



Trustees' Annual Report and Accounts 2019

Charity Number SC042809

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Trustees' Annual Report

Year Ended 31st December 2019

Reference and Administrative Information

Charity Name: **The Gate Charity**

Charity Registration Number: **SC042809**

Principal Address: **2 Ludgate,
Alloa
Clackmannanshire
FK10 2DR**

Current Trustees:	Evelyn Paterson	Chair
	Valerie Rose	Secretary
	Rita McNeil	Trustee
	Anne Marchant	Treasurer

Other trustees during the period: None

Independent Examiner: Margaret Birse CCFA CIPFA (Affil) FCIE
Tangram Accounting
23 Clark Avenue
Linlithgow
West Lothian
EH49 7AP

Structure, Governance and Management

Governing Document

The Gate Charity was established in December 2011 as a Scottish Charitable Incorporated Organisation. It has a constitution based on the two-tier model.

Recruitment and Appointment of Trustees

Trustees are either appointed at the Annual General Meeting of the charity from the membership of the charity or a may be appointed by the Trustees at any time. Trustees must be members of the charity. All trustees must stand down at the AGM but they may be re-elected.

Charitable Purposes

The charity's purposes as set out in its constitution are:

1. To prevent or relieve poverty and improve the conditions of life of people who are marginalized, facing social exclusion, vulnerable or homeless in the Clackmannanshire area and any other area of Scotland. This will be done by undertaking, supporting, encouraging and promoting projects which offer practical help for those in need.
2. To advance education by providing, supporting or promoting training and skills development and generally aid the development of those who are unemployed, homeless or face social exclusion or who are marginalised for any other reason in Clackmannanshire or elsewhere in Scotland.
3. To promote equality and diversity to create a fairer society in Clackmannanshire and elsewhere in Scotland, where everyone can participate and has the opportunity to fulfil their potential. This will be achieved by undertaking, supporting, encouraging or promoting projects which support the elimination of discrimination and place a positive value on diversity in the community.

Objectives and Activities

The Gate Charity operates The Gate Centre, a drop-in community resource in Alloa. In addition to housing projects run by the charity, the centre provides space to other projects which meet the charitable purposes of The Gate.

The Gate Charity continues to support the most vulnerable in our community. Over the 2019 financial year, this is evident in the increase in service provision to our client group. We work closely with a number of organisations, agencies, businesses and partners to enable this provision, ensuring that the most vulnerable in Clackmannanshire are supported to the best of our ability.

Our statistics and feedback from our service users and partners continue to provide valuable information. This is critical in motivating us to provide what we believe to be a first-class service and also or for us to strive to improve our delivery of projects and services in line with the support needed to help alleviate the effects of poverty, isolation, loneliness, addiction and poor health in Clackmannanshire.

Our primary project still remains the provision of a crisis foodbank and unfortunately the demand for this project continues to increase year on year. This activity is supported by over 35 referrers and statutory departments, as well as a massive support from donations of food from the general community, local organisations and businesses.

92,227 Meals distributed

5,307 People Supported

2,344 Parcels Provided

144 Additional parcels provided to vulnerable families during the festive period

Referrals to the **Foodbank** increased by 14% in 2019, providing approximately 92,227 meals to over 5,300 people in our community, 30% (1,600) were children. This activity is supported by some 35 local referral agencies or statutory departments.

We also supplied 500 advent calendars, 1,000 tubes of sweets and 250 boxes of biscuits/chocolates to our referrers to distribute to vulnerable children and their families living within Clackmannanshire.

Our **Soup Pot** served over 1600 meals to the most vulnerable in our community. More importantly, we provided a safe comfortable place and a warm welcome from friendly, caring people. The social aspect of this project is immeasurable.

Starter packs referrals increased by 88% this year from 41 to 77 packs being distributed to new tenants, mainly moving from homeless accommodation to first time tenancies. Sandy McNeil after many years of supporting this project, stepped down at the end of the year, and we offer him our grateful thanks for all his hard work.

