



**CHARITABLE INCORPORATED
ORGANISATION**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2023**

**CHARITY COMMISSION NUMBER:
1201881**

**CREATING HOPE CIO
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2023**

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CREATING HOPE CIO

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	Timothy Croxson Appointed 26 September 2023
	Katherine Parsons Appointed 26 September 2023
	Anthony Thompson Appointed 15 December 2022
	Shernaz Wadia Appointed 15 December 2022
Key Management Personnel	Trustees (see above) Rona Forzani – Head of Service
Principal address	1c Manor Place, Sutton, SM1 4BB
Bankers	HSBC UK 139A North End Croydon Surrey CR0 1TN
Independent Examiner	Jacob Cavenagh & Skeet 5 Robin Hood Lane Sutton Surrey SM1 2SW
Legal Status	Creating Hope is a registered charity (no. 1201881) governed by a Trust Deed and a CIO.

The Trustees of the Creating Hope CIO present their first Annual Report and Financial Statements for the year ended 31 December 2023. The accounts are prepared in accordance with the Accounting Regulations set out under the Charities Act 2011, and with the Charities Statement of Recommended Practice applicable to charities preparing accounts in accordance with FRS102.

Structure, governance and management

The name of the CIO is Creating Hope CIO. It is registered with the Charity Commission (number 1201881).

Constitution

The property of Creating Hope is vested in a trust, governed by a declaration of Trust dated 15 December 2022.

The Trustees set the overarching strategic approach and policy framework within which Creating Hope operates and are responsible for managing the affairs of the CIO. The Trustees met 5 times in 2023. Working closely with the Trustees, the Head of Service Rona Forzani is responsible for the day-to-day operation of the charity.

Appointment and training of Trustees

During the course of 2023, the first charity Trustees (Anthony Thompson & Shernaz Wadia) decided to appoint two additional Trustees: Tim Croxson and Katherine Parsons. Tim Croxson is a Senior Pastor of C3 UnitedLife, a church in Ewell & Sutton, CEO of his family business and Chairman of TazZa Coffee. Tim has been the driving force behind the formation of Creating Hope and is a long-time supporter of the work of Christians Against Poverty (CAP) in Sutton. Katherine Parsons is the Communities Pastor at C3 UnitedLife and Location Pastor at their Sutton location which is based at TazZa Coffee Shop. Katherine played a key role in developing the range of CAP Services offered in Sutton and is a passionate advocate for reaching out to those in need in Sutton. Both Tim and Katherine bring a wealth of relevant skills, knowledge and experience needed to deliver the effective administration of the CIO.

Creating Hope has a standard induction and training programme for all new Trustees. This includes meetings with members of the current and any outgoing members of the Board of Trustees. New Trustees will also be meeting key volunteers and taking part in visits to learn about the work of the Charity. Trustees are encouraged to take up the opportunity to attend relevant external training courses and conferences.

Key management personnel

The key management personnel of the charity are the Trustees and the Head of Service Rona Forzani. Since the formation of the charity in December 2022, the Trustees have worked closely with Rona to put in place an effective management structure that is fit for purpose for an organization of this scale.

The management of the charity comprises 3 main elements:

- (a) **Regular Trustees meetings** – we held 5 meetings in 2023. The Trustees meetings ensure the Trustees maintain strategic oversight of all aspects of the charity. All Trustees meetings are attended by all Trustees, the Head of Service and the Treasurer.
- (b) **Three sub committees** (that meet termly) with the following areas of responsibility:
 - (i) **Strategy:** the future programming of services, courses and events, plus fund raising, marketing and communication with our potential clients and supporters;
 - (ii) **Operations:** the recruitment, training & safeguarding of our staff and volunteers and development and review of our policies;
 - (iii) **Finance:** all financial operations of the charity and oversight of relevant policies and practices

All the sub committees are chaired by a Trustee and attended by the Head of Service. The Treasurer is a member of the Finance Sub Committee.

- (c) **The Head of Service** is responsible for all aspects of the day-to-day running of the Charity and has regular meetings with each of the Trustees.

