

Charity registration number 1193224

**FREE SHOP CRAWLEY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2022**

# FREE SHOP CRAWLEY

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                 |                                                                |                                                                                                                     |
|-----------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b> | K Breckell<br>N Davison<br>A J Wright<br>B O'Kane<br>L Johnson | (Appointed 25 March 2021)<br>(Appointed 25 March 2021)<br>(Appointed 19 March 2021)<br>(Appointed 11 February 2021) |
|-----------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

|                       |         |
|-----------------------|---------|
| <b>Charity number</b> | 1193224 |
|-----------------------|---------|

|                          |                                                                        |
|--------------------------|------------------------------------------------------------------------|
| <b>Principal address</b> | 120 Wakehurst Drive<br>Southgate<br>Crawley<br>West Sussex<br>RH10 6BZ |
|--------------------------|------------------------------------------------------------------------|

|                             |                                                                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Independent examiner</b> | Darren Harding ACA FCCA DChA<br>Richard Place Dobson Services Limited<br>1-7 Station Road<br>Crawley<br>West Sussex<br>RH10 1HT |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------|

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# **FREE SHOP CRAWLEY**

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# **FREE SHOP CRAWLEY**

## **TRUSTEES REPORT**

### ***FOR THE PERIOD ENDED 31 MARCH 2022***

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The trustees present their annual report and financial statements for the Period ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Foundation constitution, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Objectives and activities**

The objective of the charity is the relief of poverty and financial hardship amongst the people of Crawley and the surrounding area in such a way as the trustees from time to time think fit, in particular, but not exclusively by, providing food, essential toiletries, clothing and household items to individuals and families in need.

The charity was commenced on 7 November 2020 by four friends in response to the need arising as a consequence of COVID. Rather than receive a parcel from a food bank the founders wished to open a shop where people in need could retain their dignity by choosing the items that they needed to suit their family situation.

It is confirmed that the trustees have regard to the guidance issued by the Charity Commission on public benefit.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Free Shop Crawley provides a choice of fresh food & vegetables, toiletries, baby clothes and other essential free of charge to struggling families in Crawley and the surrounding area who are either referred to Free Shop by an outside agency for example local council, home start, school/college or contact us direct.

#### **Achievements and performance**

The charity opened the shop in an unused section of business premises operated by the family of one of the friends for 2 hours on Sundays. Due to both demand and requirements of the family business the shop moved temporarily to a local Community Centre again for 2 hours on Sundays. In March 2021 after various viewings premises were provided on a 12 month lease by Crawley Borough Council. Having permanent premises enabled this to become a permanent shop site with opening times going, over a period of months, to 5 days per week for 4 hours per day. The shop operates a booking system initially to comply with COVID and all booking slots are oversubscribed.

In furtherance of the objects, in particular the public benefit, the charity provides the following services:

- A free shop containing all of the above essential items operated mainly by volunteers, for people of Crawley, and surrounding area, who are referred by an agency, school or local authority as being in need due to poverty or financial hardship, and including people who self refer.
- Financial workshops to assist people in budgeting, managing finances, preparing forms for housing and benefits and sign posting them to appropriate agencies to deal with debt management.
- Wellbeing workshops of 6 weeks duration to provide emotional support to both registered beneficiaries of the charity and others who are referred or self referred.
- Assistance to women/families fleeing domestic violence
- Provision of clothing for children 11+ years with a tie up with a charity Ten Little Toes who provide clothing from birth to 10 years.
- Skills in the workplace, including opportunity to volunteer in the shop or other service.
- Interview technique including provision of suitable clothing
- Provision of hampers at Christmas and Easter containing seasonal meals plus toys et seq for children.

The beneficiaries each have the opportunity to avail themselves of any of the services available subject to complying with criteria to enable the charity to confirm that the individual qualifies for assistance under Charity Commission guidelines. This includes 3 month and 6 month reviews of the individual circumstances. The aim of the charity is to equip people so that they no longer have to rely upon the charity's services. This benefits both themselves and the wider community as the people are able to add back to society productively.