1,630 service users supported at the Soup Pot

55 service users enjoyed a Christmas lunch at the end of 2019

Our **Community Café** is self-sustaining and provides a welcoming environment and good nutritious food to all who attend. On average 25 – 30 customers attended our Friday Café for nutritious food and social involvement. As well as providing a take away service, this year we expanded our service to introduce a 'catering service' for meetings and events, mainly to other third sector organisations with limited budgets, but this income helps to support other projects at the Gate.

357 children were provided with school uniforms and equipment

75 referrals received

194 children visited our Open Week

21 schools and nurseries

The **School Uniform Bank** has proved to be a much-needed project and supports approximately 360 children in our community, all of whom received school uniforms and equipment to give them increased self-esteem and confidence.

Smaller projects continue to be run successfully, including our **Gig at the Gate**, Books N Blether and ad hoc projects like the **Harvest Cooking project**



where fruit and vegetables were used to make chutneys and pies, much to the enjoyment of the people taking part, many were disadvantaged teenagers. Every Gig at The Gate was sold out during the year 2019. Over 40 people attended each event and thoroughly enjoyed a dance and a sing-along whilst meeting with old and new friends.

Substance abuse and addiction is a major issue in our community. The Gate supports the **Recovery Community** by providing a familiar and safe space to meet weekly and this initiative is working hard to turn people's lives around. Around 25 people regularly attend the weekly recovery café that operates every Monday within our premises supporting people in recovery from any type of addiction.

Over 40 people attended three different Gig at The Gate events

Around 25 people attended the FVRC's weekly Recovery Café

During the summer of 2019, we worked in partnership with **Sunnyside Primary School** to provide an Easter and Summer club for vulnerable children and parents to attend that were affected by social isolation. The Gate provided skilled volunteers to assist in sewing, drama and craft making workshops that were enjoyed by many parents and children throughout the month of March, June and July of 2019.



All of this and more, could not be done without the dedication and hard work of our volunteer team, to which we are extremely blessed and grateful. The volunteers support our three key members of staff, a Centre Manager, Foodbank Coordinator and a part time Cleaning Assistant, who do a remarkable job in delivering our projects and services.

We obtained grants to support our staff costs, overheads and some projects. However, we are extremely fortunate and grateful that the vast majority of the food, household items and clothing used in our projects, is donated by local residents and through volunteer led food drives and fundraising activities. Every donation, no matter how small, impacts the support we can provide to the most vulnerable.

We would like to express our sincere and grateful thanks for the support of our loyal and committed donors and volunteers



Gate Volunteer Awards Ceremony 2019 – Length of Service Awards and individual certificates presented to ALL volunteers.

Finally, in October this year, our Charity was recognised by a royal visit from the HRH Duke of Kent, which shows that the work we are undertaking for our community is acknowledged at a level beyond our control and gives us encouragement to carry on planning for the future.



Donations and Help

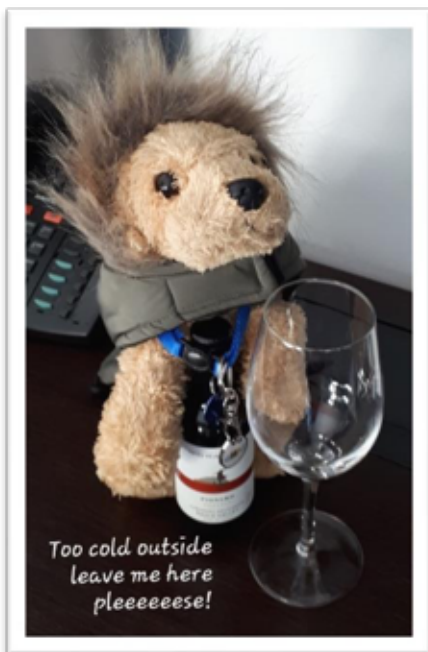
People helped in many ways. For example, by providing:

- Cash donations
- New Underwear & toiletry packs
- Fresh & non-perishable food
- New and recyclable school clothing & equipment.

