

MARMALADE TRUST TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees intend that this Annual Report also serves as the Statutory Director's Report. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity registration number: 1174217
Company registration number: 10879370

Principal address

157 Sydenham Lane
Bristol
BS6 5SQ

Directors and Trustees

Richard Frost (Chair)
Emma Wild (*appointed 10 June 2019*)
Samuel Whatley (*appointed 4 August 2020*)
Cara Fynn

Kelvin Jones (*Resigned 4 August 2020*)
Joseph Bartlett (*resigned 20 May 2019*)

Chief Executive

Amy Perrin

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 24 July 2017, and registered as a charity on 10 August 2017. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Objects

The charity's purposes as set out in the company's Articles of Association are the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage, especially those in need or at risk because of loneliness and social isolation, by such charitable means as the Trustees think fit.

Trustees

The directors of the company are also charity trustees for the purposes of charity law. The names of the present trustees, and all those who held office during the year, are shown in Section 1. All directors give their time voluntarily and receive no benefits from the charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have developed systems to monitor and control these risks, to mitigate any impact they may have.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. The Charitable purposes of the Charity are the advancement of and the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage, especially those in need or at risk because of loneliness and social isolation, by such charitable means as the Trustees think fit. Our vision is “to create a society where people freely acknowledge that loneliness can exist, and actively support those experiencing it to increase their social contact and make new friendships.” During this year Marmalade has the following material areas of focus:

Loneliness Awareness Week

We continued to build on the success of Loneliness Awareness Week (LAW) national campaign. During the course of this year’s campaign, we supported organisations and individuals nationally to run 798 events.

#Lonelinessawarenessweek had 8.2 million impressions and trended on twitter on the 17th June 2018. Broadcast and print had an additional 1.25 million reach.

We also held our first Be together Bristol during LAW. This was an open event, with performances, creative & interactive workshops and opportunities to learn about loneliness. The event also engaged 25 local organisations to showcase opportunities for social connection, including Age UK and Re-Engage. Loneliness Awareness week is now a cornerstone of our efforts in raising awareness and creating a society where people acknowledge that loneliness exists.

Ensuring Loneliness is on the UK’s agenda

In October 2018, the UK Government launched a Loneliness Strategy, which committed to tackling the stigma of loneliness and promoting wellbeing through social connections. Our Chief Executive, Amy Perrin, is a member of the steering group who the Department of Culture, Media and Sport (DCMS) has consulted with to develop this strategy and has regularly been offering expertise and advice on loneliness. Marmalade Trust is also a named partner in the national campaign, *#letstalkloneliness*, whose launch coincided with Marmalade Trust’s Loneliness Awareness Week in June 2019.

Christmas Cheer Events

Our Christmas Day events this year took place across 10 venues and supporting 162 of those most isolated in our region. Christmas Day can be the loneliest day of the year for many of our members. We provide them with a meal together with others in a local restaurant, giving them not only immediate company and companionship, but most importantly, the opportunity to make new friends. To ensure the event has as much sustainable benefit as possible, all guests were offered the opportunity to be directly referred to an appropriate social prescribing service.

Support line

Funding was received from The National Lottery Community Fund to trial a remote social prescribing service. This involved responding to people experiencing loneliness and offering structured 3-stage support. In the trial phase we directly supported 92 people to find new social contact, and created support tools used by a further 522 people. We also developed a comprehensive assessment tool and made our 3-stage approach widely available to others. Due to increasing take up of the services and our modest organisational resource capacity, it was agreed with The National Lottery Community Fund that this Marmalade pilot service would not continue and be scaled up, but we take learning from it to inform future initiatives.



COVID-19 Response

Marmalade Trust responded quickly to the COVID-19 pandemic, by setting up the Marmalade Companion Service. All Marmalade members were contacted and offered support with urgent food supplies, prescription deliveries and ongoing befriending support. The scheme has continued to support 97 members weekly during 2020. Marmalade Trust were also founding members of the Support Hub for older people in Bristol, working with Age UK to build a collaborative network to support isolated older people during the pandemic. As a result of the success of the Support Hub, we have been asked to offer advice to other areas who are looking to create a similar model.

FINANCIAL REVIEW

Marmalade's total cash income for the year increased by 60% from the previous financial year. Including donated services, we increased income year-on-year by 35%. This enabled the charity to increase its expenditure on its charitable activities and deliver more support to our beneficiaries.

A £25,932 surplus was made on the year. This is encouraging and we are pleased with the organisation's performance this year, although we note that our size combined with the unpredictable nature of grant giving means relatively small changes in cashflow timings can materially affect how our financial performance looks in a given time period.

As a small charity, raising funds to both deliver projects and outcomes and keep the charity financially stable is an ongoing challenge. This is something that the Board and Chief Executive devote a great deal of time and focus to. The charity raises funds by applications to grant-giving bodies and through campaigns and appeals to members of the public. Its total cash income for the year was £103,123, and charitable cash expenditure amounted to (£77,191).

