

**THE RED TRUST BUSHEY**

(Working name: The Red Cafe)

**Registered Charity Number 1161424**

**Trustees Report and Accounts**

**Year ended 31st March 2021**

## **The Red Trust Bushey**

### **Trustees**

Stuart Singleton – Chairman  
Ann East – Founder trustee and Secretary  
Guy Edwards – Resigned June 2021  
Elizabeth Vis – Founder trustee and Treasurer  
Alison Guthrie

### **Staff**

Natasha Harding – Joined Nov 2020  
Alison Saunders – Resigned Nov 2020  
Melvyn Roberts – Resigned Dec 2020  
Mia Handley – Joined Jan 2021  
Miriam McCulloch – Joined May 2021

### **Address**

2 Lower Paddock Road,  
Watford  
WD19 4DS

### **Bankers**

CAF Bank Limited,  
25, Kings Hill Avenue,  
West Malling,  
Kent  
ME19 4JQ

## **The Red Trust Bushey**

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## **The Red Trust Bushey**

### **Report of the Trustees for the year ended 31st March 2021**

The trustees are pleased to present their report for the year ended 31st March 2021.

#### **Formation and constitution**

The Red Trust Bushey was set up as a Charitable Incorporated Organisation (CIO) on 1st March 2015. The members of the CIO are the charity trustees.

#### **Objects of the Charitable Incorporated Organisation**

In accordance with Christian principles, the Objects of the CIO are, for the public benefit:-

the relief of those in need (but not exclusively) by reason of youth, age, ill-health, disability, financial hardship or other social or economic disadvantage;

to advance in life and help young people through the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life and providing support and activities which help develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals; and

to further or benefit the residents of Bushey and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

#### **Trustees**

The trustees who have served during the period to the date of this report (unless otherwise stated) are as above.

New trustees are selected when there is a need for additional expertise and experience. A new trustee will be recommended by a member of the current trustees and the new trustee is then appointed by a majority vote at the trustees' meeting. A comprehensive induction is undertaken by the Chair of Trustees for new trustees. This includes giving them a copy of the trustee handbook, discussion on RTB Vision and Values and attendance at a trial trustee meeting. The risk assessment, finance report and outline of current activities of the trust is given to every new trustee.

#### **Organisation**

The trustees and staff meet at least four times each calendar year for a business meeting to decide policy, to manage the affairs of the trust, to discuss news and to pray.

#### **Impact of Covid-19**

Covid-19 had minimal impact on the annual report for 2020/21. However, the Red Café was closed from 21<sup>st</sup> March 2020 and trustees agreed the foodbank would be the key activity through which to maximise the impact of the trust during this time. The capacity of the

## **The Red Trust Bushey**

### **Report of the Trustees for the year ended 31st March 2021 (continued)**

foodbank was increased and a fund was set up for people wishing to support the foodbank. This was named as the Covid-19 fund.

This was set up to cover extra food needs as well as the additional costs of opening a foodbank during Covid-19. The trustees do not envisage that Covid-19 will have an impact on the going concern of the Red Trust Bushey The Red Café opened again in July 2021, in accordance with Government guidelines. A risk assessment was performed and measures are in place to minimise the risks of Covid-19.

#### **Use of Volunteers and other Non-Monetary Gifts**

The Trust could not function without the work of volunteers who assist with running the café and foodbank and other events. We are grateful for their commitment and enthusiasm – they make the work of the Trust possible.

We couldn't run our foodbank without the support and partnership of Bushey Parish, which provides free storage and rent-free access to their hall and garage to run the foodbank. We are also extremely grateful to Bushey Baptist Church for their provision of free office and meeting space, as well as many other forms of support.

It would be impossible to run the foodbank without the support of so many local schools, places of worship, other organisations and individuals. The ongoing supply of basic staples has enabled people in our community to live without hunger

#### **Achievements and Performance**

##### **Foodbank**

The foodbank has continued to open every Friday and we have been able to give food to anyone who has come because of the generosity of the local community. We have been able to continue employing a part time foodbank manager. Many who come to the foodbank have complex needs and we have been able to journey with some who come regularly and support them where possible. A common theme for many is the loss of self-esteem and the restrictions they feel from being on benefits. We're grateful for the trust that has been built up and continue to learn how to be community together.

## **The Red Trust Bushey**

### **Report of the Trustees for the year ended 31st March 2021 (continued)**

#### **Fundraising and Grants**

During the year, the Red Trust has continued to employ a part time fundraiser who organised fundraising events and helped with specific grants for the foodbank. Although our fundraiser left the charity in November 2020, we have been very fortunate to employ our new fundraiser from May 2021.

#### **Fundraising events**

Unfortunately, due to Covid-19, we have not run any fundraising events over the year. However, we have had many generous donations during the year from those who wish to support our foodbank and other activities.

#### **Donations from individuals**

The Red Trust Bushey is grateful to individuals who support regularly. Their support is the bedrock for our financial planning.

#### **Donations from churches**

Many local churches support us financially, as well as through the foodbank. At Christmas, we asked churches to support us through providing Christmas treats and food items.

