

BURGESS HILL COMMUNITY CUPBOARD CIO

England & Wales · Charity number 1191035

Details

| | |
|-------------|---------------------------------------------------------|
| Other names | BURGESS HILL PANTRY |
| Status | Registered |
| Legal form | CIO |
| Registered | 2020-08-26 |
| Register | View on the Charity Commission register |

Contact

Address 18 Market Place
Burgess Hill
West Sussex
RH15 9NP

Phone 08009871156

Email info@bhlocalpantry.org

Activities

Objects: THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN BURGESS HILL AND THE SURROUNDING AREA IN SUCH WAYS AS THE TRUSTEES FROM TIME-TO-TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY:A) PROVIDING FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED. B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.

Activities: The charity is a membership based food operation providing food to people on low incomes in the Burgess Hill area. A weekly subscription is paid by members and this entitles them to shop for food to a higher value than their subscription.

Classification

- **How:** Provides Services
- **What:** Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

Geography

- East Sussex
- West Sussex

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-07-31 | £116,729 | £84,163 | - | - |
| 2024-07-31 | £64,831 | £60,858 | - | - |
| 2023-07-31 | £69,390 | £37,437 | - | - |
| 2022-07-31 | £32,847 | £27,206 | - | - |
| 2021-07-31 | £15,070 | £4,744 | - | - |

Trustees

| Name | Role | Appointed |
|------------------------------------|-------|------------|
| Joseph James Curwood Foster | Chair | 2020-08-26 |
| Liz Laybourne | | 2023-09-01 |
| Sandra Hill | | 2023-09-01 |
| Suneal Ram Kissun | | 2024-10-16 |
| Vanessa Cordell | | 2024-04-22 |

BURGESS HILL COMMUNITY CUPBOARD CIO

England & Wales - Charity number 1191035

Accounts



Burgess Hill Community Cupboard CIO Annual Report

Also known as: Burgess Hill Local Pantry; Burgess Hill Pantry

Registered Charity Number: 1191035

For Period: 1st August 2024 - 31st July 2025

Principal Address: Unit 18 The Market Place Shopping Centre, Burgess Hill, RH15 9NN

| Trustee Name | Dates Acted | Name of Person/Body Entitled to appoint trustee |
|----------------------------|----------------------|-------------------------------------------------|
| Cllr Joseph Foster (Chair) | Whole Year | Burgess Hill Town Council |
| Joanne Kent | Unit August 2024 | |
| Liz Laybourn | Whole Year | |
| Sandra Hill | Whole Year | |
| Vanessa Cordell | Whole Year | |
| Suneal Ram Kissun | From 16 October 2024 | |

Names of Senior Staff Members:

Claire Fuller - Pantry Manager & Project Officer

Bankers:

CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

The trustees present their annual report alongside the financial statements for the year 1st July 2024 to 31st July 2025.

2. Structure Governance & Management

Burgess Hill Community Cupboard is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its constitution document. The charity is registered with the Charity commission under registration number: 1191035

Trustees are selected via a combination of appointment by an outside body (Burgess Hill Town Council), and through advertising & selection from the general population. The trustee board seeks to ensure a balance between appointed trustees and selected trustees, as well as to ensure that the board has a wide gamut of experience to allow the charity to be successful. All trustees are appointed under the provisions of the CIO's constitution. The board may consist of up to 11 trustees.

The charity has a franchise arrangement with a parent organisation, Your Local Pantry, which is run by Foundations Stockport and Church Action on Poverty, which provides a range of support services including branding, marketing, information technology and training. Additionally, the charity also works with Fareshare Sussex to gain access to food from Fareshare's national network.

3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

The relief of financial hardship amongst people in Burgess Hill and surrounding areas in such ways as the trustees from time to time think fit. In Particular, but not exclusively:

- *Providing food, essential toiletries and household items to individuals and families in need.*
- *Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.*

In seeking to deliver these objectives, the trustees & pantry team will seek to deliver services to those most in need locally, and particularly those who may be excluded, marginalised or otherwise disadvantaged.

In setting objectives & planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

Main activities undertaken to achieve these objectives:

During this time period the pantry continued to see an increase in demand for its services and had to:

- Continue to develop relationships with local supermarkets to increase quantity and number of collections of short dated goods
- Find strategies to develop relationships with local businesses who can donate goods or money on a regular basis to assist the pantry
- Continue to grow the membership of the pantry to allow more local residents to access the service

The biggest single objective achieved during the year was to secure a new property within the town centre, get it refurbished and move before the year end. Many of the costs were not invoiced until the new year and are therefore not reflected in these figures.

We are fortunate to have a dedicated & diverse volunteering team who are vital to the effective operation of the pantry, performing a number of critical roles including, but not limited to, welcoming members & checking them in, stock control & management, food delivery & pickup and fundraising.

The board would like to take this opportunity to thank all of our volunteers present and past for their efforts and ongoing commitment to making the pantry run smoothly and effectively on behalf of all of our members. A number of our members are also volunteers. We have seen low attrition of our volunteers, which is especially appreciated as it helps ensure continuity of service and operation with the pantry. We are also delighted to have welcomed new volunteers to the team.

Given the increased demand on the pantry and food inflation we have seen an increase in costs of goods purchased, but this is in line with the increased membership income.

Achievements & Performance

As of July 2025 the Pantry had 250 members and during that month 415 visits, but due the move of premises we were closed the final week of July. The average over the 12 month period was 456 visits per month, totalling 5,483 for the year, the busiest month had 502 visits.

Over this period the Pantry has trialed and introduced Family Memberships allowing households with 4 members or more to pay £8 for a larger “shop”. It has proved extremely popular with members, making the Pantry an even greater support for those families in need. Stock levels are standing up to the increased demand that family shops are placing on them. We continue to offer the standard shop to smaller households although the cost of a standard shop was increased to £5 during this period to cover increasing costs of stocks and electricity.

We continue to work with local retailers, strengthening relationships and reducing food waste by collecting surplus from a number of stores throughout the week. The stock obtained through this process is invaluable to the Pantry, it offers diversity, quality and quantity which we would otherwise not be able to afford it. We are now working with Marks and Spencer, Waitrose and Sainsburys in Haywards Heath and Lidl, Tesco and Waitrose in Burgess Hill.

Our Education Liaison programme increased donations of food at Christmas and also Harvest festivals from several local schools. We received over 200 reverse advents calendars of the Christmas period.

We have also over this period offered an opportunity for schools to visit the Pantry and understand the service and its importance in the community with 60 year six students visiting the Pantry from London Meeds School during the Summer term. We have hosted 11 work experience students from Woodlands Meed College, an enriching and beneficial experience for the students and the Pantry alike.

