



ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2019

TRUSTEES ANNUAL REPORT



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	November	2018		31	October	2019

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

2 Hunter Road	
London	
Postcode	SW20 8NZ

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 Wilkie	Trustee/Chair		
2	Andrew Mercieca	Finance/Treasurer		
3	Paola Olivari	Trustee	1/11/18-29/8/19	
4	Wendy Duncan	Trustee		
5	Prit Shah	Trustee	1/11/18-9/6/19	
6	Jennifer Law	Trustee		
7	Michael Eisenberg	Trustee	22/10/19-31/10/19	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

TRUSTEES ANNUAL REPORT

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)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation (C.I.O.)
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by a resolution passed at a properly convened meeting of the charity trustees. New trustees are recommended for selection by one of the existing trustees. The trustees will consider their suitability to act as a trustee for Plan Zeroes based on their skills and experience.

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.

<p>The Board conducts regular meetings at which at least 3 Trustees plus the CEO (to May 2019) attend. It supervises the activities of the charity ensuring that good governance is followed and each month the finances of the charity are reported and discussed.</p> <p>The trustees assess risk periodically at board meetings considering the current and planned activities of the charity prepared by the CEO or more recently the Chair. An annual liability insurance policy is in place.</p>
--

Section C Objectives and activities

TRUSTEES ANNUAL REPORT

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

The objects of the CIO are for the public benefit, to relieve poverty, hardship or distress in particular but not exclusively by facilitating the distribution of surplus food generated by businesses to charities and voluntary organisations, so that individuals or families living in food poverty are able to access such food.

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)

At Plan Zheroes, we inspire and enable businesses to give their surplus food to local charities and voluntary organisations that need it.

Using the specialist technology of an on-line interactive map, we provide a unique brokering service between the diverse types of food suppliers that have surplus wholesome food and local charities.

We create, develop and maintain relationships between both businesses and local charities which enable the redistribution of surplus food.

We create awareness and mobilise local communities on the agenda related to food poverty and surplus food.

The trustees confirm that they have complied with their duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the commission.

Additional details of objectives and activities (Optional information)

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

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

We have been dependent since our inception on a group of inspired and committed volunteers without whom we would not have achieved our success in redistributing surplus food.

TRUSTEES ANNUAL REPORT

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During 2018/19, Plan Zeroes continued to focus on the growth and development of its food donation platform and to expand to additional areas of the country.

Food donations via the platform totalled 26,857 kg, the equivalent of 63,948 meals. We further expanded our geographical reach to many parts of the UK, including Manchester, Leeds, Liverpool, Glasgow and Edinburgh.

The environment for grant fundraising continued to be highly competitive, although we were successful in applying to the Better Bankside small grants fund and will be receiving £700 to support our operation at Borough Market.

We have therefore increased our focus on corporate and individual fundraising. This year's Wok for 1000 event, organised in partnership with the School of Wok, raised over £18,000, more than double last year's total. We have also had smaller donations from a number of sources, including traders at Borough Market and several food events and supper clubs. The Flour Station, one of the traders at Borough Market, have offered to donate 50p to us from the sale of every 'charity' loaf they make. It was formerly known as 'Camden' bread, as that was the borough where it was sold, but now it will be sold across London.

As part of our planning for this year, due to lower levels of grant funding than we had hoped for, the Board had to reduce the operating costs of the charity. The role of Community Manager was discontinued in February 2019 and that of CEO at the end of May 2019.

However thanks to increased corporate and individual fundraising (see above), we have been able to utilise a part-time Business Development Manager as a consultant on a rolling contract, with a particular focus on connecting new charities and businesses, managing new registrations on the platform and developing our social media presence.

TRUSTEES ANNUAL REPORT

Section E Financial review

Review of the charity's financial position at the end of the period

The charity had a surplus for the year of £4,795.

At the end of the year the charity had total reserves of £111,652. This includes £22,942 of net current assets which is unrestricted.

Brief statement of the charity's policy on reserves

The charity currently aims to maintain a minimum level of reserves in order to sustain the existence of the charity. Expenditure levels are reviewed on a monthly basis and adjusted accordingly based on the forecast of income/cash-flow for the next 6 months. The charity is looking to increase the level of reserves as the growth of the charity will allow.

Details of any funds materially in deficit

None.

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.

The charity's principal source of funds has historically been through the receipt of grants. We have supplemented this by donations which have significantly increased due to fundraising events such as the Wok for 1,000. We also have a revenue stream from our food saver membership service.

Investment policy – to date funds have been maintained in our HSBC current account to fund day to day operations, providing both liquidity and negligible risk. If we build up significant reserves we will review our investment options.