#### **Grant funding**

We received the following specific grants and donations during the year:

#### **Restricted Funds towards the Community Worker**

It has been the aim of the Red Trust to raise funds for a Community Worker to work in the community. We were fortunate to employ our worker, Natasha Harding, in November 2021 and we were able to offer a 3-year contract due to the generous funding that we received. We would like to thank the **Sisters of the Holy Cross**, for providing most of the funding for the first year of our community worker and the **JS Lane Fund** as well as other individual donors who have generously contributed to this fund. We have also received a grant from **Hertsmere Borough Council** of £1,800, which was restricted to Natasha's work at the foodbank. We have also been permitted to allocate the residual balance of two other grants to this fund. These are shown as a transfer in note 4.

#### **Hertsmere Borough Council and Hertfordshire County Council Grants**

We received two specific grants during the year for the foodbank. We received £500 from Hertsmere Borough Council under the Ward Improvement Initiative Scheme (WIIS) and £800 from the Hertfordshire Locality Budget Scheme. These were to enable the foodbank to run safely during the Covid-19 pandemic.

#### **Covid Fund**

This was a fund that was set up on Virgin Giving to support the foodbank during the Covid-19 period. This fund was invaluable in helping us cope with the increased demand for the foodbank and the extra precautions that we had to undertake in order to open. We are truly grateful for those who donated to this fund. The funds will continue to help the foodbank in the next year.

**Report of the Trustees for the year ended 31st March 2021 (continued)**

#### **Other Specific Donations**

## **The Red Trust Bushey**

### **Report of the Trustees for the year ended 31st March 2021 (continued)**

We received a number of specific donations during the year, mainly towards the foodbank. These were used for employing our foodbank Manager and purchasing food and other resources for the foodbank.

#### **Grants and Specific Donations bought forward from previous years.**

Due to Covid, we were unable to complete our spending on the HCF Development Grant. We were kindly given permission to transfer all outstanding funds of £1,654 on this grant to the Community Worker Fund. This was also the case with the Hertfordshire County Council Community Grant, which had £555 outstanding. All other bought forward grants were spent during the year.

## **The Red Trust Bushey**

### **Report of the Trustees for the year ended 31st March 2021 (continued)**

#### **Statement of Trustees' responsibilities**

The trustees are required to prepare accounts for each financial year, which comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. In preparing these accounts the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- 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 accounts; and
- prepare the accounts on a going concern basis, unless it is inappropriate to presume that the Trust will continue in operation.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence taking reasonable steps for the prevention and detection of fraud.

The trustees confirm that they have identified the major risks to which the charity is exposed and in particular they have discussed those risks due to Covid-19. The trustees have reviewed the systems and procedures to manage those risks.

The trustees are also responsible for ensuring that all employees, trustees and volunteers have the appropriate DBS checks. We have also identified any impacts of the GDPR legislation and taken relevant action where appropriate. New employees are taken on subject to these checks being made.



## **The Red Trust Bushey**

### **Report of the Trustees for the year ended 31st March 2021 (continued)**

#### **Financial Review**

Total income for the year was £60,098 (2019/20 - £22,337) comprising £5,687 (2019/20 - £7,488) voluntary donations towards day-to-day running of the Trust, £48,302 (2019/20 - £8,380) specific grants and donations, £6,099 from Fundraising events (2019/20 - £6,450) and £10 (2019/20- £19) investment income.

Total expenditure in the year was £20,692 (2019/20 - £16,880) which includes £16,360 expenditure in relation to restricted income relating to grants, summarised in note 4 (2019/20 - £9,140).

The employment costs covered two employees working part time for one year and one employee working part time for part of the year.

The surplus for the year was £39,406, (of which £31,972 was a surplus from restricted funds) (2019/20 - £5,458). At 31<sup>st</sup> March 2021, accumulated funds were £61,978 (2019/20- £22,572), of which £36,370 was restricted. Of the unrestricted funds we have designated £10,000 of these to the community worker; This leaves us with unrestricted and undesignated funds of £15,608.

#### **Statement of the charity's policy on reserves**

The Red Trust Bushey uses all donations towards general reserves unless a restriction is put on that donation. During the year ending 31<sup>st</sup> March 2021, it was the aim of The Red Trust to build up Restricted Funds so that we could employ a community worker for 3 years. This was achieved and the community worker was employed from November 2020, when the funds started to be drawn down

At 31<sup>st</sup> March 2021, the unrestricted reserves were equivalent to approximately 6 months running costs. The Red Trust Bushey endeavour to hold 3 months' expenditure as our preferred level of reserves. However, we are content with the current level of reserves, which will enable us to open up during new activities in 20/21 and to resume many of our other activities.

#### **Appreciation**

Finally, we would like to thank our supporting churches and individuals. Their faithful support, both in giving and in praying is the foundation on which our whole work is built. Without them, the Red Trust would not exist.

We would like to express our gratitude to our independent examiner Joanna Woolcock. We record our appreciation for our members of staff – Melvyn Roberts, Natasha Harding, Mia Handley and Alison Saunders – Thank you for all you have done for the Trust.

The trustees declare that they have approved the trustees' report above.


