

**INTO THE COMMUNITY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# INTO THE COMMUNITY

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

R Edwards  
F O Komolafe  
M Sheratt  
I Jegumma  
M Avotri (appointed 4<sup>th</sup> March 2020)  
A Mlotha (appointed 4<sup>th</sup> March 2020)

### Charity number

1084287

### Independent examiner

Simon Gill FCCA  
Moorgate House  
201 Silbury Boulevard  
Milton Keynes  
MK9 1LZ

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# INTO THE COMMUNITY

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# INTO THE COMMUNITY

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 DECEMBER 2020*

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

#### **Chair's report**

The Trustees have pleasure in presenting their report for the year ended 31st December 2020. This report is prepared in accordance with Into the Community constitution and the recommendations of the Statement of Recommended Practice - Accounting and Reporting by Charities and complies with applicable law.

#### **Reference and administrative details**

**Registered charity name** ; Into The Community

**Charity registration number** ; 1084287

#### **Principal office**

Strudwick Drive  
Oldbrook  
Milton Keynes  
MK6 2GT

#### **The trustees**

R Edwards  
F O Komolafe  
M Sheratt  
I Jegumma  
M Avotri (appointed 4<sup>th</sup> March 2020)  
A Mlotha (appointed 4<sup>th</sup> March 2020)

#### **Accountants**

MHA Macintyre Hudson  
Moorgate House  
201 Silbury Boulevard  
Central Milton Keynes  
MK9 1LZ

#### **Objectives and activities**

Into the Community is a Registered Charity no: 1084287, governed by its Declaration of Trust adopted on 1st September 2000. Management of Into the Community is the responsibility of the Trustees who are elected in accordance with the Declaration of Trust.

Into the Community seeks to benefit the citizens of Milton Keynes through the provision of food distribution centres and a parent and toddler group.

The objects of the Trust are:

“To promote for the benefit of the inhabitants of Milton Keynes in the County of Buckinghamshire and its surrounding area through the provision of facilities for leisure time occupation in the interests of social welfare and to advance the education of the public (including without limitation children of school and pre-school age) and relieve poverty through the provision of information, advice and vocational training.”

# INTO THE COMMUNITY

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### **Financial review, review of activities and future developments**

The Statement of Financial Activities for the year is presented on page 6 of the financial statements.

Total charitable incoming resources equated to £600,970. The Food Bank received a total of £574,657 in the form of food donations (£196,501) and cash donations (£378,156) during 2020 whilst the Parent and Toddler group received a total of £238 in the form of subscriptions. Bank interest received amounted to £811 whilst £25,264 was received through gift aid. The profit on the activities of Into The Community amounted to £305,525. Governance costs accounted for 0.7% of total expenditure.

Donations, grants, and gifts in support of The Food Bank or Parent and Toddler group are restricted specifically for use by the project they were given for. Where individual donations, grants, and gifts are restricted it is the policy of Into The Community that these funds are utilised strictly in line with the stipulations of the donor.

It is an endeavour of the trustees to have £60,000 in reserve to remunerate staff and pay all monthly bills.

Into The Community operates The Food Bank providing local families and individuals with essential food supplies at a time when they need them most, covering the days or sometimes weeks before other parts of the social care infrastructure can come into play. To qualify for help, families or individuals need to be referred to The Food Bank by one of its many referral agents across the city of Milton Keynes.

Agents include Health Visitors, Doctors Surgeries, Probation Service and Social Services etc. ITC also operates a parent and toddler group which seeks to provide a facility for parents within the local community meet and interact with other parents, find support, and build friendships.

In deciding what activities the charity should undertake, the trustees have considered the Charity Commission's guidance on public benefit and conclude that ITC's objectives, aims, and activities provide identifiable benefits to the public and that these benefits are not unreasonably restricted in any way.

#### **Food Bank**

2020 was an extraordinary year for everyone, and MK Food Bank was no exception – across the year we distributed over 29,500 parcels, more than double the number given out in the previous year. This was made possible through a partnership with MK Council and a significant grant from MK Community Foundation, alongside a very large donation of food from DEFRA and the overwhelming generosity of Milton Keynes businesses, churches and community groups.

