



Report and Financial Statements for the Year Ended 31 Aug 2021

Charity Number 1191973

Contents

Legal & Administrative Information	page 3
Report of the Management Committee	page 4
Statement of Financial Activities	page 6

Charity Name:	Pass It on
Charity Registration Number:	1191973
Registered Office:	Smiths News, London Travel News, Caxis Park, Langley, Slough SL3 8AG
Trustees:	Michael Makinson (Chairman) Mahendrasinh Jadeja Roddy Martin Zoe Cruice
Management Committee	Jonathan Bunting Jonathan Denton Rachael Stewert-Davis
Solicitors:	Foot Anstey
Bankers:	The Co-operative Bank

Report of the trustees for the year ending 31 August 2021

The trustees of the Pass It ON charity present their annual report and related financial statements for the year ended 31 August 2021 and confirm they comply with the requirements of the Charities Act 2011, and the Charities SORP (FRS 102).

Our Aim & Objectives

Our CIO is, for the public benefit, to prevent and relieve hardship, need and distress among persons who are homeless or at risk of becoming homeless or are otherwise vulnerable.

The focus of our work

We collect donations of new and second-hand goods (clothing, food, toiletries, hygiene products, bedding etc) from private individuals and corporate entities.

Operations

Using the Smiths News network of newspaper and magazine distribution warehouses we established a base of operations in Wednesbury which would serve as the main sorting hub. The remaining 36 Smiths News distribution centres across the UK were designated as collection hubs each with a Pass It On champion that is responsible for organising fund-raising events with the support of centrally created collateral which signposts the collection point.

Website <https://passitonofficial.org/>

Our website along with social media channels Instagram and Facebook are the key communication channels we use to talk to volunteers and also request support for donations. We have a weekly schedule of messages that focus around our key campaigns and we provide updates along the way. Our operational success is down to the dedicated time from volunteers and the steerco group we have in place and is essential we have communications channels that interact with them on a regular basis.

How our activities deliver public benefit?

Our funding limits the services we can provide in the target areas we operate and we have a longer-term vision that we will partner with other third parties to provide services such as podiatry, hairdressing, dentistry etc.

The charity provides a direct benefit to the individuals who are homeless or at risk of homelessness by supplying vital items and services that they would otherwise struggle to secure adequate clothing, food, personal care items and care services and to date the organisation has (i) worked with existing organisations in a given geographical location to identify those who are homeless or at risk of being so, and / or (ii) used its volunteers to be present on the ground in a particular locality to identify those who are homeless or at risk of being so. This approach will continue going forward. If the organisations capacity allows it to start offering support to other vulnerable groups, in the future trustees will adopt criteria to this effect.

The organisation currently operates exclusively in England and Wales however, it is possible that we will carry out activities in Scotland, and if so, the needs it seeks to address will be the same as our work in England and Wales – through existing organisations that are already working with the homeless in the region to identify particular areas of need.

Objectives in Year 1

Our year 1 objectives were delivered in full albeit in a slightly different shape as the Corona virus pandemic impacted in many ways across the organisation. We delivered 4 campaigns in the year – Jan, March, June and October coinciding with key seasons or known peaks and through Spring and Summer we focussed on personal hygiene, skin protection and lighter clothing along with nutrition and hydration products, whilst in Winter our primary focus was on health and wellbeing and dealing with the colder temperatures.

Out Reach

Our volunteers sort these donations and arrange for their distribution to individuals who are homeless or at risk of becoming homeless. The distribution is organised directly or in conjunction with organisations that are currently operating in the area. Our out reach has grown each year in terms of numbers number of campaigns and the number of volunteers involved. In each of the locations we partner existing charities or incumbent help organisations in the execution and these take the form of either a static point, usually one which our street friends attend for food, drink or other support services or we walk the streets in conjunction with a local charity or similar organisation, following a pre-determined route which considers all of the areas that our street friends are.

In our first year operating as a charity

We established 7 corporate partnerships outside of the immediate industry of Newspapers and Magazine wholesaling primarily targeting health and nutrition businesses that were able to supply physical products and/or financial support.

We created a robust yet realistic 3-year plan and undertook a feasibility study to determine if additional services such hair & feet care provision could be practically sourced and delivered.