Our Christmas Reverse Advent Calendar campaign was extremely successful. We received Over 200 completed calendars by engaging the community in this and the donations helped us to cover the hungry gap in the early months of 2025. The Pantry Coat Swap was another successful venture over the Winter period offering an opportunity to donate unwanted outerwear and for those in need to come and collect one.

In March 2024 the Pantry took on the lease of Unit 2, this space has been refurbished and offers a space for wraparound support, social activities, meetings and more for both the Pantry and the wider community.

4. Financial Review

Charities Policy on Reserves:

The charity maintained its reserves for the year as stated in its reserve policy. The money's set a side cover replacement cost for equipment, a sum for an expected move, operating expenses and unexpected electrical costs.

Financial Outlook:

The trustees, having made appropriate enquiries & reviewed the appropriate management accounts, are satisfied that the charity remains a going concern, and therefore continue to manage the charity on this basis.

Principle Sources of funds:

The charities principle sources of funds, other than membership income, included grants from local grant making bodies including but not limited to:

- Burgess Hill Town Council
- West Sussex County Council
- Mid Sussex District Council
- Sussex Community Foundation
- Clarion
- Chalk Cliff
- Focus Foundation

The pantry also benefited from a growing number of individual donations during the period, and other support from local businesses, private individuals etc donating both funds and food supplies. The board would like to thank all parties who have supported the pantry during this financial year for their continued support.

5. Declaration

Signed on Behalf of the Charities Trustees:

| | | |
|-----------|--------------|----------------|
| Signature | | |
| Full Name | Joseph | Vanesa Cordell |
| Position | Chair | Trustee |
| Date | 9 March 2026 | 9 March 2026 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Burgess Hill Community Cupboard CIO

No (if any)
1191035

Receipts and payments accounts

CC16a

For the period from 1-Aug-24 To 31-Jul-25

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 | | | | | |
| Membership | 32,314 | - | - | 32,314 | 26,163 |
| fundraising | 370 | - | - | 370 | - |
| Donations | 18,399 | - | - | 18,399 | 13,328 |
| Grants | 15,000 | 50,430 | - | 65,430 | 24,875 |
| Interest | 121 | - | - | 121 | 108 |
| Rent | 95 | - | - | 95 | 357 |
| | - | - | - | - | - |
| Sub total(Gross income for AR) | 66,299 | 50,430 | - | 116,729 | 64,831 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 66,299 | 50,430 | - | 116,729 | 64,831 |
| A3 Payments | | | | | |
| Stock | 2,511 | 26,631 | - | 29,142 | 24,684 |
| Other direct expenses | 1,835 | - | - | 1,835 | - |
| Wrap around services | 635 | 700 | - | 1,335 | - |
| Advertising | 77 | - | - | 77 | 84 |
| Accountancy | 1,364 | - | - | 1,364 | 211 |
| Bank Charges | 395 | - | - | 395 | 306 |
| Cleaning | 103 | - | - | 103 | 52 |
| Donation Fees | 216 | - | - | 216 | 216 |
| Entertaining | 117 | - | - | 117 | 150 |
| Fees and licences | 784 | - | - | 784 | 1,751 |
| General Expenses | 374 | - | - | 374 | 582 |
| Insurance | 710 | - | - | 710 | 305 |
| IT Software and consumables | 931 | - | - | 931 | 420 |
| Light, power and heating | 4,800 | - | - | 4,800 | 2,895 |
| Waste costs | 589 | - | - | 589 | 247 |
| Water charges | 574 | - | - | 574 | 143 |
| Pension costs | 214 | - | - | 214 | 149 |
| Postage and freight | 123 | - | - | 123 | 7 |
| Printing and stationery | 360 | - | - | 360 | 871 |
| Professional fees | 1,615 | - | - | 1,615 | - |
| Rent (including deposit) | 5,600 | - | - | 5,600 | 3,515 |
| Rates | (499) | - | - | (499) | 499 |
| Repairs and maintenance | 2,729 | 5,000 | - | 7,729 | 262 |
| Salaries | 20,270 | - | - | 20,270 | 15,528 |
| Small Equipment | 487 | - | - | 487 | 4,482 |
| Staff training | - | - | - | - | 103 |
| Subscriptions | 199 | - | - | 199 | 67 |
| Sundry purchases | 31 | - | - | 31 | 661 |
| Telephone and internet | 533 | - | - | 533 | 510 |
| Travel | 129 | - | - | 129 | 460 |
| | - | - | - | - | - |
| Sub total | 47,806 | 32,331 | - | 80,137 | 59,158 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Equipment | 4,026 | - | - | 4,026 | 1,700 |
| | - | - | - | - | - |
| Sub total | 4,026 | - | - | 4,026 | 1,700 |
| Total payments | 51,832 | 32,331 | - | 84,163 | 60,858 |
| Net of receipts/(payments) | 14,467 | 18,099 | - | 32,566 | 3,973 |
| A5 Transfers between funds | (10,500) | (1,500) | - | (12,000) | - |
| A6 Cash funds last year end | 49,015 | - | - | 49,015 | 45,042 |
| Cash funds this year end | 52,982 | 16,599 | - | 69,581 | 49,015 |

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 | Bank | 50,641 | 16,599 | - |
| | Cash | 62 | | |
| | Equals card | 2,212 | - | - |
| | Gift Cards | 67 | - | - |
| | Total cash funds | 52,982 | 16,599 | - |
| | (agree balances with receipts and payments account (s)) | OK | OK | OK |
| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Prepayments | 1,594 | - | - |
| | Rent deposit | 12,000 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | Computer | Unrestricted | 674 | 164 |
| | Plant and equipment | | 8,774 | 6,156 |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | PAYE | Unrestricted | 509 | |
| | Pension | Unrestricted | 120 | |
| | Utility provision | Unrestricted | 1,711 | |
| | | | - | |
| | | - | | |
| Signed by one or two trustees on behalf of all the trustees | Signature | | Print Name | Date of approval |
| | | | Joseph Foster | 9th March 2026 |
| | | | Vanessa Cordell | 9th March 2026 |

Independent Examiner's Report:

Independent examiner's report to the trustees of the Burgess Hill Community Cupboard CIO

I report to the trustees on my examination of the accounts of the Burgess Hill Community Cupboard CIO (the Charity) for the year ended 31 July 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

The Receipts and Payments of the operation correctly excludes non-cash accounting entries but does adjust for prepayments and accruals where income and costs straddle the financial year end. These period end adjustments are reflected in Section B, the Statement of assets and liabilities section.

