



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From

Period start date 1 April 2023

To

Period end date 30 March 2024

Charity name: HORNCastle CRISIS SUPPORT TEAM

Charity registration number: 1194472

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve financial hardship in Horncastle and local small villages by providing food parcels, issuing grants of money for unmet needs, providing information on support services and other activities as agreed by the trustees.
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 operate a foodbank, run our own small grants scheme, administer a small grant scheme on behalf of Horncastle Health & Wellbeing, using ringfenced funds. We also offer advice, signposting to other forms of support and advice and information.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We provide small grants to relieve financial hardship in Horncastle and surrounding villages. A grant making policy has been developed to guide current decision making.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by	Para 1.38	We rely on volunteers to run our charity and most activities are carried out by locals. They provide excellent support, to ensure we

volunteers		support those in need within the community.
Other		N/A

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	We have delivered 383 standard 5 day food parcels during the financial year. These supported 568 adults and 391 children. We also sent out Festive Parcels at Christmas to individuals in receipt of a referral. These contained festive foods, treats, Christmas crackers and donated gifts. Ensuring everyone in our community was able to celebrate. We provided 7 small grants, from our own funds. These covered items such as white goods, school uniform and our Home Starter packs, for those moving into accommodation with very limited possessions. We continue to publicise these grants to professionals working with local families. Working with Horncastle Health & Wellbeing Fund, we were able to administer 11 further grants for people in the district suffering from health related conditions. Our town was hit by floods which affected many homes in Oct 2023. We worked alongside the town council on the day to offer emergency assistance. Over the next few days, we set up drop-in support sessions with agencies able to offer advice and emergency assistance, including local councillors. We also provided practical support to families, who were left homeless, such as issuing vouchers on behalf of the council, food support, bedding etc. We continue to send out Service updates to our referral partners, outlining the assistance we can provide. We also have a website and run facebook pages with over a thousand followers.

Additional information (optional)

You may choose to include further statements where relevant about:

		We continue to update and where necessary
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Achievements against objectives set	Para 1.41	implement new policies, around the work undertaken by our team. We are active members of several food charity networks, regularly attending meetings and summits with other charities in the district. Through these, we are able to offer support, advice and work collaboratively to ensure we maintain our ability to run efficiently.
Performance of fundraising activities against objectives set	Para 1.41	Income from all sources, including grants and donations are in line with our running costs.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has a stable financial position, with funds available to be rolled over into the next financial year, in support of general activities and also specific projects.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves against our forecast levels of future activity to ensure that we can continue to support our local community to the best of our abilities, over the next financial year. Our reserves policy is to hold at least £9000.00. This is our average yearly spend. Due to an increase in demand as inflation and cost of living affects our community we continue to hold a higher level of reserves. This ensures that we can continue to purchase extra food stock, as community donations into supermarket drop-off points no longer cover our needs.
Amount of reserves held	Para 1.22	£42361.00 (unrestricted funds)
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	Principle sources of funding for this financial period, included private & corporate donations, grants and fundraising donations from organisations such as churches and community groups.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	We continue to maintain a risk register and continue to monitor 4 principle areas of risk; Strategic, Financial, Operational & Stakeholder. This is a recurring agenda item at our trustee meetings and we are comfortable with the current risk levels in all areas.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	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	Apart from the founding members, every trustee is appointed by a resolution passed at a properly convened meeting of the trustees. In selecting individuals for appointment, the trustees have regard for the skills, knowledge and experience required for the steering and administration of the CIO.

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	We have a code of conduct and safeguarding policy, signed and acknowledged by the volunteer as part of the induction process. Additional policies are also shared as appropriate for the role, such as Health & Safety, lone working and GDPR. Trustees are asked to read the above policies and guidance
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		on the Charity Commission site.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Horncastle Crisis Support Team
Other name the charity uses	Horncastle Support Team / Horncastle Community Larder
Registered charity number	1194472
Charity's principal address	c/o Community Centre Manor House Street Horncastle LN9 5HF

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	Trevor Forrester	Treasurer		Trustee Board
2	Isabel Forrester			Trustee Board
3	Joanne Stone			Trustee Board
4	Fiona Martin			Trustee Board
5	Paul Scott	Chair		Trustee Board
6	Nancy Sorenti			Trustee Board
7	Douglas Rodwell		03/07/2023	Trustee Board
8	Maureen Ray		26/07/2024	Trustee Board

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

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 falls 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

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)	Paul Scott	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	20 th January 2025
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Executive Summary

