



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1<sup>st</sup> April 2022**  
**Period end date**

**Period start date To 31<sup>st</sup> March 2023**

**Charity name: Emmies Kitchen**

**Charity registration number: 1191029**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of sickness among hospitalised children in the North West of England by the provision of support and facilities to their parents and carers, in particular but not exclusively the provision of hot meals and respite, to enable families and carers to have extended visits.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>During this reporting period the charity has continued to provide hot meals and snack bags on a weekly basis to parents who are staying long term with their children in the Royal Manchester Children's Hospital. The charity has continued to develop its relationship with local food outlets who can offer hot food.</p> <p>During this reporting year we have had excellent access to parents which has enable us to have more time to talk with parents to offer them support and relief from isolation during the time of their child's treatment.</p> <p>A cohort of volunteers has remained active over this reporting period and provided regular input into the preparation, delivery and distribution of food and snack bags. Partnership building has continued over the year, especially with our most long-term partner Ronald Macdonald House, as well as with hospital staff and management, and other external bodies such as the University of Manchester, and local galleries and arts centres.</p> <p>This partnership approach has been guided by the charity's core values of care, kindness and compassion, and has enabled the sharing of facilities and expertise to support families at the hospital.</p>
Statement confirming whether the trustees have had regard to the guidance	Para 1.18	The Trustees understand that the charity exists to further an exclusively charitable purpose for the public benefit. We adhere

issued by the Charity Commission on public benefit		to the charitable purpose for which we were established, and which is outlined in our objectives.
--	--	---

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>Emmies Kitchen is staffed entirely by volunteers. There are no paid staff, and there have been non over the reporting period.</p> <p>Volunteers have been at the core of our service delivery from the inception of our organisation and continued to be the mainstay throughout the period of this report.</p> <p>The volunteer pool has remained consistent and volunteer input has ensured that food delivery, or the preparation of snack bags was never missed and was available as scheduled for the whole of the year.</p>
Other		Emmies Kitchen has a robust written safeguarding policy which all volunteers are familiarised with at induction and are expected to be compliant with.

## Achievements and Performance

	SORP reference	
--	----------------	--

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Since its creation in 2018 and becoming a charity in 2020 Emmies Kitchen has remained committed to its purpose, and core values.</p> <p>The support to parents and carers staying with a poorly child in the RMCH has been consistent.</p> <p>As we have reported over the last two years, Covid brought with it particular challenges, but the foundations that had been built in the early days of the organisation, especially regarding relations with the hospital management, the commitment of volunteers and the success of fundraising, meant that by adjusting to a delivery/ takeaway rather than a face to face service, we could continue to support families.</p> <p>During the course of the year the charity delivered over 6,000 hot meals and over 4,000 snack bags, each bag containing more than a dozen items. In total, over 10,000 snack bags and meals were prepared and delivered.</p> <p>A well established relationship with the food charity Fareshare, means that Emmies Kitchen can continue to source the contents for the snack bags relatively smoothly and at a minimum cost.</p> <p>As a charity we already knew that parents were often not feeding themselves properly.</p> <p>Over this reporting period, similar to previous years, our volunteers identified that parents at the hospital were often struggling to source a hot meal. The Emmies Kitchen Friday night Takeaway became a lifeline for many. Not only was the hot food itself welcome, the feedback we received from the hospital was that the psychological impact of the anticipation and delivery of the food was significant to the point that the mood on the wards was visibly lifted.</p> <p>Parents who have to spend long periods of time looking after their child in hospital, become increasingly isolated. Over this time our volunteers noted an increase in the deterioration of people's mental health, and an increasing number losing their jobs. By building good relationships with a range of partners and supporters, Emmies Kitchen was able to offer other support in addition to the food.</p> <p>Our ongoing partnership with L'Oréal meant that we were able to provide regular supplies of cosmetics and toiletries. Things that are essential to parents staying in the hospital, but expensive and hard to access.</p>
--	------------------	---

		<p>In addition, with support from City in the Community, and other partners, the charity was once again able to provide essential items at Christmas, including pyjamas, gifts and toiletries.</p> <p>Over this reporting year Emmies Kitchen has continued to build on our good relationships with Ronald Macdonald House, The Teenage Cancer Trust, Macmillan, Hospital staff and Management, and especially the Family Support Team. Our intention is to continue to develop our partnership work in order to facilitate more access to services for parents.</p> <p>We have maintained our core charitable purpose over the year, and we believe that we have been able to relieve a degree financial hardship, and also to provide relief to those in need, both practically and psychologically.</p>
--	--	--