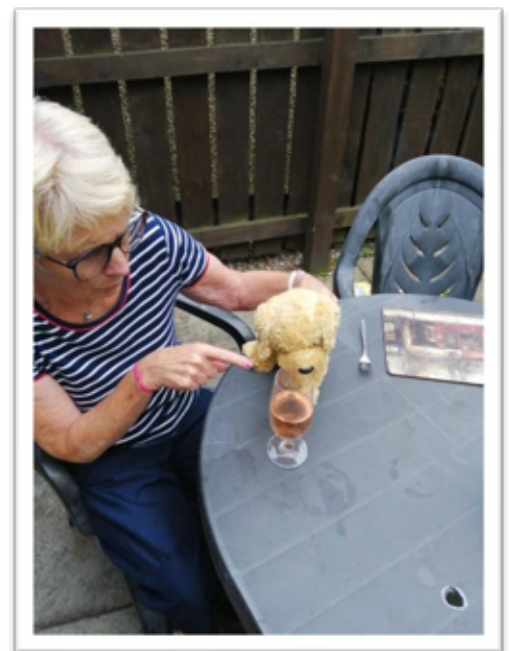
And, by hosting fundraising events.



Jackson the Volunteer Dog Volunteers are invited to take Jackson on holiday with them and photograph him enjoying his holiday.



'Volunteers don't get paid because they are worthless; they don't get paid because they are PRICELESS'!



Financial Review

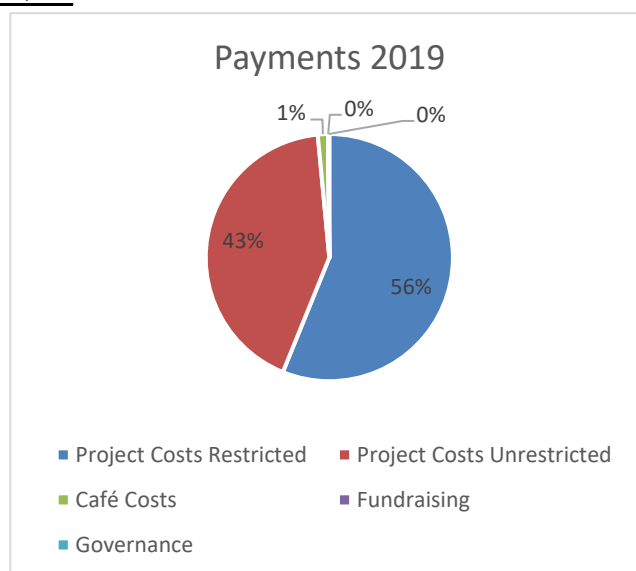
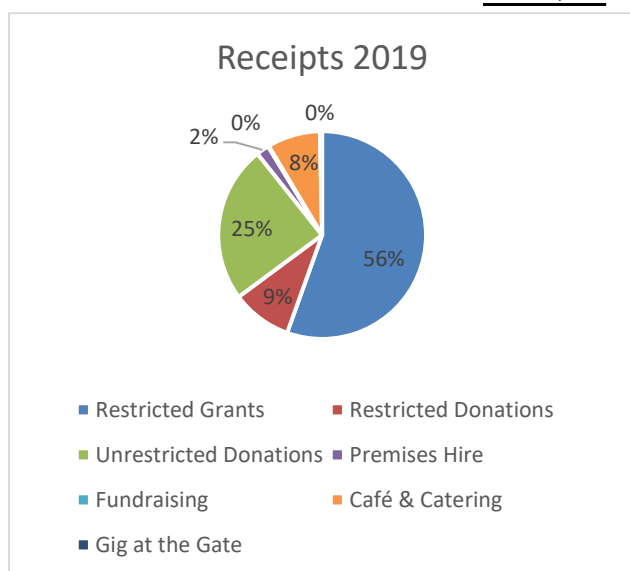
Expenditure on Charitable Activities in 2019 has increased to £95,411 from £89,000 in 2018. The increased costs of the foodbank, soup pot and starter pack projects, due to increased numbers of users, have driven the rise in expenditure.

