

**Registered Charity Number 1178136**

## **Giving Back Crawley**

**Trustees Report and Financial Statements for the  
Year Ended 30<sup>th</sup> April 2021**



**GIVING BACK  
CRAWLEY**

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## Reference and Administrative Details for the Year Ended 30<sup>th</sup> April 2021

Trustees	J Dines L Knox Donald Mackay 02/05/2020 Natalie Mackay 16/10/2020 K Vasdev (resigned 01/06/2020)
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Registered Office	Flat 1a Dobbins Place Ifield West Crawley West Sussex RH11 0SZ
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Registered Charity Number	1178136
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Independent Examiner	David Sharrock Redbook Accounting Ltd Chartered Accountants 123 Furtherwick Road Canvey Island SS8 7AT
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# **TRUSTEES REPORT**

## **for the Year Ended 30<sup>th</sup> April 2021**

The Trustees present their report and the financial statements of Giving Back Crawley for the year ended 30<sup>th</sup> April 2021.

## **OBJECTIVES AND ACTIVITIES**

### **Objects**

The objects of the charity are: For the public benefit, to relieve the effects of poverty in the Crawley area, in particular, but not exclusively, amongst those who are homeless, by supplying them with food, goods and services.

### **Public Benefit**

The Trustees have referred to the Charity Commission's guidance on public benefit and are entirely confident that the charity meets the criteria for public benefit.

### **Charitable Activities**

Our primary service is providing food to homeless people, this includes both street homeless and temporarily housed/hidden homeless.

Due to the restriction that the pandemic has placed upon the community we had to continue to restrict our service to providing a free breakfast, lunch, hot meal, snacks and drinks to everyone temporarily accommodated under the government's Everyone In campaign, initiated on March 26th 2020.

All provision for the few remaining rough sleepers had to be ceased at the request of Crawley Borough Council and for the safety of our Volunteers and Guests. There was still some local provision for these people available during the day but not in the evenings which we as trustees found difficult to reconcile, however there was no safe option at that time and we instead do all we could to try and encourage everyone to take up the available offers of temporary accommodation.

The provision of food for people in temporary accommodation continued to run and adapt to the changing needs of the guests throughout the year. We continued to seek guidance and direction from other services as to the best way to support people towards independent, more permanent housing.

We made and delivered 3 meals a day to between 80-130 individuals in 10-15 temporary accommodation locations in Crawley and Horley, 7 days a week. This consisted of a simple cereal breakfast, a sandwich/wrap/pasta pot, packet of crisps, a snack, a piece of fruit and a drink for lunch, and a packed hot evening meal. From the 1st May 2020 to the 30th April 2021, we prepared, packed, and delivered around 90,000 meals and delivered numerous food parcels to some of our more settled

temporarily accommodated service users. We have also provided toiletries and as and when needed and even furniture and other household items for those moving into more permanent accommodation.

We have operated with a smaller team of volunteers throughout the pandemic, which allowed us to carefully implement the relevant safety precautions in relation to Covid19.

From July onwards we aimed to gradually reduce the level of support to enable our guests to become more independent. We removed the delivery of breakfast and lunch but continued to provide all those in temporary accommodation, and no cooking facilities, with a hot evening meal. By the end of July, we removed the delivery of prepared food from all locations with adequate cooking facilities. This was replaced with a weekly food parcel for 3 weeks, cooking equipment where needed, a basic affordable meal guide and advice regarding other avenues of support for each guest. From the first week of August, we will only provide the direct support of a delivered hot evening meal, to those still in emergency temporary accommodation who do not have access to adequate cooking facilities. We continued to offer this provision for the remainder of the year.

Our major plan for the year 2020/21 was the acquisition of a permanent premises in which we could cook and feed our guests. We had been working with the local borough council for some time on a lease for one of their empty properties, a large singlestorey building in Northgate Place, Crawley. Sadly, after a number of failed planning proposals we were left with no choice but to alter the application to remove the intention to feed people on site. The new application was based around the building being used to prepare and cook food for delivery to the street homeless community and those temporarily housed. The remainder of the building being used for storage and office space.

Once the planning consent was granted, we began the job of refitting the building to a suitable standard including a suitable standard kitchen. On the 24/02/2021 work began on repairing and replacing the buildings existing flat roof. Over the next two months the company contracted to do the work allowed the building to be badly damaged by the weather resulting in a huge amount of repair work needing to be completed before the building is in a usable condition. As of the 31<sup>st</sup> April 2021 the matter had been reported to the insurance company using the details provided by the contractor, and we were awaiting a response.

