

BUCKINGHAM EMERGENCY FOOD APPEAL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

BUCKINGHAM EMERGENCY FOOD APPEAL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr Peter Bowles
Mrs Polly Bowles
Mr Mark Buckingham
Mrs Annabel Lawrence

Charity number

1066578

Independent examiner

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
United Kingdom
NR3 1RT

BUCKINGHAM EMERGENCY FOOD APPEAL

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 13

BUCKINGHAM EMERGENCY FOOD APPEAL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are to relieve poverty by the provision of food and support for the homeless or those otherwise in need in the United Kingdom. There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Use of volunteers

The Charity is supported by a number of volunteers which enables most of the money raised to go directly to the charitable causes.

Achievements and performance

2020 marked the 35th anniversary of the founding of BEFA by Mike Buckingham and his family. It proved to be the most challenging year that BEFA has faced.

Coronavirus pandemic.

When the coronavirus pandemic began, the government and local authorities took prompt action to house homeless people in temporary accommodation. This included empty hotels and college hostels. Unfortunately, the accommodation lacked facilities for preparing meals. Groups of charities formed alliances to use their commercial scale kitchens to prepare and deliver meals. Some of the charities involved had existing relationships with BEFA and requested our help with the provision of food, particularly fruit and vegetables. The support provided continued until April 2021 and BEFA has supplied the majority of the fresh food for 96,000 meals.

School holiday meals

During the summer, BEFA was asked by a Suffolk charity for help with the provision of food for children who would otherwise receive free school meals. Fresh vegetables were delivered to the charity's base in Lowestoft. Additional food was supplied at Christmas. A second programme of support for charities in the Lowestoft area will begin in June 2021.

Winter food distribution.

Despite the limitations resulting from Coronavirus restrictions, the 35th annual food distribution took place at Roudham Farm, courtesy of the Jolly family. We were very grateful to all our volunteers who overcame the special challenges of 2020 and ensured that our charities received the food they required.

Food was supplied to 210 charities, 148 of which were in East Anglia and 62 in the north west.

The food included the ingredients for 20,000 Christmas meals. Food for an additional 75,000 winter meals was also supplied. The charities receiving food from BEFA are caring for 15,000 people and include 30 refuges from domestic violence.

A generous donation of their products by Unilever made it possible to provide refuges with a wide range of toiletries.

BUCKINGHAM EMERGENCY FOOD APPEAL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Despite the unique challenges of 2020, our Sugar for Shelters volunteers collected donations from 56 schools across Norfolk and Suffolk, including 5,000kg of sugar, together with tea, coffee, and a variety of other food.

British Sugar Silver Spoon again donated 2 tonnes of their sugar, for which we are very grateful.

We were very grateful to the hauliers who donated the use of their vehicles.

2020 Annual BEFA Appeal.

BEFA received hundreds of generous donations to the 2020 appeal, from individuals and organisations, for which we were very grateful.

The generosity of our donors enables us to continue the work of Mike Buckingham and his family.

2021 – 2022

19% of the funding received in the 2020 – 2021 was in the form of grants specifically for projects related to the Corona virus pandemic. It is unlikely that similar funding will be available in 2021-2022.

As a result, it will be necessary to reduce expenditure accordingly.

However, the trustees will continue to seek new sources of income.

Financial review

The Charity had a surplus for the year of £23,807 (2020 - £3,153 deficit). The surplus increasing the unrestricted funds carried forward at the balance sheet, now totalling £103,379 (2020 - £79,572).

The Trustees are keen to maintain a level of reserves necessary to allow for unforeseen shortfalls or emergencies in order to provide continuity of service to our beneficiaries. In broad terms it is agreed that approximately two years worth of actual costs incurred are to be held as reserves. The present level of funding is adequate to support the Charity's activities and the Trustees consider the financial position of the Charity to be satisfactory. The Charity has adequate and available resources to fulfil the obligations of the Charity.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is registered with the Charity Commission (number 1066578) and is constituted by a Deed of Trust.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr Peter Bowles

Mrs Polly Bowles

Mr Mark Buckingham

Mrs Annabel Lawrence

Recruitment and appointment of trustees

The Trustees were appointed under Declaration of Trust dated 11 September 1997 and by Resolution dated 1 September 2005. Future Trustees shall be appointed by a resolution passed at a special meeting. The charitable trust is administered and managed by the Trustees. The charity is in the process of recruiting new Trustees.

Funds are deposited with CAF Bank and payments for approved expenditure must be signed by two Trustees.

BUCKINGHAM EMERGENCY FOOD APPEAL

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

The trustees' report was approved by the Board of Trustees.