#### **Financial review**

During the year the charity had net incoming resources for the year of £39,470 as shown on the statement of financial activities on page 4 of the accounts. All of the charity's assets are held for the furtherance of the charity's objectives.

## FREE SHOP CRAWLEY

### TRUSTEES REPORT (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2022**

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It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Management Committee consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Trustees have given consideration to the Charities SORP ('Statement of Recommended Practice') Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting' and to the risks arising as a result of the coronavirus pandemic. The Charity is actively monitoring and managing the situation as it develops. We have adapted our operations and consider that the Charity has adequate reserves and committed future grants from supportive and solvent funders.

#### **Structure, governance and management**

The charity is Charitable Incorporated Organisation governed by a Constitution with 5 trustees and 2 members who are engaged by the trustees as the management of the charity. Trustees are selected in accordance with the relevant clauses of the Constitution.

The trustees who served during the Period and up to the date of signature of the financial statements were:

|            |                              |
|------------|------------------------------|
| K Breckell |                              |
| N Davison  | (Appointed 25 March 2021)    |
| A J Wright | (Appointed 25 March 2021)    |
| B O'Kane   | (Appointed 19 March 2021)    |
| L Johnson  | (Appointed 11 February 2021) |
| C Johnson  | (Resigned 19 March 2021)     |
| L Prentice | (Resigned 11 February 2021)  |

The trustees report was approved by the Board of Trustees.



K Breckell

Trustee

Date: 27 July 2022.

# FREE SHOP CRAWLEY

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FREE SHOP CRAWLEY

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I report to the trustees on my examination of the financial statements of Free Shop Crawley (the Charitable Incorporated Organisation) for the Period ended 31 March 2022.

### Responsibilities and basis of report

As the trustees of the Charitable Incorporated Organisation charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charitable Incorporated Organisation charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charitable Incorporated Organisation as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



**Darren Harding ACA FCCA DChA**  
Richard Place Dobson Services Limited  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Dated: 28 July 2022.

## FREE SHOP CRAWLEY

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE PERIOD ENDED 31 MARCH 2022**

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**Current financial year**

|                                                             |       | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|-------------------------------------------------------------|-------|------------------------------------|----------------------------------|--------------------|
|                                                             | Notes |                                    |                                  |                    |
| <b><u>Income from:</u></b>                                  |       |                                    |                                  |                    |
| Donations and legacies                                      | 3     | 96,615                             | 10,000                           | 106,615            |
| Charitable activities                                       | 4     | 4,077                              | -                                | 4,077              |
|                                                             |       | <hr/>                              | <hr/>                            | <hr/>              |
| <b>Total income</b>                                         |       | 100,692                            | 10,000                           | 110,692            |
|                                                             |       | <hr/>                              | <hr/>                            | <hr/>              |
| <b><u>Expenditure on:</u></b>                               |       |                                    |                                  |                    |
| Charitable activities                                       | 5     | 67,826                             | 3,396                            | 71,222             |
|                                                             |       | <hr/>                              | <hr/>                            | <hr/>              |
| <b>Net income for the Period/<br/>Net movement in funds</b> |       | 32,866                             | 6,604                            | 39,470             |
|                                                             |       |                                    |                                  |                    |
| Fund balances at 25 January 2021                            |       | -                                  | -                                | -                  |
|                                                             |       | <hr/>                              | <hr/>                            | <hr/>              |
| <b>Fund balances at 31 March 2022</b>                       |       | 32,866                             | 6,604                            | 39,470             |
|                                                             |       | <hr/>                              | <hr/>                            | <hr/>              |

The statement of financial activities includes all gains and losses recognised in the Period.

All income and expenditure derive from continuing activities.