I mention for information only that the Charity does not deploy an inventory accounting system, which is both understandable and acceptable given the nature and scale of the Charity; all purchases for sale and/or distribution through the Charity are expensed immediately. The physical storage, rotation and presentation of stock is of a high standard.

Also, to note for information, the successful move to new premises in July/August 2025 entailed a minimum rental term until April 2028. The Charity has secured additional funds towards this commitment over the three-year period. Costs of the move and set-up in the new premises are expensed as incurred.

Signed:



Graham Moss

Member of the Institute of Chartered Accountants in England and Wales from 1977 until retirement at end 2022.

Burgess Hill RH15 0AN

31st March 2026

BURGESS HILL COMMUNITY CUPBOARD CIO

England & Wales - Charity number 1191035

Accounts



Burgess Hill Community Cupboard CIO Annual Report

Also known as: Burgess Hill Local Pantry; Burgess Hill Pantry

Registered Charity Number: 1191035

For Period: 1st August 2023- 31st July 2024

Principal Address: 25-29 The Martlets, Burgess Hill, RH15 9NN

| Trustee Name | Dates Acted | Name of Person/Body Entitled to appoint trustee |
|----------------------------|-----------------------|-------------------------------------------------|
| Cllr Joseph Foster (Chair) | Whole Year | Burgess Hill Town Council |
| Cllr Kathleen Willis | August 2023 | Burgess Hill Town Council |
| Cllr Lee Gibbs | August 2023 | Burgess Hill Town Council |
| Joanne Kent | Whole year | |
| Andrew Jackson | Unit October 2023 | |
| Sarah Cullen | Until October 2023 | |
| Liz Laybourn | From 1 September 2023 | |
| Sandra Hill | From 1 September 2023 | |
| Vanessa Cordell | From 22 April 2024 | |

Names of Senior Staff Members:

Claire Fuller - Pantry Manager & Project Officer

Bankers:

CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

The trustees present their annual report alongside the financial statements for the year 1st July 2023 to 31st July 2024.

2. Structure Governance & Management

Burgess Hill Community Cupboard is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its constitution document. The charity is registered with the Charity commission under registration number: 1191035

Trustees are selected via a combination of appointment by an outside body (Burgess Hill Town Council), and through advertising & selection from the general population. The trustee board seeks to ensure a balance between appointed trustees and selected trustees, as well as to ensure that the board has a wide gamut of experience to allow the charity to be successful. All trustees are appointed under the provisions of the CIO's constitution. The board may consist of up to 11 trustees.

The charity has a franchise arrangement with a parent organisation, Your Local Pantry, which is run by Foundations Stockport and Church Action on Poverty, which provides a range of support services including branding, marketing, information technology and training. Additionally, the charity also works with Fareshare Sussex to gain access to food from Fareshare's national network, and Hirschurh who provided palletted bulk products for part of the year.

3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

The relief of financial hardship amongst people in Burgess Hill and surrounding areas in such ways as the trustees from time to time think fit. In Particular, but no exclusively:

- *Providing food, essential toiletries and household items to individuals and families in need.*
- *Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.*

In seeking to deliver these objectives, the trustees & pantry team will seek to deliver services to those most in need locally, and particularly those who may be excluded, marginalised or otherwise disadvantaged.

In setting objectives & planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

Main activities undertaken to achieve these objectives:

During this time period the pantry continued to see an increase in demand for its services and had to:

- Hire an additional member of staff to manage stock
- Develop relationships with local supermarkets to increase quantity and number of collections of short dated goods
- Begin to develop relationships with local businesses who can donate goods or money on a regular basis to assist the pantry
- Continue to grow the membership of the pantry to allow more local residents to access the service

We are fortunate to have a dedicated & diverse volunteering team who are vital to the effective operation of the pantry, performing a number of critical roles including, but not limited to, welcoming members & checking them in, stock control & management, food delivery & pickup and fundraising.

The board would like to take this opportunity to thank all of our volunteers present and past for their efforts and ongoing commitment to making the pantry run smoothly and effectively on behalf of all of our members. A number of our members are also volunteers. We have seen low attrition of our volunteers, which is especially appreciated as it helps ensure continuity of service and operation with the pantry. We are also delighted to have welcomed new volunteers to the team.

Given the increased demand on the pantry and food inflation we have seen an increase in costs of goods purchased, but this is in line with the increased membership income.

Achievements & Performance

As of July 2024 the Pantry had 242 members and during that month 449 visits. The average over the 12 month period was 445 visits per month, totalling 5,347 for the year, an increase of 7% on the previous year.

Over this period the Pantry has trialled and introduced Family Memberships allowing households with 4 members or more to pay £7 for a larger “shop”. It has proved extremely popular with members, making the Pantry an even greater support for those families in need. Stock levels are standing up to the increased demand that family shops are placing on them. We continue to offer the standard shop to smaller households although the cost of a standard shop was increased to £5 during this period to cover increasing costs of stocks and electricity.

We continue to work with local retailers, strengthening relationships and reducing food waste by collecting surplus from a number of stores throughout the week. The stock obtained through this process is invaluable to the Pantry, it offers diversity, quality and quantity which we would otherwise not be able to afford it. We are now working with Marks and Spencer, Waitrose and Sainsburys in Haywards Heath and Lidl, Tesco and Waitrose in Burgess Hill.

Our Education Liaison programme increased donations of food at Christmas and also Harvest festivals from several local schools.

We have also over this period offered an opportunity for schools to visit the Pantry and understand the service and its importance in the community with 60 year six students visiting the Pantry from London Meeds School during the Summer term. We have hosted 11 work experience students from Woodlands Meed College, an enriching and beneficial experience for the students and the Pantry alike.

Our Christmas Reverse Advent Calendar campaign was extremely successful. We received over 100 completed calendars by engaging the community in this and the donations helped us to cover the hungry gap in the early months of 2024. The Pantry Coat Swap was another successful venture over the Winter period offering an opportunity to donate unwanted outerwear and for those in need to come and collect one.

In March 2024 the Pantry took on the lease of Unit 2, this space has been refurbished and offers a space for wraparound support, social activities, meetings and more for both the Pantry and the wider community.

4. Financial Review

Charities Policy on Reserves:

The charity maintained its reserves for the year as stated in its reserve policy. The money's set a side cover replacement cost for equipment, a sum for an expected move, operating expenses and unexpected electrical costs.

Financial Outlook:

The trustees, having made appropriate enquiries & reviewed the appropriate management accounts, are satisfied that the charity remains a going concern, and therefore continue to manage the charity on this basis.

