REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

FOR

PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)

L M Griffiths & Co Limited Chartered Certified Accountants 1&2 Merlins Court Winch Lane Haverfordwest Pembrokeshire SA61 1SB

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CHAIRMAN'S REPORT for the Year Ended 31 March 2020

Despite increasing evidence of poverty and need in Pembrokeshire's communities, the organisation remains resilient and continues to meet its core objective of relieving the effects of poverty. The past year has once again been challenging but as a charity we have tackled the challenges with change. Recognising and responding to a need for the organisation to have a more permanent Head Office, we acquired the lease of a building on Charles Street which will help facilitate further changes to operating methods and which will reach out to more vulnerable people.

One of the most important roles of the trustees is to make sure that the network around our General Manager; Tracy Olin, Basics Bank Supervisor; Carol Clayton and our dedicated volunteers is solid and supportive. Each of the trustees continues to accept and welcomes their responsibility with energy and vigour and it remains my absolute privilege to be part of such a supportive team.

Year on year the outstanding contribution given by Tracy, Carol and our volunteers at all locations is amazing and they each continue to demonstrate their ongoing resilience, commitment and dedication to relieving the effects of poverty for the people of Pembrokeshire. Tracy's management of the organisation enables us as trustees to ensure that the charity continues to meet the demands of an ever increasing need and our board of trustees are equally dedicated in ensuring the continuous support and measured development of the organisation and its volunteers.

We continue to receive advice and support the team at Pembrokeshire Association of Voluntary Services (PAVS) and once again our volunteers, staff and trustees have all benefitted in different ways including training and support.

Our team of volunteers are spread across bases throughout the county and include satellite operations under the name of Patch. Each year they come together to pull off the fantastic annual toy appeal and last year we received a huge boost with support from the team at Pure West Radio. Their massive and continued effort helped to take away some of the pressure that parents experience at Christmas and the gifts that were so gratefully received from supporters would have been very much appreciated by the families who benefitted from the Toy Appeal. It is always a pleasure seeing volunteers from different bases together working with community and industry volunteers and it shows how committed they are to ensuring that the toy appeal is always a huge success. On behalf of the trustees I'd like to pay tribute to everyone involved for their hard work.

The support from local media makes it possible for us to send key messages, often at critical times to supporters of Patch. Without the media support, and of course the support of the communities throughout Pembrokeshire, Patch could simply not survive and the issue of hardship would be an even greater one faced by people in our communities. We thank each and every person involved for their support and sponsorship whether it be food or monetary donations or sponsorship. We hope that our work continues to meet your expectations.

It has been an honour for me to have served as Chairman for so long but its time now for someone new to take over the role and lead the organisation to meet the challenges that lay ahead. I have every confidence that the work of our charity does actually make a difference to those in our communities who find themselves in most need.

Dennis O'Connor, Chairman.

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions 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 Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Events and charitable activities for the public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The charitable objective of the organisation is to relieve hardship and poverty in the Pembrokeshire community.

Our Vision

No one in Pembrokeshire goes hungry or suffers hardship.

Our Mission

Fighting hunger and hardship in Pembrokeshire.

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Much has happened in the last year. PATCH has seen a huge increase in the need for most of its services. Universal Credit remains one of the main causes of need and the long wait for financial support together with the need to pay back loans incurred during the wait has affected most of our clients. Sanctions and poor mental health also represent another big cause of need.

Pure West Radio (PWR) gave us the honour of being their charity of the year and publicise our latest news on their afternoon show every Wednesday at 5.40pm. They have raised money for us, collected food from their Santa run as well as the station staff and volunteers donating food and time to PATCH. They have done many outside broadcasts at our base and with us at a variety of collections around the county at Christmas time.

We have collaborated with Greenacres, our local animal rescue centre, to provide an animal food bank. We were aware of instances where PATCH clients gave the food provided to their pets rather than have to give up treasured family pets to Greenacres. With the animal food bank, pets can now be provided for within the family setting thus reducing the demand for Greenacres services - a win for all.