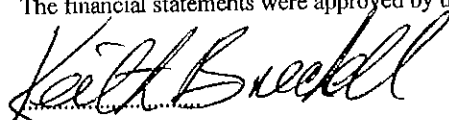
# FREE SHOP CRAWLEY

## BALANCE SHEET

AS AT 31 MARCH 2022

|                                                       | Notes | 2022<br>£      | £             |
|-------------------------------------------------------|-------|----------------|---------------|
| <b>Fixed assets</b>                                   |       |                |               |
| Tangible assets                                       | 9     |                | 750           |
| <b>Current assets</b>                                 |       |                |               |
| Debtors                                               | 10    | 494            |               |
| Cash at bank and in hand                              |       | 42,237         |               |
|                                                       |       | <u>42,731</u>  |               |
| <b>Creditors: amounts falling due within one year</b> | 11    | <u>(4,011)</u> |               |
| Net current assets                                    |       |                | 38,720        |
| <b>Total assets less current liabilities</b>          |       |                | <u>39,470</u> |
| <b>Income funds</b>                                   |       |                |               |
| Restricted funds                                      | 12    |                | 6,604         |
| Unrestricted funds                                    |       |                | <u>32,866</u> |
|                                                       |       |                | <u>39,470</u> |

The financial statements were approved by the Trustees on 26 July 2022.

  
K Breckell  
Trustee

# FREE SHOP CRAWLEY

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE PERIOD ENDED 31 MARCH 2022**

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### 1 Accounting policies

#### Charity information

Free Shop Crawley is a Charitable Incorporated Organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charitable Incorporated Organisation's Foundation Constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity Charitable Incorporated Organisation has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charitable Incorporated Organisation charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charitable Incorporated Organisation charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the Charitable Incorporated Organisation charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Assets for distribution are recognised only when distributed. Assets given for use by the charity are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

Grants received are included in the year in which the charity is entitled to the income.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

# FREE SHOP CRAWLEY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2022**

### **1 Accounting policies**

**(Continued)**

Expenditure is included when incurred.

Charitable costs relate to the costs of the community and have been allocated directly to the functional headings as shown on the SOFA.

Governance costs include costs incurred in dealing with the legal and administrative requirements of the charity and are recognised when incurred.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                       |                       |
|-----------------------|-----------------------|
| Fixtures and fittings | 3 years straight line |
| IT Equipment          | 3 years straight line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.9 Financial instruments**

The Charitable Incorporated Organisation charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Taxation**

As a charity, the organisation is not subject to Corporation Tax or any taxes on income and gains arising from its charitable activities.

# FREE SHOP CRAWLEY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2022**

### 2 Critical accounting estimates and judgements

In the application of the Charitable Incorporated Organisation's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------|-----------------------|---------------------|----------------|
|                     | 2022<br>£             | 2022<br>£           | 2022<br>£      |
| Donations and gifts | 44,738                | -                   | 44,738         |
| Grants              | 51,877                | 10,000              | 61,877         |
|                     | <u>96,615</u>         | <u>10,000</u>       | <u>106,615</u> |

### 4 Charitable activities

|              | Other Income<br>2022<br>£ |
|--------------|---------------------------|
| Other income | <u>4,077</u>              |

# FREE SHOP CRAWLEY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2022

### 5 Charitable activities

|                                        | Free Shop<br>2022<br>£ |
|----------------------------------------|------------------------|
| Staff costs                            | 16,908                 |
| Rent                                   | 6,940                  |
| Insurance                              | 242                    |
| Events- fundraising                    | 816                    |
| Telephone                              | 230                    |
| Clothing                               | 6,257                  |
| Daily essentials                       | 17,421                 |
| General spending                       | 1,284                  |
| Professional services                  | 7,091                  |
| Office costs                           | 1,118                  |
| Volunteer expenses                     | 343                    |
| Furniture                              | 4,100                  |
| Website                                | 2,536                  |
| Other charitable expenditure           | 3,945                  |
|                                        | <u>69,231</u>          |
| Share of support costs (see note 6)    | 191                    |
| Share of governance costs (see note 6) | 1,800                  |
|                                        | <u>71,222</u>          |
| <b>Analysis by fund</b>                |                        |
| Unrestricted funds                     | 67,826                 |
| Restricted funds                       | 3,396                  |
|                                        | <u>71,222</u>          |

### 6 Support costs

|                                           | Support costs<br>£ | Governance<br>costs<br>£ | 2022<br>£    |
|-------------------------------------------|--------------------|--------------------------|--------------|
| Depreciation                              | 191                | -                        | 191          |
| Independent examiners fees                | -                  | 1,800                    | 1,800        |
|                                           | <u>191</u>         | <u>1,800</u>             | <u>1,991</u> |
| Analysed between<br>Charitable activities | <u>191</u>         | <u>1,800</u>             | <u>1,991</u> |

Governance costs includes payments to the independent examiners of £1,800 for the independent examination.