Throughout the entire reporting period we were loaned a premises by Crawley Borough Council where we could continue operating from. It is the intention of the local council to continue to provide us with this location until the building in Northgate place is ready to use.

Our proposed model from completion of the renovations to Northgate Place is:

**To provide food and other essentials to those suffering the effects of homelessness and to use this engagement to offer support and signpost guests to other relevant services in the area.**

## Fundraising Activities

The Trustees are strongly opposed to any expenditure on fundraising. Whilst expenditure might reduce the effort required, it has been deemed unfavourable by the Trustees. We do not believe that donors expect or want their donation used for further fundraising.

Our fundraising activities have been heavily focused on face to face, social media and website story telling about the charity to gain support and build long-term relationships with donors. We have received donations from both individuals and businesses.

Throughout the year collection pots distributed throughout Crawley and the surrounding areas. During the reporting period 25 collection pots were deployed and they have generated a combined income of £1,171 and an additional £1,590 Gift Aid through the Gift Aid Small Donations Scheme.

During the period several support grants were received. This are outlined below;

The Sussex Community Fund (COVID-19 support)	£5,250
Freemasons of Sussex (Northgate building equipment)	£2,987
Neighbourly (Street Bus Modifications)	£2,500
Asda Foundation (Northgate building renovations)	£900
Co-Op Group (Northgate building renovations)	£1,914
East Grinstead Lions Club (Purchase of van)	£3,500

The Trustee's remain fully engaged with each of the organisations that provided funding and report progress on capital projects for which funds were donated.

# **FINANCIAL REVIEW**

## **Money**

During the year we had a monetary income of £33,764 and monetary expenditure of £34,198 leaving net loss of £434. The large expenditure during the period was due to the Northgate building conversion project, it should be noted that the Trustee's anticipated this spending and held reserves in excess of £10,000 from previous years accounts for this purpose.

## **Goods & Services**

Goods and services represent a very significant part of our income and expenditure, approximately 60% of income and approximately 60% of expenditure. We have therefore provided very detailed information in our Statement of Financial Activities and notes to the accounts. Donated catering items account for approximately 6% of all income and 12% of all expenditure. Volunteer time accounts for approximately 53% of all income and approximately 54% of all expenditure. During the year we had a goods and services income of £85,061 and goods and services expenditure of £83,839.

# **FINANCIAL RESERVES POLICY**

## **Scope**

Charity law requires that all income received by a charity is spent within a reasonable period of time and that the Trustees can justify the level of reserves held. This policy ensures that the Trustees make adequate provision for the charity to maintain its operating goals without holding unnecessarily large reserves.

## **Policy Statement**

Reserves are defined as all unrestricted funds that are freely available to spend.

## **Reason for Reserves**

It is essential that the services can be maintained without interruption. We are currently loaning a premises from the local council but are renovating a permanent

home for the charity in Northgate Place. This is likely to be a largescale project and we will therefore be raising and holding a reserve large enough to facilitate this.

## **Financial Information**

Our current total annual expenditure is approximately £83,839 (£34,198 Cash & £49,641 Goods/Services). The 2019/20 period encountered large capital expenditure due to the conversion of the Northgate building, further expenditure will continue to the next financial period GBC is committed to supporting the vulnerable and will react appropriately whilst minimising expenditure wherever possible.

## **Level of Reserves**

The Trustees have determined that it is appropriate to hold reserves of approximately 12 months running costs excluding volunteer time, this figure being £10,000. Furthermore, we will aim to raise and hold an additional £10,000 to cover the ongoing costs involved in renovating the Northgate building. Once we are operating from the new premises, we intend to adjust the reserves amount to 6 months of the new running costs along with accessing the impact of COVID-19. The current level of reserves is £20,000.

## **Establishing the Reserves**

To establish and maintain the correct level of reserves, the charity will adjust its fundraising activities accordingly.

## **Monitoring and Reviewing**

The current reserves level will be reported to the Trustees on a monthly basis by the treasurer. This policy will be reviewed annually by the board of Trustees or sooner in the event of any significant change in circumstances.



# **FUTURE PLANS**

## **Northgate Place**

We will continue to renovate and repair the newly leased building in Northgate Place to a standard which will enable us to provide a comprehensive service to our guests, both temporary accommodated and rough sleeping. This will include a suitable registered kitchen, office and training space, plus storage space for donations and equipment. The food and other essentials would be prepared, cooked and packed here and then transported and distributed to the guests by a team of trained volunteers. Those in temporary accommodation will continue to receive support in the same way as current services.