The impacts of the COVID 19 pandemic hit the Food Bank very quickly. As well as the twofold blow of a massive soar in demand coupled with a sharp decline in donations, other immediate implications included the closure of a number of referral agencies and serving centres, making access to food more difficult, and the decision of many volunteers to shield.

#### **Council partnership**

We reacted quickly, and in late March entered into a partnership with MK Council called Food Bank Xtra. The partnership aims to be flexible, agile and responsive, with its key objective being to work together to enable the supply of food parcels to the community to meet the unprecedented increased demand as a result of coronavirus. The partnership has enabled easier access to food during lockdown through a dedicated helpline and new serving centres where they were most needed across the borough. We moved into temporary larger premises and accessed redeployed Council staff to meet increased demand.

#### **Access to food**

The closure of the majority of agencies that referred to the Food Bank eg schools, doctors surgeries and support helplines presented a pressing problem of access to food. To address this we introduced a dedicated helpline, staffed by Family Centre practitioners, and used MKC and Food Bank communications platforms to get the message out to MK residents. This enabled us to continue to means test, and those needing food to request help from their homes. Having a single means of access also allowed us to react more quickly and flexibly and to collect data to inform future operations. The helpline has been a success, taking more than 7,500 calls in the period from April to December.

# INTO THE COMMUNITY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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We set up additional collection centres in locations that matched MKC data on deprivation, mainly covering the six postcode areas in which 80% of our users live (MK6, MK12, MK3, MK14, MK2, MK13). We regularly review usage at these centres and apply a flexible approach, opening new centres where needed.

As lockdown resulted in a large number of people shielding or self-isolating in their homes, we also set up a same-day home delivery service, run by ward councillors on a rota system. This was ceased at the end of August, but upon entering full lockdown again, we resumed a limited home delivery service, using community partners and applying more rigorous eligibility criteria.

### **People and premises**

A large number of our mainly retired volunteers chose to shield when COVID hit the UK. As the work of the Food Bank was largely undertaken by up to 70 volunteers a week, this had an immediate effect. The MKC partnership enabled existing volunteers to be joined by over 200 redeployed Council workers and 35 Councillors on a rota basis. We also started to welcome supported employees back into the

Food Bank in our splitting operation in summer, working with three individuals with learning disabilities on 6-week placements.

At the start of 2020, it was already clear that we were outgrowing our premises in Stacey Bushes. The introduction of social distancing measures made it impossible to continue operations there. Within days of initial conversations with MKC we moved into a new temporary home at Saxon Court, enjoying a much larger footprint for storage, warehouse operations and distribution, and retaining Stacey Bushes for donation sorting. In 2021 we will move into a larger warehouse in Kiln Farm, funded by the Council.

### **Food supply and funding**

In the early weeks of the pandemic, people became sick or were told to shield or self-isolate, they lost work and financial security, and the most vulnerable in society lost their support networks as everyone tried to adapt. This contributed to a huge increase in demand - rising from 250 parcels per week to over 1,000 in the first 4 weeks - and public donations dropped, meaning we had to buy food in bulk for the first time. We were able to fund these bulk purchases with large grants from MK Council and MK Community Foundation, as well as generous support from many individual and corporate supporters. Later we formed a partnership with Fareshare, through their operational arm in Milton Keynes, SOFEA, and benefitted from 230 pallets of food from their agreement with DEFRA. This was made possible by John Lewis and Partners, who gave us the use of an 18-tonne truck and driver every week to collect and deliver this food to our Saxon Court warehouse.

Following the initial drop in donations, due to food shortages in supermarkets, community group, church and school closures, support picked up again and support from the community went from strength to strength – from grants and food donations from local businesses to street collections organised via Whatsapp, and received over half a million food items in donations from the public alone.

### **Additional support to 'harder to reach communities'.**

These combined sources of support have enabled us not only to meet the increased demands for our 3-day emergency food parcels, but also to directly target 'harder-to-reach' communities such as the elderly, black and ethnic minority communities, and vulnerable young people. We have done this through partnering with other charities, community groups and organisations who have direct links into these groups. Wherever possible, we have also worked with others in the community who were distributing food and other support to their residents, supporting community fridges and cooking programmes and town and parish council delivery services.

