



TREASURER CANDIDATE PACK



Reach Volunteering - March 2019



Our Vision

We believe everyone has the capability to be remarkable and has the ability to excel in something.

Our vision is to empower and support people who have fallen into crisis, for whatever reason, to rebuild their lives and create a better, healthier, happier future.

Our vision is to create a sense of community where people feel safe, understood and supported. To connect people and families in crisis together with services, activities and skills training they need and would benefit from, in a seamless and easy way.

Our vision is to provide opportunities for people and communities to help each other and contribute towards making the world around them a better place to be.

Our vision is to succeed in the above so that one day we can close down The Matthew Tree Project because there is no need for it.

What we do

Since its launch in 2011, The Matthew Tree Project has created the unique 'Rebuilding Lives' programme and progressively expanded its service support provision in a well thought through, joined-up and highly effective way. The model has been granted registered trademark status by the Intellectual Property Office recognising its unique profile. 'Rebuilding Lives' is first and foremost built on a foundation of selfless compassion and non-judgemental care.

'Rebuilding Lives' is a collaborative multi-agency model, developed with key partners and from valuable feedback and involvement of the beneficiaries supported. It is funded by a 5-year Big Lottery Help Through Crisis (HTC) grant, supplemented by other grants, philanthropist and corporate donations and fund raising activities.

The aim of the 'Rebuilding Lives' model is to: 'Improve the futures of people currently living in, or at risk of, crisis as a result of hardship; focused on building meaningful relationships and supporting people to overcome barriers to access of the services they need'.

'Rebuilding Lives' is set up to intervene early and stop people and families falling through the gaps in service provision. Our immediate concern is to ensure that people forced to make the horrific choices between eating and keeping warm or paying rent, do not go hungry - which has a devastating effect on someone's mental and physical health. This is where, and how, our intervention begins.

However, underlying the emergency crisis, people have complex and multiple needs which can only be effectively met through understanding of the issues and empowering people to take appropriate actions; and this is achieved by building meaningful relationships, over time, coupled to a joined-up multi-agency collaborative approach.

'Rebuilding Lives' is highly effective at addressing the problem of an ever increasing number of people and families who are living with impossibly low unsustainable income levels.

Victims of this have a mixture of needs:

- The need to feel safe and secure
- The need to have improved health and well-being

- The need to have support networks and feel connected
- The need to have improved resilience
- The need to have new or improved skills
- The need to have hope and a purpose

At the point of referral, many beneficiaries are at high risk of homelessness and are in need of uniquely tailored help and support to prevent this from happening. 'Rebuilding Lives' has proven to be highly effective in this regard.

The 'Rebuilding Lives' model is delivered by way of a small team of qualified and skilled staff working through larger teams of dedicated, well trained and well supervised compassionate volunteers.

Each case is supported for as long as there is a need, currently 13 weeks on average across all cases, with a full 'wrap-around' range of support services from The Matthew Tree Project or via an extensive and growing strategic partner network.

These services include but are not restricted to:

- Acceptance, inclusion and the time to build relationship and understanding of the causes, barriers and unique issues of every case
- Client navigation to other support services required
- Weekly supplies of fresh, chilled, frozen, ambient food for the whole family
- Nutrition and dietary advice
- One-2-One mentoring including practical and emotional support as needed
- Skills training in specific issues, i.e. budgeting; ICT; home cooking; careers; food growing; food waste reduction
- Advice in debt; housing; employment; addiction recovery; fuel poverty; mental health; family breakdown; abuse
- Crisis grants for essential household items and emergency payments

The holistic nature of the 'Rebuilding Lives' model:

- Recognises people as assets, equal partners in designing and delivering the services. Not as passive beneficiaries or burdens on the system
- Builds on people's capabilities to ultimately benefit their communities, themselves and those around them
- Develops two-way reciprocal relationships on equal terms
- Empowers people to build a happier, better and healthier future for themselves



FINANCIAL INFORMATION

**The Matthew Tree Project
Financial Statement
For the Period Ended 31st December 2017**

INCOME & EXPENDITURE ACCOUNT

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2017	Total 2016
Income resources (exc. Food)	Notes						
Receipts from Donors	5A	35526.81				35526.81	27532.11
Grants	5B	0.00		158589.00		158589.00	160109.98
Fundraising	5C	1738.04				1738.04	851.00
Other Income	5D	3441.20				3441.20	3028.00
Corporate donations	5E	26340.26				26340.26	10590.00
TOTAL Income (excluding food)		67046.31		158589.00		225635.31	202111.09
Expenditure							
Direct expenses							
Fundraising direct cost	5F	23196.63		1307.65		24504.28	15919.97
Training	5H	53.99				53.99	54.05
Volunteer appreciation	5G	113.35				113.35	805.52
Direct Expenditure		23363.97		1307.65		24671.62	16879.54
Overheads							
Rent	5I	9820.21		6499.57		16319.78	11929.12
Project meeting expenses	5J	1801.24		66.00		1867.24	1562.32
Travelling Expenses	5K	1529.29				1529.29	1988.97
Printing and Stationary	5L	5267.83				5267.83	6232.21
IT (PC/software/network/support)	5			6506.41		6506.41	5216.71
Vehicle cost (ins/fuel/tax/ser)	5N	5450.17				5450.17	4871.32
General Insurance	5O	1694.57				1694.57	279.73
Management/Governance	5P	744.79				744.79	1348.17
Bank Charges	5Q	32.00				32.00	32.00
Salaries and wages & NIC	5R	1845.30		136441.19		138286.49	113220.01
Employer pension contributions		828.57				828.57	0.00
Professional fees	5R	13318.50		19625.80		32944.30	15707.97
Registered Office/accountancy	5T	216.00				216.00	156.00
Depreciation	5U	8399.34				8399.34	9395.37
Unrecoverable debt		0.00				0.00	7000.00
Recruitment	5V	0.00		212.79		212.79	120.00
		50947.81				220299.57	179059.90
TOTAL Expenditure		74311.78		170659.41		244971.19	195939.44
Net incoming / (outgoing)							
- resources (exc. food)		(7265.47)		(12070.41)		(19335.88)	6171.65