Principle Sources of funds:

The charities principle sources of funds, other than membership income, included grants from local grant making bodies including but not limited to:

- West Sussex County Council
- Clarion Foundation
- Burgess Hill Lions
- Your Local Pantry
- Rotary Club
- MADL Foundation
- The Comber Trust

The pantry also benefited from a growing number of individual donations during the period, and other support from local businesses, private individuals etc donating both funds and food supplies. The board would like to thank all parties who have supported the pantry during this financial year for their continued support.

5. Declaration

Signed on Behalf of the Charities Trustees:

| | | |
|-----------|---------------|----------------|
| Signature | | |
| Full Name | Joseph | Vanesa Cordell |
| Position | Chair | Trustee |
| Date | 29th Jan 2025 | 29th Jan 2025 |



Receipts and payments accounts

| | | | |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
|---------------------|-------------------|----|-----------------|

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 | | | | | |
| Membership | 26,163 | - | - | 26,163 | 17,268 |
| Donations | 13,327 | - | - | 13,327 | 14,067 |
| Grant | - | 24,875 | - | 24,875 | 38,000 |
| Interest | 108 | - | - | 108 | 55 |
| Rent received | 358 | - | - | 358 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total(Gross income for AR) | 39,956 | 24,875 | - | 64,831 | 69,390 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 39,956 | 24,875 | - | 64,831 | 69,390 |
| A3 Payments | | | | | |
| Stock | 4,684 | 20,000 | - | 24,684 | 15,586 |
| Prepayments | | | | | 152 |
| Accounted for different year | | | | | 248 |
| Advertising and marketing | 84 | | | 84 | 343 |
| Accountancy | 211 | | | 211 | 193 |
| Bank charges | 306 | | | 306 | 231 |
| Cleaning | 52 | | | 52 | 320 |
| Donation Fees | 216 | | | 216 | 165 |
| Entertaining | 150 | | | 150 | |
| Fees and Licences | 1,751 | | | 1,751 | 1,333 |
| General expenses | 582 | | | 582 | -320 |
| Insurance | 305 | | | 305 | 396 |
| IT software and consumables | 420 | | | 420 | 404 |
| Light, power and heating | 2,895 | | | 2,895 | - |
| Waste costs | 247 | | | 247 | 282 |
| water charges | 143 | | | 143 | |
| Pension costs | 149 | | | 149 | 9 |
| Postage, Freight and courier | 7 | | | 7 | 27 |
| printing and stationery | 871 | | | 871 | 28 |
| Rent | 3,515 | | | 3,515 | 2,400 |
| Rates | 499 | | | 499 | |
| Repairs and maintenance | 262 | | | 262 | 139 |
| Salaries | 10,651 | 4,875 | | 15,526 | 10,930 |
| Small equipment | 4,482 | | | 4,482 | 1,758 |
| Staff training | 103 | | | 103 | 489 |
| Subscriptions | 67 | | | 67 | 777 |
| Sundry purchases | 661 | | | 661 | 11 |
| Telephone and internet | 510 | | | 510 | 420 |
| Depreciation (should not have been included) | | | | - | |
| Travel | 460 | | | 460 | 86 |
| Sub total | 34,283 | 24,875 | - | 59,158 | 35,911 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Fridge Freezer | 1,500 | - | - | 1,500 | 1,200 |
| Computer | 200 | - | - | 200 | 326 |
| Sub total | 1,700 | - | - | 1,700 | 1,526 |

| | | | | | |
|-----------------------------------|--------|--------|---|--------|--------|
| <i>Total payments</i> | 35,983 | 24,875 | - | 60,858 | 37,437 |
| <i>Net of receipts/(payments)</i> | 3,973 | - | - | 3,973 | 31,953 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 45,042 | - | - | 45,042 | 13,089 |
| <i>Cash funds this year end</i> | 49,015 | - | - | 49,015 | 45,042 |

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 | CAF Bank | 48,001 | - | - |
| | Equals | 446 | - | - |
| | Gift Cards | 385 | - | - |
| | Cash | 183 | - | - |
| | Total cash funds | 49,015 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|-------------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | Prepayments | 1,158 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------------------------------|----------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Computer | | 674 | - |
| | Plant | | 4,748 | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|--------------------------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | PAYE | | 66 | |
| | Utilities provision | | 1,737 | |
| | Pension | | 63 | |
| | Rent received in advance | | 75 | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|-----------|-----------------|------------------|
| | Joseph Foster | |
| | Vanessa Cordell | |

Independent Examiner's Report:

Independent examiner's report to the trustees of the Burgess Hill Community Cupboard CIO

I report to the trustees on my examination of the accounts of the Burgess Hill Community Cupboard CIO (the Charity) for the year ended 31 July 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

The Receipts and Payments of the operation correctly excludes non-cash accounting entries; here within the respective income and expenditure headings, in preference to being grouped and shown separately.

I mention for information only that the Charity does not deploy an inventory accounting system, which is both understandable and acceptable given the nature and scale of the Charity; all purchases for sale and/or distribution through the Charity are expensed immediately.

Signed:



Graham Moss

Member of the Institute of Chartered Accountants in England and Wales from 1977 until retirement at end 2022.

Burgess Hill RH15 0AN

January 2025

BURGESS HILL COMMUNITY CUPBOARD CIO

England & Wales - Charity number 1191035

Accounts



Burgess Hill Community Cupboard CIO Annual Report

Also known as: Burgess Hill Local Pantry; Burgess Hill Pantry

Registered Charity Number: 1191035

For Period: 1st August 2022- 31st July 2023

Principal Address: 25-29 The Martlets, Burgess Hill, RH15 9NN

| Trustee Name | Dates Acted | Name of Person/Body Entitled to appoint trustee |
|----------------------------|--------------------|--------------------------------------------------------|
| Cllr Joseph Foster (Chair) | Whole Year | Burgess Hill Town Council |
| Cllr Kathleen Willis | Whole Year | Burgess Hill Town Council |
| Cllr Lee Gibbs | Whole Year | Burgess Hill Town Council |
| Cllr Sarah Lawrence | Until March 23 | Burgess Hill Town Council |
| Hannah Little | Until October 22 | |
| Joanne Kent | Whole year | |
| Andrew Jackson | Whole Year | |
| Sarah Cullen | Whole Year | |

Names of Senior Staff Members:

Claire Fuller - Pantry Manager & Project Officer

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

The trustees present their annual report alongside the financial statements for the year 1st July 2022 to 31st July 2023

2. Structure Governance & Management

Burgess Hill Community Cupboard is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its constitution document. The charity is registered with the Charity commission under registration number: 1191035

Trustees are selected via a combination of appointment by an outside body (Burgess Hill Town Council), and through advertising & selection from the general population. The trustee board seeks to ensure a balance between appointed trustees and selected trustees, as well as to ensure that the board has a wide gamut of experience to allow the charity to be successful. All trustees are appointed under the provisions of the CIO's constitution. The board may consist of up to 11 trustees.