Section F Other optional information

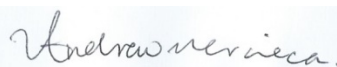
--

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)

Andrew Mercieca

Position (eg Secretary, Chair, etc)

Treasurer

Date

09/07/2020

INDEPENDENT EXAMINER'S REPORT

Section A

Independent Examiner's Report

Report to the trustees/
members of

Plan Zheroes – The Zero Food Waste Heroes

On accounts for the
period ended

31 October 2019

Charity no
(if any)

1154291

Set out on pages

(remember to include the page numbers of additional sheets)

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 statement

My examination was carried out in accordance with 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 (other than that disclosed below *)

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 Act have 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Daniel Imray

Date:

20/06/20

Name:

Daniel Imray

Relevant professional
qualification(s) or body:

ICAEW

Address:

329 Hills Road, Cambridge, CB2 0QT

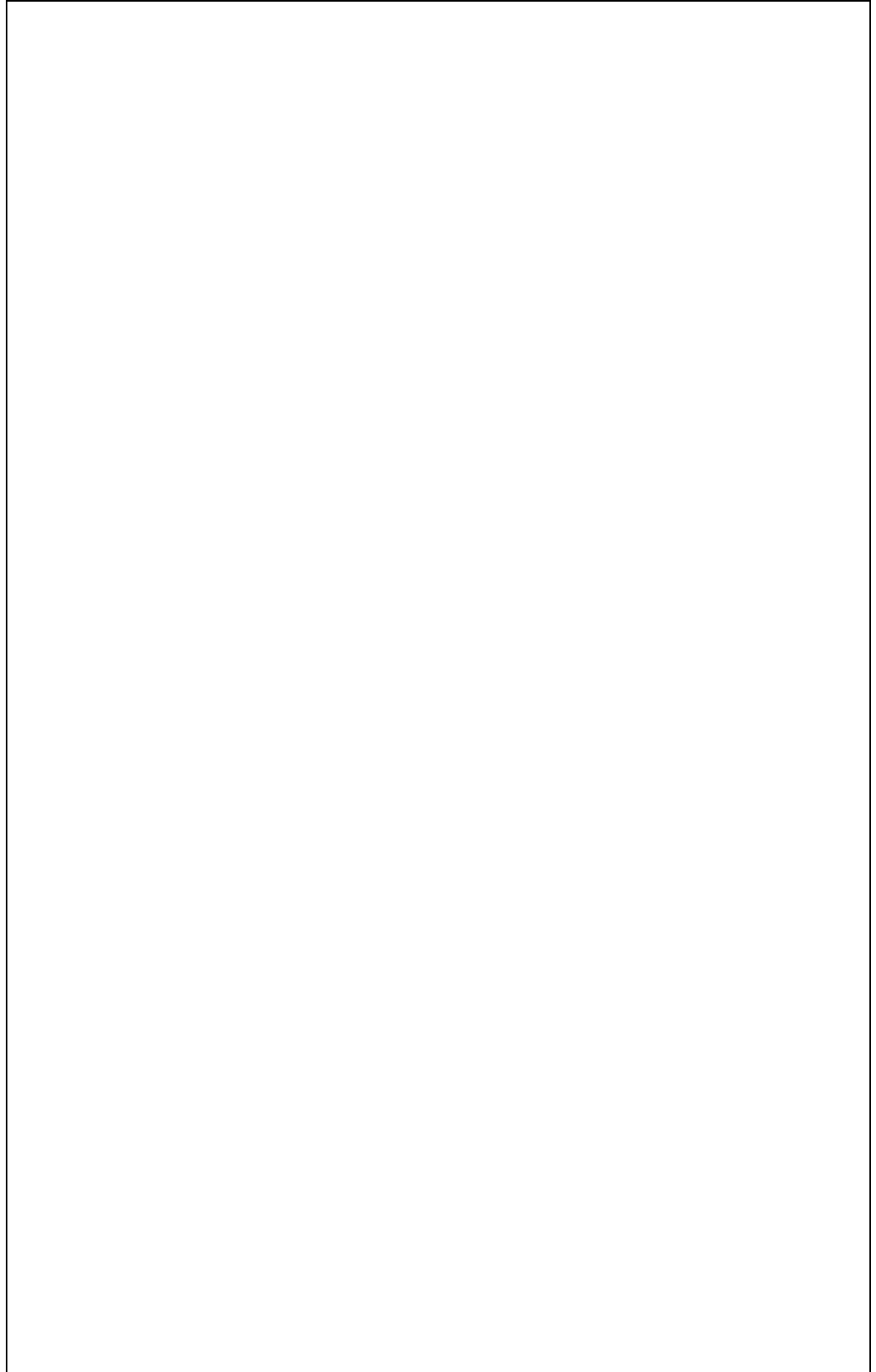
INDEPENDENT EXAMINER'S REPORT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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