## FREE SHOP CRAWLEY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2022**

#### 7 Trustees

Three employees are related to trustees of the charity and earned total benefits £10,103. Permission was obtained by charity commission in June 2021.

#### 8 Employees

The average monthly number of employees during the Period was:

|                         | 2022<br>Number    |
|-------------------------|-------------------|
|                         | 2                 |
|                         | <u>2</u>          |
| <b>Employment costs</b> | <b>2022<br/>£</b> |
| Wages and salaries      | 16,639            |
| Social security costs   | 269               |
|                         | <u>16,908</u>     |

#### Key Management Personnel

The trustees deem one member of staff to be key management personnel, the total benefit received was £4,746

There were no employees whose annual remuneration was more than £60,000.

#### 9 Tangible fixed assets

|                                    | Fixtures and<br>fittings<br>£ | Computers<br>£ | Total<br>£ |
|------------------------------------|-------------------------------|----------------|------------|
| <b>Cost</b>                        |                               |                |            |
| Additions                          | 100                           | 841            | 941        |
| At 31 March 2022                   | <u>100</u>                    | <u>841</u>     | <u>941</u> |
| <b>Depreciation and impairment</b> |                               |                |            |
| Depreciation charged in the Period | 14                            | 177            | 191        |
| At 31 March 2022                   | <u>14</u>                     | <u>177</u>     | <u>191</u> |
| <b>Carrying amount</b>             |                               |                |            |
| At 31 March 2022                   | <u>86</u>                     | <u>664</u>     | <u>750</u> |

# FREE SHOP CRAWLEY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2022

|                                      |             |
|--------------------------------------|-------------|
| <b>10 Debtors</b>                    | <b>2022</b> |
|                                      | <b>£</b>    |
| Amounts falling due within one year: |             |
| Other debtors                        | 494         |
|                                      | <u>494</u>  |

|                                                          |              |
|----------------------------------------------------------|--------------|
| <b>11 Creditors: amounts falling due within one year</b> | <b>2022</b>  |
|                                                          | <b>£</b>     |
| Other taxation and social security                       | 2,211        |
| Accruals and deferred income                             | 1,800        |
|                                                          | <u>4,011</u> |

### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                  | Movement in funds  |                            | Movement in funds  |                    |                          |
|------------------|--------------------|----------------------------|--------------------|--------------------|--------------------------|
|                  | Incoming resources | Balance at 25 January 2021 | Incoming resources | Resources expended | Balance at 31 March 2022 |
|                  | £                  | £                          | £                  | £                  | £                        |
| National Lottery | -                  | -                          | 10,000             | (3,396)            | 6,604                    |
|                  | <u>-</u>           | <u>-</u>                   | <u>10,000</u>      | <u>(3,396)</u>     | <u>6,604</u>             |

National Lottery grant is restricted funds and was in respect of running costs.

### 13 Analysis of net assets between funds

|                                                    | Unrestricted funds | Restricted funds | Total         |
|----------------------------------------------------|--------------------|------------------|---------------|
|                                                    | 2022               | 2022             | 2022          |
|                                                    | £                  | £                | £             |
| Fund balances at 31 March 2022 are represented by: |                    |                  |               |
| Tangible assets                                    | 750                | -                | 750           |
| Current assets/(liabilities)                       | 32,116             | 6,604            | 38,720        |
|                                                    | <u>32,866</u>      | <u>6,604</u>     | <u>39,470</u> |

### 14 Related party transactions

There were no disclosable related party transactions during the Period.