Three Trustees received no remuneration for their work as Trustees or volunteers for Creating Hope, apart from the reimbursement of expenses incurred in the normal course of the charity's operation. One Trustee is an employee of C3 UnitedLife and is seconded part time to Creating Hope. The Head of Service, who works part time, is also seconded from C3 UnitedLife. Creating Hope reimburses the cost of these two part time secondees to C3 UnitedLife at a rate equivalent to rate paid by C3 UnitedLife directly.

Risk management

The Trustees believe they are aware of the major risks to which the charity is exposed and that controls are in place to mitigate them. At every Trustee meeting we specifically consider whether any safeguarding concerns or risks have emerged to the Trust. Our management of risk is further strengthened by the operation of 3 sub-committees which are outlined above. These sub committees report back at every Trustee Meeting. The Trustees consider the principal risks and uncertainties facing the charity, and the plans and strategies for managing these risks, to be that over 70% of funding for Creating Hope comes from one source. Our aim, over the coming years, is to increase the diversity and extent of other sources of income.

Financial controls: Since our formation just over a year ago we have put in place a comprehensive set of financial controls including: (a) an Expenses Form with an approvals protocol linked to the level of expenditure (b) a single Petty Cash system with a detailed record of all expenditure (c) expenditure controls on all other expenditure with an associated approvals protocol.

Statutory and legal compliance:

Our focus in this first full year of operation has been to put in place the governance and financial controls, which are briefly outlined above, to ensure the effective operation of the Charity. A further priority has been safeguarding, building on the processes already in place for the operations by Christians Against Poverty (CAP) in Sutton. Our system of DBS checking and updating is fully operational and we have undertaken safeguarding training for all staff and volunteers during the year. In December 2023 the Trustees adopted the Creating Hope Safeguarding policy which applies to every aspect of our work. Our focus in the coming year is on the development and adoption of a Safer Recruitment system, which will draw on the approach adopted by the Church of England.

Objects and activities

The object of the CIO is to provide support services to those facing debt and other life limiting situations. The principal services we offered in 2023 were:

- CAP Debt Help – free, 1:1 expert advice to support those in debt to become debt free;
- CAP Money Coaching – a free course (in person or online) to help people take control of their finances with advice on budgeting, saving and spending wisely;
- CAP Job Club – a short course which provides practical help and the tools needed to help find work;
- CAP Life Skills – a short course which provides practical tools to help people live well on a low budget;
- Drop In – a weekly meeting which offers those in need the opportunity to have a nutritious meal and some company;
- Kintsugi Hope – running a series of Kintsugi Hope courses which are designed to help participants accept themselves, understand their value and worth and grow towards a more resilient and hopeful future;
- Counselling: 1:1 sessions with a fully qualified counsellor to help clients with issues such as trauma, anxiety and loss;

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- **Emergency Assistance:** using a variety of funding sources to provide for the urgent and/or unaffordable, but essential, needs of some of our clients.

All Creating Hope services and courses are open to anyone in need without restriction.

Public Benefit

Trustees have had regard to Charity Commission guidance on public benefit, set out in section 4 of the Charities Act 2006, and we consider that all our work complies in very tangible ways with the concept of public benefit. Trustees are convinced the work of its membership fulfils every criteria of public benefit and that significant impact is attained through our direct work and the work we support through others.

Achievements and performance

Key highlights of the year include:

- Helping 57 clients (and often their families) through the award-winning CAP Debt Help service including 14 becoming debt free
- Upskilling 20 clients to cook on a budget and live better on a tight budget through participation in our CAP Life Skills Courses
- Running 3 Job Clubs which led to 18 members participation; of whom over 50% secured full, part-time or voluntary employment and 20% accessed further training or support
- Ensuring that 6 volunteers are now fully trained to deliver the new CAP Money Coaching course which was launched in 2023
- Providing around 500 hot meals during the year to those in need through our Drop-In service
- Of 40 initial participants, 18 completed the course (12 sessions) to improve their mental and physical well-being through attendance at 3 Kintsugi Courses
- Securing emergency funding to provide grocery shopping, ovens/microwaves and fund Debt Relief Orders, amongst other items, for a number of people in desperate need of assistance
- Successfully bidding for funding to strengthen our Emergency Fund resources
- Boosting the number of volunteers supporting the work of the charity to 34 drawn from churches across the borough
- Undertaking 5 targeted fundraising events at local churches which raised many thousands of pounds

We will set out a much more detailed analysis of our activities and achievements in our Annual Report which will be published in time for the Annual General Meeting to be held in June 2024.