Horncastle Crisis Support Team
For the year ended 31 March 2024

2024	
Cash	
Cash received	52,648.86
Cash spent	30,337.32
Cash surplus (deficit)	22,311.54
Closing bank balance	42,361.48
Profitability	
Income	49,933.76
Direct costs	11,939.37
Gross profit (loss)	37,994.39
Other income	-
Expenses	15,324.94
Profit (loss)	22,669.45
Balance Sheet	
Debtors	-
Creditors	-
Net assets	22,669.45
Sales	
Number of invoices issued	-
Average value of invoices	-
Performance	
Gross profit margin (%)	76.09
Net profit margin (%)	45.40
Return on investment (p.a.) (%)	100.00
Position	
Average debtor days	-
Average creditor days	-
Short term cash forecast	-
Current assets to liabilities	2.11
Term assets to liabilities	-

Profit and Loss

Horncastle Crisis Support Team
For the month ended 31 March 2024

	MAR 2024	FEB 2024	JAN 2024	DEC 2023	NOV 2023	OCT 2023	SEPT 2023	AUG 2023	JUL 2023	JUN 2023	MAY 2023	APR 2023
Turnover												
Donation - Individual	285.00	695.00	1,085.00	1,146.00	405.00	489.70	300.00	1,577.55	421.70	360.00	448.00	1,007.81
Donation - Organisation	-	200.00	-	2,000.00	10.00	200.00	28.00	-	60.00	-	3,271.50	50.00
Grant - restricted	-	5,000.00	(300.00)	-	10,326.44	437.64	-	-	822.88	1,700.00	-	-
Grant - unrestricted	5,000.00	-	-	-	2,058.91	5,000.00	-	5,000.00	-	-	-	857.53
Total Turnover	5,285.00	5,895.00	785.00	3,146.00	12,800.35	6,117.34	328.00	6,577.55	1,304.68	2,060.00	3,719.50	1,915.34
Cost of Sales												
Direct Expenses	-	-	-	-	-	-	-	-	-	-	107.98	-
Food & Provisions	1,475.56	1,691.08	894.42	532.95	529.34	727.24	1,788.18	(108.35)	1,423.96	808.82	636.46	1,441.13
Total Cost of Sales	1,475.56	1,691.08	894.42	532.95	529.34	727.24	1,788.18	(108.35)	1,423.96	808.82	734.44	1,441.73
Gross Profit	3,809.44	4,203.92	(109.42)	2,613.05	12,271.01	5,390.10	(1,460.18)	6,685.90	(119.28)	1,251.18	2,985.06	473.61
Administrative Costs												
Audit & Accountancy fees	13.50	-	-	-	-	-	-	-	-	-	-	-
Cleaning	-	-	-	-	-	-	-	10.70	-	-	-	-
Consulting	1,489.74	720.00	4,071.98	1,107.24	1,057.24	-	2,214.48	2,217.53	-	-	-	-
General Expenses	-	-	-	-	-	-	-	40.00	-	-	-	-
Insurance	-	173.97	-	-	-	-	-	-	-	-	-	-
Printing & Stationery	5.88	64.49	-	-	12.97	35.00	-	20.00	25.00	-	-	4.29
Rent	60.00	90.00	152.00	-	157.50	104.00	28.00	730.00	30.00	30.00	60.00	-
Telephone & Internet	16.00	16.00	14.00	14.00	6.00	14.00	14.00	14.00	14.00	14.00	6.00	10.00
Travel - National	-	340.05	-	-	78.80	-	-	26.78	-	72.22	-	73.58
Total Administrative Costs	1,585.12	1,304.51	4,237.98	1,121.24	1,262.51	153.00	2,256.48	3,059.01	69.00	116.22	66.00	93.87
Operating Profit	2,224.32	2,899.41	(4,347.40)	1,491.81	11,008.50	5,237.10	(3,716.66)	3,626.89	(188.28)	1,134.96	2,919.06	379.74
Profit on Ordinary Activities Before Taxation	2,224.32	2,899.41	(4,347.40)	1,491.81	11,008.50	5,237.10	(3,716.66)	3,626.89	(188.28)	1,134.96	2,919.06	379.74
Profit after Taxation	2,224.32	2,899.41	(4,347.40)	1,491.81	11,008.50	5,237.10	(3,716.66)	3,626.89	(188.28)	1,134.96	2,919.06	379.74

Horncastle Crisis Support Team

Charity no. 1194472

INDEPENDENT EXAMINER'S REPORT

I report to the charity trustees on my examination of the accounts of the charity for the year end 31st March 2024.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 proof 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 accounts to be reached.

Peter E. Spittlehouse F.A.C.A.

Peter Spittlehouse

21st January 2025