Signed on behalf of the Charity's trustees

## The Red Trust Bushey

Stuart Singleton   
Chairman of Trustees

31/10/2021

Date 24/10/2021

Elizabeth Vis   
Treasurer

## **The Red Trust Bushey**

### **Independent Examiner's Report to the trustees of The Red Trust Bushey**

I report on the accounts of The Red Trust Bushey (Charity no. 1161424) for the year ended 31<sup>st</sup> March 2021, which comprise the receipts and payments account, the statement of assets and liabilities and the related notes set out on pages 9 to 10.

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

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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; and
  - 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.

Date 9th November 2021



Joanna Woolcock FCA  
13, Grover Road,  
Watford WD19 4HH

## The Red Trust Bushey

### Receipts and Payments Account for the year ended 31st March 2021

	Unrestricted funds Designated Funds	Restricted funds	Total funds 2020/21	Total funds 2019/20
	£	£	£	£
<b>Receipts</b>				
Voluntary Donations	11,786		11,786	7,488
Specific Donations		48,302	48,302	8,380
Fundraising Events				6,450
Interest	10		10	19
<b>Total receipts</b>	<b>11,796</b>	<b>48,302</b>	<b>60,098</b>	<b>22,337</b>
<b>Payments</b>				
Charitable Activities	4,332	16,360	20,692	16,714
Fundraising Costs				166
<b>Total payments</b>	<b>4,332</b>	<b>16,360</b>	<b>20,692</b>	<b>16,880</b>
<b>Cash funds bought forward</b>	<b>18,144</b>	<b>4,428</b>	<b>22,572</b>	<b>17,114</b>
<b>Net of receipts/(payments)</b>	<b>7,464</b>	<b>31,942</b>	<b>39,406</b>	<b>5,458</b>
<b>Cash funds carried forward</b>	<b>25,608</b>	<b>36,370</b>	<b>61,978</b>	<b>22,572</b>
<b>Signed on behalf of all the trustees</b>	Signature		Date	
	Signature <i>Elizabeth Vis</i>		24/10/2021	
	Signature <i>Stuart Singleton</i> <small>Stuart Singleton (Nov 1, 2021 10:33 GMT)</small>		31/10/2021	

**Notes to the accounts for the year ended 31<sup>st</sup> March 2021**

**1 Statement of Assets and Liabilities as at 31st March**

	<b>2021</b>	<b>2020</b>
<b>Assets</b>	<b>£</b>	<b>£</b>
Cameras	<b>698</b>	<b>698</b>
Printer	<b>160</b>	<b>160</b>
Receivables – Gift Aid Recoverable	<b>870</b>	<b>913</b>
Bank Account	<b>61,978</b>	<b>22,572</b>
Café Takings not yet banked	<b>0</b>	<b>33</b>
Generator	<b>515</b>	<b>515</b>
Other receivables	<b>0</b>	<b>11</b>
<b>Liabilities</b>		
Pension contributions deducted not yet paid	<b>-119</b>	<b>-27</b>
Rent for the Phoenix Centre (Feb and March)	<b>0</b>	<b>-40</b>
Expenses owed	<b>0</b>	<b>-666</b>
Overtime due to Covid-19	<b>0</b>	<b>-113</b>

**2 Accounting policies**

***Basis of preparation of the financial statements***

The financial statements have been prepared in accordance with the Charities Act 2011, and have been prepared on a receipts and payments basis.

***Income***

Donations and gifts are accounted for when received. Tax recoverable on gift-aided gifts is accounted for on a cash basis.

***Expenditure***

Expenditure is accounted for on a cash basis. Resource materials are written off as acquired.

**3. Charitable activities - breakdown of expenses**

	2020/21	2019/20
<i>Unrestricted funds</i>		
Staff Costs	3,021	5,620
Resources	18	751
Insurance	292	281
Communications/Promotional costs	332	166
Training	55	0
Printing and stationery	49	93
Bank charges	69	60
Rent for Red Cafe	0	180
Other operating expenses	496	423
	<b>4,332</b>	<b>7,574</b>
<i>Restricted funds</i>		
Allocated Specific Expenses (see below)	16,360	9,140
Total Expenses	<b>20,692</b>	<b>16,714</b>

<b>4. Summary of Grants and Specific Donations 2020/21</b>							
	Hertsmere and Hertfordshire Community Grants	Covid Fund	Restricted Funds towards the Community Worker	Other specific Foodbank Grants	HCF Development Grant	Total	
	£	£	£	£	£	£	
Balance bought forward	1,302	100		1,222	1,804	4,428	
Donated during the year	1,300	6,361	34,280	6,361		48,302	
Total specific donations	2,602	6,461	34,280	7,583	1,804	52,729	
Allocated Specific Expenses							
Foodbank Expenses	1,168	2,079		1,653		4,900	
Wages for foodbank/community worker	247		6,013	4,908		11,167	
Other specific Expenses					293	293	
Total specific expenses	1,415	2,079	6,013	6,561	293	16,360	
Agreed Transfers	-555		2,209		-1,654	0	
Balance carried forward	632	4,382	30,476	1,022	-143	36,369	