### **The future**

A year on from the start of the crisis, while testing and vaccination programmes and financial assistance may have eased the chaos, the financial impacts of the crisis are still very keenly felt. More people are contacting us for the first time, for many reasons related directly or indirectly to COVID. In 2021, our first priority will be to maintain a more than adequate food supply, as well as funds for essential storage, processing and distribution costs. To achieve this we will continue to develop mutually beneficial partnerships, collaborating widely across the sector and with corporate and public sector supporters. We will expand our reach to support broader, diverse initiatives, and we will review our processes and distribution to ensure that everyone who needs emergency food has access to it.

# INTO THE COMMUNITY

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### ***Parent & Toddler Group***

The group operates at MKCC within school term times. The majority of families who attend live on the local estate however we do have a number of families who come from all over Milton Keynes as well as from all different ethnic groups.

An average of 20 families attended the group each week during the first few months of 2020 highest attendance being 32 families during the first part of the year.

The format of the group has not changed we still have toys and equipment being made available for the children to play with each week, a simple craft provided for the children to undertake and then snack time before the group ends with some singing. The singing time remains as popular as ever with parents and children always fully engaged and in full voice.

The group was led once more by Carys Higham, with the help of Nicola Ritchie, building new friendships and relationships.

We had to close the Parent and Toddler group in March 2020 due to the national lockdown restrictions but maintained regular contact with families offering support through telephone conversations, Whatsapp and mobile text messages and our social media channels such as FaceBook.

The Parent and Toddler group remained closed until the 4<sup>th</sup> May 2021 when we opened our doors once again for no more than 15 families to meet together in line with Government guidelines. It has been great to see families reconnecting once more after a difficult year.

The group will continue to provide public benefit to each family that attends – providing an opportunity to meet together, to build friendships and for the toddlers to develop their social skills and gain self-confidence.

# INTO THE COMMUNITY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **Structure, governance and management**

There are four trustees of Into The Community who are required to meet at least twice a year. Originating trustees are entitled to hold office for life whilst new trustees are appointed for terms of office of three years by resolution of the trustees. Trustees may be removed from office if disqualified under the Charities Act 1993, if absent from two consecutive meetings, if removed by resolution by all other trustees, or if they resign trusteeship by notice in writing provided there are at least two continuing trustees.

### **Trustees' responsibilities**

Day to day management of the Food Bank is delegated to the Project Manager. Trustees receive regular updates from Nicola Ritchie who manages the mother and toddler group.

- selected suitable accounting policies and then applied them consistently;
- made judgments and estimates that are reasonable and prudent;
- followed applicable accounting standards, subject to any material departures being disclosed and explained in the financial statements; and
- prepared the financial statement on an ongoing basis.

The trustees have overall responsibility to ensure Into The community has an appropriate system of controls, financial and otherwise, and to this end have commissioned an internal accounting controls and procedures document which complies with Charity Commission guidelines. The Trustees have assessed the major risks to the Charity is exposed and ensure adequate systems and procedures are in place.

### **Covid-19 statement**

The Trustees note that as a result of increased donations, supported further by the Food Bank's partnership with MK Council, Into The Community's financial position has been strengthened in 2021. The Board can confirm Into the Community is able to continue operating in 2020 and further, with no concerns regarding financial viability.

### **Employment Issues**

Into the Community employees four members of staff within the Food Bank project. The Parent and Toddler group is staffed by volunteers.

In accordance with our equal opportunities policy, Into The Community has long established fair employment practices in the recruitment, selection, retention and training of all staff and volunteers.

Full details of all Into The Community's policies are available from their administrative offices.

### **Independent examiner**

The trustees intend to ask the existing individual to undertake the independent examination of the charity in the following year.

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



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**F O Komolafe**

Chair

Dated: ..20th July 2021..



# INTO THE COMMUNITY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF INTO THE COMMUNITY

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I report to the trustees on my examination of the financial statements of Into The Community (the Charity) for the year ended 31 December 2020.

#### **Responsibilities and basis of report**

As the trustees of the 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 '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**

Since the 's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

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 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.



