



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
	Details	Unrestr icted funds to nearest £	Restrict ed funds to nearest £	Endowm ent funds to nearest £
B2 Other monetary assets	Debtors	265	-	-
	Prepayments	1267	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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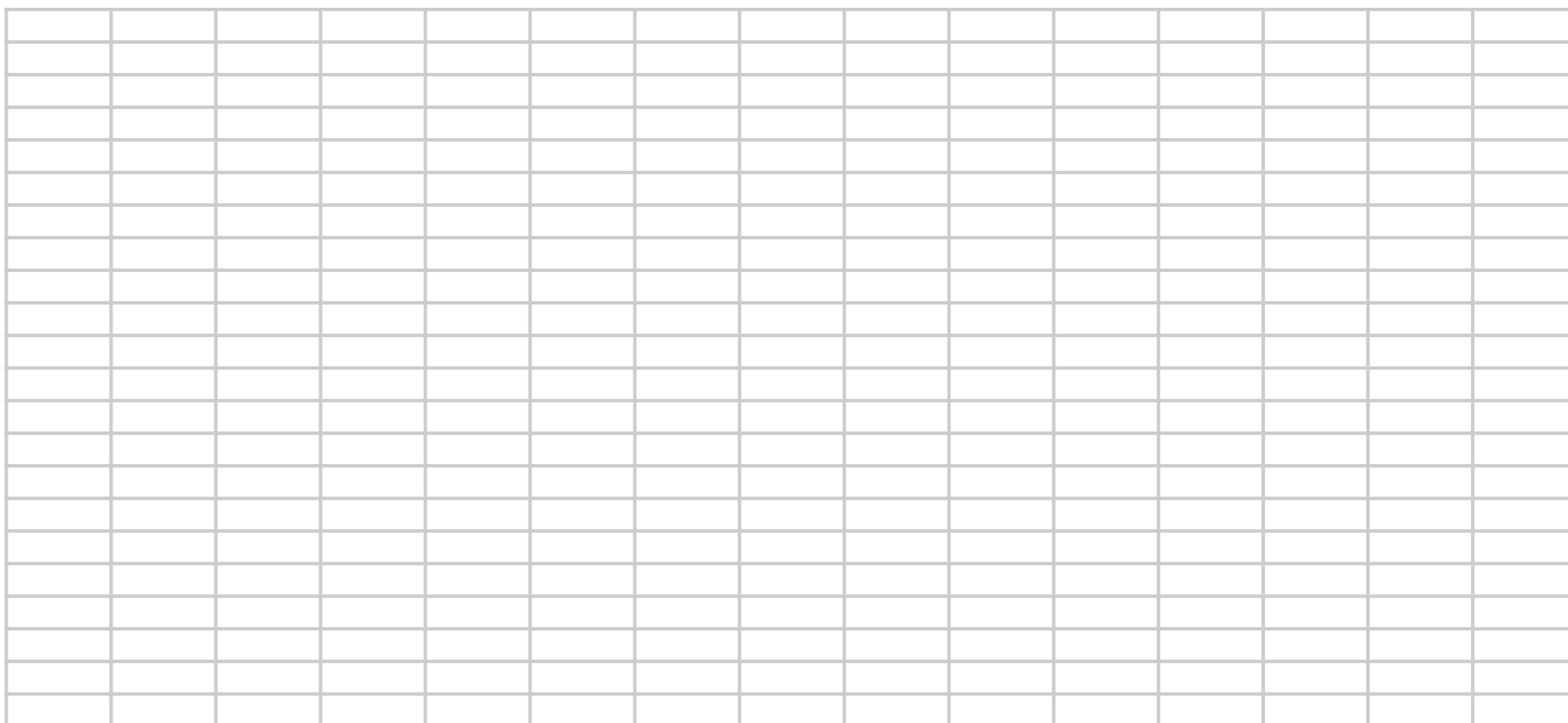












Independent Examiner's Report:

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:

A handwritten signature in black ink, appearing to read 'Graham Moss', with a large, sweeping circular flourish at the end.

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