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2017	Total 2016
Income resources (Food)	Notes					
Food donations received in kind	5E	186834.99			186834.99	176617.23
TOTAL Income (food)		186834.99			186834.99	176617.23
Expenditure (Food)						
Purchases						
Sundry expenses: Food Hub		957.82			957.82	0.00
Food given to Clients	5W	130494.37			130494.37	155115.02
Food for other TMTP projects		39.57			39.57	1707.52
Food for TMTP volunteers		4170.25			4170.25	10843.83
Food for other organisations		26048.62			26048.62	13206.99
Food waste (unable to use)		23116.27			23116.27	14906.44
Sub-total Expenditure (food)		184826.90			184826.90	195779.80
Net incoming / (outgoing)						
- resources (Food)		2008.09			2008.09	(19162.57)
Net movement in funds	(7265.47)	2008.09	(12070.41)		(17327.79)	(12990.92)
Total funds at 1st January 2017	30490.17	9429.96	111611.31		151531.44	164522.36
Total funds at 31st December 2017	23224.70	11438.05	99540.90		134203.65	151531.44

NOTES

- The financial statement of The Matthew Tree Project have been prepared in accordance with the Charities act 2011 section 133
- Fixed assets retained for The Matthew Tree Project use include the Mercedes Vito Van purchased on 16th December 2011, MAN adapted lorry (Mobile FoodStore) purchased November 2017 and food handling equipment such as walk-in fridge and walk-in freezer and chiller trailer. All assets are depreciated at 25% reducing balance.
- Tangible fixed assets**

	Vehicles	Furniture & Fixtures	Equipment	Total
Cost				
At 1 st January 2017	2026.39	4169.58	21990.12	28186.09
Additions	5000.00	0.00	411.16	5411.16
	7026.39	4169.58	22401.28	33597.25
Depreciation				
Charge for the year	1756.60	1042.39	5600.35	8399.34
Net book value				
At 31 st December 2017	5269.79	3127.19	16800.93	25197.91

STATEMENT OF ASSETS AND LIABILITIES

BALANCE SHEET

	Total 2017	Total 2016
Cash Funds		
Community bank account	82315.64	48392.54
Business Money Manager account	<u>16922.14</u>	<u>68206.97</u>
	99237.78	116599.51
Current Assets		
Debtors	1250.00	1250.00
Food stock	<u>13285.15</u>	<u>9782.01</u>
	14535.15	11032.01
Fixed Assets		
Equipment	16800.93	21990.12
Furniture & Fixtures	3127.19	4169.58
Vehicles (Van)	<u>5269.79</u>	<u>2026.39</u>
	25197.91	28186.09
Liabilities		
Creditors	2865.35	187.00
Tax liability	1901.84	5467.29
Wages	<u>0.00</u>	<u>(1368.12)</u>
	4767.19	4286.17
Net assets	<u>134203.65</u>	<u>151531.44</u>
Funds		
Unrestricted funds	23224.70	30490.17
Designated funds	11438.05	9429.96
Restricted funds	<u>99540.90</u>	<u>111611.31</u>
	<u>134203.65</u>	<u>151531.44</u>

These accounts have been prepared on the basis of historic cost in accordance with:

Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005); and with Financial Reporting Standards for Smaller Enterprises (FRSSE); and with the Charities Act 2011

These accounts were approved by the board of Trustees designated members on 29 August 2018.

**For full details on the organisation's latest financial statement
please see:**

[Annual Report 2017](#)

ABOUT THE ROLE

Role Description Treasurer

The overall role of the treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The Treasurer may also take a greater role in the day-to-day finances of the organisation when appropriate.

Responsibilities

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Being assured that the financial resources of the organisation meets its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- Ensuring that the appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity.
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities.
- Ensuring the organisation's compliance with legislation.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and/or the Registrar of Companies.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the funding strategy of the organisation.

Person Specification

- Compassion and commitment to the aims of Matthew Tree Project and willingness to devote the necessary time and effort to Trusteeship.
- Financial qualifications and experience.
- Experience of charity finance specifically would be desirable.
- The skills to analyse proposals and examine their financial consequences.
- Proven ability to communicate and explain financial information to members of the Board.
- A willingness to be available to staff for advice and enquires on an ad hoc basis.

Time Commitment

- The board meets 3-4 times a year in Bristol
- Ad hoc phone and email contact

HOW TO APPLY

Applications should be made via Reach Volunteering in the first instance. Please send a CV and cover letter stating why you are interested in applying for the role, how your skills and experience match the person specification, how you can add value to the board and any other relevant information.

Please email applications to: trusteeworks@reachvolunteering.org.uk



CONTACT US

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