



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From **01 April 2023** **To** **31 March 2024**

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 1.17	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 1.17 and 1.19	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 1.18	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 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	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

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

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

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
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	
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially 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	The main risk facing the charity is the decline in public donations alongside an increase in demand. We consider ourselves proactive in seeking public donations of food at regular points throughout the year as well as applying for small grants to keep us financially sustainable.
Other		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Sinclair			
2	Joseph Jamieson			
3	Judi Garland			
4	Andrew Rodgers			
5				
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20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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

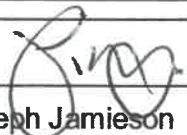
Position (eg Secretary,
Chair, etc)

Chair of Trustees

Date

09/03/2025

Signature(s)



Full name(s)

Joseph Jamieson

Position (eg Secretary,
Chair, etc)

Trustee

Date

15/03/2025

Cheylesmore Food Hub



Cheylesmore Food Hub

**Annual Report and Statements
for
The Year Ended 31st March 2024**

Charity Registration No: 1191488

Cheylesmore Food Hub

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12	Balance Sheet
13 – 15	Notes to the Financial Statements
16	Independent Examiners Report to Trustees

Cheylesmore Food Hub

Legal and Administrative Information

Date of Charity Registration – 28th September 2020

Start of Financial Period 1st April 2023

End of Financial Period 31st March 2024

Cheylesmore Food Hub is a Charitable Incorporated Organisation registered with the Charities Commission with registration number 1191488.

Trustees:

Caroline Sinclair
Joseph Jamieson
Judi Garland
Andrew Rodgers

Registered Office:

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

Banking Services:

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



Trustees’ Annual Report for the period

From 01 April 2023 To 31 March 2024

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Details of arrangements for safe custody and segregation of such assets from the charity's own assets	na

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Type of adviser	Name	Address

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

Exemptions from disclosure

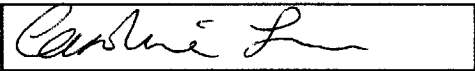
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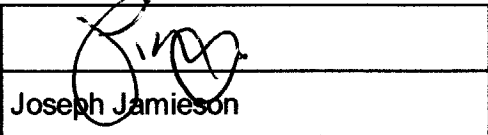
Other optional information

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	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	<div>09/03/2025</div>	

Signature(s)		
Full name(s)	Joseph Jamieson	
Position (eg Secretary, Chair, etc)	Trustee	
Date	<div>15/03/2025</div>	

Cheylesmore Food Hub

**Statement of Financial Activities
For the Year Ended 31st March 2024**

Income and Expenditure Account

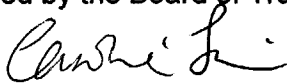
	2023/24	2022/23
Incoming Resources		
Incoming Resources from Generated Funds (Unrestricted)		
Donations	1,225	6,727
Grants	45,155	59,514
Interest	83	60
Member Fees	16,645	14,821
Total Incoming Resources	63,108	81,122
Resources Expended		
Costs of Generating Funds		
Charitable Activities		
Food for Parcels	55,221	26,525
Wages and Pension	25,682	12,503
Rent	8,511	4,300
General Expenses	1,142	758
Insurance	525	524
Subscriptions	175	674
Accountancy	1,400	754
Bank Fees	60	62
Depreciation	170	170
Total Resources Expended	92,886	46,270
Net Incoming / (outgoing) Resources	(29,778)	34,852
Total Funds B/F	55,820	20,968
Total Funds C/F	26,042	55,820

Cheylesmore Food Hub

Balance Sheet
As at 31st March 2024

	31st March 2024	31st March 2023
Fixed Assets		
Tangible Assets	-	170
Current Assets		
Cash at Bank and In Hand	23,865	55,650
Debtors, Accrued income and Prepayments	4,368	-
Total Current Assets	28,233	55,650
Current Liabilities		
Creditors and Accruals (falling due in one year)	2,191	-
Total Assets less Current Liabilities	26,042	55,820
Funds of Charity		
Unrestricted Funds	26,042	55,820
Toal Charity Funds	26,042	55,820

The Financial Statements were approved by the Board of Trustees on: 15/03/2025

Signed on behalf of the Trustees by: 
CAROLINE SINCLAIR

Cheylesmore Food Hub

Notes to the Financial Statements For the Year ending 31st March 2024

1. Accounting Policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

Incoming Resources

Recognition of Incoming Resources

These are included in the statement of Financial Activities (SOFA) when;

- The company becomes entitled to the resources
- The trustees are virtually certain they will receive the resources;
- The monetary value can be measured with sufficient reliability

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure, the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when there is unconditional entitlement to the resource.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Trustees annual report.

Cheylesmore Food Hub

Expenditure and Liabilities

Liabilities recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the company to pay out resources.