At the end of the financial year Coronavirus had just begun to cause an increased need as people went into isolation and some employment became precarious. PATCH saw self-employed individuals, who had no spare income, suddenly lose all of their work and have to turn to benefits. Then on top of everything else they were hit by the benefit cap. Parents went without so their children could eat. Thankfully PATCH was there to support many through these difficult times.

A new home and additional base

In July 2019 we moved from our temporary home in a school to a two storey building in Milford Haven town's high street. We cannot thank Pembrokeshire County Council enough for allowing us to use the school which enabled us to build our reserves ready for the move to our next, more permanent home.

Upstairs is our foodbank as well as toiletries and cleaning products. The baby bank and the small household items will be available downstairs.

We also have our hair salon called 'Knot Just hair' offering free damp cuts to people that cannot afford a cut but need one. This has helped so many people with some of the ladies not having had a cut for over eight years. This will help improve poor mental health, job interview prospects, school haircuts and generally lift people's self-esteem. Meg George is an amazing qualified hairdresser, she is making such a difference to people's lives.

We have also expanded our operations into Tenby as we were approached by a local church to provide a food bank in Frog Street. This has proved a success and identified the perhaps hidden poverty of a wonderful seaside town.

Christmas Toy appeal

The Christmas toy appeal was held in the bottom half of our new building and it was fantastic to hold it at the same place as our normal activities. This made logistics so much easier.

This year we made donations to over 950 children and managed to help many parents give their children lovely toys on Christmas day. As in past years, Pembrokeshire Frame helped deliver the majority of toys all over the county. Valero Refinery again gave us volunteer hours and also donated a huge amount of gifts to children all around Pembrokeshire. This year we also had help from the local neighbourhood police team, the army and many other groups and individuals.

Volunteers

Of course none of this could happen without our wonderful volunteers including our valued trustees. The 'PATCHites' are the most hardworking, caring and fun people that try hard to break the stigma that sadly sometimes our clients feel coming to a foodbank. Many of our volunteers have had help from us themselves and so fully understand what it is like. We have seen volunteers with poor mental health improve, become confident and love their volunteering. Many have gained such confidence and gone on to secure employment elsewhere. We now actually have a waiting list of people wanting to volunteer with us.

Thanks to our local County Voluntary Council, PAVS, we were able to show our appreciation to our volunteers by nominating them for recognition of their hard work. Trustees came highly commended in the trustees group and Sarah Brown was Highly Commended in the Mary Sigley award.

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

Pure West Radio held their first volunteer awards at their event 'Pembrokeshire's Greatest Show'. Our volunteer Jan Olin, who has been volunteering with PATCH since 2008, not only won the volunteer of the year, but also the overall greatest star award.

FINANCIAL REVIEW

Financial position

The reserves held at the end of the year are £31,555 surplus (2019 - £23,649 surplus). Reserves are set aside for future projects.

FUTURE PLANS

The impact of Covid-19 is likely to dominate the work of PATCH for the foreseeable future. The demand for support as a result of a worsening economic climate will mean that the need for the food and basics bank is likely to be high. Since the end of the financial year PATCH has received many amazing donations from individuals, organisations and grant funders which will enable it to continue to provide key support in this difficult time. Overcoming operational issues to deliver this support countywide will also be challenging as we temporarily have had to retract to our Milford base during the height of the pandemic.

With our larger premises our aim is to have a small shop on the ground floor selling surplus donations to raise additional funds for the food and basics bank. Our clothing bank will be part of this shop and will enable clients to shop freely using vouchers to pay discreetly. This will hopefully give clients more of a shopping experience and make it more dignified. The Bluestone Foundation have given PATCH a grant to pay for the fitting out of the shop. The baby bank and the small household items will also be available downstairs.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06365713 (England and Wales)

Registered Charity number

1124949

Registered office

81 Charles Street Milford Haven Pembrokeshire SA73 3HA

Trustees

Mr N D O'Connor Chair Mr E C Osborne Treasurer Miss S Henehan Mr M J Cavanagh Mr C A Sharp Rev M A Evans Mr W E Evans (resigned 17.3.20)

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Mr M Harries

FCCA

L M Griffiths & Co Limited

Chartered Certified Accountants

1&2 Merlins Court

Winch Lane

Haverfordwest

Pembrokeshire

SA61 1SB

Approved by order of the board of trustees on 10 November 2020 and signed on its behalf by:

Mr E C Osborne - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)

Independent examiner's report to the trustees of Pembrokeshire Action to Combat Hardship (PATCH) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 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:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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 the Statement of Recommended Practice for 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 (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.

