



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: **01 April 2021** To: **31 March 2022**

Charity name: **Cheylesmore Food Hub**

Charity registration number: **1191488**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1L17	The prevention or relief of poverty in Coventry by providing items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. The relief of financial hardship among people living or working in Coventry by providing such persons with goods or services which they could not otherwise afford through lack of means.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts	Para 1L17 and 1L19	The main activities are as follows: Providing affordable food and household supplies in the form of a weekly food bag.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1L18	In planning our activities for the year and the future we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings

Additional Information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1L38	
Policy on social investment including program related investment	Para 1L38	
Contribution made by volunteers	Para 1L38	We are grateful for the many hours volunteers, including member volunteers, have put into making the food bags, delivering and actively sourcing donations in their own communities. Without this valuable contribution of time,

		energy and expertise we would not have been able to achieve so much.
Other		All trustees give their time voluntarily and received no remuneration or other benefits

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In the time period from April 2021 – March 2022, we delivered 2,588 food bags feeding 6,143 people and saving each household, on average, £30 in their weekly budget to help with other essential costs.</p> <p>Alongside our main activity of providing affordable food bags, this year we also worked with Coventry City Council to deliver the emergency food supplies element of the Household Support Fund.</p> <p>The wider benefit of the charity to the society is that it is run with the support of volunteers who are generous with their time, but this in itself has also helped many to find their place in the community and feel valued for the voluntary work they are doing to support others in the local area.</p>

Additional Information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Cash at the bank as of 31st March 2022 was £20,628 in unrestricted funds. The majority of our income came from grants, while the majority of spending is around purchasing food, room hire and staff costs. There are no uncertainties about the charity continuing as a going concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The main financial risk to the charity is loss of funding from the Council and reduced donations. The funds are held to cover 3-5 months operational costs in the event of a loss of income and to meet any unforeseen expenditure that may occur.
Amount of reserves held	Para 1.22	Budgeted expenditure for 2022-2023 is £35,724 and therefore the target reserves in general funds for 3-5 months operational costs is £8,931-£14,885. The trustees are therefore comfortable with the present level of reserves.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materiality in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document:	Para 1.25	
How is the charity constituted?	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected in line with the skills, knowledge and experience needed to run the CIO. Trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The trustees delegate the day-to-day running of the charity to the Coordinator. The trustees' main contribution is at a strategic level and they retain overall responsibility for the charity's governing document. They also retain responsibility for the budgets and reserve policy.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Chelyesmore Food Hub
Other name the charity uses	
Registered charity number	1191488
Charity's principal address	

Names of the charity trustees who manage the charity

	Trustee's name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Sinclair			
2	Joseph Jamieson			
3	Judi Garland			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity:

[illegible]

Funds held as custodian trustees on behalf of others:

Description of the assets held in this capacity	na
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	na
Details of arrangements for safe custody and segregation of such assets from the charity's own assets:	na

Additional information (optional)**Names and addresses of advisers (Optional information):**

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information):

--

Exemptions from disclosure**Reason for non-disclosure of key personnel details**

--


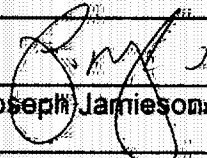
Other optional information

--

Declarations

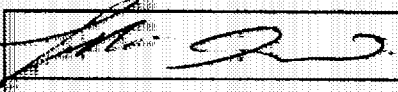
The trustees declare that they have approved the trustees' report above:

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Caroline Sinclair	Joseph Jamieson
Position (eg Secretary, Chair, etc)	Chair of Trustees	TRUSTEE

Date 30/01/2023

30/01/2023

Signature(s)		
Full name(s)	Judi Garland	
Position (eg Secretary, Chair, etc)	Trustee	

Date 30/01/2023



Financial Statements of
Cheylesmore Food Hub
for the year ended 31st March 2022

Charity Registration Number 1191488

Cheylesmore Community Centre, Poitiers Road, Cheylesmore, Coventry, CV3 5JX

Cheylesmore Food Hub

Company information for the period ended 31st March 2022

Trustees

Joe Jamieson
Judith Garland
Caroline Sinclair

Registered Office Address

Cheylesmore Food Hub
Cheylesmore Community Centre
Arundell / Poitiers Road
Cheylesmore
Coventry
CV3 5JX

Banking Services

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

FINANCIAL STATEMENTS OF CHEYLESMORE FOOD

HUB STATEMENT OF ASSETS AND LIABILITIES

As at 31st March 2022

	2022	2021
Cash Funds		
Cash at Bank	20,628	3,521
Cash held by Kings Church Coventry	-	6,733
Assets retained for the charity's own use		
Fixed Assets	340	340
Total Net Assets/(Liabilities)	<u>20,968</u>	<u>10,594</u>
Funds of the charity		
Unrestricted funds	20,968	10,594
Total Charity Funds	<u>20,968</u>	<u>10,594</u>

The financial statements were approved by the meeting of Trustees on

APPROVED BY THE TRUSTEES ON

Trustee(s): JOSEPH JAMIESON

Signature:



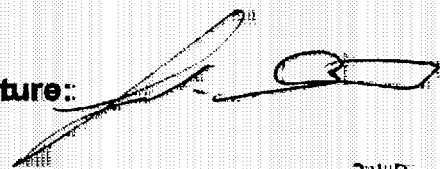
Trustee(s): CAROLINE SINCLAIR

Signature:



Trustee(s): JUDY GARRARD

Signature:



Cheylesmore Food Hub

RECEIPTS AND PAYMENTS

ACCOUNT

1st April 2021 – 31st March 2022

	2022
Donations:	1,145
Grants:	15,830
Member Fees:	9,970
Total Incoming Resources:	26,945

Charitable Activities...

Food for parcels:	11,863
Wages including NICs	9,791
Rent	2,398
General Expenses	11,331
Insurance	518
Subscriptions:	1175
Accounting and bank fees:	495

Total Resources Expended	16,571
---------------------------------	---------------

Net movement in funds:	10,374
-------------------------------	---------------

Total funds b/f	10,594
------------------------	---------------

Total funds c/f	20,968
------------------------	---------------

Cheylesmore Food Hub:

Notes to Financial Statement For the period ended 31st March 2022

1. Volunteer Help:

The value of any volunteer help received is not included in the accounts but is described in the Trustees' Annual Report.

2. Assets retained for use by the charity

These are capitalised if their use is for more than one year, and they cost more than £500. They are valued at cost or a reasonable value on receipt.

3. Reserves Policy:

Reserves are held to cover 3-5 months of running costs, in the case of no new funds.

4. No employees received employment benefits in excess of £60,000.

5. There were no transactions with related parties.

6. The average number of full-time equivalent employees during this period was 1 (2021:1)

7. The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

8. The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.

The Trustees
Cheylesmore Food Hub
Cheylesmore Community Centre
Poitiers Road
Coventry
West Midlands
CV3 5JX

30 January 2023

Dear Sir or Madam

I report on my examination of the accounts for the year ending 31 March 2022.

As Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). As such you have considered that an audit is not required for this year under section 144(2) of the Act and that an independent examination was needed. The charity's gross income was less than £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it has been my responsibility to examine the accounts under section 145 of the Act, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act and to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' of the charity's activities.

Having completed my examination, I can confirm that no matter of material significance has come to my attention that would give me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or

- the accounts did not accord with the accounting records; or
- the accounts did 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, as mentioned above, 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.

Please do not hesitate to contact me on 07711 011368 should you have any questions regarding the examination or my report.

Yours faithfully



Margot Clarke MICB CB Dip
(Member of the Institute of Certified Bookkeepers)