



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 07.01.2021

Period start date To. 07.01.2022

Period end date

Charity name: The Catering, Hospitality and Education Foundation

**Charity registration number: 11
93044**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To prevent poverty or financial hardship of people living in Lesotho.
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	We raise funds here in the UK to help offer grants and training to people in Lesotho in order to help them start their own business or have the knowledge to do so.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes – all guidance considered when setting up the charity

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	
Other		

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	In our first year of operation, we have funded three businesses to unemployed Basotho. These business owners are now able to have an acceptable standard of living and are no longer suffering financial hardship

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	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity will hold at least £5000 as reserves that have not been spent to ensure its able to stay in operation if no funding is available at any point. These reserves will be accounted for in the following years budget and agreed by all trustees.
Amount of reserves held	Para 1.22	£5000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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 (trust deed / royal charter)	Para 1.25	Trust deed (constitution)
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	As within our constitution the following applies: Apart from the first charity trustees, every trustee must be appointed (for a term of three years) by a resolution passed as a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Every charity trustee must be a natural person. No individual can be under the age of 16 or is he/she would automatically cease to hold office if they are disqualified as acting a charity trustee. New trustees cannot become trustees until the current charity trustees have accepted them and made this acceptance available to them. At least one of the trustees must be 18 years of age or over.

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	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Catering, Hospitality and Education Foundation
Other name the charity uses	C.H.E.F

Registered charity number	11993044
Charity's principal address	38 Hook Road – Flat 3 Hook Road Surbiton KT65BH

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	Wayne Blything	Chairperson	N/A	All trustees
2	Tessa Blything		N/A	All trustees
3	James Brett		N/A	All trustees
4	Chris Bullock		N/A	All trustees
5				
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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	N/A
Name and objects of the charity on whose behalf the assets are held and how this fall within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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)

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

No advisors

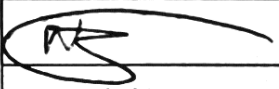
Other optional information

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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)	Wayne Blything	
Position (eg Secretary, Chair, etc)	Chair	

Date	06.11.2022
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Charity annual return questions

This document is to help charities prepare for their annual return by gathering the required information.

Submit your annual return online, once you have the information you need.

There is more guidance on the questions in the online service.

During the pandemic, any money provided by the government's furlough programme must be reported as 'income from government grants'.

If your income is under £10,000 you only need to report your income and spending.

Section: Financial period

You will be asked to confirm the charity's financial period.

If the financial period end dates displayed are incorrect, you can change them in the Charities Service.

Section: Income and spending

You will be asked to enter the charity's income and spending in the financial period for which the return is provided. Please round all figures to the nearest pound (do not enter decimal points or pence).

If your charity is part of a group and has prepared group accounts, then please use the group figures for the return. (Group accounts are only required where group income is more than £1million).

Section: Confirm income and spending

In the financial details section you will be asked to enter key financial information from your charity's accounts.

For charities with an income greater than £500,000. The total income from your Statement of Financial Activities must match the gross income you have entered here, unless your charity has received endowment transfers from your endowment to your income funds. If this is the case you should exclude the endowment income you enter here.

Please check the gross income figure you have entered here is correct.

Section: Serious incidents

If gross income is more than £25,000 you will be asked if there were any serious incidents reported to the Charity Commission, for the period of this return.

Section: Fundraising

Did your charity raise funds from the public?

If you answer 'Yes', you will be asked:

Did the charity work with any professional fundraisers?

Did your charity have a written agreement with each of its professional fundraisers?

Did your charity work with any commercial participators?

Did your charity have a written agreement with each of its commercial participators?

Section: Grant making

Was grant making the main way your charity carried out its purposes?

Section: Income from government contracts

During the financial period for this annual return, did the charity receive income from contracts (or other agreements) with central government or local authorities?

If you answer 'Yes', you will be asked:

How many contracts did your charity have with central government or local authorities?

Enter total value of contracts. Please round all figures to the nearest pound (do not enter pence).

What was the total value of these contracts?

Section: Income from government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?

During the pandemic, any money provided by the government's furlough programme must be included in the charity's 'income from government grants'.

If you answer 'Yes', you will be asked:

How many grants did your charity receive from central government or local authorities?

If you received any furlough payments, each payment received needs to be recorded in

Enter total value of grants. Please round all figures to the nearest pound (do not enter c

What was the total value of these grants?

Section: Income from outside the UK

Did your charity receive income from outside the UK?

If you answer 'Yes', you will be presented with a table of countries. Select countries from which your charity received income from. Then answer the following questions.