The website was created <https://passitonofficial.org/> with simple 'go to' pages which detailed important information on what we are doing, why we are doing it and how anyone could help. Additionally we have links to our Just Giving charitable page where we have been successful in raising the majority of our financial donations. The website is updated regularly and often links to our social media channels Instagram and Facebook. The website enables regular and consistent communication to our volunteer, supporters and anyone who is curious to know more about us.

Our independent banking facility and Just Giving applications were successfully registered and we set up all of the appropriate charity framework and governance functions required to operate the charity.

We collected and sorted over 8,000 items of clothing and distributed 5,000 items in 14 cities across the UK utilising more than 100 volunteers.

We gave away 1,000 hot and cold drinks.

We supported 1,200 homeless and vulnerable people.

We created more than 1000 'care packs' – a rucksack filled with essentials – food, drinks, toiletries, sleeping bags and successfully delivered them to people who most needed help.

Achievements

Gold for philanthropy award at the National Magazine Awards

We also deliver a wider benefit by providing a means for individuals and companies to channel surplus goods for the benefit of those in need, thereby reducing waste and protecting the environment

Financial Review

Financial Summary - Cumulative

Fiscal Year	Period	Item Level	Income	Expense	Cum Balance
FY21	Opening Bal				11,864.23
FY21	P3	Telegraph Media donation	1,000.00		12,864.23
FY21	P6	Pass It On Business Cards		(200.00)	12,664.23
FY21	P6	Credit Card Purchase - 500 x Survival Bags		(1,090.00)	11,574.23
FY21	P6	Credit Card Purchase - 2 x folding trolley, 60 x thermal tops & trousers, 350 x sleeping bags		(3,588.77)	7,985.46
FY21	P6	Pass It On Business Cards shortfall		(20.00)	7,965.46
FY21	P6	What Matters Survey	1,496.00		9,461.46
FY21	P8	Credit Card Purchase - 192 x Survival Bags		(419.61)	9,041.85
FY21	P9	Charity Times Awards 2021		(199.00)	8,842.85
FY21	P9	Sleeping Bags x 100		(2,600.00)	6,242.85
FY21	P9	Pass It On Leaflets x 1000		(255.00)	5,987.85
FY21	P10	Food for Pass It On Donation Sort Day		(168.58)	5,819.27
FY21	P10	Festival Cart		(55.00)	5,764.27
FY21	P10	3 x festival carts and delivery cost		(168.95)	5,595.32
FY21	P10	Plus the Just Giving in RSD Account	9,131.00		14,726.32
FY21	P11	16 x Certificates and Frames		(239.20)	14,487.12

Against a backdrop of limited resources and the impact of the pandemic, it is considered a very successful year for the charity which nevertheless with sound financial management and with the support of the volunteers and trustees generated a positive financial outcome for the period with net funds of £14.4k

Principal Funding Sources are currently by way of corporate donations, volunteer donations, fund raising activities within the organisation or initiatives. Due to the ongoing macro constraints and the pandemic the charity is looking into the National or local authority grants to support the ongoing operations in 2022.

Grant Making Policy

Our approach to grant making will include selection criteria and if the trustees decide to make grants in furtherance of the organisations purposes we will select other organisations that are currently working people who are homeless or at risk of becoming homeless – this does not require membership of the organisation to benefit from its purpose

Reserves

Our financial objectives are simple and clear and we will aim to have no less than £10,000 in the bank at any one time. The reserves are needed to meet the procurement strategy aims of the charity should current funding drop significantly in any one year.

Structure, Governance and Management

The charity is organised in a simple manner with a board of trustees supporting an operational board which manages the day to day finances and operations. All members of the management committee give their time voluntarily and received no benefits from the charity.

Governing Document

The organisation is a charitable company limited by guarantee incorporated on 13 August 2020 and registered as a charity on 23rd October 2020

Recruitment & Appointment of Management Committee

The 4 trustees are elected and considered part of the management committee and will serve for an initial period of 3 years after which must be re-elected at the next available opportunity and due to the nature of the homelessness the management committee seeks to ensure the needs of the group are appropriately reflected through the diversity of the trustee body. To enhance the potential pool of trustees, the charity has, through selective advertising and networking sought to identify the most appropriate members who can relate and use their experience and knowledge to further the charity

Trustee Induction and Training

Trustees may be familiar with the practical work of the charity and are supported with general inductions which will always include a 'sort day' and 'walk about' which we will run every year. Additionally trustees and volunteers are encouraged to familiarise themselves with the charity and the context within which it operates

Risk Management & Risk Register (appendix 1)

The management committee has conducted a review of the major risks to which the charity and its volunteers is exposed. Our risk assessment has been established and is updated at least annually or in the event of a new location or geography in which we will operate but are not familiar and if we are collaborating with other local organisations in the activities then we will observe their own risk assessment.