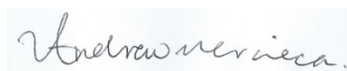
PLAN ZHEROES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2019

	Notes	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	Total Funds 2019 £	Total Funds 2018 £
INCOMING RESOURCES					
<i>Incoming Resources from Generated Funds</i>					
Donations and grants received	1	47,566	-	47,566	41,080
		47,566	-	47,566	41,080
Incoming Resources from Charitable Activities		6,000	-	6,000	6,860
Other incoming resources		77,928	-	77,928	133,378
Total Incoming Resources		131,494	-	131,494	181,318
OUTGOING RESOURCES					
Costs of generating funds		-	-	-	-
Governance costs		-	-	-	-
Charitable activities	2	126,699	-	126,699	221,614
Total Resources Expended		126,699	-	126,699	221,614
Net Incoming/ (Outgoing) Resources		4,795	-	4,795	(40,296)
Net Movement in Funds		4,795	-	4,795	(40,296)
Balance brought forward		106,857	-	106,857	147,153
Balance carried forward at 31 October		111,652	-	111,652	106,857

BALANCE SHEET

	Notes	Unrestricted	Restricted	2019	2018
				£	£
FIXED ASSETS					
Tangible fixed assets		933		933	1,817
Intangible fixed assets	2	87,777	-	87,777	83,196
		<u>88,710</u>	<u>-</u>	<u>88,710</u>	<u>85,013</u>
CURRENT ASSETS					
Debtors	3	208		208	1,530
Cash at bank and in hand		23,134	-	23,134	21,714
		<u>23,342</u>	<u>-</u>	<u>23,342</u>	<u>23,244</u>
Creditors: amounts falling due within one year	4	(400)	-	(400)	(1,400)
Net Current Assets		<u>22,942</u>	<u>-</u>	<u>22,942</u>	<u>21,844</u>
Provision for liabilities and charges		-	-	-	-
Net Assets		<u>111,652</u>	<u>-</u>	<u>111,652</u>	<u>106,857</u>
FUNDS					
- Restricted	6	-	-	-	9,839
- Unrestricted		111,652	-	111,652	97,018
Total Funds		<u>111,652</u>	<u>-</u>	<u>111,652</u>	<u>106,857</u>

Approved by the Plan Zheroes Board of Trustees on 09/07/2020 and signed on its behalf by:



Andrew Mercieca FCA

Finance Trustee

The Accounting Policies and Notes on page 10 to 13 form part of these Financial Statements.

ACCOUNTING POLICIES

Basis of Preparation of Financial Statements

Accounting Convention

The Financial Statements are prepared on a going concern and accruals basis under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: 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 on 16 July 2014

Going concern

The trustees consider that the use of the going concern basis is appropriate because there are no material uncertainties relating to events or conditions that may cast significant doubt about the ability of the charity to continue as a going concern, and there is reasonable expectation that the charity has adequate reserves to continue in operational existence for the foreseeable future.

Incoming Resources

Incoming resources from generated funds comprise the following:

- Donations and grants from individuals and grant making bodies;

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Incoming Resources from Charitable Activities comprise the following:

- Other incoming resources which is the development/maintenance costs provided Pro Bono by Keytree for a website/application to enable the matching of surplus food from donors to requirements from recipients. Legal services provided to the charity by TLT solicitors. Both of these are included in the SOFA at the value of the gift provided to the charity.

Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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.

- Charitable activities comprise expenditure on the direct charitable activities of Plan Zheroes.

Fund Accounting

The **Accumulated Fund** is a general unrestricted fund which is available for use at the discretion of the Trustees in furtherance of the general objectives of Plan Zheroes and which has not been designated for other purposes.

Accounting for Intangible Fixed Assets

Intangible fixed assets includes software development of our website and application provided Pro Bono from Keytree. The cost is calculated based on the estimate from Keytree of the cost expended during the year.

Amortisation of Intangible Fixed Assets

Once Software is brought into live production, amortisation is provided on a straight-line basis so as to write off the cost or valuation of intangible fixed assets less estimated residual value over their estimated useful economic lives which are as follows:

- Software development – 3 years.