Mr M Harries FCCA L M Griffiths & Co Limited Chartered Certified Accountants 1&2 Merlins Court Winch Lane Haverfordwest Pembrokeshire SA61 1SB

Date:	
Date.	••••••

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2020

	Notes	Unrestricted fund	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies		71,836	4,987	76,823	69,112
Charitable activities Charitable income		3,572	-	3,572	-
Investment income	2	17	-	17	4
Total		75,425	4,987	80,412	69,116
EXPENDITURE ON Charitable activities Charitable expenditure		66,088	6,418	72,506	63,008
NET INCOME/(EXPENDITURE)		9,337	(1,431)	7,906	6,108
Transfers between funds	10	(1,431)	1,431	-	-
Net movement in funds		7,906	-	7,906	6,108
RECONCILIATION OF FUNDS					
Total funds brought forward		23,649	-	23,649	17,541
TOTAL FUNDS CARRIED FORWARD		31,555		31,555	23,649

STATEMENT OF FINANCIAL POSITION 31 March 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS	Notes	2	£	∞	£
Property, plant and equipment	7	9,879	-	9,879	12,244
CURRENT ASSETS					
Debtors	8	5,428	-	5,428	-
Cash at bank and in hand		19,652	<u>-</u>	19,652	13,330
		25,080	-	25,080	13,330
CREDITORS Amounts falling due within one year	9	(3,404)	-	(3,404)	(1,925)
NET CURRENT ASSETS		21,676		21,676	11,405
TOTAL ASSETS LESS CURRENT LIABILITIES		31,555	-	31,555	23,649
NET ASSETS		31,555		31,555	23,649
FUNDS Unrestricted funds	10			31,555	23,649
TOTAL FUNDS				31,555	23,649

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

STATEMENT OF FINANCIAL POSITION - continued 31 March 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10 November 2020 and were signed on its behalf by:

Mr E C Osborne - Trustee

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees' are not aware of any material uncertainties in making their assessment of going concern. As a result the going concern basis of accounting has been adopted.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Property, plant and equipment

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles - 25% on reducing balance Equipment - 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

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NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

	for the Year Ended 31 March 2020			
2.	INVESTMENT INCOME		2020	2019
	Deposit account interest		£ 17	£ 4
3.	NET INCOME/(EXPENDITURE)			
	Net income/(expenditure) is stated after charging/(crediting):			
	Depreciation - owned assets		2020 £ 3,209	2019 £ 4,082
4.	TRUSTEES' REMUNERATION AND BENEFITS			
	There were no trustees' remuneration or other benefits for the year 31 March 2019.	r ended 31 Marcl	n 2020 nor for th	ne year ended
	Trustees' expenses			
	There were no trustees' expenses paid for the year ended 31 March	2020 nor for the y	vear ended 31 Ma	arch 2019.
5.	STAFF COSTS			
	The average monthly number of employees during the year was as f	follows:		
	Employees		2020 2	2019
	No employees received emoluments in excess of £60,000.			
6.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL	ACTIVITIES Unrestricted fund £	Restricted fund £	Total funds £
	INCOME AND ENDOWMENTS FROM Donations and legacies	69,112	-	69,112
	Investment income	4		4

