidy the facility now is and how easy it is to access the stock.

Clothing sorts were conducted by a smaller team of volunteers in order to limit indoor contact among volunteers.

### ***1.5.6 Development plans***

Plans to extend our outreach and to facilitate direct donor to client donation of clothing via our website had to be put on hold due to pandemic restrictions. We will revisit these plans going forward.

## **1.6 A financial review**

Little Bundles finances remain healthy with a balance at 10 August 2021 of £1384 ( £1279 August 2020). The balance stays reasonably constant throughout the year and from one year to the next as most of our donations are in the form of goods received from the public and then redistributed. It is impractical to estimate the value of these in financial terms.

Our main expenditure is for the rent of our storage garage which amounts to £1800 per year. Our other regular annual outgoings are for insurance (£202), the website host (£7) and a contribution to Cambridge CVS (£30).

This year our donations amounted to £2400. Our total outgoings for the year were £2295 (£2039 for regular yearly outgoings detailed above and £256 used to purchase items needed to fulfil referrals).

Our regular income and outgoings have remained the same from last year to this, but this year our other donations have increased from £2130 (2019/2020) to £2400 (2020/2021). We have spent slightly more on purchasing shortage items this year than last, £169 (2019/2020) and £256 (2020/2021). However, we have still managed to keep this figure low due to the huge amount of generous donations we have received.

It should be noted that Little Bundles is not a cash-based charity and we are delighted to have helped 130 families this year by redistributing goods donated by the public.



LITTLE BUNDLES	No (if any)
----------------	-------------

## Receipts and payments accounts

For the period from	August 2020	To	10 August 2021
---------------------	-------------	----	----------------

### 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 £
<b>A1 Receipts</b>				
Donations, regular	1,800	-	-	1,800
Donations, one-off	600	-	-	600
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	2,400	-	-	2,400
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	2,400	-	-	2,400

### A3 Payments

Rent for storage garage	1,800	-	-	1,800
Insurance	202	-	-	202
Website host	7	-	-	7
Contribution to CVS	30	-	-	30

Purchase of baby bank items	256	-	-	256
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>2,295</b>	<b>-</b>	<b>-</b>	<b>2,295</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,295</b>	<b>-</b>	<b>-</b>	<b>2,295</b>
<b>Net of receipts/(payments)</b>	<b>105</b>	<b>-</b>	<b>-</b>	<b>105</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>1,279</b>	<b>-</b>	<b>-</b>	<b>1,279</b>
<b>Cash funds this year end</b>	<b>1,384</b>	<b>-</b>	<b>-</b>	<b>1,384</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Barclays	1,384	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>1,384</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>

	Details	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)
		-
		-
		-
		-
		-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name



**CC16a**

**Last year**

**to the nearest £**

<b>1,800</b>
<b>330</b>
-
-
-
-
-
-
<b>2,130</b>

-
-

<b>2,130</b>
--------------

<b>1,800</b>
<b>202</b>
<b>7</b>
<b>30</b>

169
-
-
-
-
2,208

-

2,208
-------

-	78
-	
-	
1,279	

Endowment funds  
 to nearest £

-
-
-
-

OK

Endowment funds

**to nearest £**

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval
