

Burntwood Be A Friend

Annual report for year ending 30th September 2023

Burntwood Be A Friend is a CIO established in September 2022, charity registration number 1200409. Its address is St Anne's Church, Church Street, Burntwood, WS7 3QL.

It has a Board of Trustees who are its only members:

John Binns (Chair)

Richard Westwood

Matthew Wallace

Irene Ann Burford

Paulina Rutko (Treasurer) *Until December 2022*

Laurence Burford (Treasurer) *From December 2022*

Lynda Gethin

Nicola Jones *Until June 2023*

Susan Woodward *From December 2022*

Peter Harris

Burntwood Be A Friend comprises five members of staff all employed on a part-time basis, plus a full-time recovery worker subcontracted to us through Future Focus at Burton & District Mind. BBAF also has a fantastic team of volunteer helpers who provide support with helping to run the community store, surplus food collections administrative tasks along with whatever else needs doing. There are approximately 38 volunteer helpers as of September 2023.

Its charitable purposes are:

- Alleviate economic deprivation and food poverty in the area (Community Store - providing free or heavily subsidized weekly shops and signposting support from our advisors)
- Reduce isolation & loneliness by promoting positive mental health and wellbeing (e.g. our community gardening group, women's walk, men's walk)
- Create a thriving local cohort of volunteers that are empowered to run the charity's activities
- Create links with other local organizations for the better of Burntwood and the surrounding areas

To achieve these purposes, Burntwood Be A Friend set its objectives for the year ending September 2023: to provide a place within Burntwood where people can go if they have lost their way, whether that be financially or emotionally. It has achieved this through:

- The opening of the community store – a place where people can do a weekly shop at a third of the price of the supermarkets.
- By signposting for relief and to other organisations from the community store.
- Starting both men's and women's weekly walks, bringing together a group of people to talk casually about life's everyday issues in a no pressure environment.
- Starting a community garden, again provide a group where people can talk casually while learning an important skill that they can take home with them.

Financial review

During the year we received funding from various sources. The largest amount was a donation from The Noel Sweeney Foundation, which allowed us to cover a large amount of our staff and running costs of the community store. We also received generous grants from The Community Foundation, Burntwood Town Council and The Coalfields Regeneration Trust.

The main areas of expenditure were staff salaries for the 5 part-time staff and the rent and overheads for our community store & office.

Potential risks and uncertainties

Financial: It is likely that grant-making bodies may re-assess their priorities, and local-authority bodies may face cutbacks in the availability of funds. However, because Burntwood Be A Friend draws on a mix of funding sources, statutory, charity, local and national, it is not anticipated that there will be a large cut in income. The Trustee board regularly checks exposure to different funding streams to ensure that there is not over-reliance on any individual source. We have a Reserves Policy which addresses various potential scenarios and provides for a 3-6 month cushion in case of short-term decreases in funding.

Operational: BBAF works together with its store landlord, Midland Heart, to ensure that there are no issues over use of the premises. There are staff employed by BBAF on part-time contracts and there is a policy of recruiting internally when possible, perhaps turning volunteers into paid staff, so there is continuity and it is not anticipated that future staffing changes will cause operational issues. Because BBAF works closely with other local groups and charities, it has good standing in the local community and there is little likelihood of its activities being curtailed, because it is clearly meeting local needs.

Future plans

- To continue and grow the reach of the community store, making sure it gets to the people who need it the most.
- To be able to utilize the community garden so that it is not only a community social group, but so that it produces crops that can line the shelves of the community store, therefore making us more self-sufficient.
- To enhance our wellbeing sector, to be able to offer something to for everyone.
- Developing links with more community groups and using local amenities.
- Increasing the number of volunteers, offering training and development to build self-confidence and encourage volunteers to look at paid employment as a future goal.

Burntwood Be A Friend
Charity Number 1200409
Income and Expenditure Account
For the period 20th September 2022 to 30th September 2023

	Unrestricted Funds	Restricted Funds	Total
Income			
Donations	3,534		3,534
Community Store	25,394		25,394
Fundraising	175		175
Grants	29,636		29,636
Burntwood Town Council	5,500		5,500
Spark recharges	3,266		3,266
MIND staff costs	5,209		5,209
Total Receipts	72,712	-	72,712
Expenditure			
Fareshare	3,600		3,600
Store rent	5,500		5,500
Office space room hire	1,870		1,870
Staff wages	36,046		36,046
Cleaning	1,827		1,827
Light & heat	5,445		5,445
Telephone and internet	735		735
Training	91		91
Kitchen items	42		42
Insurance	1,043		1,043
Repairs and maintenance	30		30
Office costs	276		276
Music licence	133		133
Uniforms	111		111
MIND costs	4,486		4,486
Gardening supplies	11		11
Other	1,864		1,864
Total Payments	63,111	-	63,111
Net Income / (Payments)	9,601	-	9,601
Balance brought forward	21,290	-	21,290
Balance carried forward	30,891	-	30,891
Made up of:			
Current Account			30,891
			<u>30,891</u>

Signed on behalf of the trustees:

Signature:

L Gethin

Print name:

L GETHIN

Date of approval:

8th July 2024

Independent examiner's report to the trustees of Burntwood Be A Friend

I report to the trustees on my examination of the accounts of the Burntwood Be A Friend Trust (the Trust) for the year ended September 2023.

Responsibilities and basis of report

As the charity trustees of the Trust 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 by 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 giving me cause to believe that in any material respect: 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records. 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.

Signed: *LeBrown*

Name: *LUCY CHARLOTTE BROWN*

Relevant professional qualification or membership of professional bodies (if any): *CERTIFIED ACCOUNTANT*

Address: *179, QUEEN STREET, BURNWOOD, STAFFORDSHIRE WS7 4TN*

Date: *8th July 2024*

This Trustees' Annual Report has been prepared in accordance with the provisions applicable to CIOs. This report was approved by the Trustees of the charity on 8th July 2024 and signed on its behalf by

Signed.......... Lynda Gethin (Vice-Chair)