Total receipts have increased from £77,464 in 2018 to £86,387 in 2019. The main drivers for this increase have been an increase in unrestricted donations and in the income from trading, mainly from the external catering now being offered by the café team.

Together these changes have resulted in a deficit of £10,476 leading to reduced fund balances carried forwards in unrestricted funds of £20,787 (2018: £32,908) and restricted funds of £22,737 (2018: £21,092) Restricted Fund balances carried forwards include salary provision for part of 2020 and a balance of donations provided for projects which will allow the purchase of supplies to support beneficiaries at the start of 2020.

Financial Summary

	2019	2018
Receipts		
Restricted Grants	£ 47,925	£ 47,140
Restricted Donations	£ 8,098	£ 8,322
Unrestricted Donations	£ 21,129	£ 14,608
Premises Hire	£ 1,700	£ 1,565
Fundraising	£ 122	£ 1,120
Café & Catering	£ 7,123	£ 4,366
Gig at the Gate	£ 290	£ 343
	<u>£ 86,387</u>	<u>£ 77,464</u>
Payments		
Project Costs Restricted	£ 54,378	£ 70,008
Project Costs Unrestricted	£ 41,033	£ 18,992
Café Costs	£ 1,293	£ 1,099
Fundraising	£ 29	£ 78
Governance	£ 130	£ -
	<u>£ 96,733</u>	<u>£ 90,177</u>



Reserves Policy

The Charity trustees aim to hold around three months operating costs as reserves.

Current unrestricted free reserves of the charity are £20,787 (2018: £29,908 as £3,000 was designated for maintenance in 2018) or just under 3 months of total costs of the charity. The trustees are satisfied that this level of reserves meets the current policy requirements and allows the charity to continue operating growth with the expected rise in the number of beneficiaries requiring support

by the charity. The trustees will be reviewing the reserves policy in the coming months once the political and economic outlook becomes clearer.

Covid-19

The Gate were in a position to quickly respond to the Covid pandemic in March 2020. When lockdown was announced we immediately sprang into action by designing and developing systems and processes to up-scale our provision of a crisis service to our community from day one of lockdown. We were also in a position to help Clackmannanshire Council, together with the CTSI, in the early stages of the community planning process.

Unfortunately, we lost the vast majority of our volunteer team to self-isolation, due to age, underlying medical conditions or with family members in need of protection. This included our Centre Manager having to work from home, so one of the first things we had to do was to recruit and train a whole new team to support the situation. We were inundated with offers to our request for support, people from ages and all walks in life. In fact, so many that we were able to provide a reserve team to work with NHS/Council for prescription deliveries.

We closed all projects with the exception of our foodbank and on a much-reduced scale our starter pack project and set about re-organising our building to protect our staff and volunteers by making it Covid safe! To limit the number of people entering the building and to support lockdown rules, we embarked on a full door step delivery service for food parcels. Our numbers rocketed and increased by 100% from quarter 1 to quarter 2. We have now exceeded the 2019 annual total.

We applied successfully for a number of 'Covid' related grants and as usual our community stepped up by donating enough food to meet the increase demand, this included businesses and supermarkets. We have been spending ten times more on food since March and have received support from the Council by way of fresh fruit and vegetables and the use of a van to collect our purchases.

The service continues to be busy but manageable as people start to get back to work.

Approved by the Trustees and signed on their behalf



Evelyn Paterson - Chairperson

25th September 2020

Independent Examiner's Report to the Trustees of The Gate Charity

I report on the statement of account of the charity for the year ended 31st December 2019 which are set out in this document. The financial statements are on pages 12 to 17

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations (as amended). 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 seeks explanations from the trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.