## **Mobile Services for the Rough Sleeping Community**

Upon completion of the conversion and fitting of the Minibus we will restart a street service, providing support to the rough sleeping community in Crawley. The locations where the food and essentials will be delivered will be based on current advice regarding need, and suitable locations that will maximise reach and minimise any negative local impact. This will be agreed upon by working in partnership with the other services and the local authority. We will also ensure that we compliment other local services, avoiding any overlap and encouraging positive progression from the guests. We aim to offer this mobile service 7 nights a week from 7-8:30pm.

## **Other Organisations**

We hope to continue building stronger relationships with other organisations during the coming year. This will enable us to better understand the services available to signpost service users to, share information better and work more collaboratively. When we are ready to take mobile services to the rough sleeper community

# **Statement of Trustees Responsibilities**

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The charity is a charitable incorporated organisation and is controlled by its governing document, the constitution, dated 25th September 2018.

### **Trustees**

Trustees who served during the year:

J Dines

L Knox

D Mackay

N Mackay

K Vasdev (Resigned 01/06/2020)

### **Induction and Training of New Trustees**

New trustees are given a document pack including the constitution of the charity, all policies of the charity and the guide from the Charity Commission CC3 The Essential Trustee. A meeting is then held with all other trustees' present. The meeting covers the overall aims and operation of the charity, the roles of the other trustees', detailed explanation of the new trustees' role within the charity.

### **Human Resources**

The charity operates entirely with volunteers and does not have any paid staff. Furthermore, there is no provision for any Trustees or volunteers to claim any expenses whatsoever.

### **Risk Management**

The Trustees have a duty to consider, identify and review any risks that the charity may be exposed to. They have a duty to ensure that adequate controls are in place to eliminate the risk of fraud and errors. The Trustees have assessed the risks the charity is exposed to and are satisfied that the procedures in place offer adequate protection to those risks.

This report was approved by the Board of Trustees on 24th November 2021 and is signed on its behalf by:

Joanne Dines - Trustee

.....  
Joanne Dines Signature

.....  
Date

Laura Knox - Trustee

.....  
Laura Knox Signature

.....  
Date

Donald Mackay - Trustee



Donald Mackay Signature

23/02/2022  
Date

Natalie Mackay - Trustee

.....  
Natalie Mackay Signature

.....  
Date

## INDEPENDENT EXAMINER'S REPORT

### Independent examiner's report to the trustees of Giving Back Crawley

I report to the charity trustees on my examinations of the accounts of the Giving Back Crawley (the charity) for the year 30 April 2020.

### Responsibilities and basis of report

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



**Bethan D Sharrock AFA MIPA**

Redbook Accounting Limited

32-34 Victoria Gardens

Neath

West Glamorgan

SA11 3BH

Signed:

Date: 21/02/2022

# STATEMENT OF FINANCIAL ACTIVITIES

1<sup>st</sup> May 2019 to 30<sup>th</sup> April 2020

## Income

	Notes	Unrestricted £	Restricted £	Total £
Income from Donations and Legacies				
Money Donations	2	27,585	-	27,585
Gift Aid Claimed		1,590	-	1,590
PayPal		4,560	-	4,560
Charity Grants	3	17,552	-	17,552
Income from Other Trading Activities				
Donated Goods Sold		50	-	50
Goods, Facilities & Services Donated				
Bedding Donated	4	0	-	0
Services Donated	5	850	-	850
Catering Donated	6	5,087	-	5,087
Volunteer Time Given	7	45,360	-	45,360
<b>Total Income (Cash)</b>		<b>33,764</b>	<b>-</b>	<b>33,764</b>
<b>Total Income (Goods &amp; Services)</b>		<b>51,297</b>	<b>-</b>	<b>51,297</b>
<b>Grand Total Income (Cash, Goods &amp; Services)</b>		<b>85,061</b>	<b>-</b>	<b>85,061</b>

## Expenditure

	Notes	Unrestricted £	Restricted £	Total £
Charitable Activities				
Charity Management & Administration				
Support Costs	8	390	-	390
Memberships	9	104	-	104
Bank Charges		-	-	-
Running Costs				
Computer Software	10	281	-	281
Rental	11	628	-	628
Equipment	12	2,407	-	2,407
Volunteer Time Used	7	45,360	-	45,360
Purchases				
Catering Purchased	13	6,461	-	4,461
Project Costs				
Northgate Building Conversion		14,937	-	14,937
Street Bus		5,791	-	5,791
Donated Goods Distributed				
Catering Distributed	14	4,281	-	4,281
Bedding Distributed	15	0	-	0
<b>Total Expenses (Cash)</b>		<b>34,198</b>	<b>-</b>	<b>34,198</b>
<b>Total Expenses (Goods &amp; Services)</b>		<b>49,641</b>	<b>-</b>	<b>49,641</b>
<b>Grand Total Expenses (Cash, Goods &amp; Services)</b>		<b>83,839</b>	<b>-</b>	<b>83,839</b>