The charity has a franchise arrangement with a parent organisation, Your Local Pantry, which is run by Foundations Stockport and Church Action on Poverty, which provides a range of support services including branding, marketing, information technology and training. Additionally, the charity also works with Fareshare Sussex to gain access to food from Fareshare's national network, and Hirsch who provide palletted bulk products.

3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN BURGESS HILL AND THE SURROUNDING AREA IN SUCH WAYS AS THE TRUSTEES FROM TIME- TO-TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY:

A) PROVIDING FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED.

B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.

In seeking to deliver these objectives, the trustees & pantry team will seek to deliver services to those most in need locally, and particularly those who may be excluded, marginalised or otherwise disadvantaged.

In setting objectives & planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

Main activities undertaken to achieve these objectives:

During this time period the pantry had to cope with a significant deterioration in the economic environment

- Hiring a new pantry manager
- Continued to grow short dated food collection network expanding our number of collections
- Conducted refresher training and volunteer development day
- Continue to grow the membership of the pantry to allow more local residents to access the service

We are fortunate to have a dedicated & diverse volunteering team who are vital to the effective operation of the pantry, performing a number of critical roles including, but not limited to, welcoming members & checking them in, stock control & management, food delivery & pickup and fundraising.

The board would like to take this opportunity to thank all of our volunteers present and past for their efforts and ongoing commitment to making the pantry run smoothly and effectively on behalf of all of our members. A number of our members are also volunteers. We have seen low attrition of our volunteers, which is especially appreciated as it helps ensure continuity of service and operation with the pantry. We are also delighted to have welcomed new volunteers to the team.

Given the increased demand on the pantry and a huge increase in costs of goods, the pantry had to step up its grant funding applications, and was successful in securing a number of new funding sources including National Lottery funding.

Achievements & Performance

As of July 2023 the Pantry had 189 members and during that month 342 visits. The average over the 12 month period was 336 visits, totalling 4039 for the year, a 42% increase in monthly visits. Average basket analysis conducted in April, shows that the average value of a basket is £25.60, vs a membership cost of £4, providing a good value multiplier for our members.

During the reporting year the pantry sought to diversify its sources of food, increasing the collection of surplus food from a wider range of local businesses such as local supermarkets. Additionally, HisChurch was also brought onboard as an additional supplier of bulk goods to good effect during the year. Although food sourcing continues to be difficult, these efforts have gone some way to stabilise the situation. Trustees, staff & volunteers continue to seek out new and innovative ways to source food to diversify sourcing and increase resilience.

The pantry also completed an awareness and fundraising drive, delivering a large number of letters to local businesses. This was very successful in building longer term links with local businesses particularly in Burgess Hill, who have provided generous support throughout the year. The pantry also joined Burgess Hill Business Parks Association, and takes part in their activities.

4. Financial Review

Charities Policy on Reserves:

During this financial year, the trustee board adopted a policy that the charity should keep 3 months worth of operating expenses in unrestricted reserves. During the reporting period, the charity maintained this reserve successfully. Additionally, the charity held a specific reserve to account for any costs associated with needing to move premises, should the need arise.

Financial Outlook:

The trustees, having made appropriate enquiries & reviewed the appropriate management accounts, are satisfied that the charity remains a going concern, and therefore continue to manage the charity on this basis.

Principle Sources of funds:

The charities principle sources of funds included grants from local grant making bodies including but not limited to:

- Clarion Foundation
- Budding Foundation
- Burgess Hill Town Council
- Burgess Hill Lions
- Sussex Community Foundation
- The National Lottery Community Fund
- Mid Sussex Roundtable
- Burgess Hill Bonfire Society
- The Kleinwort Foundation

The pantry also benefited from a growing number of individual donations during the period, and other support from local businesses, private individuals etc donating both funds and food supplies. The board would like to thank all parties who have supported the pantry during this financial year for their continued support.

5. Declaration

Signed on Behalf of the Charities Trustees:

| | | |
|-----------|-----------------|---------|
| Signature | | |
| Full Name | Joseph J Foster | |
| Position | Chair | Trustee |
| Date | | |

Appendix I - Financial Statement - Income & Expenditure Accounts

| | | | | | | | |
|----------------------------------------------------|---------------------------------|----------|-------------------|-----------|------------------|------------------|------------------|
| | Burgess Hill Community Cupboard | | 1191035 | | | CC16 a | |
| Receipts and payments accounts | | | | | | | |
| | For the period from | 1/8/2022 | To | 31/7/2023 | | | |
| Section A Receipts and payments | | | | | | | |
| | Unrestricted funds | | Restrict ed funds | | Endow ment funds | Total funds | Last year |
| | to the nearest £ | | to the nearest £ | | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | | | |
| | - | | - | | - | - | - |
| Donations | 14,067 | | - | | - | 14,067 | 4,497 |
| Sales | 17,268 | | - | | - | 17,268 | 10,333 |
| Grants | 38,000 | | - | | - | 38,000 | 18,015 |
| Interest | 54.66 | | - | | - | 55 | 1.32 |
| | - | | - | | - | - | - |
| | - | | - | | - | - | - |
| | - | | - | | - | - | - |
| Sub total(Gross income for AR) | 69,390 | | - | | - | 69,390 | 32,847 |
| A2 Asset and investment sales, (see table). | | | | | | | |
| | - | | - | | - | - | - |
| | - | | - | | - | - | - |
| Sub total | - | | - | | - | - | - |
| Total receipts | 69,390 | | - | | - | 69,390 | 32,847 |
| A3 Payments | | | | | | | |
| Food purchases | 15,586 | | - | | - | 15,586 | 11,766 |
| Advertising | 342.55 | | | | | 343 | 36 |