Name: Margaret Birse CCFA CIPFA (AIF) FCIE

Address: Tangram Accounting
23 Clark Avenue
Linlithgow
West Lothian
EH49 7AP

Receipts and Payments Account

Year Ended 31st December 2019

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Receipts					
Donations	2	21,129	8,098	29,227	22,930
Grants	3	-	47,925	47,925	47,140
Receipts from Fundraising Activities	4	122	-	122	1,120
Rents from Land & Buildings		1,700	-	1,700	1,565
Gross Trading Receipts	5	7,123	-	7,123	4,366
Receipts from other Charitable Activities	6	290	-	290	343
Total Receipts		30,364	56,023	86,387	77,464
Payments					
Cost of Generating Funds	7	29	-	29	78
Gross Trading Payments	8	1,293	-	1,293	1,099
Cost of Charitable Activities	9	41,033	54,378	95,411	89,000
Governance Costs		130	-	130	-
Total Payments		42,485	54,378	96,863	90,177
Net Receipts/(payments)		(12,121)	1,645	(10,476)	(12,713)
Transfers to/(from) Funds		-	-	-	-
Surplus/(deficit) for year		(12,121)	1,645	(10,476)	(12,713)

The notes on pages 14 to 17 form part of these accounts.

Statement of Balances
As at 31 December 2019

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Cash, Bank and Deposit Balances Brought Forward		32,008	21,092	54,000	66,713
Movement in the Year					
Surplus/(deficit) of Receipts over payments for the year		(12,121)	1,645	(10,476)	(12,713)
Cash, Bank and Deposit Balances Carried Forward		<u>20,787</u>	<u>22,737</u>	<u>43,524</u>	<u>54,000</u>
Other Assets Estimated					
Gift Aid Recoverable		700	-	700	900
Total Other Assets Estimated		<u>700</u>	<u>-</u>	<u>700</u>	<u>900</u>
Liabilities					
HMRC - PAYE & NI		178	579	757	627
Independent Examiner's fee		250	-	250	130
Insurance		-	-	-	3,611
Pension Contributions		625	-	625	300
Total Estimated Liabilities		<u>1,053</u>	<u>579</u>	<u>1,632</u>	<u>4,968</u>

The notes on pages 14 to 17 form part of these accounts.

The accounts were approved by the Trustees on 25 September 2020

And signed on their behalf by

Anne h Marchant 25th Sept. 2020

Anne Marchant - Treasurer

Notes to the Accounts

1. Basis of Accounting

These accounts are prepared on the Receipts and Payments basis in accordance with the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

a. Fund Accounting

Unrestricted Funds are those funds which can be used at the discretion of the trustees in furtherance of the objects of the charity

Restricted Funds are those funds which can only be used for specific purposes as specified by the donor or when the funds have been raised for a specific purpose.

Details of the nature and purpose of the funds of the charity are given in Note 11

2. Trustee Remuneration and Related Party Transactions

During the year, no Trustees or related parties received reimbursement of expenses. No trustees or related parties received any form of remuneration.

3. Analysis of Donations

	Unrestricted Funds 2019	Restricted Funds 2019	Total Funds 2019	Total Funds 2018
Note	£	£	£	£
Soup Pot And Starter Packs	-	1,683	1,683	1,503
Foodbank	-	6,415	6,415	6,819
Dollar Academy	-	-	-	1,225
The Gate	19,608	-	19,608	12,516
Gift Aid Tax Recovered	1,521	-	1,521	867
Total Donations	21,129	8,098	29,227	22,930

4. Analysis of Grants Received

	Unrestricted Funds 2019	Restricted Funds 2019	Total Funds 2019	Total Funds 2018
	£	£	£	£
Impact Funding Partnership (formerly VAF)	-	9,886	9,886	7,450
Robertsons	-	15,000	15,000	15,000
Go For It	-	6,750	6,750	13,500
Clacks Council	-	7,107	7,107	2,208
Clacks SLA	-	6,432	6,432	6,432
Lintel Trust	-	2,000	2,000	-
Church of Scotland	-	750	750	-
CTSI/Community Impact Fund	-	-	-	150
Yorkshire Building Society	-	-	-	1,900
Alloa Community Matters	-	-	-	500
STV Children's Appeal	-	-	-	-
SVE Breadmaking Project	-	-	-	-
Asda Foundation	-	-	-	-
Total Grants Received	-	47,925	47,925	47,140