Fixed assets

These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic lives as follows;

Asset Class	Depreciation Rate
Computer Equipment	50% Straight Line

Reserves

The trust aims to hold reserves to cover 3-5 months of running costs, in the case of no new funds.

2. Tangible Fixed assets

	Computer Equipment	Total
Cost		
At 1 April 2023	340	340
Additions	-	-
At 31 March 2024	340	340
Depreciation		
At 1 April 2023	170	170
Charge for year	170	170
At 31 March 2024	340	340
Net book value		
At 31 March 2023	170	170
At 31 March 2024	-	-

Cheylesmore Food Hub

3. Cash at bank and in hand

	2023/24	2022/23
Current Accounts	23,798	55,208
Cash Value of Reloadable Cards	67	442
	<u>23,865</u>	<u>55,650</u>

4. Debtors and Prepayments

	2023/24	2022/23
Prepayments	<u>4,368</u>	<u>-</u>
	<u>4,368</u>	<u>-</u>

5. Creditors and Accruals: Amounts falling due within one year

	2023/24	2022/23
Net Wages	22	-
Social security taxes	679	-
Pension liabilities	90	-
Accruals	<u>1,400</u>	<u>-</u>
	<u>2,191</u>	<u>-</u>

6. Related Party Transactions

There have been no related party transactions in the year ended 31st March 2024.

7. Number of staff employed

Number of employees during the year was as follows: 2 (2022/23 Employees: 1)

8. Corporation Tax

The charity is exempt from tax on income and gains to the extent that these are applied to its charitable objects.

Cheylesmore Food Hub

Independent Examiner's Report on the Accounts for the Year Ended 31st March 2024

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(9)(b) of the Charities Act),
- Accounts comply with the requirements of the 2011 Act
- The charity keeps accounting records under section 130 of the Act
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with 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 seeking explanations from the 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 and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention;

- which gives me reasonable cause to believe that in, any material respect, the requirements:
- To keeping accounting records in accordance with section 130 of the Charities Act;
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lauren Davies
JOI Accountancy

Date: 12/03/2025

Cheylesmore Food Hub



Cheylesmore Food Hub

**Annual Report and Statements
for
The Year Ended 31st March 2024**

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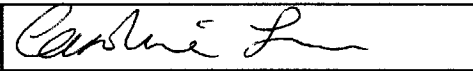
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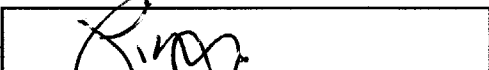
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Cheylesmore Food Hub

**Statement of Financial Activities
For the Year Ended 31st March 2024**

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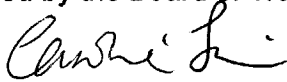
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CAROLINE SINCLAIR

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Fixed assets

These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic lives as follows;

Asset Class	Depreciation Rate
Computer Equipment	50% Straight Line

Reserves

The trust aims to hold reserves to cover 3-5 months of running costs, in the case of no new funds.

2. Tangible Fixed assets

	Computer Equipment	Total
Cost		
At 1 April 2023	340	340
Additions	-	-
At 31 March 2024	340	340
Depreciation		
At 1 April 2023	170	170
Charge for year	170	170
At 31 March 2024	340	340
Net book value		
At 31 March 2023	170	170
At 31 March 2024	-	-

Cheylesmore Food Hub

3. Cash at bank and in hand

	2023/24	2022/23
Current Accounts	23,798	55,208
Cash Value of Reloadable Cards	67	442
	<u>23,865</u>	<u>55,650</u>

4. Debtors and Prepayments

	2023/24	2022/23
Prepayments	<u>4,368</u>	<u>-</u>
	<u>4,368</u>	<u>-</u>

5. Creditors and Accruals: Amounts falling due within one year

	2023/24	2022/23
Net Wages	22	-
Social security taxes	679	-
Pension liabilities	90	-
Accruals	<u>1,400</u>	<u>-</u>
	<u>2,191</u>	<u>-</u>

6. Related Party Transactions

There have been no related party transactions in the year ended 31st March 2024.

7. Number of staff employed

Number of employees during the year was as follows: 2 (2022/23 Employees: 1)

8. Corporation Tax

The charity is exempt from tax on income and gains to the extent that these are applied to its charitable objects.

Cheylesmore Food Hub

Independent Examiner's Report on the Accounts for the Year Ended 31st March 2024

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(9)(b) of the Charities Act),
- Accounts comply with the requirements of the 2011 Act
- The charity keeps accounting records under section 130 of the Act
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with 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 seeking explanations from the 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 and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention;

- which gives me reasonable cause to believe that in, any material respect, the requirements:
- To keeping accounting records in accordance with section 130 of the Charities Act;
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lauren Davies
JOI Accountancy

Date: 12/03/2025