



## 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	CC16a
Receipts and payments accounts				
For the period from	01/08/2021	To	31/07/2022	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
	-	-	-	-	-
Donations	4,497	-	-	4,497	7,724
Sales	10,333	-	-	10,333	794
Grants	18,015	-	-	18,015	6,553
Interest	1	-	-	1	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	32,847	-	-	32,847	15,070
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	32,847	-	-	32,847	15,070
<b>A3 Payments</b>					
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
<b>Sub total</b>	<b>27,206</b>	<b>-</b>	<b>-</b>	<b>27,206</b>	<b>4,744</b>

#### A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>Total payments</b>	<b>27,206</b>	<b>-</b>	<b>-</b>	<b>27,206</b>	<b>4,744</b>
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<b>Net of receipts/(payments)</b>	<b>5,641</b>	<b>-</b>	<b>-</b>	<b>5,641</b>	<b>10,326</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>10,326</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>15,967</b>	<b>-</b>	<b>-</b>	<b>5,641</b>	<b>10,326</b>

## 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	-	-
<b>Total cash funds</b>	<b>13,089</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))	OK	OK	OK
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>

## B2 Other monetary assets

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

## B3 Investment assets

Details	und to which asset belo	Cost (optional)	urrent value (optional)
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	und to which asset belong	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 relates    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: 16<sup>th</sup> May 2023