	Unrestricted £	Restricted £	Total £
Net Income/(Expenditure)	28,341	-	28,341
Total Funds Brought Forward	0	-	0
<b>Total Funds Carried Forward</b>	<b>28,341</b>	<b>-</b>	<b>28,341</b>

## BALANCE SHEET

1<sup>st</sup> May 2019 to 30<sup>th</sup> April 2020

### Current Assets

	Notes	Unrestricted £	Restricted £	Total £
Debtors				
Gift Aid Pending	16	-	-	-
Cash at Bank and In Hand				
Barclays Community Account		27,535	-	27,535
Natwest Community Account		0	-	0
Paypal		641	-	641
Services, Goods & Facilities				
Stock (Goods)				
Catering Stock		608	-	608
Bedding Stock		198	-	198
<b>Total Assets (Cash)</b>		<b>28,176</b>	<b>-</b>	<b>28,176</b>
<b>Total Assets (Goods)</b>		<b>806</b>	<b>-</b>	<b>806</b>
<b>Grand Total Assets (Cash &amp; Goods)</b>		<b>28,982</b>	<b>-</b>	<b>28,982</b>

### Current Liabilities

	Notes	Unrestricted £	Restricted £	Total £
Creditors: Amounts Falling Due Within One Year		0	-	0
<b>Total Liabilities</b>		<b>0</b>	<b>-</b>	<b>0</b>
<b>Total Net Assets (Cash &amp; Goods)</b>		<b>28,982</b>	<b>-</b>	<b>28,982</b>

### The Funds of the Charity

	Unrestricted £	Restricted £	Total £
Unrestricted Funds	28,176	-	28,176
Stock	806	-	806
<b>Total Funds (Cash &amp; Goods)</b>	<b>28,982</b>	<b>-</b>	<b>28,982</b>

The financial statements were approved by the Board of Trustees on 20<sup>th</sup> February 2022 and were signed on its behalf by:



Donald Mackay - Trustee

# NOTES TO THE FINANCIAL STATEMENTS

## Accounting Policies

### Basis of Preparation

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following 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) issued 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective 1 April 2005 which has since been withdrawn.

### Cash Flow Statement

In accordance with FRS 102, the charity claims exemption from the requirement to present a cashflow statement as its income is significantly below the mandatory limit.

### Income

All income of the charity is recognised in the Statement of Financial Activities except insofar as they are incapable of reliable financial measurement. Income is recognised upon receipt or entitlement, whichever occurs first.

### Expenditure

Expenditure is accounted for on an accruals basis and recorded in the Statement of Financial Activities as soon as an obligation occurs.

### Charitable Activities

Charitable activities represents the costs directly attributable to carry out the charitable objects, including support costs and costs relating to the governance of the charity.

### Tangible Fixed Assets

The trustees have decided that items with a value of less than £1,000 will not be capitalised. The charity does not currently have any tangible fixed assets.

### Taxation

The charity is exempt from tax on income and gains to the extent that these are used entirely to fulfil its charitable objectives.

### Fund Accounting

Currently all funds held by the charity are unrestricted and these funds are available for use to fulfil the charitable objects at the discretion of the Trustees

### Donated Goods

The charity has received donations of goods that are not included in the Statement of Financial Activities or Balance Sheet, because they do not meet the income recognition criteria of FRS 102 due to measurement. The fair value of these goods cannot be measured reliably. These goods are predominantly short dated food products which may or may not be of use to the charity. They also include items of second hand clothing to be given away. All donated goods that we would purchase when donations are scarce or the fair value can be measured reliably, are included in the Statement of Financial Activities.

### Stock

Donated stock is valued at fair value.

## **NOTES TO THE FINANCIAL STATEMENTS**

### **Financial Instruments**

The Charitable Company only has financial assets and financial liabilities of a kind that qualifies as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### **Debtors**

Other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Cash**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **Key Judgements and Accounting Estimates**

The main judgement and accounting estimates included in the accounts are:

Donated Stock - donated items such as food and bedding are recognised in income and expenditure based on their fair value.

Volunteer time - time given freely to the charity by volunteers is recognised in income and expenditure based on an estimated average hourly rate and total number of hours given by volunteers.

### **Going Concern**

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.