What is the value of income from each country?

Please round all figures to the nearest pound (do not enter decimal points or commas).

If your charity did not have any income from the source, please enter 0 (zero).

Specify the source and amount of income from the options below:

- Overseas government or quasi government bodies
- Overseas charities, NGOs or NPOs
- Other overseas institutions
- Individuals resident overseas (for example school fees and memberships)
- Unknown/Do not know

Notes on income from other overseas institutions and individuals resident overseas

1. If your gross income is less than £25,000, only include payments that make up more than 5% of your gross income is more than £25,000, only include payments of more than £25,000.

2. If you are completing a 2018 annual return, these categories are optional.

Section: Operating and spending outside England and Wales

Did your charity operate outside England and Wales?

If you answer 'Yes', you will see a table of countries. Select countries or territories from which your charity operated during the financial period covered in the annual return. Then answer the following questions.

Record the total expenditure by country or territory. Please round all figures to the nearest pounds (do not enter decimal points or commas).

If your charity did not spend any money in the country, please enter 0 (zero).

Note: If your charity operated in Northern Ireland or Scotland, you are not required to provide details of these countries.

When spending money or working outside England and Wales, did your charity transfer money outside the regulated banking system?

Note: if you are completing a 2018 annual return, this question is optional.

What methods to transfer money did your charity use?

- Cash courier
- Other charities or NGOs/Non-Profits
- Money Service Business (e.g. Western Union)
- Informal Money Transfer Systems
- Online payment methods (e.g. PayPal)
- Other

Note: if you are completing a 2018 annual return, this question is optional.

How much money did your charity send outside the regulated banking system in total? Please round all figures to the nearest pound (do not enter decimal points or commas).

Did your charity have procedures and controls in place to monitor expenditure outside England and Wales?

Note: if you are completing a 2018 annual return, this question is optional.

Are the trustees satisfied that your charity's risk management policies and procedures cover spending outside England and Wales?

Note: if you are completing a 2018 annual return, this question is optional.

Section: Subsidiaries

Did the charity have any subsidiaries?

If you answer 'Yes', you will be asked:

Were any of the trustees also directors of the charity's subsidiaries?

Section: Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity or incur any trustee expenses?

If you answer 'Yes', you will be asked:

Did any of the trustees receive payments or benefits for:

- being a charity trustee?
- providing services to your charity (such as specialist services or advice provided by trustees, graphic designers, lawyers, for example)?
- any other benefit from the charity (for example, accommodation, car, holiday)? Also include benefits given to trustees who are paid members of staff

Did any of the trustees resign and then take up employment with the charity?

Section: Employees

Did any of your charity's staff receive total employee benefits of £60,000 or more?

If you answer 'Yes', you will be asked:

Enter the **number of staff** whose total employee benefits were in each of the following

£60,000 to £70,000
£70,001 to £80,000
£80,001 to £90,000
£90,001 to £100,000
£100,001 to £110,000
£110,001 to £120,000
£120,001 to £130,000
£130,001 to £140,000
£140,001 to £150,000
£150,001 to £200,000
£200,001 to £250,000
£250,001 to £300,000
£300,001 to £350,000
£350,001 to £400,000
£400,001 to £450,000
£450,001 to £500,000
Over £500,000

For your highest paid member of staff only, what was the total value of their employee

Section: Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial year?

Section: Financial controls

Did your charity review its internal financial controls?

Section: Safeguarding

Note: only charities with particular classifications and not regulated by certain organisations are required to answer this question.

Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check for all volunteers who are in roles that are eligible for these checks?

Only charities with annual income over £500,000 need to answer the following questions.

[At this point, other charities will be asked to provide copies of their trustee accounts.](#)

Section: Account type

IMPORTANT - You will need a final version of the published accounts to fill in the financial statements. Please ensure that this section is completed by a competent person who is familiar with the charity's accounts.

The information you need to complete this section will generally be found in the statement of financial accounts.

When completing this section you may wish to look at Charities SORP.

Please indicate whether the information that you are giving is based on group accounts or on the relevant account type. If you have prepared group accounts, please use these to complete this section.

Does your charity prepare:

Group accounts

Charity only accounts

Section: Income and Endowments

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Statement of Financial Accounts.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for the nearest thousand. Do not enter decimal points or commas.

Donations and legacies

Of the total donations and legacies what amount is Legacies

Of the total donations and legacies what amount is Endowments received

Other trading activity

Investment income

Income from charitable activities

Other income

Total income and endowments

Note: The amount entered for 'Total income and endowments' minus 'Endowments Received' should be entered for 'Income' on the charity Information page. If the charity controls subsidiary undertakings, the income should be used from group accounts where these have been prepared.