Reserves policy

The charity seeks to use its charitable funds in pursuit of our objectives whilst retaining an unrestricted reserve target of six months forecast expenditure. If reserves fall below this target, an increased level of financial oversight and control is triggered to ensure that the charity has in place a robust plan to recover a healthy financial position.

Normalised forecast annual expenditure for the year to 31 March 2021 is (£73,145), and so the operative target reserve level is £36,573. This is subject to greater uncertainty this year due to the disruption of COVID-19.

Free reserves as of 31 March 2020 were above this figure at £53,470.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations. 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.

ON BEHALF OF THE TRUSTEES:



Richard Frost

Marmalade Trust
Balance Sheet on 31 March 2020

	2020 (£)	2019 (£)
Current assets		
Cash at bank	72,946	33,521
Creditors: due within one year	(16,521)	(5,984)
Net Current Assets	<u>58,296</u>	<u>27,537</u>
Net Assets	<u>53,470</u>	<u>27,537</u>
Reserves	<u>53,470</u>	<u>27,537</u>
Free Reserves*	<u>53,470</u>	<u>27,537</u>

**Unrestricted reserves only, less any balances not available for use.*

For the year ending 31 March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Notes

1 Basis of accounting

The financial statements have been prepared under the historic cost convention in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.

2 Voluntary income

Cash donations, grants and gifts are included in full in the income and expenditure account as they are received

3 Trustees' remuneration and benefits

No remuneration or other benefits was paid to any Trustee in the year to 31 March 2020 nor in the year to 31 March 2019.

Marmalade Trust Accounts Summary

	<i>draft</i>	
	19-20 (£)	18-19 (£)
Balance Sheet		
Assets and Liabilities		
Debtors	1,871	1,000
Cash	72,946	32,521
Current Assets	74,817	33,521
Creditors: < 1 yr	(16,521)	(5,983)
Net Current Assets	58,295	27,537
Creditors: > 1 yr	(4,826)	0
Net Assets	53,470	27,537
Reserves:		
Unrestricted Reserves	53,470	27,537
Restricted Reserves	0	0
Total Reserves	53,470	27,537
SOFA (Income + Expenditure)		
Income		
Donations/Legacies - UR*	114,961	82,551
Donations/Legacies - R	12,526	9,105
Charitable activity	1,909	4,134
Total Income	129,396	95,789
Expenditure		
Charitable activities - UR*	(85,672)	(86,336)
Charitable activities - R	(12,526)	(9,105)
Raising Funds	(4,283)	(2,895)
Other	(982)	(524)
Total Expenditure	(103,464)	(98,860)
Net Income/Expenditure	25,932	(3,071)
Funds brought fwd	27,537	30,608
Funds Carried fwd	53,470	27,537
* Includes GIK in/out of	26,274	31,466

Marmalade Trust

Record of independent examination of Financial Accounts

Year Ended 31 March 2020

Section 1 – Checklist per Charity Commission published guidance

Annex 1 – Notes on examination – aligned to checklist

Annex 2 – Notes on Analysis and Testing

Annex 3 – Independent Examiner's Report

Section 1 Checklist

The Directions and documentation	Step done?	Working paper reference (see Annex 1)
Direction 1: Check whether the charity is eligible to have an independent examination		
Checked the charity audit threshold applying to the accounts to be reviewed	Y	1
Checked an audit is not required for any other reason	Y	2
Confirmed the charity is eligible for independent examination	Y	3
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Y	4
If the charity has one or more subsidiaries confirmed that group accounts are not required by law	Y	5
If a charitable company checked that the audit exemption statement has been made	Y	6
If applicable, rechecked the threshold calculation during the examination	Y	7
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	Y	8
If applicable, informed the trustees that the charity is not eligible for an independent examination	Y	9
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Y	10
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	Y	11
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	Y	12
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Y	13
Confirmed as having no the day to day involvement in the administration of the charity	Y	14
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	Y	15
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Y	16

The Directions and documentation	Step done?	Working paper reference
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	Y	17
If applicable, informed the trustees that you are not eligible to carry out the independent examination	Y	18
Direction 3: Record your independent examination		
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	Y	19
Evidence of appointment on file	Y	20
If issued, letter of engagement signed by the trustees on file	Y	21
Documentation of steps required by Direction 1 are all done	Y	22
Documentation that steps required by Direction 2 are all done	Y	23
Analytical review documented	Y	24
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Y	25
Verification and vouching procedures undertaken and any checks made are on file	Y	26
Copy of approved accounts on file	Y	27
Copy of trustees' annual report on file	Y	28
Copies of information relied upon as part of the examination are on file	Y	29
If applicable, copies of written assurances given	Y	30
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Y	31
Recorded any matters of material significance about which a report must be made direct to the Commission	Y	32
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	Y	33
Direction 4: Plan your independent examination		
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Y	34
Planned specific examination procedures appropriate to the circumstances of the charity	Y	35
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	Y	36
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Y	37
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	38