Mr Peter Bowles

Trustee

Dated: 1 October 2021

BUCKINGHAM EMERGENCY FOOD APPEAL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BUCKINGHAM EMERGENCY FOOD APPEAL

I report to the trustees on my examination of the financial statements of Buckingham Emergency Food Appeal (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Mark Johnstone FCA

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 20 October 2021

BUCKINGHAM EMERGENCY FOOD APPEAL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
<u>Income from:</u>					
Donations and legacies	3	232,795	12,900	245,695	192,747
<u>Expenditure on:</u>					
Raising funds	4	12,072	-	12,072	13,760
Charitable activities	5	196,916	12,900	209,816	182,140
Total resources expended		208,988	12,900	221,888	195,900
Net income/(expenditure) for the year/ Net movement in funds		23,807	-	23,807	(3,153)
Fund balances at 1 April 2020		79,572	-	79,572	82,725
Fund balances at 31 March 2021		103,379	-	103,379	79,572

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BUCKINGHAM EMERGENCY FOOD APPEAL

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	9		2,574		1,828
Current assets					
Debtors	10	6,052		2,572	
Cash at bank and in hand		95,353		78,951	
		<u>101,405</u>		<u>81,523</u>	
Creditors: amounts falling due within one year	11	<u>(600)</u>		<u>(3,779)</u>	
Net current assets			100,805		77,744
Total assets less current liabilities			<u>103,379</u>		<u>79,572</u>
Income funds					
Unrestricted funds			103,379		79,572
			<u>103,379</u>		<u>79,572</u>

The financial statements were approved by the Trustees on 1 October 2021

Mr Peter Bowles
Trustee

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Buckingham Emergency Food Appeal is a unincorporated charity registered with the Charity Commission and constituted by a Deed of Trust.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's deed of trust, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Gifts in kind

Gifts in kind, which relate largely to the donation of food and haulage services, are included in the accounting year in which they are received.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	20% on reducing balance
Computers	33% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is exempt from tax on its charitable activities.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	73,795	-	73,795	47,747
Grants received	4,000	12,900	16,900	-
Gifts in kind	155,000	-	155,000	145,000
	<u>232,795</u>	<u>12,900</u>	<u>245,695</u>	<u>192,747</u>
Grants receivable for core activities				
CAF Coronavirus Emergency Fund	4,000	-	4,000	-
The Morrison Foundation	-	4,500	4,500	-
The National Lottery Coronavirus Community Fund	-	8,400	8,400	-
	<u>4,000</u>	<u>12,900</u>	<u>16,900</u>	<u>-</u>

4 Raising funds

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
<u>Fundraising and publicity</u>		
Support costs	12,072	13,760
	<u>11,472</u>	<u>13,160</u>
Fundraising and publicity	12,072	13,760
	<u>12,072</u>	<u>13,760</u>

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Charitable activities

	Food	Haulage	Total	Food	Haulage	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Food	193,617	-	193,617	165,742	-	165,742
Haulage	-	2,566	2,566	-	2,685	2,685
Direct donations for food	12,010	-	12,010	12,843	-	12,843
Sundries	1,623	-	1,623	870	-	870
	<u>207,250</u>	<u>2,566</u>	<u>209,816</u>	<u>179,455</u>	<u>2,685</u>	<u>182,140</u>
	<u>207,250</u>	<u>2,566</u>	<u>209,816</u>	<u>179,455</u>	<u>2,685</u>	<u>182,140</u>
Analysis by fund						
Unrestricted funds	194,350	2,566	196,916	179,455	2,685	182,140
Restricted funds	12,900	-	12,900	-	-	-
	<u>207,250</u>	<u>2,566</u>	<u>209,816</u>	<u>179,455</u>	<u>2,685</u>	<u>182,140</u>

6 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Depreciation	749	-	749	457	-	457
General office expenses	9,491	-	9,491	9,665	-	9,665
Postage	601	-	601	1,279	-	1,279
Stationery	493	-	493	1,626	-	1,626
Bank charges	138	-	138	133	-	133
Accountancy	-	600	600	-	600	600
	<u>11,472</u>	<u>600</u>	<u>12,072</u>	<u>13,160</u>	<u>600</u>	<u>13,760</u>
Analysed between						
Fundraising	<u>11,472</u>	<u>600</u>	<u>12,072</u>	<u>13,160</u>	<u>600</u>	<u>13,760</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	-	-

9 Tangible fixed assets

	Plant and equipment £	Computers £	Total £
Cost			
At 1 April 2020	4,031	535	4,566
Additions	849	-	849
Business combinations	-	646	646
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2021	4,880	1,181	6,061
	<u> </u>	<u> </u>	<u> </u>
Depreciation and impairment			
At 1 April 2020	2,203	535	2,738
Depreciation charged in the year	536	213	749
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2021	2,739	748	3,487
	<u> </u>	<u> </u>	<u> </u>
Carrying amount			
At 31 March 2021	2,141	433	2,574
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2020	1,828	-	1,828
	<u> </u>	<u> </u>	<u> </u>

10 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	6,052	2,572
	<u> </u>	<u> </u>

11 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	3,179
Accruals and deferred income	600	600
	<u> </u>	<u> </u>
	600	3,779
	<u> </u>	<u> </u>

BUCKINGHAM EMERGENCY FOOD APPEAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

12 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		
	Incoming resources	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 31 March 2021
	£	£	£	£	£
Cambridge Emergency Food Project	-	-	12,900	(12,900)	-
	=====	=====	=====	=====	=====

14 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).