

Charity registration number: 1193224

**FREE SHOP CRAWLEY
ANNUAL REPORT AND UNAUDITED FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

FREE SHOP CRAWLEY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:

K Godson- Chair	(Appointed 17 November 2022)
A J Wright	(Appointed 25 March 2021)
S Johnson	(Appointed 10 October 2022)
D R Walker	(Appointed 12 January 2023)

Charity number 1193224

Principal address Bewbush Centre,
Dorsten Square,
Crawley
West Sussex
RH11-8XW

Independent examiner Debbie Tuesley
DDA Accountancy Ltd
8 Cockayne Way
Selsey West Sussex
PO20 0FX

FREE SHOP CRAWLEY

CONTENTS

	Page
Trustees report	4-6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10-17

FREE SHOP CRAWLEY

TRUSTEES REPORT FOR THE PERIOD ENDED 31ST MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note I 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 object 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 think fit and is deemed necessary, primarily but not exclusively, by providing food, essential toiletries, clothing and household items to individuals and families in need'.

Free Shop Crawley provides a choice of fresh fruit & vegetables, toiletries, baby clothes and other essentials free of charge to struggling families in Crawley and the surrounding area who are referred to Free Shop by an outside agency for example; the local council, home start, school, college or contact us direct. Customers may self-refer if for example they do not have contact with outside agencies or if they do not meet the agencies criteria. No one is turned away.

Crawley Free Shop works with staff, volunteers, local partners and agencies to reduce the financial and social inequality faced by customers. By offering a variety of support they aim to help people become self-sufficient. Crawley Free Shop strives to reduce social and financial inequality for their customers.

The charity was started on 7th November 2020 by four mums in response to the need arising as a consequence of COVID. Rather than receive a generic 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. Since then, the range of activities offered by Free Shop Crawley has expanded to meet the further needs of its customers. As well as providing for their immediate physical needs, Free Shop Crawley now aims to give support and advice on matters of finance and wellbeing. Activities are run at the Free Shop Crawley premises that provide this support as well as fostering a sense of belonging and community. Customers are treated as individuals with their needs identified and the relevant support given where possible. New courses and activities are developed as the needs of the customers change or if a need is currently unmet. Free Shop Crawley work with a range of community organisations to ensure customer needs are met by those best qualified to give support.

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.

Achievements and performance

Free Shop Crawley offers a truly inclusive, non-judgemental, and dignified space for people living in poverty or crisis to receive help without fear or shame. Our 600+ customers a week have free access to: food and essentials; 'non-essentials' at key times of the year (Christmas, Easter, Back-to-School); and educational workshops (budgeting, finance, wellbeing). We build community by bringing everyone together in our safe space that the shop provides, and at events & workshops.

This year we have supported 5442 economically disadvantaged people in moving closer to getting out of poverty for good. We respond to specific needs of our community.

A wide range of activities and events have been run for FreeShop customers and other community members with the aim of not only reducing financial inequality but also social inequality.

The FreeShop Offer has become an integral part of FreeShop and customers often attend things they initially could not see themselves doing. This is not only one-to-ones where really individualised support can be offered but also small groups where people are able to connect in a safe environment.

Development of two dashboards with the help of corporate volunteers has been brilliant! Time was initially spent on how best to pull information in from all of our systems to help SLT with monitoring and now a second dashboard has been developed for whole team access. This will give information at a glance about who we are expecting and for which activity ie. Shop, FreeShop Offer and Volunteers.

1,155 people benefited from free clothes/food/essentials provided by Free Shop. We hosted 26 Community Cafes, with 240 weekly attendees over 13 weeks. We hosted 1,700 people in our workshops on mental health, finances, healthy eating, etc.

FREE SHOP CRAWLEY
TRUSTEES REPORT (Continued)
FOR THE PERIOD ENDED 31ST MARCH 2024

Community is at the heart of everything we do, we have been working to support a wide network of customers, build a strong team of skilled volunteers and staff members that can support each other. We talk with our customers every time they visit, ask them about the current struggles they face, and what support they need to overcome this. Each of our workshops, events, and projects were born from these conversations.

As we grow as an organisation, we're learning more and more about how to be as effective as possible - We have now started bi-monthly surveys, to ask our customers how/if we are supporting them, and what else they need help with. Our first formal survey had 23 responses, with 100% rating us 5/5.

We are extremely active on social media and post regularly to our 4.8K followers on Facebook, and Instagram. Our customers receive weekly e-mail and text updates, and for those we know are going through a particularly tough time, we'll send cards and follow up with telephone calls and text messages if needed.

Our 150+ amazing volunteers are the backbone of our charity. Many need support in their role as they struggle with their own challenges - around a third were or are FSC customers themselves. Currently, we have more customers than ever. We're open 5 days a week, providing 600+ people with food and essentials, and 100+ on our waiting list. Most customers struggle to access support needed from outside FSC, due to low levels of trust or confidence.

