

MITZVAH DAY UK CHARITABLE TRUST

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2019

CHARITY NUMBER: 1125682

MITZVAH DAY UK CHARITABLE TRUST

CONTENT AND LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2019

Contents

Page:	
1	Report of the Trustees
2	Independent Examiner's Report
3	Statement of Financial Activities
4	Balance Sheet
5-8	Notes forming part of the Accounts

Trustees

L Marks
D Pears (Resigned 3 December 2019)
B Rich (Resigned 19 June 2019)
L Sidney
M Livingston
J Falb-Mizrahi
E Shuker
P Oppenheimer (Appointed 26 March 2019)
D Morris (Appointed 29 May 2019)

Address for Enquiries

3rd Floor
207 Regent Street
London
W1B 3HH

Bankers

HSBC Plc
18a Curzon Street
London W1J 7LA

Independent Examiners

SPW (UK) LLP
Chartered Accountants
Gable House
239 Regents Park Road
London N3 3LF

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees submit their annual report and financial statements for the year ended 31 December 2019. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with 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)".

Status

The charity is a charitable trust and was set up in August 2008. The trust was given charitable status by the Charity Commissioners in the same month, registration number 1125682.

Objectives and activities

The charity's objectives are to promote good citizenship by encouraging and facilitating volunteering opportunities in furtherance of charitable causes for the benefit of the public, principally but not exclusively amongst the Jewish community, and to build social cohesion.

Mitzvah Day exists to bring people of all faiths and backgrounds together through hands-on social action projects, primarily on one collective day of action each year in November. It is proudly Jewish-led, and whilst over 90% of our 1,200 or so UK-based projects are run by Jewish groups, it has also become a prominent vehicle for Jewish-led interfaith activity. In order to maintain and enhance the links between participating Partner communities and charities, interfaith relationships, awareness of Mitzvah Day and, ultimately, funding, Mitzvah Day has also developed and supports projects which run throughout the year.

Our key objectives are to steadily grow and continually improve Mitzvah Day, to keep the brand alive throughout the year in order to strengthen the core of the charity and to encourage year-round community building & social cohesion and act as a springboard for year-round social action, to develop and action a fundraising plan to enable growth and organisational development, to better measure the impact of Mitzvah Day, and to ensure that our lay and professional team continues to develop and grow in a supportive environment.

The Trustees have complied with their duty to have due regard to guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Trustees

The Trustees being members of the Management Committee throughout the period were: L Marks, L Sidney, M Livingston, J Falb-Mizrahi and E Shuker. B Rich resigned as a trustee in June 2019. D Pears resigned as a trustee in December 2019. P Oppenheimer joined as a trustee in March 2019. D Morris joined as a trustee in May 2019.

Achievements and performance

In 2019 the theme for Mitzvah Day was Going Greener. Hundreds of groups, in the UK and abroad, ran environmentally friendly projects including litter picks, interfaith tree planting, beach cleans, recycling and up-cycling projects.

New partnerships were built in Latin America through partnering with Lazos Latam and Mitzvah Day Brasil. New countries such as Bermuda took part through connecting with the Commonwealth Jewish Council.

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and performance

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2019 launch events shifted to a workshop model, which included a range of session options so that coordinators could pick topics based on their interests. Coordinators learnt from and with one another and discussed interfaith best practice, volunteer management, Jewish and other faith texts related to the environment and hands on sessions making dog toys out of old textiles.

With the snap General Election in 2019 Mitzvah Day released clear guidance for communities around engagement with Prospective Parliamentary Candidates at Mitzvah Day projects.

The Mitzvah Day awards evening has now become an established evening of celebration where volunteers, coordinators and their communities' projects are acknowledged and celebrated.

Structure, governance and management

The Trustees are responsible for the strategy and direction of Mitzvah Day. Responsibility for the day-to-day running of the charity is devolved to the staff - a full-time, paid Chief Executive Director, Project Coordinator, as well as a part-time Partnerships and Projects Manager and contracted Interfaith Advisor, Bookkeeper and PR and Communications Officer.

Over the year there are a number of Trustees' meetings examining different aspects of the charity's requirements, ensuring that the charity is running as it should, with a special emphasis on strategy, finances, risk management and staffing.

Volunteers

The charity is extremely grateful for the unstinting efforts of its volunteers who are involved in the charity's work. It is estimated that over 75,000 volunteer hours were provided during the year. If this is conservatively valued at £7 an hour, the volunteer effort amounts to over £525,000. In addition, on Mitzvah Day in 2019, goods were collected for distribution to those in need; these were valued at approximately £40,000.

Key facts

Over 40,000 volunteers
700 Partner organizations running a Mitzvah Day
32 Countries
112 interfaith projects
27 MPs giving their time
150 local charities benefitting in a meaningful way

Plans for future periods

Our ambition is to continue to build on this success. We intend to continue to extend the geographic coverage of our activities, including internationally, and promote Mitzvah Day more extensively within the areas in which we already operate. We will also continue to build stronger links with other faiths through shared activities and projects, and build bridges within our own community.