| | | | | | |
|-------------------------------------------------------|---------------|----------|----------|---------------|---------------|
| Accountancy | 193.44 | - | - | 193 | 178 |
| Bank fees | 231.27 | - | - | 231 | 178 |
| Cleaning | 319.58 | | | 320 | 181 |
| Donation Fees | 165.09 | | | 165 | 65 |
| Fees and Licenses | 1,333.32 | | | 1,333 | 2,208 |
| Insurance | 396.12 | | | 396 | 184 |
| IT Software | 403.84 | | | 404 | 422 |
| Pension costs | 9.00 | | | 9 | 0 |
| Postage | 26.65 | | | 27 | 0 |
| Printing & Stationery | 27.94 | - | - | 28 | 92 |
| Rent | 2,400.00 | - | - | 2,400 | 2,489 |
| Repairs and Maintenance | 138.63 | | | 139 | 0 |
| Salaries | 10,930.44 | - | - | 10,930 | 7,518 |
| Small Equipment Expensed | 1,757.99 | | | 1,758 | 910 |
| Staff training | 489.30 | | | 489 | 0 |
| Subscriptions | 777.17 | - | - | 777 | 118 |
| Sundry purchases | 10.98 | | | 11 | 238 |
| Telephone & Internet | 419.11 | | | 419 | 184 |
| Travel | 85.10 | | | 85 | 0 |
| Waste | 282.41 | - | - | 282 | 0 |
| Sub total | 36,326 | - | - | 36,326 | 26,768 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Investment in Equipment | 1,726 | - | - | - | |
| Change in Monetary Assets and Liabilities | - 615 | - | - | - | |
| Sub total | 1,111 | - | - | - | |
| Total payments | 37,437 | - | - | 36,326 | 26,768 |
| Net of receipts/(payments) | 31,953 | - | - | 33,064 | 6,079 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 13,089 | - | - | - | - |
| Cash funds this year end | 45,042 | - | - | 33,064 | 6,079 |

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

| Categories | Details | Unrestr icted funds to nearest £ | Restrict ed funds to nearest £ | Endowm ent funds to nearest £ |
|---------------------------------|--------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| B1 Cash funds | Caf Cash - Bank account | 43,482 | - | - |
| | Equals account | 1,510.08 | - | - |
| | Cash | 50.00 | - | - |
| | Total cash funds | 45,042 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestr icted funds to nearest £ | Restrict ed funds to nearest £ | Endowm ent funds to nearest £ |
| B2 Other monetary assets | Details | | | |
| | Debtors | 265 | - | - |
| | Prepayments | 1267 | - | - |
| | | | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

















Independent Examiner's Report:

Independent examiner's report to the trustees of the Burgess Hill Community Cupboard CIO

I report to the trustees on my examination of the accounts of the Burgess Hill Community Cupboard CIO (the Charity) for the year ended 31 July 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached. I mention for information only that the Charity does not deploy an inventory system, which is both understandable and acceptable given the nature and scale of the Charity; all purchases for sale and/or distribution through the Charity are expensed immediately.

Signed:



Graham Moss

Member of the Institute of Chartered Accountants in England and Wales from 1977 until retirement at end 2022.

Burgess Hill RH15 0AN

23rd April 2024

BURGESS HILL COMMUNITY CUPBOARD CIO

England & Wales - Charity number 1191035

Accounts



Burgess Hill Community Cupboard CIO Annual Report

Also known as: Burgess Hill Local Pantry; Burgess Hill Pantry

Registered Charity Number: 1191035

For Period: 1st August 2021- 31st July 2022

Principal Address: 25-29 The Martlets, Burgess Hill, RH15 9NN

| Trustee Name | Dates Acted | Name of Person/Body Entitled to appoint trustee |
|----------------------------|---------------------------------|-------------------------------------------------|
| Cllr Joseph Foster (Chair) | Whole Year | Burgess Hill Town Council |
| Cllr Kathleen Willis | Whole Year | Burgess Hill Town Council |
| Cllr Lee Gibbs | Whole Year | Burgess Hill Town Council |
| Cllr Sarah Lawrence | Whole Year | Burgess Hill Town Council |
| Elizabeth Adshead | January 2021- May 2022 | |
| Hannah Little | Whole year | |
| | | |
| Joanne Kent | Whole year | |
| <i>Andrew Jackson</i> | <i>November 2021 to present</i> | |
| <i>Sarah Cullen</i> | <i>December 2021 to present</i> | |

Names of Senior Staff Members:

Julie Smyth - Pantry Manager

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

The trustees present their annual report alongside the financial statements for the year 1st July 2021 to 31st July 2022

2. Structure Governance & Management

Burgess Hill Community Cupboard is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its constitution document. The charity is registered with the Charity commission under registration number: 1191035

Trustees are selected via a combination of appointment by an outside body (Burgess Hill Town Council), and through advertising & selection from the general population. The trustee board seeks to ensure a balance between appointed trustees and selected trustees, as well as to ensure that the board has a wide gamut of experience to allow the charity to be successful. All trustees are appointed under the provisions of the CIO's constitution. The board may consist of up to 11 trustees. In May 2022 the constitution was amended to reduce the number of trustees appointed by BHTC from 4 to 2 with the aim of growing the skillset of the board to match the organisation's needs, as well as increasing the diversity of the board over time.

The charity has a franchise arrangement with a parent organisation, Your Local Pantry, which is run by Foundations Stockport and Church Action on Poverty, which provides a range of support services including branding, marketing, information technology and training. Additionally, the charity also works with Fareshare Sussex to gain access to food from Fareshare's national network, and Hirsch who provide palletted bulk products.

3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN BURGESS HILL AND THE SURROUNDING AREA IN SUCH WAYS AS THE TRUSTEES FROM TIME- TO-TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY:

A) PROVIDING FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED.

B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.

In seeking to deliver these objectives, the trustees & pantry team will seek to deliver services to those most in need locally, and particularly those who may be excluded, marginalised or otherwise disadvantaged.

In setting objectives & planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

Main activities undertaken to achieve these objectives:

During the second year of operation, the organisation has sought to use the experience and knowledge gained in the first year to consolidate and expand activities:

- Develop a strategic plan to frame future priorities through a joint meeting of trustees and volunteers
- Increase the use of surplus food through accessing food hubs such as Neighbourly, Caboodle and Foodiverse in addition to the existing arrangement with Fareshare
- Continue to grow the membership of the pantry to allow more local residents to access the service
- Extend and adapt opening hours to enable greater access and more efficient use of surplus food donation

We are fortunate to have a dedicated & diverse volunteering team who are vital to the effective operation of the pantry, performing a number of critical roles including, but not limited to, welcoming members & checking them in, stock control & management, food delivery & pickup and fundraising. We are pleased to report that the membership of the volunteering team has been very stable, and 2 volunteers left during the reporting period to move into paid employment. The board would like to take this opportunity to thank all of our volunteers present and past for their efforts and ongoing commitment to making the pantry run smoothly and effectively on behalf of all of our members. A number of our members are also volunteers.

Achievements & Performance

In summary, in this financial year we have successfully maintained and expanded the pantry in Burgess Hill, and we continue to provide access to food & other supplies, benefiting those who are struggling to put food on their table.