Our Operations manager has been an essential team member for the past 8 months, she has really taken the role to the next level and embedded systems and consistency.

Through our Ops manager volunteers have been better supported, skilled, confident, and knowledgeable in their roles – benefiting themselves, their future outcomes, and the outcomes for our customers. Our customers will benefit from better and more efficient volunteer led services, and they'll be better supported to access the services they need from our community partners.

Financial review

During the year the charity had net incoming resources of £26,979 as shown on the statement of financial activities on page 8 of the accounts. All of the charity's assets are held for the furtherance of the charity's objectives.

Holding reserves is essential to smooth out the peaks and troughs of income associated with funding streams, and enables wages to be paid on time. Having reserves also enables Free Shop to react quickly to increased beneficiary needs and to take advantage of new opportunities as they arise without the delay of waiting for the next funding rounds.

The CEO and Trustees closely monitor the budgets on a monthly basis to ensure that any potential shortfall in income is noted well in advance in order for other funding to be sourced. Where this is not possible a prudent level of reserves has been calculated as £20,000. This figure would enable the business to continue to operate at current levels in the short term with a long-term aim to either reduce delivery or generate funding from other areas. Reserves are maintained at or above this baseline level. This figure is not static and will be formally reviewed as part of the monthly budgeting process and Risk Management Policy strategy.

Structure, governance and management

The charity is a Charitable Incorporated Organisation governed by a Constitution with 4 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 year and up to the date of signature of the financial statements were:

A J Wright	Appointed 25th March 2021
K Breckell	Appointed 20 January 2021 and resigned 5th November 2023
K Godson	Appointed 17th November 2022
D R Walker	Appointed 12 January 2023
S. Johnson	Appointed 10 October 2022

The trustees report was approved by Board of Trustees

Name

KIRSTI GODSON



Date:

22/01/2025

FREE SHOP CRAWLEY

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

I report to the trustees on my examination of the financial statements of Free Shop Crawley (the Charitable Incorporated Organisation) for the year ended 31 March 2024

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's 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 (FRS102) 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.



Debbie Tuesley FCA BSc (Hon)
DDA Accountancy Limited
8 Cockayne Way
Selsey
West Sussex
PO20 0FX

Date: 24/1/2025

FREE SHOP CRAWLEY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
<u>Income from:</u>					
Donations, Grants & legacies	3	37,069	226,640	263,709	148,362
Charitable Activities					
Bank interest income	4	7,599	-	7,599	1,836
		4	-	4	-
Total income		44,672	226,640	271,312	150,198
<u>Expenditure on:</u>					
Charitable activities	5	35,675	208,658	244,333	109,327
Net income / (expense) for the year		8,997	17,982	26,979	40,871
Fund balances as at 31 March 2023		26,899	53,442	80,341	
Fund balances as at 31 March 2024		35,896	71,424	107,320	

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

All income and expenditure is derive from continuing activities

FREE SHOP CRAWLEY

BALANCE SHEET AS AT 31 MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Fixed assets					
Tangible assets	8	2,504	2,129	4,633	1,319
Current assets					
Debtors & prepayments	9	-	4,533	4,533	28,071
Cash at bank and in hand		36,203	82,642	118,845	56,353
Total Current Assets		36,203	87,175	123,378	84,424
Creditors: amounts falling due within one year	10	2,811	17,880	20,691	5,402
NET CURRENT ASSETS	13	33,392	69,295	102,687	79,022
TOTAL ASSETS less current liabilities		35,896	71,424	107,320	80,341
Funds of the Charity					
General funds		35,237	-	35,237	9,899
Designated funds	12	659	-	659	17,000
Restricted funds	11		71,424	71,424	53,442
Total funds	13	35,896	71,424	107,320	80,341

The financial statements were approved by the Trustees on.....

Name/Signature *KIRSTI GODSON*
Trustee

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

Accounting policies

1. 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 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 Pound

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 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 objective.

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.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose

1.4 Income

Income is recognised when the Charitable Incorporated Organisation 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.

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Accounting policies (Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal and 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.

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 fitting-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).

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2024

Accounting policies (Continued)

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 II '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.

2. Critical accounting estimates and judgements

In the application of the Charitable Incorporated Organisations 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.

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

3. Donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Donations and gifts	34,669	-	34,669	64,683
Grants	2,400	226,640	229,040	83,679
	37,069	226,640	263,709	148,362

	£	£	£	£
4. Charitable activities				
Activities & events	5,599	-	5,599	1,836
Contractual engagements	2,000	-	2,000	-
	7,599	-	7,599	1,836

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Charitable activities

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Staff Costs	6,039	104,941	110,980	41,531
Rent	-	6,833	6,833	9,445
Insurance	-	315	315	268
Events - fundraising	7,992	3,323	11,315	2,380
Delivery	13,620	60,260	73,880	33,352
Telephone	-	1,879	1,879	358
General	80	108	188	631
Professional services	5,777	13,881	19,658	9,175
Office costs and equipment	452	3,303	3,755	1,717
Volunteer expenses	96	265	361	792
Website / IT / software	-	3,036	3,036	625
Equipment	-	-	-	4,778
Advertising & Marketing		4,010	4,010	415
Other charitable expenditure	34,056	202,154	236,210	105,467
Share of Support costs-Depreciation	1,319	251	1,570	390
Share of Governance costs- Accounting/bookkeeping	300	6,253	6,553	3,470
Total	35,675	208,658	244,333	109,327

Governance costs include payments to the independent examiners of £650 for the independent examination and associated work.

