

# **THE SCHOOL FOR POP-UPS C.I.O.**

**Registered charity number 1177321**

## **First Annual Report and Accounts**

**26 February 2018 – 31 July 2019**

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*Prepared by:*

**The Kubernesis Partnership LLP**  
Charity Consultants • Dunbar  
[www.kubernesis.co.uk](http://www.kubernesis.co.uk)

# TRUSTEES' ANNUAL REPORT

**For the Period 26 February 2018 – 31 July 2019**

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## LEGAL AND ADMINISTRATIVE INFORMATION

Charity name:	The School for Pop-Ups C.I.O.
Registered charity number:	1177321
Principal office and operational address:	Ground Floor, 18-20 Union Street, Sheffield S1 2JP
Charitable objects:	The objects of the CIO are for the benefit of the public primarily but not exclusively in South Yorkshire: the relief of unemployment and prevention of financial hardship by providing education and experience of food and drink service operations, in particular but not exclusively by café/restaurant premises.
Constitutional form:	Charitable incorporated organisation
Governing document	CIO Constitution as at date of incorporation 26 February 2018 (Foundation CIO where the members and trustees are the same)
Charity trustees:	Nick Spooner (Chair) Simon Kilpatrick (Secretary) Jonathon Butcher (Treasurer)  All trustees served for the entire period of this report and up to the date of approval of this report and accounts.
Appointment of trustees:	All the above trustees were appointed when the CIO was formed. Future trustees are appointed by resolution of the existing trustees. Trustees serve for a maximum of three years before reappointment. The total number of trustees must be between three and eight.
Key Staff:	Matt Hill (Co-ordinator – Voluntary role) Greg Tipper (Business Advisor – freelance) Rachel Ferla (Project Administrator - freelance) (from autumn 2019)
Bankers:	Yorkshire Bank Fargate, Sheffield S1 1LL
Professional advisers:	Gareth Morgan (Charity consultant and independent examiner) The Kubernesis Partnership LLP 10 Kings Court, Dunbar EH42 1ZG

## TRUSTEES' REPORT ON THE ACTIVITIES OF THE CHARITY FOR THE PERIOD

The School For Pop-Ups C.I.O. is established to relieve unemployment and prevent financial hardship by providing education and experience of food and drink service operations.

This is done primarily through the provision of education and training, offering an ongoing programme of workshops, mentoring, and test trading opportunities, within a café facility a 18-20 Union Street, Sheffield. Here, individuals who might otherwise be facing unemployment or hardship are able to access a programme of education and support, working towards experience of running a café operation through test-trading on a pop-up basis (typically 1 day/week for each beneficiary).

During the period of this report, while the charity was becoming fully operational, the café facility remained under the control of Enable Space Ltd (ESL) who run the Union Street premises, but ESL agreed to make the café space available to beneficiaries of the charity as described, thus enabling them to experience the reality of café operations and to sell their own products. All other revenue and associated costs of the café during this period (including drinks sales and a daily rental charge by those using the space) were therefore handled by ESL rather than the CIO.

Responsibility for operation of the café transferred from ESL to the charity on 16 August 2019 and the first year of the café as a beneficiary-run activity operated by the charity will thus appear in the 2019/20 report and accounts of the School for Pop-Ups.

However, in its first year the charity directly offered training and mentoring support to beneficiaries, funded by a grant from Awards for All. This meant that during this period The School For Pop-Ups has:

- Recruited Greg Tipper, Business Advisor at The Prince's Trust and The British Business Bank, to deliver a programme of workshops and 1-to-1 mentoring to local people affected by financial hardship who're looking to start a food & beverage business.
- Greg has delivered a series of group workshops on topics ranging from how to build your own website to how to use free social media applications such as Canva, Buffer, and Instagram to create, schedule, and share social media posts to grow a brand following.
- We have recruited a range of beneficiaries who've began test-trading at our pop-up café under the following trading names: *Fat of The Land*, *TONCO*, *Shed*, *Lovely Pear*, *Shuju Kitchen*, *Pinch N' Pull*, *Get Toasted*, *Yoki* and *Seasons*.
- Shortly after the end of the period, to develop the organisation's programme structure, Rachel Ferla (previously Google Digital Garage Manager) was recruited as Project Administrator.
- Also after the end of the period, to oversee the organisation's financial administration we've appointed qualified accountant Hannah Adams as Bookkeeper.

## PRINCIPAL ACHIEVEMENTS

Our main achievements during this period have been;

- Two of our beneficiaries whose first regular premises have been our pop-up cafe have progressed to secure daily premises: Pie Eyed and Shed.
- The School For Pop-Ups has been featured in the Sheffield Telegraph here: <https://www.sheffieldtelegraph.co.uk/news/sheffield-school-helping-city-cooks-launch-their-own-food-business-95113>

- BBC Radio Sheffield have featured the School For Pop-Ups in an interview which was filmed and shared on social media:  
<https://www.facebook.com/UnionSt.Coworking/videos/1336232126553189/>
- The project has received referrals and online support from The Enterprise Team at Sheffield Hallam University, The Prince's Trust, The University of Sheffield and Sheffield City Council.

The trustees confirm that they have taken account of the Charity Commission's guidance on public benefit in planning the work of the charity.