As of July 2022 the Pantry had 189 members and during that month 259 visits. The average over the 12 month period was 196 visits. It should be noted that these numbers rapidly rose after the end of the reporting period, and further details will be provided in future reports.

During the reporting year the pantry sought to diversify its sources of food, increasing the collection of surplus food from a wider range of local businesses such as local supermarkets. Additionally, HisChurch was also brought onboard as an additional supplier of bulk goods to good effect during the year. Although food sourcing continues to be difficult, these efforts have gone some way to stabilise the situation. Trustees, staff & volunteers continue to seek out new and innovative ways to source food to diversify sourcing and increase resilience.

4. Financial Review

Charities Policy on Reserves:

During this financial year, the trustee board adopted a policy that the charity should keep 3 months worth of operating expenses in unrestricted reserves. During the reporting period, the charity maintained this reserve successfully.

Financial Outlook:

The trustees, having made appropriate enquiries & reviewed the appropriate management accounts, are satisfied that the charity remains a going concern, and therefore continue to manage the charity on this basis.

Principle Sources of funds:

The charities principle sources of funds included grants from local grant making bodies including but not limited to:

- Clarion Foundation
- Budding Foundation
- Burgess Hill Town Council
- Burgess Hill Lions
- Sussex Community Foundation

The pantry also benefited from a number of individual donations during the period, and other support from local businesses, private individuals etc donating both funds and food supplies. The board would like to thank all parties who have supported the pantry during this financial year for their continued support.

5. Declaration

Signed on Behalf of the Charities Trustees:

| | | |
|-----------|-----------------|----------------|
| Signature | | |
| Full Name | Joseph J Foster | Andrew Jackson |
| Position | Chair | Trustee |
| Date | | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|---------------------------------|---------|
| Burgess Hill Community Cupboard | 1191035 |
|---------------------------------|---------|

Receipts and payments accounts

| | | | |
|---------------------|------------|----|------------|
| For the period from | 01/08/2021 | To | 31/07/2022 |
|---------------------|------------|----|------------|

CC16a

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 | | | | | |
| | - | - | - | - | - |
| Donations | 4,497 | - | - | 4,497 | 7,724 |
| Sales | 10,333 | - | - | 10,333 | 794 |
| Grants | 18,015 | - | - | 18,015 | 6,553 |
| Interest | 1 | - | - | 1 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total(Gross income for AR) | 32,847 | - | - | 32,847 | 15,070 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 32,847 | - | - | 32,847 | 15,070 |
| A3 Payments | | | | | |
| Food purchases | 11,766 | - | - | 11,766 | 1,331 |
| Advertising | 36 | - | - | 36 | |
| Accountancy | 178 | - | - | 178 | 58 |

| | | | | | |
|--------------------------|---------------|----------|----------|---------------|--------------|
| Bank fees | 177 | - | - | 177 | 76 |
| Cleaning | 181 | | | 181 | |
| Depreciation | 439 | | | 439 | |
| Donation Fees | 65 | | | 65 | |
| Fees and Licenses | 2,208 | | | 2,208 | |
| Insurance | 184 | | | 184 | |
| IT Software | 422 | | | 422 | |
| Printing & Stationery | 92 | - | - | 92 | 267 |
| Rent | 2,489 | - | - | 2,489 | 400 |
| Salaries | 7,518 | - | - | 7,518 | 2,380 |
| Small Equipment Expensed | 910 | | | 910 | |
| Subscriptions | 118 | - | - | 118 | 38 |
| Sundry purchases | 238 | | | 238 | 140 |
| Telephone & Internet | 184 | - | - | 184 | 55 |
| Sub total | 27,206 | - | - | 27,206 | 4,744 |

A4 Asset and investment purchases, (see table)

| | | | | | |
|------------------|----------|----------|----------|----------|--|
| | - | - | - | - | |
| | - | - | - | - | |
| Sub total | - | - | - | - | |

| | | | | | |
|-----------------------|---------------|----------|----------|---------------|--------------|
| Total payments | 27,206 | - | - | 27,206 | 4,744 |
|-----------------------|---------------|----------|----------|---------------|--------------|

| | | | | | |
|------------------------------------|---------------|----------|----------|--------------|---------------|
| Net of receipts/(payments) | 5,641 | - | - | 5,641 | 10,326 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 10,326 | - | - | - | - |
| Cash funds this year end | 15,967 | - | - | 5,641 | 10,326 |

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

| Categories | Details | Unrestricted funds | Restricted funds | Endowment funds |
|------------|---------|--------------------|------------------|-----------------|
| | | to nearest £ | to nearest £ | to nearest £ |

B1 Cash funds

| | | | |
|--------------------------------------------------------|---------------------------|-------------------------|------------------------|
| Caf Cash - Bank account | 12,074 | - | - |
| Equals account | 964 | - | - |
| Cash | 50 | - | - |
| Total cash funds | 13,089 | - | - |
| (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | Unrestricted funds | Restricted funds | Endowment funds |

B2 Other monetary assets

| Details | to nearest £ | to nearest £ | to nearest £ |
|---------------------|--------------|--------------|--------------|
| Prepayments | 1,299 | - | - |
| Accounts Receivable | 79 | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

B3 Investment assets

| Details | Amount to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-------------------------------|-----------------|--------------------------|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

| Details | Amount to which asset belongs | Cost (optional) | Current value (optional) |
|--------------------|-------------------------------|-----------------|--------------------------|
| Computer Equipment | 348 | - | 278 |
| Plant & Machinery | 1847.98 | - | 1,478 |

| | | | |
|-------------------------------------------|---|---|---|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| B4 Assets retained for the charity | - | - | - |

d to which liability relat Amount due (optional) When due (optional)

Details

| | | | |
|-----------------|--------|---|--|
| Trade Creditors | 257.26 | - | |
| | - | - | |
| | - | - | |
| | - | - | |
| | - | - | |

B5 Liabilities

Signed by one or two trustees on behalf of :

| Signature | Print Name | Date of approval |
|-----------|----------------|------------------|
| | Joanne Jenkins | 10/05/2023 |
| | R | |

Independent Examiner's Report:

Independent examiner's report to the trustees of the Burgess Hill Community Cupboard CIO

I report to the trustees on my examination of the accounts of the Burgess Hill Community Cupboard CIO, registered number: 1191035, (the Charity) for the year ended 31 July 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached. I mention for information only that the Charity does not deploy an inventory system, which is both understandable and acceptable given the nature and scale of the Charity; all purchases for sale and/or distribution through the Charity are expensed immediately.

Signed:



Graham Moss

Retired, previously Member of the Institute of Chartered Accountants in England and Wales 1977 to 2022.

