Ipswich Outreach

Ipswich Outreach
Charity Number 1164938
Company number CE005914

Trustee's Annual Report
and Unaudited accounts

FOR THE YEAR ENDED 31 DECEMBER 2025

Ipswich Outreach Charity Number: 1164938

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Ipswich Outreach Charity Number: 1164938

The Trustees present their annual report together with the financial statements of Ipswich Outreach for the year ended 31 December 2025.

Charity name: Ipswich Outreach
Charity number: 1164938
Principal address: 65 Westgate Street, Ipswich, Suffolk, IP1 3DZ
Website: www.ipswichoutreach.co.uk

Trustees serving during the year:

- Ian Walters - Chair of Trustees
- Andrea Pittock - Trustee
- Georgina Swan - Trustee

Bankers:
The Co-operative Bank
9-11 Queen Street
Ipswich
IP1 1SW

TSB Bank
Henry Duncan House
120 George St
Edinburgh
EH2 4LH

Independent Examiner:
Mrs Linda Button
LLB Book-keeping and accountancy services

Objectives and activities

The charity's governing document is its Constitution, which was amended on 11 May 2021. During 2025 the Trustees agreed revised charitable objects and submitted these to the Charity Commission for approval.

Charitable Objects and Public Benefit
Ipswich Outreach exists to support people in need within the town of Ipswich.
The charity's work is principally focused on supporting people experiencing homelessness, poverty, vulnerability and other forms of disadvantage through direct outreach, practical assistance, food provision and signposting to appropriate services.

During 2025, the Trustees reviewed the charity's charitable objects and agreed proposed revisions. The proposed changes were subsequently submitted to the Charity Commission for approval in 2026. At the date of this report, the revised objects had not yet been approved and therefore the charity's existing objects remained in force during the reporting period. The proposed changes are below:

The relief of poverty and hardship

To help relieve poverty among people in Ipswich and the surrounding areas who are in need, through financial hardship, homelessness, unemployment, poor health or other social or economic disadvantage, in particular but not exclusively by:

- providing free meals, food parcels, and other essential items such as hygiene products, and clothing.
- providing access to mobile phones and data support via specialist grant funds to help maintain social connections and access essential services.

Protection and Preservation of health

To support health, both mental and physical, by providing a welcoming, inclusive service, and by facilitating access to advice, emotional support, and appropriate health or wellbeing services.

Promotion of social inclusion

- providing a space for social interaction
- signposting and referring individuals to other agencies and organisations that provide specialist assistance, advice, or advocacy services.

Education and awareness

To increase education and awareness among the public about the causes and effects of poverty, homelessness, and poor mental health.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when exercising their powers and making decisions during the year. This has been achieved by the provision of food, essential items, grants, outreach and signposting directly benefits people experiencing poverty, homelessness and vulnerability in Ipswich

The activities described throughout this report demonstrate how the charity's resources have been used to provide practical support and assistance to people experiencing hardship and vulnerability in Ipswich.

Structure, Governance and Management

Ipswich Outreach is governed by its Constitution and is managed by a Board of Trustees.

The Trustees are responsible for the overall governance and strategic direction of the charity, ensuring that its activities are carried out in accordance with its charitable purposes and that charitable funds are properly managed.

During 2025 the Trustees continued to strengthen the charity's governance and financial controls. A new financial governance policy was introduced during the year. This included the introduction of EQUALS cards, with each Trustee or designated authorised person being allocated a card with an agreed prepaid spending limit. This provides greater oversight of expenditure and enables expenditure to be monitored and reconciled more effectively.

A new Charity Co-operative Bank account was also established during the year. Trustees are authorised signatories and the arrangements require two authorised persons to approve withdrawals.

The Trustees reviewed a number of key policies during the year and made amendments where required. The Trustees remain committed to maintaining appropriate governance arrangements and ensuring that policies and procedures remain proportionate to the charity's activities.

Review of Activities and Achievements

2025 was a year of continued development for Ipswich Outreach, with the charity maintaining its established services while strengthening its staffing, volunteer engagement, financial governance, grant making and reporting systems.

Volunteers

Volunteers remain central to the work of Ipswich Outreach, without whom the charity could not deliver its services

During 2025 the charity had approximately 180 unique volunteers supporting its work.

Two volunteer meetings were held during April 2025, providing volunteers with an opportunity to share their experiences, provide feedback and contribute ideas about the development of the charity's services.

The charity also introduced quarterly volunteer newsletters during the year. These provide volunteers with regular information about activities, developments and opportunities to become involved.

The Trustees recognise and greatly appreciate the contribution made by every volunteer.

Volunteer Recognition – The King’s Award for Voluntary Service

Ipswich Outreach was honoured to receive The King’s Award for Voluntary Service, the highest award given to local volunteer groups in the UK. Ipswich Outreach was announced as a 2024 recipient of the Award, and the presentation took place during 2025.

A presentation event was held in June 2025 and provided an opportunity to celebrate the contribution of the charity's volunteers and the important role they play in supporting people experiencing homelessness and vulnerability in Ipswich.