TRUSTEES REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

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Risk statement

The Trustees have considered the broad areas of risk for the charity and have put in place measures to mitigate or negate those risks. This is kept under review and specialist advice is sought where necessary.

Mitzvah Day as an organization operates strict financial controls and continually monitors the position. Some of the key controls are:

- 1) Formal agendas and minutes of meetings
- 2) Annual budgets
- 3) Management accounts
- 4) Written formal procedures

Financial review

This year we raised £188,629 (2018: 199,959) thanks to the generous support of our donors and we spent £187,750 (2018: £224,933). This has resulted in a surplus of £879 (2018: deficit of £24,974) It is planned to make a small surplus in the year to 31st December 2020 in order to increase our reserves and everyone is working hard towards this.

We have a target-funding requirement of £200,000 for the year to 31st December 2020, representing a modest increase on 2019's requirement. In addition, we will be increasing the scope of our interfaith work, international reach and of our year-round work. The Trustees are determined to maintain overheads at a low level to further reduce the cost per volunteer hour.

Reserves and investment policy

The Trustees regularly review the reserves required to meet known and estimated expenditure for the running of projects.

The Mitzvah Day Reserves Policy is to maintain sufficient level of reserves to enable normal operating activities to continue over a period of 3 to 6 months should a shortfall in income occur, and to take account of potential risks and contingencies that may arise from time to time.

This policy is reviewed annually at a Trustee Board meeting. The Chief Executive will present the Trustee Board with a draft document and supporting materials that enables them to make an informed decision about levels of Reserves and feeds into their approval of the Strategy Document and Annual Operating Budget.

Any funds, surplus to immediate requirements, are held on bank deposit.

Independent examiners

The Trustees intend to appoint SPW (UK) LLP to undertake the independent examination of the Trust in the following year.

Signed on behalf of the Trustees on 26.10.20.


L Marks Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

MITZVAH DAY UK CHARITABLE TRUST

I report to the trustees on my examination of the financial statements of Mitzvah Day UK Charitable Trust (the 'Charity') for the year ended 31 December 2019, which are set out on pages 3 to 7.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the 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 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

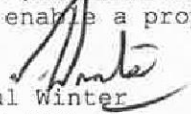
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting 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 Charity 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 the 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.


Paul Winter
SPW (UK) LLP
Chartered Accountants
Gable House
239 Regents Park Road
London N3 3LF

Date: 26/10/2020

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

		<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2019</u>	<u>Total</u> <u>2018</u>
Income from	Notes				
Donations and Legacies		112,102	-	112,102	122,288
Charitable Activities					
Grants		44,000	32,483	76,483	77,633
Investment Income		44	-	44	38
		=====	=====	=====	=====
Total Income		156,146	32,483	188,629	199,959
		=====	=====	=====	=====
Expenditure on					
Raising funds					
Project Expenses	2	14,666	9,167	23,833	21,151
Charitable activities					
Support Costs	3	130,248	23,316	153,564	192,377
Governance Costs	4	10,353	-	10,353	11,405
		=====	=====	=====	=====
Total Expenditure		155,267	32,483	187,750	224,933
		=====	=====	=====	=====
Net Income/(Expenditure)					
Before transfers		879	-	879	(24,974)
Fund balance brought					
Forward		52,846	-	52,846	77,820
		=====	=====	=====	=====
Fund balance carried					
Forward		£53,725	£ -	£53,725	£52,846
		=====	=====	=====	=====

BALANCE SHEET AS AT 31 DECEMBER 2019

Fixed Assets	Notes		2018
Tangible Assets	6	4,484	6,318
Current Assets			
Other Debtors	7	4,081	4,037
Cash at Bank and in Hand		58,874	56,761
		<u>62,955</u>	<u>60,798</u>
Current Liabilities			
Other Creditors	8	13,714	14,270
Net Current Assets		<u>49,241</u>	<u>46,528</u>
NET ASSETS		<u>£53,725</u>	<u>£52,846</u>

FUNDSUnrestricted Funds

Balance at start of year		52,846	77,820
Net Surplus/(Deficit) for year		879	(24,974)
Balance at end of year	9	<u>£53,725</u>	<u>£52,846</u>

Approved by the Trustees on 26.10.20 and signed on its behalf by:

L. Marks
L. Sidney

Trustees

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1. ACCOUNTING POLICIES

CHARITY INFORMATION

Mitzvah Day UK Charitable Trust is registered as a charity with the Charity Commission in England and Wales. The principal office address is 3rd Floor, 207 Regent Street, London, W1B 3HH.

ACCOUNTING CONVENTION

The accounts have been prepared in accordance with 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)." The charity is a Public Benefit Entity as defined by FRS 102.

The charity 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 charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

GOING CONCERN

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

INCOMING RESOURCES

Donations and grants are included in incoming resources when received.