## **FINANCIAL REVIEW**

As explained above, during the period covered by this report the café facility remained under the management of ESL, so the only income and expenditure of the charity related to the training and mentoring activities, which were funded by a grant to the charity from the National Lottery Awards for All programme for a project untitled 'Uplift Sheffield'.

This grant was awarded in March 2019 for work to commence in May 2019 over an anticipated duration of 12 months so only a small amount of the grant had been spent by the financial year end of 31 July 2019. This gave a surplus of receipts over payments for the period of £8,684 which will be carried forward for continuation of the project in the year 2019/20.

## **RESERVES POLICY**

As the café operations will only transfer to the charity in the year 2019/20 the charity does not yet have any unrestricted funds. In the circumstances, the trustees have not yet established a formal reserves policy but they plan to do so in the year ahead. However, in the meantime, the trustees are satisfied that the reserves of £8,684 on the 'Uplift Sheffield' project are sufficient to allow the training and mentoring work to continue in the coming year.

## **APPROVAL**

This report was approved by the trustees on 25 May 2020 and is signed on their behalf by:

Signature: *N Spooner*

Name of trustee: N SPOONER

[A signed original of this document is held by the charity]

## INDEPENDENT EXAMINER'S REPORT

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To the Charity Trustees of The School for Pop-Ups C.I.O.

I report on the accounts of The School for Pop-Ups C.I.O. ('the charity') for the period ended 31 July 2019, which are set out on pages 6 to 7.

### 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').

Even though the charity's total income shown in the accounts was under £25,000 (the level at which an independent examination is required by law) you asked me to undertake an independent examination following the same processes that would be applicable to a statutory independent examination of the accounts.

I therefore report in respect of my examination of the charity's accounts carried out on the same basis as would be required 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 material matters have come to my attention in connection with the examination giving me cause to believe:

- (1) that accounting records were not kept as required by section 130 of the Act; or
- (2) that the accounts do not accord with those records.

I have no concerns to report on these issues.

I have come across no matters in connection with my examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed: *Gareth Morgan*

Gareth G Morgan PhD AWS FAIA(Acad) FCIE  
The Kubernetes Partnership LLP (Charity Consultants)  
10 Kings Court  
Dunbar  
EH42 1ZG

Date: 28 May 2020

[A signed original of this document is held by the charity]

## ANNUAL ACCOUNTS

For the Period 26 February 2018 – 31 July 2019

### RECEIPTS AND PAYMENTS ACCOUNT 26 FEB 2018 – 31 JULY 2019

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total</i>
<b>Receipts</b>			
Grant – Awards for All	-	£9,909	<b>£9,909</b>
TOTAL RECEIPTS FOR PERIOD	-	£9,909	<b>£9,909</b>
<b>Payments</b>			
Coaching and mentoring fees paid	-	£1,025	<b>£1,025</b>
Workshop fees paid	-	£200	<b>£200</b>
TOTAL PAYMENTS FOR PERIOD	-	£1,225	<b>£1,225</b>
SURPLUS OF RECEIPTS OVER PAYMENTS	-	£8,684	<b>£8,684</b>
Balances in hand at start of period	-	-	-
Final balances carried forward	-	£8,684	<b>£8,684</b>

### STATEMENT OF ASSETS AND LIABILITIES AT 31 JULY 2019

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total</i>
<b>Monetary Assets</b>			
Current account – Yorkshire Bank	-	£8,684	<b>£8,684</b>
TOTAL ASSETS	-	£8,684	<b>£8,684</b>
<b>Monetary Funds</b>			
General Fund	-	-	-
Restricted Fund 'Uplift Sheffield'	-	£8,684	<b>£8,684</b>
TOTAL FUNDS			<b>£8,684</b>
<b>Non-monetary assets and liabilities:</b>			
Liability – Fees for preparation and independent examination of the accounts		£(1,025)	<b>£(1,025)</b>

*Please refer to notes on page 7.*

These accounts were approved by the trustees on 25 May 2020 and are signed on their behalf by:

Signature: *N Spooner*

Name of trustee: N SPOONER

[A signed original of this document is held by the charity]

## NOTES TO THE ACCOUNTS

### 1. Basis of preparation

The trustees have elected to prepare the accounts on a receipts and payments basis, as permitted by section 133 of the Charities Act 2011.

### 2. Prior year

As these accounts relate to the first financial period of the charity there are no prior year figures.

### 3. Transactions with independent examiner

A fee of £1,025 will payable in connection with these accounts (£500 for accounts preparation and £525 for independent examination) to the charity's independent examiner. As the accounts are prepared on a receipts and payments basis, this payment will appear in the 2019/20 accounts. No other fees were payable directly by the charity to the independent examiner or his firm during this period, but prior to the period covered by these accounts his firm provided services in connection with the formation of the CIO and in June 2019 his firm received a fee of £180 for general charity advice to the trustees – these costs were met by third parties and did not fall as an expense of the charity.

### 4. Transactions with connected parties

As explained in the trustees' report, the charity works closely with the social enterprise company Enable Space Ltd (ESL) which, for the period of these accounts, provided the café space used by the charity. Matt Hill, the Director of ESL, acted as the charity's voluntary co-ordinator. However, there were no financial transactions between the charity and ESL during the period, and none of the trustees has any commercial interest in ESL.

No remuneration or expenses was paid to any trustee during the period.