The Directions and documentation	Step done?	Working paper reference
Direction 5: Check that accounting records are kept to the required standard		39
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Y	40
Asked the trustees about how they ensure the accounting records are complete	Y	41
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	Y	42
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	Y	43
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	44
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Y	45
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Y	46
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	Y	47
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	Y	48
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts		
Checked that the disclosures required by the SORP have been made and are complete	Y	50
Considered whether there are any implications for the examiner's report and reporting to the Commission	Y	51
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	Y	52
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts		
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Y	53
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	Y	54

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	Y	55
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	Y	56
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	57
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts		
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	Y	58
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Y	59
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	Y	60
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	Y	61
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	62
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Y	63
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	Y	64
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	Y	65
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	66
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an analytical review	Y	67

The Directions and documentation	Step done?	Working paper reference
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	Y	68
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	Y	69
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	70
Direction 12: Compare the trustees' annual report with the accounts		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	Y	71
Compared the trustees' annual report with the accounts for any material inconsistency	Y	72
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	73
Direction 13: Write and sign the independent examination report		
Reviewed the conclusions from the independent examination	Y	74
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	Y	75
Checked that the examiner's report covers all of the matters required	Y	76
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented	Y	77
Signed and dated the examiner's report	Y	78
Reported matters of material significance direct to the Commission	Y	79
Exercised discretion and reported relevant matters direct to the Commission	Y	80

Annex 1 - Notes and Record of Independent Assessment

See checklist for references

Direction 1

1. MT has income of more than £25,000 but less than £1m, and minimal assets (less than £3.26m), thus an IA is appropriate
2. No other requirements exist for an audit (governing docs or funders/donors)
3. Confirmed - see above
4. Confirmed
5. No subsidiaries
6. Statement included with BS in Trustees Report
7. Not applicable – clearly below all thresholds
8. Not applicable
9. Not applicable
10. Not applicable
11. Not applicable
12. Not applicable

Direction 2

13. Examiner is ex-work colleague of a newly appointed trustee but has no relationship with other trustees. The examiner has conducted independent review for the charity previously, however, there is no connection with the activities of the charity and there is no reason for concern that examination can be conducted on an independent basis.
14. So confirmed – see also 13.
15. No other services provided – not applicable.
16. No circumstances identified.
17. Examiner is a qualified finance professional, though chooses not to be a member of an accredited accounting body. He works in the field of professional commercial/financial consultancy.
18. Not applicable

Direction 3

19. This document
20. Email instruction from trustee on record (10/09/20)
21. Not applicable
22. Documented (this document)
23. Documented (this document)
24. Confirmed - Annex 2
25. Confirmed – Annex 2
26. Confirmed – Annex 2
27. Confirmed
28. Confirmed
29. Confirmed
30. Not applicable
31. Confirmed – see Annex 2
32. Not applicable
33. Not applicable

Direction 4

34. Confirmed
35. Confirmed
36. Not applicable
37. Confirmed – risks have been considered, and no material challenge to the presumption of going concern was identified.
38. None identified

Direction 5

39. *Not used*
40. Confirmed
41. Confirmed
42. Not applicable

43. Confirmed

44. Not applicable

Direction 6

45. Confirmed

46. Confirmed

47. Restricted funds have been identified in the accounts and method of management as separate fund described by trustees.

48. Not applicable

Direction 7

49. *Not used*

50. Not applicable

51. Not applicable

52. Not applicable

Direction 8

53. Checked, one fund provided for particular purpose and accounted for accordingly.

54. Estimates used for gifts in kind, reference basis for each have been checked and confirmed as reasonable.

55. Not applicable

56. Not applicable

57. Not applicable

Direction 9

58. Confirmed – all the outstanding payments have been confirmed as cleared and current bank balance checked.

59. See confirmation in Trustee report

60. See confirmation in Trustee report

61. See confirmation in Trustee report

62. not applicable

Direction 10

63. not applicable

64. Confirmed

65. Confirmed

66. not applicable

Direction 11

67. Confirmed

68. Confirmed

69. Confirmed

70. No implications identified

Direction 12

71. Confirmed

72. Confirmed

73. No implications identified

Direction 13

74. Confirmed

75. Confirmed and no matters of concern identified

76. Confirmed

77. No other party was involved

78. Annex 3

79. No material matters to be reported

80. Not applicable

Annex 2 – Record of Analytical Review

Transactions tested and verification requests raised:



Independent
Examination - verifica

Other Analysis:

No material queries identified

Other Notes:

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE MARMALADE TRUST

I report on the Financial Statements for the year ended 31st March 2020

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Graeme McGowan

27 October 2020