The Trustees are extremely proud that the commitment and contribution of Ipswich Outreach's volunteers received this national recognition.



Ipswich Outreach volunteers supporting people experiencing homelessness and hardship in Ipswich



Staffing
Bradley Smith was employed by Ipswich Outreach in February 2025.

The appointment provided additional capacity to support the charity's day-to-day operations and development and has contributed to the charity's ability to strengthen its systems, volunteer management, fundraising and reporting.

Food Support – FareShare
Ipswich Outreach commenced working with FareShare in March 2025. FareShare has subsequently provided regular supplies of food to the charity. This has strengthened Ipswich Outreach's ability to provide practical food support to people experiencing homelessness, poverty and hardship. Funding has continually been sought to purchase this food. The Trustees are grateful to FareShare for its continued support throughout the year.

Individual Grants
During 2025, Ipswich Outreach developed its programme of grants and practical assistance for individuals experiencing hardship. This was supported by the appointment of the Charity Manager

The charity's records show that during 2025:

- 25 individual grant applications were supported
- £3,545.80 was awarded in total – average award £141.83 per application
- Awards were provided through vouchers and assistance with essential goods and services.

Examples of support included clothing and footwear vouchers, food and essential household items, washing machines and other essential appliances, mattresses and fridge/freezers, mobile phone and communication support, and short-term accommodation assistance. The charity does not publish the names of individual beneficiaries in its annual report to protect their privacy.

This developing programme enables Ipswich Outreach to respond flexibly to individual circumstances and provide practical assistance where a relatively small intervention can make a significant difference to an individual's wellbeing and ability to move forward.

Charity Shop
The Ipswich Outreach Charity Shop plays an important role in supporting local people in need and raising funds for the wider work of Ipswich Outreach. The shop is supported by seven dedicated volunteers, all of whom have been volunteering for many years. Their commitment and experience are invaluable to the day-to-day running of the shop.

Each day, volunteers sort donated stock, organise it and price items for sale. Clothing that cannot be sold or used is recycled through a commercial recycling company, which collects the unwanted stock and makes a payment to the charity.

The shop also acts as an important hub for people using the charity’s services, who can collect essential items such as sleeping bags and blankets, or just feel the need to pop in for a chat.

The money raised through the charity shop is used to help fund the soup kitchen, allowing the continuous provision of food and support to people in the local community. In this way, the shop is not only a place where donated goods are sold, but also an important part of the wider support network provided by Ipswich Outreach.

Financial Review
The financial statements for the year ended 31 December 2025 are attached to this report. The Trustees have continued to monitor the charity's financial position carefully during the year.

A significant challenge remains the availability of funding for the charity's core costs. Much external funding is restricted to projects or activities, while the charity must continue to meet the underlying costs of operating its services.

The Trustees therefore continue to seek a sustainable balance between project funding, unrestricted income, fundraising and other sources of income.

- Total income: £129,677
- Total expenditure: £89,118
- Unrestricted funds at year end: £31,298
- Restricted funds at year end: £33,791

Reserves Policy
The Trustees' reserves policy provides for a minimum level of unrestricted reserves equivalent to three months' operating and governance expenditure, with a target maximum of 18 months. Based on the charity's current budget, this equates to a minimum of approximately £18,000 and a maximum of approximately £108,000. The reserves policy was reviewed in June 2025.

The Trustees have considered the charity's financial position and are satisfied that appropriate arrangements are in place for the continued management of the charity's resources.

Principal funding sources
The Charity is principally funded by grants from various bodies and is supported by the income from the Charity Shop.

During 2025 Ipswich Outreach engaged Sallyann Smith, from Dutch Quarter Consultants on a freelance basis to provide additional fundraising and grant application support.

This was to strengthen the charity's ability to identify appropriate funding opportunities and secure income to support its charitable activities. In addition, Trustees made applications to smaller funding opportunities and are very grateful for all the support they have received from various funders.

- Number of funding applications submitted by Fundraiser - 11
- Total amount applied for £56,135
- Number of successful applications - 9
- Total amount awarded - £46,135
- Success rate – 82%
- Amount paid to Sally Ann Smith during the year - £2,650
- Significant grants secured – the National Lottery, Rope Trust and Albert Hunt Trust

Principal Risks and Risk Management
The Trustees regularly consider the principal risks facing Ipswich Outreach and the systems and procedures required to manage those risks.

Key areas considered include:
- financial sustainability and the availability of unrestricted/core funding;
- safeguarding of beneficiaries and volunteers;
- financial controls and expenditure;
- cyber security and data protection;
- operational resilience;
- volunteer recruitment and retention;
- compliance with legal and regulatory requirements; and
- maintaining appropriate governance and oversight.
- reputational risk
- dependency on any one key individual

During 2025 the Trustees reviewed and amended a number of policies, including financial controls, cyber security and incident reporting, to strengthen the charity's approach to risk management. The Trustees confirm that they have considered the major risks to which the charity is exposed and are satisfied that appropriate systems and procedures are in place to manage those risks.