Tangible fixed assets and depreciation

All tangible assets costing more than £1000 are capitalised and valued at historical cost. Depreciation is charged on electric bicycles on a straight-line basis over their estimated useful life of three years from the year of acquisition.

Taxation

Plan Zheroes is a registered charity and is generally exempt from Corporation Tax and below the threshold for Value Added Tax (VAT). Irrecoverable VAT is included with the cost of those items to which it relates.

Provisions

A provision is made for a liability in the financial statements where Plan Zheroes has a present obligation as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the liability and a reliable estimate can be made of the obligation.

NOTES TO FINANCIAL STATEMENTS

1. Donations and grants received

Description	2018	2019
City Bridge Trust	£19,675	-
Garfield Weston	-	£10,000
Goldsmiths' Company	-	£2,000
Donations	£21,405	£35,566
Total Grants and Donations	£41,080	£47,566

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

2. Resources Expended

	2018 £	2019 £
Salaries & Staff related costs	73,325	39,413
Consultancy	2,400	8,358
Volunteer expenses	205	100
Depreciation and amortisation	88,105	48,053
Legal and accountancy	721	183
Printing, postage & stationery	330	194
Platform maintenance	46,750	26,178
Office costs	5,257	1,921
Materials	691	115
Events	1,124	68
Travel & subsistence	67	70
IT & communication costs	343	530
Training & subscriptions	313	
Food delivery	881	221
Marketing	408	
Insurance	661	1,282
Bank fees	33	13
Charitable activities	<u>221,614</u>	<u>126,699</u>

The charity is grateful to Keytree for developing and maintaining the food donation platform and to TLT for providing legal services. The value for developing the platform in the year was estimated at £51,750 (2018: £86,140) and for maintaining the platform £26,178 (2018: £46,750). Legal services from TLT were estimated at £Nil (2018: £488). The estimated value of these services is recognised within other incoming resources, and charges are included within platform maintenance and legal costs, together with an addition to fixed assets. There were no amounts payable to the independent examiner for the independent examination or any other services. There have been no related party transactions in the period.

NOTES TO FINANCIAL STATEMENTS

2. Fixed Assets

	£	£
	Intangible	Tangible
COST OR VALUATION		
At 1 November 2018	568,634	2,650
Additions	51,750	-
Disposals	-	-
At 31 October 2019	<u>620,384</u>	<u>2,650</u>
ACCUMULATED AMORTISATION		
At 1 November 2018	485,438	833
Charge for year	47,169	833
Disposals	-	-
At 31 October 2019	<u>532,606</u>	<u>1,767</u>
NET BOOK VALUE		
At 31 October 2018	<u>83,196</u>	<u>1,817</u>
At 31 October 2019	<u>87,777</u>	<u>933</u>

Plan Zheroes had no capital commitments at 31 October 2019.

3. Debtors

	2018	2019
	£	£
Trade debtors	1,200	-
Other debtors	330	208
	<u>1,530</u>	<u>208</u>

Trade debtors represents grants awarded during the year, where the cash has not yet been received.

4. Creditors

	2018	2019
	£	£
Accruals	1,400	400
	<u>1,400</u>	<u>400</u>

5. Staff costs

	2018	2019
	£	£
Salaries and wages	67,687	35,652
Social security costs	4,046	2,659
Pension costs	1,592	1,102
Other employee benefits	-	-
	<u>73,325</u>	<u>39,413</u>

The total amount of employee benefits received by key management personnel during the year was £39,413 (2018 - £73,325). The charity considered its key management personnel to comprise the CEO and the community manager.

No employees received employment benefits (excluding employer pension costs) for the reporting period of more than £60,000. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity. No trustee expenses have been incurred.

The average number of employees was:

	2018	2019
Charitable activities	<u>2</u>	<u>1</u>
	<u>2</u>	<u>1</u>

There were no employees at the end of the year.

NOTES TO FINANCIAL STATEMENTS

6. Analysis of Total Funds as at 31 October 2019

Fund reconciliation	Balance at 1 November 2018	Income	Expenditure	Transfers	Gains/ (Losses)	Balance at 31 October 2018
Unrestricted	£97,018	£131,494	(£116,860)	-	-	£111,652
Restricted	£9,839		(£9,839)	-	-	-
Total	£106,857	£131,494	(£126,699)	-	-	£111,652

7. Limited Liability

Plan Zheroes is a charitable incorporated organisation (CIO) and thus has no share capital.

In the event of Plan Zheroes being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

8. Charitable Status

Plan Zheroes is a charity registered with the Charity Commissioners for England and Wales, number 1154291.

9. Ultimate Controlling Party

The charitable organisation is controlled by its members.