Income from fund raising events is included in incoming resources when the event takes place.

Investment income is included in incoming resources on the accruals basis.

RESOURCES EXPENDED

Expenditure is accounted for on the accruals basis.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

/...continued

FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the accounts.

TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, Fittings and Equipment	25% Straight line basis
Computer Equipment	25% Straight line basis
Website Development	25% reducing balance basis

IMPAIRMENT OF FIXED ASSETS

At each reporting date fixed assets are reviewed to determine whether there is any indication that those assets have suffered a material impairment loss. If a material impairment loss arises then it is recognised in the profit and loss account or against the revaluation reserve if the asset has been revalued.

FINANCIAL INSTRUMENTS

The charity has elected to apply the provisions of Section 11 '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.

BASIC FINANCIAL ASSETS

Basic financial assets, which include debtors and bank balances, are measured at transaction price and subsequently carried at cost less impairment losses for bad and doubtful debts as they are receivable within one year.

BASIC FINANCIAL LIABILITIES

Basic financial liabilities, which include creditors, are initially recognised at transaction price and are not amortised as they are payable within one year.

RETIREMENT BENEFITS

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

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2.	<u>CHARITABLE ACTIVITIES</u>	<u>2019</u>	<u>2018</u>		
	Project Expenses	£23,833 =====	£21,151 =====		
3.	<u>SUPPORT COSTS</u>	<u>2019</u>	<u>2018</u>		
	Rent	14,430	14,430		
	Business Rates	1,082	1,057		
	Insurance	1,018	1,004		
	Computer Expenses	6,079	6,441		
	Telephone	1,671	1,715		
	Printing, Postage & Stationery	3,871	4,515		
	Public Relations	15,496	24,970		
	Travel	2,127	3,289		
	Depreciation	1,834	2,320		
	Bank Charges	69	26		
	Sundry	5,058	1,593		
	Staff Training	1,270	840		
	Wages and Salaries	99,559	130,177		
		£153,564 =====	£192,377 =====		
4.	<u>GOVERNANCE COSTS</u>	<u>2019</u>	<u>2018</u>		
	Accountancy Fees	1,200	1,200		
	Legal and Professional Fees	9,153	10,205		
		£10,353 =====	£11,405 =====		
5.	<u>TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES</u>				
	The trustees neither received nor waived any emoluments or reimbursed expenses during the year (2018: fnil).				
6.	<u>TANGIBLE FIXED ASSETS</u>	<u>Fixtures, Fittings and Equipment</u>	<u>Computer Equipment</u>	<u>Website Development</u>	<u>Total</u>
	Cost				
	At 1 January 2019	973	3,380	13,800	18,153
	Additions in the year	-	-	-	-
	At 31 December 2019	£ 973 =====	£3,380 =====	£13,800 =====	£18,153 =====
	Depreciation				
	At 1 January 2019	690	3,166	7,979	11,835
	Charge for the year	165	214	1,455	1,834
	At 31 December 2019	£ 855 =====	£3,380 =====	£ 9,434 =====	£13,669 =====
	Net book value				
	At 31 December 2019	£ 118 =====	£ - =====	£ 4,366 =====	£ 4,484 =====
	At 31 December 2018	£ 283 =====	£ 214 =====	£ 5,821 =====	£ 6,318 =====

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

/...continued

7.	<u>DEBTORS</u>	<u>2019</u>	<u>2018</u>
	Other Debtors and Prepayments	£4,081 =====	£4,037 =====
8.	<u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>	<u>2019</u>	<u>2018</u>
	Trade Creditors	7,361	8,621
	Taxation and Social Security	2,753	3,249
	Other Creditors and Accruals	3,600	2,400
		£13,714 =====	£14,270 =====

9. STATEMENT OF FUNDS

	At 1 Jan 2019	Income	Expenditure	Transfers	At 31 Dec 2019
	£	£	£	£	£
Unrestricted Funds	52,846	156,146	(155,267)	-	53,725
Restricted Funds	-	32,483	(32,483)	-	-
	52,846	188,629	(187,750)	-	53,725

General funds represent the free funds of the charity, which are not specifically designated.

Restricted funds - this relates to the following five grants:

£10,000 was received from the Bloom Foundation, and was used in relation to the Interfaith project, which aims to bring together people of all faith groups.

£10,000 was received from the Kantor Foundation, and was used in relation to the Mitzvah Day Europe project, which facilitates connecting communities and encouraging engagement in socio-cultural issues including challenging stereotypes.

£1,000 was received from London Plus Reward and Recognition Grants, and was used to run an event celebrating Mitzvah Day's volunteers and investing in their development and learning.

£1,500 was received from the Communities Together Fund, and was used for the interfaith cooking project, which aims to bring together people of all faiths and backgrounds to cook food together to be donated to a local homeless shelter.

£9,983 was received from the Shores Charitable Trust, and was used in relation to the additional staff costs which had arisen in the lead up to Mitzvah Day.