



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Knight	Chair		
2	Peter Barrow			
3	Tracey Cook			
4	Ron Davis			
5	Franziska Herring			
6	Jane Whitney-Cooper			
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by trustee body

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- Policies - continued to make use of Trustee expertise for policy development. Trustee appointment and environmental policies were completed and added to the range of policies already in place. We developed a deeper use of monthly engagement data to help us monitor the effectiveness of different policies
- Organisational structure - we ceased to employ a youth caseworker. We employed a caterer as an additional member of the leadership team. Our senior casework manager identified 4 volunteers who are being trained to carry out casework
- Relationships - we were able to host some lateral flow testing and vaccination clinics. This enabled us to keep our staff and volunteers safe with regular testing and also allowed some "hard to reach" people to engage with these services
- Major risks - COVID presented the major risk during this time. Trustees and leadership adopted flexible plans that allowed for our cafe to be open in limited way at times when government guidelines allowed and risk assessments showed it was safe to do so

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The charity's objectives shall be to relieve financial hardship, sickness and need for persons in Stafford and the surrounding area, in particular but not exclusively by the provision of food and advice.

The main access points to HoB services are through regular meals and other ad-hoc events. We also run a food bank and clothes bank. The Trustees understand and accept the responsibility to ensure the charity operates for public benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

We are grateful to all our volunteers who give up so much time and energy to support the friends who use our services.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Distribution of food bags ranging from 40 up to 120 per week. As the pandemic eased, we saw a decrease in home deliveries as more folks became able to collect their bags from the café.

Conversations and friendship - we were able to offer these forms of support for 40 - 100 people per week.

Casework - our tracking data showed that each month we were able to support people to engage with agencies or to resolve an average of 30 individual issues each month. Issues include debt, housing, substance or alcohol abuse, access to benefits.

We were able to provide lunches for vulnerable children attending Summer School activities in August 2021.

Trustees began to formulate plans to adapt our building so that it could better serve casework alongside our drop-in sessions and structured group activities. Work will continue on this.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The charity reserves policy is to have sufficient funds in hand to wind down the activities of the charity should this be necessary. This means keeping sufficient funds to cover the minimum notice period of any contractual obligation.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

#### Our main sources of income were:

Donations – 70%  
Restricted grants – 17%  
Unrestricted grants – 6%  
Fundraising activities – 3%  
Gift Aid – 3%

#### Our main expenditure was:

Staff – 63%  
Rent and occupation costs - 22%

House of Bread is a charity which relies on the community to meet our aims.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Christopher Knight

Position (eg Secretary, Chair, etc)

Chair

Date

22/06/2022





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
House of Bread

No (if any)  
1155425

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2020		31/08/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	73,128	-	-	73,128	84,059
Grants	5,950	17,793	-	23,743	44,194
Fundraising	3,513	-	-	3,513	6,167
Cash for Clothes	1,271	-	-	1,271	2,237
Bank interest	3	-	-	3	20
Gift aid receipts	3,310	-	-	3,310	2,626
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>87,175</b>	<b>17,793</b>	<b>-</b>	<b>104,968</b>	<b>139,302</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>87,175</b>	<b>17,793</b>	<b>-</b>	<b>104,968</b>	<b>139,302</b>
<b>A3 Payments</b>					
Equipment Repairs and Maintenance	554	1,419	-	1,973	1,813
Food and Beverage - Activity Costs	3,334	-	-	3,334	4,172
Staff remuneration	47,201	14,158	-	61,359	58,872
Mobile and Telephone	450	-	-	450	541
Internet and IT expenses	816	-	-	816	775
Marketing and Publicity	168	-	-	168	759
Insurance	1,013	-	-	1,013	994
Equipment Hire and Fuel	4,352	203	-	4,555	5,050
Admin and Miscellaneous Expenses	1,571	1,489	-	3,060	5,926
Rent and Occupation Costs	20,882	378	-	21,260	25,578
<b>Sub total</b>	<b>80,341</b>	<b>17,647</b>	<b>-</b>	<b>97,988</b>	<b>104,478</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>80,341</b>	<b>17,647</b>	<b>-</b>	<b>97,988</b>	<b>104,478</b>
<b>Net of receipts/(payments)</b>	<b>6,834</b>	<b>145</b>	<b>-</b>	<b>6,980</b>	<b>34,824</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>42,070</b>	<b>14,430</b>	<b>-</b>	<b>56,501</b>	<b>21,677</b>
<b>Cash funds this year end</b>	<b>48,905</b>	<b>14,576</b>	<b>-</b>	<b>63,481</b>	<b>56,501</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	48,905	14,576	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>48,905</b>	<b>14,576</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


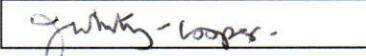
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Shelving	Unrestricted	-	-
	Kitchen Extractor	Unrestricted	-	-
	Van	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	R A DAVIS	15/3/22
	Jane Whitney-Cooper.	15/3/22





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
House of Bread

On accounts for the year  
ended

31/08/2021

Charity no  
(if any)

1155425

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

09 / 02 / 2021

Name:

Mr Christopher Dryer

Relevant professional  
qualification(s) or body  
(if any):

ICAEW

Address:

16 Dewsbury Crescent  
Stafford  
ST18 0YW

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

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Charity Name  
House of Bread

On accounts for the year  
ended

31/08/2021

Charity no  
(if any)

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Signed:

Date:

09 / 02 / 2021

Name:

Mr Christopher Dryer

Relevant professional  
qualification(s) or body  
(if any):

ICAEW

Address:

16 Dewsbury Crescent

Stafford

ST18 0YW

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Give here brief details of any items that the examiner wishes to disclose.