**Simon Gill FCCA**

Moorgate House  
201 Silbury Boulevard  
Milton Keynes  
MK9 1LZ

Dated: 21/07/2021

**INTO THE COMMUNITY**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF INTO THE COMMUNITY**

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Notes							
<b><u>Income from:</u></b>							
Donations and charitable							
Cash donations		-	378,156	378,156	-	98,774	98,774
In-kind food donations		-	196,501	196,501	-	132,500	132,500
Parent and toddler funds			238	238	-	751	751
Other income - Gift aid	3		25,264	25,264		9,490	9,490
Investments	4	811	-	811	979	-	979
<b>Total income</b>		811	600,159	600,970	979	241,515	242,494
<b><u>Expenditure on:</u></b>							
Food Bank food distributions		-	120,855	120,855	-	117,372	117,372
Charitable activities	6,9	1,825	172,765	174,590	1,648	102,672	104,320
		1,825	293,620	295,445	1,648	220,044	221,692
<b>Net (outgoing)/incoming resources before transfers</b>							
		(1,014)	306,539	305,525	(669)	21,471	20,802
Gross transfers between funds							
		1,014	(1,014)	-	669	(669)	-
<b>Net income for the year/ Net movement in funds</b>		-	305,525	305,525	-	20,802	20,802
Fund balances at 1 January 2020		-	181,496	181,496	-	160,694	160,694
<b>Fund balances at 31 December 2020</b>		-	487,021	487,021	-	181,496	181,496

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

All income and expenditure derive from continuing activities.

# INTO THE COMMUNITY

## STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	11		4,635		633
<b>Current assets</b>					
Stocks	12	126,128		54,118	
Debtors	13	4,298		801	
Cash at bank and in hand		353,565		127,550	
		<u>483,991</u>		<u>182,469</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(1,605)</u>		<u>(1,606)</u>	
Net current assets			482,386		180,863
<b>Total assets less current liabilities</b>			<u>487,021</u>		<u>181,496</u>
<b>Income funds</b>					
Restricted funds	15	487,021		181,496	
Unrestricted funds		-		-	
		<u>487,021</u>		<u>181,496</u>	

The financial statements were approved by the Trustees on 20th July 2021



M Sheratt  
Trustee

# INTO THE COMMUNITY

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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	Notes	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations			230,015		3,957
<b>Investing activities</b>					
Purchase of tangible fixed assets		(4,811)		-	
Investment income received		811		979	
		<u>          </u>		<u>          </u>	
<b>Net cash (used in)/generated from investing activities</b>			(4,000)		979
<b>Net cash used in financing activities</b>			<u>          </u>		<u>          </u>
			-		-
<b>Net increase in cash and cash equivalents</b>			226,015		4,936
Cash and cash equivalents at beginning of year			<u>127,550</u>		<u>122,614</u>
<b>Cash and cash equivalents at end of year</b>			<u>353,565</u>		<u>127,550</u>

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 1 Accounting policies

##### Charity information

Into The Community is a registered charity in England and Wales and is unincorporated. The address of the principal office is Strudwick Drive, Oldbrook, Milton Keynes, MK6 2GT.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the '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)". The is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention. 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 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 .

##### 1.4 Income

Income is recognised when the 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 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.

Legacies are recognised on receipt or otherwise if the 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.

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **1 Accounting policies**

#### **1.5 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### **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:

Fixtures and fittings	33% straight line
Computers	

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 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 Stocks**

Items donated for resale or distribution are included in the financial statements at an identified unit cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### **1.9 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.

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 1 Accounting policies

##### 1.10 Financial instruments

The 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 's balance sheet when the 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.

##### **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 's contractual obligations expire or are discharged or cancelled.

##### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 2 Critical accounting estimates and judgements

In the application of the '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.

### 3 Income from other sources

	<b>Restricted funds</b>	Restricted funds
	<b>2020</b>	2019
	<b>£</b>	<b>£</b>
Gift Aid Receipts	25,264	9,490

### 4 Investments

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2020</b>	2019
	<b>£</b>	<b>£</b>
Interest receivable	811	979



# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 5 Expenditure on charitable activities by fund type and activity