Plans for the Future

The Trustees intend to build on the developments made during 2025.
Key priorities include:

- continuing to provide practical support to people experiencing homelessness, poverty and vulnerability in Ipswich;
- developing the individual grants programme;
- strengthening relationships with food, hygiene and other partner organisations;
- improving the use of Salesforce to provide better management information;
- strengthening volunteer engagement and reporting;
- developing sustainable sources of unrestricted/core funding;
- continuing to review financial controls and governance arrangements; and
- ensuring that the charity's revised charitable objects are appropriately reflected in its activities following Charity Commission approval.

The Trustees will continue to assess the needs of people using Ipswich Outreach's services and adapt the charity's activities where appropriate.

Acknowledgements

The Trustees would like to thank all those who have supported Ipswich Outreach during 2025. Particular thanks are due to the charity's volunteers, whose commitment and dedication remain fundamental to the delivery of the charity's services.

The Trustees would also like to record their appreciation to **Linda Button**, who has provided accounting support to Ipswich Outreach since 2019 and is now retiring.

Thank you to Sallyann Smith/Dutch Quarter Consultants for her support in grant applications.

The Trustees are grateful to all funders, donors, supporters, partner organisations and individuals who have contributed to the charity's work.

IPSWICH OUTREACH

RECEIPTS AND PAYMENTS

For the Year Ended 31st December 2025

				2024
RECEIPTS				
Restricted Income		69,040.00		*4,500.00*
Shop takings		27,776.35		*30,930.55*
Donations		22,117.20		*14,849.72*
Gift Aid Reclaimed		3,377.89		*0.00*
Grants		7,000.00		*3,000.00*
Health Outreach Designated Funds		250.00		
Bank Interest Received		115.97		
VAT repayments				*2,846.97*
		129,677.41		*56,127.24*
PAYMENTS				
Shop Expenses				
Gross Wages	49,452.87		*26,415.40*	
Employers NEST Pension contributions	1,148.19		*1,409.80*	
Casual labour	2,600.00			
Purchases	1,754.31		*1,721.91*	
Rent and storage costs	14,559.92		*14,380.07*	
General rates	381.73			
Water charges	238.89		*200.89*	
Office & admin	996,71		*605.29*	
Marketing	572.88		*962.18*	
Office renewals	5,732.99		*1,549.22*	
Phone and Internet Charges	884.00		*860.52*	
Computers and Software	969.28			
Insurance	792.46		*477.42*	
Light/heat	1,405.25		*1,188.02*	
		81,489.48		*49,770.72*
Other Expenses				
Soup kitchen expenses	310.15		*0.00*	
Licences	223.50		*421.49*	
Vehicle expenses	5,326.78		*6,403.38*	
Bank and card charges	428.17		*374.91*	
Accountancy & book keeping	945.00		*1,010.00*	
Training	150.00			
Subscriptions	245.00	7,628.60	*220.50*	*8,430.28*
NET SURPLUSADEFIaT) for the Year		40,559.33		*(2,073.76)*

IPSWICH OUTREACH

STATEMENT OF ASSETS AND LIABILITIES

As at 31st December 2025

				31.12.2024
FIXED ASSETS				
Office Equipment and IT - Cost		1,856.51		*1,428.41*
CURRENT ASSETS				
Cash at Bank and in Hand	60,063.75		19,643.51	
Soup Kitchen Equipment	1,672.32		*1,210.63*	
VAT Repayable	1,451.41	63,187.48	*2,361.18*	*23,215.32*
TOTAL ASSETS		65,043.99		*24,643.73*
CURRENT LIABILITIES				
Trade Creditors		(45.55)		*113.52*
TOTAL ASSETS NET OF LIABILITIES		65,089.54		*24,530.21*
RESERVES				
Funds at 1 January 2025		24,530.21		*26,603.97*
Surplus/(Deficit)for the year		40,559.33		*(2,073.76)*
Funds at 31 December 2025		65,089.54		*24,530.21*
SPLIT				
Unrestricted		31,298.21		*20,030.21*
Restricted		33,791.33		*4,500.00*
		65,089.54		*24,530.21*

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	IPSWICH OUTREACH		
On accounts for the year ended	31 DECEMBER 2025	**Charity no (if any)**	1164938
Set out on pages	1-2		

1 report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2025.**

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

1 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:**	12/10/2026
Name:	LINDA BUTTON		
Relevant professional qualification(s) or body (if any):	MEMBER OF ASSOCIATION OF ACCOUNTING TECHNICIANS (MAAT)		
Address:	239 SIDEGATE LANE IPSWICH IP4 3DG		

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.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose, with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements comply with applicable legislation.

The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval of the Trustees' Annual Report

This report was approved by the Trustees on 16/10/2026 and signed on their behalf by:

Name: Ian Walters - Chair of Trustees

Signed:  Date: 19th October 2026