Financial review

The income for the charity for the period up to 31 December 2023 totalled £67,275 of which £8,500 received was given for specific areas in which the charity operates. Total expenditure in the period totalled £54,978, leaving a balance carried forward to reserves of £12,297, of which £6,083 is classified as restricted funds. As this is the first full period of operation the Trustees have been very encouraged by the support of a number of churches, charities and individuals in the local area to achieve this position.

Reserves policy

The main source of income for the charity is C3 UnitedLife. This totalled some 73% of our total income during the year. The medium-term objective of the trustees is to maintain reserves equivalent to 25% of its annual expenditure.

Fundraising

We have been very fortunate to have the substantial and continuous financial support of C3 UnitedLife throughout 2023. This support has allowed us an opportunity to focus on building a strong framework of governance and systems that will provide the foundation for future growth of the Charity.

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Alongside this support we have undertaken a series of fundraising events principally at local churches which have resulted in donations totalling £8,096. Individual donations totalled £4,124, including £1,000 for Job Club and £1,000 for Drop-In.

In addition, we were able to secure substantial support from the Milk and Honey Trust for our Emergency Fund – this sum will secure our funding well into 2024.

In line with the reporting requirements included in the Charities Act 2016 the Trustees are pleased to confirm that all fundraising is done in compliance with Best Fundraising Practice.

Plans for the future

Our main priority for 2024 is to ensure that the full range of services we currently offer continue to be available to help deal with the ever-increasing number of individuals and families who are struggling with debt and poverty. This is a challenging target given that around 95% of our human resources are volunteers who often have a multiplicity of demands on their time. A particular need is to recruit additional support for our Debt Help service.

We aim to substantially increase the number of opportunities we offer to improve people's money management and budgeting skills by providing at least 12 money coaching courses in 2024 (as compared to only 2 courses in 2023 when retraining with the new course material was necessary). We will continue to adapt and tweak our Job Club and Life Skills courses to find the best ways to meet the needs of the people we serve.

We propose to increase the number of fundraising opportunities we pursue to increase our overall income and the diversity of income sources.

Although we have made rapid progress on putting in place robust framework of controls during 2023, a range of further policies and procedures need to be put in place to ensure that the Charity operates, in the most effective way possible and, in the best interests of those we serve and our volunteers.

Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires that the trustees must not approve the financial statements for each financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FOR AND ON BEHALF OF THE TRUSTEES


Anthony Thompson OBE
Chair of Trustees

Date 26 February 2024

Independent Examiner's Report to the Trustees of Creating Hope For the year ended 31 December 2023

I report to the charity trustees on my examination of the accounts of Creating Hope (the "Charity") for the year ended 31 December 2023.

Responsibilities and basis of report

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 Charity's accounts as carried out under section 145 of the 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 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 Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) 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; or
4. the accounts have not been prepared in accordance with the methods and principles of 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 the Republic of Ireland (FRS 102).

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.



**Miriam Hickson CTA FCA
Jacob Cavenagh & Skeet
Chartered Accountants**

**5 Robin Hood Lane
Sutton, Surrey SM1 2SW**

Date..... 1 March 2024

CREATING HOPE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	<u>Note</u>	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>
<u>Income from</u>		£	£	£
Donations	2	67,275	8,500	58,775
<u>Expenditure on</u>	2			
Salary Costs		30,918	-	30,918
CAP Central Costs		10,455	-	10,455
Room hire		4,290	1,000	3,290
Operating Expenses		7,395	1,417	5,978
Governance Costs		1,920	-	1,920
		54,978	2,417	52,561
<u>Net Income</u>		£12,297	£6,083	£6,214
<u>Net movement in Funds</u>		£12,297	£6,083	£6,214
<u>Balances brought forward</u>		-	-	-
<u>Balances carried forward at 31.12.23</u>		£12,297	£6,083	£6,214

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BALANCE SHEET AS AT 31 DECEMBER 2023