5. Analysis of Receipts from Fundraising Activities

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Fundraising Disco		-	-	-	295
Fundraising Bingo		-	-	-	709
Café Craft & Book Sales		122	-	122	116
Total Fundraising Receipts		122	-	122	1,120

6. Analysis of Gross Trading Receipts

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Café & Other Catering		7,123	-	7,123	4,366
Total Trading Receipts		7,123	-	7,123	4,366

7. Analysis of Receipts from other Charitable Activities

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
GIG at the Gate		290	-	290	343
Total		290	-	290	343

8. Analysis of Cost of Fundraising

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Fundraising Events		-	-	-	15
Paypal Cost		29	-	29	63
Total F/R Activities Costs		29	-	29	78

9. Analysis of Cost of Charitable Activities

	Unrestricted Funds 2019	Restricted Funds 2019	Total Funds 2019	Total Funds 2018
Note	£	£	£	£
Capital Refurbishment	1,578	4,764	6,342	14,645
Insurance	8,389	422	8,811	776
Wages & Pensions	15,746	28,208	43,954	42,229
Tel. & Broadband	1,517	64	1,581	1,383
Foodbank	-	8,202	8,202	6,922
Soup Pot & Starter Packs (Food & Equipment)	-	7,568	7,568	4,051
IT/Equipment	1,539	2,736	4,275	3,333
Office Consumables	337	186	523	367
Marketing	-	368	368	456
Utilities	6,526	332	6,858	7,528
Volunteer/Staff Expenses incl workwear	8	1,017	1,025	1,753
Maintenance & Gardening	4,468	342	4,810	589
Professional Fees	660	169	829	1,812
Miscellaneous/Postage	234	-	234	112
Gig at the Gate	24	-	24	44
Summer School Project Catering	7	-	7	
Breadmaking Project	-	-	-	3,000
Total Payments for Charitable Activities	41,033	54,378	95,411	89,000

10. Movement of Funds

	1st January 2019	Receipts	Payments	31st December 2019
	£	£	£	£
Unrestricted Funds				
General Fund	32,908	30,364	(42,485)	20,787
Total Unrestricted Funds	32,908	30,364	(42,485)	20,787
Restricted Funds				
Foodbank	9,389	6,415	(9,823)	5,981
Foodbank SLA		6,432	(6,432)	-
Soup Pot & Starter Packs	4,270	1,683	(2,031)	3,922
Salaries - Robertson Trust	5,000	15,000	(11,250)	8,750
Salaries - Go for It	(1,125)	6,750	(5,625)	-
Volunteer Support (VAF)	3,336	9,886	(9,177)	4,045
YBS	184		(177)	7
Clacks Council Security		7,107	(7,107)	-
Church of Scotland		750	(750)	-
Lintel Trust		2,000	(2,000)	-
other small grants	38	-	(6)	32
Total Restricted Funds	21,092	56,023	(54,378)	22,737
Total Funds of the Charity	54,000	86,387	(96,863)	43,524

11. Purposes of Funds

Unrestricted Funds:

These are the total funds available to the charity for its general purposes.

Restricted Funds

Foodbank: Supplies food parcels to those in crisis. Income to this fund includes a portion of the SLA

Soup Pot & Starter Packs: Provides wholesome cooked meals to homeless adults and children together with essential household goods in the starter packs.

Salaries – Robertson Trust: Provides a contribution towards employee salaries.

Salaries – Go for It: Provides a contribution towards employee salaries.

Volunteer Support: Grant from Impact Funding Partnership (Formerly VAF) to support volunteers support costs, including expenses, employee wages and a small contribution to overheads.

Yorkshire Building Society: grant for new freezers for the Foodbank and Community Cafe.

Clacks Council Security: This covered 80% of the costs of upgrading the building's security with CCTV and also creating an additional storage area for the Foodbank.

Church of Scotland: Supporting the work of the Starter Packs Project.

Lintel Trust: supporting the work of the Starter Pack's Project.

Other Small Grants: remnants of funding given for new equipment for the Community Café and Foodbank.