Internal / financial control risks are minimised by the implementation of simple policies and procedures to ensure compliance for all transactional authorisations and procurement projects. Additionally procedures are in place to ensure compliance with the health and safety of our volunteers.

Organisational Structure

4 trustees and 3 members of the Smiths News business which constitutes the management committee meet quarterly and are responsible for the strategic direction and policy of the charity. All members are involved in the decision making and we currently do not have any scheme of delegation until such time the charity requires one.

Responsibilities of the Management Committee include the preparation of the financial statements for each financial year which give a fair and true view of the state of the affairs of the charity detailing the income and applied expenditure within the financial year.

Appendix 1

Risk Register – [Pass it On]									
Risk No	Description of Potential Risk	Description of Potential Impact	Risk Owner	Steps to Mitigate	Monitoring Frequency	Likelihood (1-5)	Impact (1-5)	Controls (1-3)	Risk Rating
Risk Category: Governance / Strategic									
1	The charity lacks direction, strategy and forward planning	- the charity drifts with no clear objectives, priorities or plans - issues are addressed piecemeal with no strategic reference - needs of beneficiaries not fully addressed - financial management difficulties - loss of reputation	Jon Bunting	- create a strategic plan which sets out the key aims, objectives and policies - create financial plans and budgets - use job plans and targets - monitor financial and operational performance - get feedback from beneficiaries and funders	Half Yearly	1	4	1	4
2	Loss of key staff	- experience or skills lost - operational impact on key projects and priorities - loss of contact base and corporate knowledge	Jon Bunting	- succession planning - document systems, plans and projects - implement training programmes - agree notice periods and handovers - review and agree recruitment processes	Annually	1	4	1	4
Risk Category: Operational									
3	Fund-raising	- unsatisfactory income - reputational risks of campaign or methods used - actions of agents and commercial fund-raisers - compliance with law and regulation	Andrew Meaking	- implement appraisal, budgeting and authorisation procedures - review regulatory compliance - monitor the adequacy of financial returns achieved (benchmarking comparisons) - stewardship reporting in annual report	Half Yearly	1	5	1	5
4	Volunteers and 3 rd Parties. (Other Charities, other Services ... Hairdressers etc ...)	- lack of competences, training and support - poor service for beneficiaries - recruitment and dependency	Steerco	- review and agree role, competencies - review and agree vetting procedures - review and agree training and supervision procedures - agree development and motivation initiatives	Annually	1	5	1	5
5	Health, safety and environment	- staff injury - product or service liability	Steerco AG / LMc	- comply with law and regulation - train staff and safety officer	Annually	1	5	1	5

The Matrix for assessing impact, likelihood and effectiveness of existing controls

Each risk is scored in terms of:

- * **likelihood** i.e. the probability of future occurrence, how likely the risk it is that the risk will occur and how frequently it has occurred in the past.
- * **impact** i.e. the impact on the organisation and external stakeholders if the risk occurs.
- * **effectiveness of existing controls** i.e. given the controls which are currently in place, how effective are they at mitigating the risk.

A scale of **1** to **5** is used for **Likelihood** and **Impact**, and **1** to **3** is used for the effectiveness of existing **Controls**, according to the following matrix:

Likelihood Scale of 1 - 5	Impact Scale of 1 - 5	Controls Scale of 1 - 3
1 = Rarely, if ever	1 = No significant impact	1 = Controls highly effective
2 = Possible	2 = Minor impact	2 = Controls effective, but could be improved
3 = Likely	3 = Significant but containable impact	3 = No controls / controls are ineffective
4 = Very Likely	4 = High impact	
5 = Unavoidable / already occurring	5 = Extremely detrimental impact	

The risk score is determined **by multiplying the risk impact by the risk likelihood by the effectiveness of the controls.**

The following traffic light system can be used on a risk register to highlight / prioritise risk:

Risk Level	Risk Score	Action / Response
High	25+	Take immediate action and monitor
Medium	13 - 24	Review quarterly and have action plan
Low	0 - 12	Review Annually