	<u>Note</u>	£	£
<u>Current Assets</u>			
Bank balance		14,403	
Cash balance		82	
			<u>14,485</u>
<u>Creditors due within one year:</u>			
Accruals			2,188
Net Current Assets			<u>£12,297</u>
NET ASSETS	8		<u><u>£12,297</u></u>
<u>Represented by</u>			
Unrestricted Funds		6,214	
Restricted Funds	7	6,083	
			<u><u>£12,297</u></u>

Approved by the Trustees on 26 February 2024
and signed on their behalf by:



Anthony Thompson

Chairman

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1.Accounting policies

The charity is a CIO, limited by guarantee, registered in England and Wales. The registered office is 1c Manor Place, Sutton, Surrey SM1 4BB

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Charities Act 2011, Charities Statement of Recommended Practice (Charities SORP (FRS 102)) and Financial Reporting Standard 102 (FRS 102).

The Charity meets the definition of a public benefit entity under FRS 102. The accounts are prepared in pounds sterling rounded to the nearest pound.

b) Going Concern

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

c) Fund Accounting

The funds held by the charity are either:

- i. Restricted funds - defined as those used for specified purposes laid down by the donor, or where an appeal limits the use of the funds.
- ii. Unrestricted funds - representing donations and other incomes received for any of the purposes of the charity and are available for use.

d) Income

Donations and other income (including legacies) are included in the Statement of Financial Activities (SOFA) when the charity has entitlement to the income, it is probable the income will be received and the amount of income receivable can be reliably measured.

e) Expenditure

All expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the charity and include accountants' fees and costs linked to the strategic management of the charity. These have been allocated directly to charitable expenditure.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

1.Accounting policies (continued)

f) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of the opening of the deposit.

g) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

h) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. Charges Invoiced by C3 UnitedLife

Included within Donations and Expenditure are invoices from C3 UnitedLife as follows:

a) Share of salary costs	£30,918
b) Payments to CAP Central for services in the period	£10,455
c) Room hire rental costs for the period	£ 2,712
d) Other operating expenditure	£ 4,880
Total invoiced by C3 UnitedLife	<u>£48,965</u>

See related party transactions note 5 below.

3.Gift Aid

The Charity was advised on 15th December 2023 by HM Revenue & Customs that its application for recognition as a charity for tax purposes had been accepted, and is therefore able to submit claims for Gift Aid. No provision has been made in these financial statements for gift aid receivable back-dated to 9th February 2023 (as permitted by HMRC) as the sum involved is not considered material. It is intended that a gift aid submission for 2023 will be made by 31st March 2024.

4.Remuneration and Expenses

None of the trustees or officers of the charity received any direct remuneration or reimbursed expenses from the charity.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023 (continued)

5. Related party transactions

Mr. Timothy Croxson acts as a trustee for C3 UnitedLife Church

Note 2 lists all the expenditure paid to C3 UnitedLife Church. C3 UnitedLife Church have waived their right to payment of the invoice charges in note 2. Consequently an equal and opposite sum is included within unrestricted income as donations.

The charity received a donation of £6,500 from the Milk and Honey Trust, where Mr Timothy Croxson is a trustee.

Donations received from trustees in the year totalled £50.

6. Independent Examiners Fee

The fees charged by the Independent examiner accrued in these financial statements totalled £1,920.

7. Restricted Funds

	Drop In	Emergency Funding	Job Club	Life Skills	Total
	£	£	£	£	£
Donations received	1,000	6,000	1,000	500	8,500
Expenditure in year	1,000	651	766	0	2,417
Balance carried forward At 31 December 2023	£0	£5,349	£234	£500	£6,083

Donations for specified purposes include the following:

Drop In – this is a weekly meeting which offers those in need the opportunity to have a nutritious meal and some company.

Emergency Funding – these are funds provided to clients of the charity facing severe and urgent financial challenges

Job Club – this is a short course which provides practical help and the tools needed to help find work

Life Skills – this is a short course which provides practical tools to help people live well on a low budget

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023(continued)

8. Analysis of net assets by fund

	Unrestricted £	Restricted £	Total £
Current Assets	8,402	6,083	14,485
Current Liabilities	<u>(2,188)</u>	<u>-</u>	<u>(2,188)</u>
Net Assets	<u>6,214</u>	<u>6,083</u>	<u>12,297</u>