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Over the reporting period, Emmies Kitchen achieved our core objective of providing care, support and hot food to parents and carers of hospitalised children which enabled families in turn to care better for their child whilst they are staying with them in the hospital.
Performance of fundraising activities against objectives set	Para 1.41	The charity had not set specific fundraising objectives other than to be ongoing in our efforts to raise enough money to support the continuation of the provision of food, resources and the development of publicity, information and marketing materials. This was achieved through fundraising, donations, and grants.
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	At the end of this reporting period, the charity finds itself in a good financial position. Our financial balance at year end is healthy. We are anticipating increasing our income over the next financial year through, donations, grants, and fundraising. As was stated in previous years, the charity takes the management of its financial affairs extremely seriously and has a dedicated volunteer treasurer/administrator who monitors all income and expenditure. The charity is also supported by a qualified accountant who is responsible for verifying accounts, as required.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	Nil
Reasons for holding zero reserves	Para 1.22	The charity is not responsible for any liabilities over/at this time. The charity had no ongoing financial commitments such as overheads, wages or material assets which would incur charges.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

### 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	Individual fundraising (sponsored events activities etc.)  Donations (individuals, business)  Grant bids
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	None
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Model Constitution for a Charitable Incorporated Organisation whose only voting members are its charity trustees.
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	<p>The Membership may appoint all charity Trustees.</p> <p>Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as charity trustees, the charity trustee must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

### 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 existing charity trustees make available to each new charity trustee, on his or her appointment: a copy of the current version of the constitution; and a copy of the CIO's latest Trustee Annual Report and statement of accounts.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The members of the CIO are its charity trustees. The only persons eligible to be members of the CIO are its charity trustees. The Volunteer Representative is automatically (ex officio) a charity trustee. Board meetings are scheduled to take place every two months. The AGM took place as scheduled during this financial year.
Relationship with any related parties	Para 1.51	N/A
Other		

### Reference and Administrative details

Charity name	Emmies Kitchen
Other name the charity uses	
Registered charity number	1191029

Charity's principal address	14 Gloucester Ave. Levenshulme Manchester M19 3WT UK



## 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	Eve Naraynsingh	Chair	Whole year	The Membership
2	Elizabeth Grant		Whole Year	The Membership
3	Claire Parkinson		Whole Year	The Membership
4	Jacqueline Naraynsingh (ex officio)	Volunteer Representative	Whole Year	The Membership
5	Rizwan Hussain		Whole Year	The Membership
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
None		

## 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	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### 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)

None

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>evenaraynsingh</i>	
Full name(s)	Eve Naraynsingh	
Position (eg Secretary, Chair, etc)	Chair	
Date	02/01/2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Emmies Kitchen

1191029

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1-Apr-22

To

Period end date  
31-Mar-23

### 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 £
<b>A1 Receipts</b>					
Balance c/f	47,343	-	-	47,343	-
Fundraising	14,583	-	-	14,583	20,266
Grants	-	-	-	-	21,500
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>61,926</b>	<b>-</b>	<b>-</b>	<b>61,926</b>	<b>41,766</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>61,926</b>	<b>-</b>	<b>-</b>	<b>61,926</b>	<b>41,766</b>
<b>A3 Payments</b>					
Food	21,024	-	-	21,024	24,569
Other expenses	2,262	-	-	2,262	3,021
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>23,286</b>	<b>-</b>	<b>-</b>	<b>23,286</b>	<b>27,590</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>23,286</b>	<b>-</b>	<b>-</b>	<b>23,286</b>	<b>27,590</b>
<b>Net of receipts/(payments)</b>	<b>38,640</b>	<b>-</b>	<b>-</b>	<b>38,640</b>	<b>14,176</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,640</b>	<b>-</b>	<b>-</b>	<b>38,640</b>	<b>14,176</b>

## 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 £
<b>B1 Cash funds</b>	Bank Balance	38,640	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>38,640</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	evenaraynsingh	EVE NARAYNSINGH	10-Jan-24	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
EMMIES KITCHEN

On accounts for the year  
ended

31<sup>st</sup> March 2023

Charity no  
(if any)

1191029

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

11/01/2024

Name:

Rizwan Akhtar

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

Qadeer & Co

322 Slade Lane, Manchester

M19 2BY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.