100% of support and governance costs are allocated to charitable activities.

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Trustees

Three employees were related to a trustee who served in the year and earned total benefits £52,993.07. Permission was obtained by charity commission in June 2021.

7 Employees

The average monthly number of employees during the Period was:

	2024 Number	2023 Number
	<u>8</u>	<u>5</u>
Employment costs		
	2024	2023
	£	£
Wages and salaries	104,047	38,966
Social security costs	1,494	-
Pension costs	1,306	-
	<u>106,847</u>	<u>38,966</u>

Key Management Personnel

The trustees deem two members of staff to be key management personnel, the total benefit received by them being £59,027.19. There were no employees whose annual remuneration was more than £60,000

8. Tangible fixed assets

	Office Equipment £	Fixtures & fittings £	Computers £	Total £
Cost				
As at 31st March 2023	110	100	1,690	1,900
Additions 2024	1,632	-	3,252	4,884
Disposals	(110)	-	(335)	(445)
As at 31 March 2024	<u>1,632</u>	<u>100</u>	<u>4,607</u>	<u>6,339</u>
Depreciation and impairment				
As at 31st March 2023	18	48	515	581
Depreciation charged in the year	266	35	1,206	1,507
Disposal	(83)	-	(299)	(382)
As at 31st March 2024	<u>201</u>	<u>83</u>	<u>1,422</u>	<u>1,706</u>
Carrying amount				
As at 31st March 2024	<u>1,431</u>	<u>17</u>	<u>3,185</u>	<u>4,633</u>

FREE SHOP CRAWLEY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

9 Debtors and prepayments

	2024	2023
<i>Amounts falling due within one year</i>	£	£
Trade debtors	995	995
Other debtors	-	1,009
Prepayments/accrued income	3,538	26,067
	4,533	28,071

10 Creditors

	2024	2023
<i>Amounts falling due within one year</i>	£	£
Trade creditors	14,223	4,372
PAYE & NI	5,185	-
Accruals and deferred income	932	1,030
Other creditors	351	-
	20,691	5,402

11 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:

	Balance 1st April 2023	Income	Expenditure	Balance 31st March 2024
	£	£	£	£
Postcode lottery 2	25,000	-	9,658	15,342
Shared Prosperity fund	16,600	-	12,927	3,673
PCF Postcode Society	1,685	-	1,685	-
Comic Relief Sussex	3,801	-	3,801	-
Ernest Kleinwort A4A -	3,494	-	3,336	158
EK2	1,769	5,000	5,037	1,732
Virgin	-	5,000	5,000	-
RPD Foundation West	-	6,667	6,667	-
Sussex 3	-	5,000	5,000	-
AWA 3	-	20,000	787	19,213
CBC	-	2,376	1,611	765
Chalk	-	5,000	43	4,957
HS4	-	20,000	4,682	15,318
Neighbourly	-	882	882	-
Reaching comms	-	66,082	66,082	-
SPF2	-	15,772	7,319	-
WWNL2	-	23,638	22,925	8,453
Sussex CG2	-	-	-	713
Col NL2	1,093	-	1,093	-
	-	51,223	50,123	1,100
	53,442	226,640	208,658	71,424

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

12 Designated funds

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

	Balance 1st April 23 £	Income £	Expenditure £	Balance 31st March 24 £
Longley fund	917	-	917	-
Recharge fund	254	2,400	2,654	-
Power fund	15,829	-	15,170	659
Total	17,000	2,400	18,741	659

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Fund balances are represented by:				
Tangible assets	2,504	2,129	4,633	1,319
Current assets/ (liabilities)	33,392	69,295	102,687	79,022
	35,896	71,424	107,320	80,341

14 Related party transactions

There were no disclosable related party transactions during the period

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

12 Designated funds

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

	Balance 1st April 23 £	Income £	Expenditure £	Balance 31st March 24 £
Longley fund	917	-	917	-
Recharge fund	254	2,400	2,654	-
Power fund	15,829	-	15,170	659
Total	17,000	2,400	18,741	659

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Fund balances are represented by:				
Tangible assets	2,504	2,129	4,633	1,319
Current assets/ (liabilities)	33,392	69,295	102,687	79,022
	35,896	71,424	107,320	80,341

14 Related party transactions

There were no disclosable related party transactions during the period