Burgess Hill RH15 0AN

Date: 16th May 2023

BURGESS HILL COMMUNITY CUPBOARD CIO

England & Wales - Charity number 1191035

Accounts



Burgess Hill Community Cupboard CIO Annual Report

Also known as: Burgess Hill Local Pantry; Burgess Hill Pantry

Registered Charity Number: 1191035

For Period: 1st August 2020 - 31st July 2021

Principal Address: 25-29 The Martlets, Burgess Hill, RH15 9NN

| Trustee Name | Dates Acted | Name of Person/Body Entitled to appoint trustee |
|----------------------------|----------------------------------------|-------------------------------------------------|
| Cllr Joseph Foster (Chair) | Whole Year | Burgess Hill Town Council |
| Cllr Kathleen Willis | Whole Year | Burgess Hill Town Council |
| Cllr Lee Gibbs | Whole Year | Burgess Hill Town Council |
| Cllr Sarah Lawrence | Whole Year | Burgess Hill Town Council |
| Elizabeth Adshead | January 2021 to EOY | |
| Hannah Little | January 2021 to EOY | |
| Dyanne Cundall | January 2021 to August 2021 (resigned) | |
| Joanne Kent | June 2021 to Present | |
| <i>Andrew Jackson</i> | <i>November 2021 to present</i> | |
| <i>Sarah Cullen</i> | <i>December 2021 to present</i> | |

Names of Senior Staff Members:

Julie Smyth - Pantry Manager

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

The trustees present their annual report alongside the financial statements for the year 1st July 2020 to 31st July 2021

2. Structure Governance & Management

Burgess Hill Community Cupboard is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its constitution document. The charity is registered with the Charity commission under registration number: 1191035

Trustees are selected via a combination of appointment by an outside body (Burgess Hill Town Council), and through advertising & selection from the general population. The trustee board seeks to ensure a balance between appointed trustees and selected trustees, as well as to ensure that the board has a wide gamut of experience to allow the charity to be successful. All trustees are appointed under the provisions of the CIO's constitution. The board may consist of up to 11 trustees.

The charity has entered into a franchise arrangement with a parent organisation, Your Local Pantry, which is run by Foundations Stockport and Church Action on Poverty, which provides a range of support services including branding, marketing, information technology and training. Additionally, the charity also works with Fareshare Sussex to gain access to food from Fareshare's national network.

3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN BURGESS HILL AND THE SURROUNDING AREA IN SUCH WAYS AS THE TRUSTEES FROM TIME- TO-TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY:

A) PROVIDING FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED.

B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.

In seeking to deliver these objectives, the trustees & pantry team will seek to deliver services to those most in need locally, and particularly those who may be excluded, marginalised or otherwise disadvantaged.

In setting objectives & planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

Main activities undertaken to achieve these objectives:

During the first year of operation, the organisation has sought to:

- Create a solid governance structure & foundation, including advertising for, and onboarding a wider gamut of trustees
- Create appropriate policies & procedures for the safe & efficient running of the organisation
- Recruit an experienced pantry manager to have operational responsibility for the day to day operations, & a volunteer team to run the pantry
- Rented & fit out a physical location to run the pantry from, located in The Martlets shopping centre
- Sourced food & supplies to be provided to members from Fareshare & other sources
- Advertised for members who wish to benefit from the pantry
- Opened the pantry at the end of May 2021 providing a location for beneficiaries in need to access reduced cost food
- Grown the membership of the pantry to allow more local residents to access the service

We are fortunate to have a dedicated & diverse volunteering team who are vital to the effective operation of the pantry, performing a number of critical roles including, but not limited to, welcoming members & checking them in, stock control & management, food delivery & pickup and fundraising. The board would like to take this opportunity to thank all of our volunteers present and past for their efforts and contribution to successfully launching the pantry this year, allowing us to start to help the people of Burgess Hill who are suffering from food poverty.

The board would also like to thank the officers & staff at Burgess Hill Town Council for their assistance in setting up the charity, including providing administrative support, liaising with & gaining support from other community groups for the pantry, and in the setup and creation of the Pantry's space at 25-29 The Martlets

Achievements & Performance

In summary, in this financial year we have successfully launched the pantry in Burgess Hill, and it is now providing access to food & other supplies, benefiting those who are struggling to put food on their table. The pantry launched in the last quarter of the reporting period, and therefore the reported figures reflect this.

As of July 2021, the pantry had 93 members, and 107 visits a month. It should be noted that these numbers rapidly rose after the end of the reporting period, and further details will be provided in future reports.

4. Financial Review

Charities Policy on Reserves:

During this financial year, the trustee board adopted a policy that the charity should keep 3 months worth of operating expenses in unrestricted reserves. During the reporting period, the charity maintained this reserve successfully.

Financial Outlook:

The trustees, having made appropriate enquiries & reviewed the appropriate management accounts, are satisfied that the charity remains a going concern, and therefore continue to manage the charity on this basis.

Principle Sources of funds:

The charities principle sources of funds included grants from local grant making bodies including but not limited to:

- Clarion Foundation
- Budding Foundation
- Burgess Hill Town Council
- Burgess Hill Lions
- Sussex Giving Foundation

The pantry also benefited from a number of individual donations during the period, and other support from local businesses, private individuals etc donating both funds and food supplies. The board would like to thank all parties who have supported the pantry in its opening year.

5. Declaration

Signed on Behalf of the Charities Trustees:

| | | |
|-----------|-----------------|----------------|
| Signature | | |
| Full Name | Joseph J Foster | Andrew Jackson |
| Position | Chair | Trustee |
| Date | 18/04/2022 | 18/04/2022 |

Profit and Loss

Burgess Hill Community Cupboard CIO For the year ended 31 July 2021

2021

Turnover

| | |
|-----------------------|------------------|
| Donations | 5,559.71 |
| Other Revenue | 8,717.02 |
| Sales | 793.50 |
| Total Turnover | 15,070.23 |

Cost of Sales

| | |
|----------------------------|-----------------|
| Cost of Goods Sold | 1,330.57 |
| Total Cost of Sales | 1,330.57 |

Gross Profit

13,739.66

Administrative Costs

| | |
|-----------------------------------|-----------------|
| Audit & Accountancy fees | 57.60 |
| Bank Fees | 76.04 |
| General Expenses | 139.91 |
| Printing & Stationery | 267.24 |
| Rent | 400.00 |
| Salaries | 2,380.00 |
| Subscriptions | 37.80 |
| Telephone & Internet | 54.63 |
| Total Administrative Costs | 3,413.22 |

Operating Profit

10,326.44

Profit on Ordinary Activities Before Taxation

10,326.44

Profit after Taxation

10,326.44