NET INCOME	6,108	-	6,108
RECONCILIATION OF FUNDS			

Total

EXPENDITURE ON Charitable activitiesCharitable expenditure

Total funds brought forward

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69,116

63,008

17,541

69,116

63,008

17,541

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

6.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL		- continued	
		Unrestricted	Restricted	Total
		fund	fund	funds
		£	£	£
	TOTAL FUNDS CARRIED FORWARD	23,649	-	23,649
7.	PROPERTY, PLANT AND EQUIPMENT			
		Motor		
		vehicles	Equipment	Totals
		£	£	£
	COST			
	At 1 April 2019	20,294	2,273	22,567
	Additions	223	621	844
	At 31 March 2020	20,517	2,894	23,411
	DEPRECIATION			
	At 1 April 2019	8,374	1,949	10,323
	Charge for year	3,036	173	3,209
	At 31 March 2020	11,410	2,122	13,532
	NET BOOK VALUE			
	At 31 March 2020	9,107	772	9,879
	At 31 March 2019	11,920	324	12,244
0	DEPTIONS AMOUNTS FAVORED BY WITH WITH A DATE OF THE AREA			
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2020	2010
			2020 £	2019 £
	Other debtors		441	L
	Prepayments and accrued income		4,987	<u>-</u>
	repayments and accruce meonic			
			5,428	_
			====	

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NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

9.	CREDITORS: AMOUNTS FALLING DU	E WITHIN ONE Y	EAR		
	Social security and other taxes Other creditors			2020 £ 437 2,967 3,404	2019 £ 434 1,491 1,925
				===	====
10.	MOVEMENT IN FUNDS	At 1.4.19	Net movement in funds	Transfers between funds	At 31.3.20
	Unrestricted funds General fund	£ 23,649	£ 9,337	£ (1,431)	£ 31,555
	Restricted funds Brexit Preparedness Grant	-	(1,431)	1,431	-
	TOTAL FUNDS	23,649	7,906		31,555
	Net movement in funds, included in the above	e are as follows:			
			Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund		75,425	(66,088)	9,337
	Restricted funds Brexit Preparedness Grant		4,987	(6,418)	(1,431)
	TOTAL FUNDS		80,412	(72,506)	7,906
	Comparatives for movement in funds				
	Unrestricted funds		At 1.4.18 £	Net movement in funds £	At 31.3.19 £
	General fund		17,541	6,108	23,649
	TOTAL FUNDS		17,541	6,108	23,649

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NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

10. MOVEMENT IN FUNDS - continued

General fund

Restricted funds

TOTAL FUNDS

Brexit Preparedness Grant

Comparative net movement in funds, included in the above are as follows:

		Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds				
General fund		69,116	(63,008)	6,108
TOTAL FUNDS		69,116	(63,008)	6,108
A current year 12 months and prior year 12 months	ths combined posi	ition is as follows	:	
		Net	Transfers	
		movement	between	At
	At 1.4.18	in funds	funds	31.3.20
	£	£	£	£
Unrestricted funds	~	~	~	~

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

17,541

17,541

15,445

(1,431)

14,014

(1,431)

1,431

31,555

31,555

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	144,541	(129,096)	15,445
Restricted funds Brexit Preparedness Grant	4,987	(6,418)	(1,431)
TOTAL FUNDS	149,528	(135,514)	14,014

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NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2020

	for the Teal Effice 31 Walter 2020		
		2020	2019
		£	£
INCOME AND ENDOWMENTS			
INCOME AND ENDOWMENTS			
Donations and legacies			
Donations		66,876	59,112
Grants		4,987	10,000
Gift aid		4,113	-
Other income		847	-
		76,823	69,112
		70,020	0,,112
Investment income			
Deposit account interest		17	4
Charitable activities			
Fundraising		3,572	
Total incoming resources		80,412	69,116
EXPENDITURE			
Charitable activities			
Wages		39,004	35,547
Pensions		352	-
Sundries		1,185	-
Goods for distribution		4,118	4,283
Volunteer expenses		365	518
Motor expenses		4,003	3,777
Donations		303	-
Depreciation of motor vehicles		3,036	3,974
		52,366	48,099
Support costs			
Other			
Rent		4,906	8,406
Insurance		1,815	768
Light and heat		2,467	1,809
Telephone		756	816
Postage and stationery		115	1,290
Other utilities		767	1,290
Repairs and renewals		6,249	339
Sundry equipment		198	337
Accountancy		525	480
Legal and professional		1,451	861
Website		202	-
Trade waste		152	_
Carried forward		19,603	14,769
		. ,	y ·

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2020

	2020	2019
	£	£
Other		
Brought forward	19,603	14,769
Sundries	332	-
Bank charges	32	32
Depreciation of equipment	<u>173</u>	108
	20,140	14,909
Total resources expended	72,506	63,008
Net income	7,906	6,108