Section: Expenditure

The information you need to complete this section will generally be found in the Statement of Financial Accounts.

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for the nearest thousand. Do not enter decimal points or commas.

Expenditure on raising funds

Of total expenditure on raising funds what amount is Investment management costs
Other expenditure
Expenditure on charitable activities
Of the total expenditure on charitable activities what value is Grants to institutions
Of the total expenditure on charitable activities what value is Governance costs
Total expenditure

Section: Other recognised gains/(losses)

The information you need to complete this section will generally be found in the Statement of Financial Activities.

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the total gains/(losses).

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been rounded to the nearest thousand. Do not enter decimal points or commas.

This figure should be prefixed with the minus symbol if it is a negative value.

Gains/(losses) on revaluation of fixed assets

This figure should be prefixed with the minus symbol if it is a negative value.

Actuarial gains/(losses) on defined benefit pension schemes

This figure should be prefixed with the minus symbol if it is a negative value.

Net gains/(losses) on investments

This figure should be prefixed with the minus symbol if it is a negative value.

Other gains/(losses)

Section: Assets

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the total.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, pence to the nearest thousand. Do not enter decimal points or commas.

Total fixed assets

Of the total fixed assets what value is Fixed asset investments

Total current assets

Of the total current assets what value is Current asset investments

Of the total current assets what value is Cash at bank and in hand

Section: Liabilities

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the total.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, pence to the nearest thousand. Do not enter decimal points or commas.

Creditors due within one year

Creditors falling due after one year and provisions

Defined benefit pension scheme asset/(liability)

Total net assets/(liabilities)

Section: Funds

The information you need to complete this section will generally be found on the Balance Sheet and Income and Expenditure accounts.

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the total.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, to the nearest thousand. Do not enter decimal points or commas.

Endowment funds

Restricted funds

Unrestricted funds

Total funds

Section: Additional information

The information you need to complete this section will generally be found in the notes to the accounts.

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, to the nearest thousand. Do not enter decimal points or commas.

Support costs

Depreciation charge for the year

Level of reserves

Average number of employees

Section: Send Trustees' Annual Report and Accounts

You are required to submit your Trustees' Annual Report and accounts for this financial year. You must attach this at the time of completing the annual return.

Section: Submit Trustees' Annual Report, external scrutiny and

You are required to submit your Trustees' Annual Report and accounts for this financial

You can attach files in any of the following formats: .docx and family, .xlsx and family, . exceed 25MB.

You must attach a complete set of accounts which is comprised of the Trustees' Annual independent examiners' / auditor's report.

Privacy Notice

[This privacy notice](#) explains how the Charity Commission processes personal data when return service including uploading the charity's accounts and trustees' annual report.

The charity's accounts and trustees' annual report are published in full on the Commission annual return 21 (AR21) service, your charity will be processing personal data and in some special category personal data. This personal data may be processed in response to the may be included in the accounts and trustees' annual report.

Some personal data is required to be included by SORP but other personal data may be charity's financial performance or governance such as the names and other personal data donors, volunteers and beneficiaries.

The charity as the data controller is responsible for ensuring that its response in the AR trustees' annual report meet its obligations under the General Data Protection Regulation 2018 for all the personal data processed. You will need to take particular care if you are children, adults at risk, special category personal data or your charity's trustees have a name in the accounts.

By continuing to upload the accounts you certify that you have read this privacy notice trustees to submit information.

Select this option if you want to attach one file for all reports - file must not exceed 25M Do not use special characters when naming the file. For example do not use these characters

By selecting this option you confirm that the file includes all of the following:
Trustees' annual report
Accounts
Examiner's / auditor's report

Select this option if you want to attach a separate file for each report - each file must not Do not use special characters when naming the files. For example do not use these characters

Does your independent examiners/auditors report identify any areas where accounting not fully made or accounting records incomplete?

Note: charitable incorporated organisations (CIOs) with income of £25,000 or less will not

Section: Check and submit your annual return

Before you complete the declaration and submit the annual return, you should check the information you have provided.

Notes
07.01.2021 / 08.01.2022
10540
24654

Yes
No
N/A
No
N/A
No
No
N/A
N/A
N/A

None
None
No
N/A
Yes

978
No
Informal Bank Transfer 9sent to trustee account)
978
Yes (all reciepts maintained and provided to board)
Yes
No
N/A

No
No

[illegible]

[illegible]

[illegible]

[illegible]