	2020 £	2020 £	Total 2020 £	Total 2019 £
Food Bank general	172,447	-	172,447	102,024
Food Bank distributions net of stock movement	120,855	-	120,855	117,372
Parents and Toddlers	318	-	318	648
	<u>293,620</u>	<u>-</u>	<u>293,620</u>	<u>220,044</u>
Share of support costs (see note 7)	-	1,825	1,825	1,648
	<u>293,620</u>	<u>1,825</u>	<u>295,445</u>	<u>221,692</u>
<b>Analysis by fund</b>				
Unrestricted funds	-	1,825	1,825	1,648
Restricted funds	<u>293,620</u>	<u>-</u>	<u>293,620</u>	<u>220,044</u>
	<u>293,620</u>	<u>1,825</u>	<u>295,445</u>	<u>221,692</u>
<b>For the year ended 31 December 2019</b>				
Unrestricted funds	-	1,648		1,648
Restricted funds	<u>220,044</u>	<u>-</u>		<u>220,044</u>
	<u>220,044</u>	<u>1,648</u>		<u>221,692</u>

#### 6 Support costs

	Support costs £	Governance costs £	2020 £	2019 £
Bank charges	239	-	239	249
Insurance	749	-	749	589
Accountancy and examination	-	837	837	810
	<u>988</u>	<u>837</u>	<u>1,825</u>	<u>1,648</u>
Analysed between Charitable activities	<u>847</u>	<u>1,024</u>	<u>1,825</u>	<u>1,648</u>

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 7 Trustees

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

#### 8 Employees

The average monthly number of employees during the year was 4 (2019 : 4).

	2020 Number	2019 Number
Management and administration	4	4
<b>Employment costs</b>	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	67,464	74,638

Key management personnel include all persons that have authority and responsibility for planning, directing, and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £27,738 (2019 : £26,854).

There were no employees whose annual remuneration was £60,000 or more.

#### 9 Expenditure

	2020 £	2019 £
Parent and Toddlers	318	411
<u>Food Bank Costs and Donations</u>		
Food Bank : Food Distributions and stock movement	120,855	117,732
Food Bank : Purchased Food	68,574	529
Food Bank : Salaries and Social Security Costs	67,464	74,638
Food Bank : Premises	17,519	14,217
Food Bank : Postage, Stationery and Computer Supplies	2,278	1,177
Food Bank : Publicity	3,805	984
Food Bank : Sundries and Training	458	40
Food Bank : Volunteer Costs	1,009	333
Food Bank : Depreciation	809	799
Food Bank : Vehicle Costs	10,531	9,307
Governance costs	1,825	1,885
	<u>295,445</u>	<u>221,692</u>

For 2020, there has been an updated assessment and re-evaluation of the methods and unit prices used to value food donated in, distributed to beneficiaries, and held as stock for future distribution to beneficiaries. This has taken into account the means by which food supplies are available to beneficiaries, consideration of the future dates of products held within stock, and a revised policy to arrive at the average cost of items distributed and held. In terms of volume, applying the same average cost used in 2019, this would have shown distributions, before stock movement adjustment, of £312,257 and £150,089 additional value in stock for future distribution, reflecting the increase in activity and distributions in the exceptional year.

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Transfers between funds

Funds have been transferred to the General Fund to remove any funding within the Charity's restricted and designated funds that are no longer described as such.

### 11 Tangible fixed assets

	Fixtures/Fittings £	Computers £	Total £
<b>Cost</b>			
At 1 January 2020	11,352	2,946	14,298
Additions	4,811	-	4,811
Disposals	-	(1,048)	(1,048)
At 31 December 2020	16,163	1,898	18,061
<b>Depreciation and impairment</b>			
At 1 January 2020	11,008	2,693	13,701
Depreciation charged in the year	537	236	773
Eliminated in respect of disposals	-	(1,048)	(1,048)
At 31 December 2020	11,545	1,881	13,426
<b>Carrying amount</b>			
At 31 December 2020	4,618	17	4,635
At 31 December 2019	350	283	633

### 12 Stocks

	2020 £	2019 £
Finished goods and goods for resale	126,128	54,118

### 13 Debtors

	2020 £	2019 £
Donations	1,469	-
Gift aid	2,829	801
	4,298	801

### 14 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	555	556
Accruals and deferred income	1,050	1,050
	1,605	1,606

# INTO THE COMMUNITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 15 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:

	Balance at 1 January 2020 £	Net incoming resources £	Balance at 31 December 2020 £
Parent and Toddlers	995	(80)	915
Food Bank	180,501	305,605	486,106
	<u>181,496</u>	<u>305,525</u>	<u>487,021</u>

#### 16 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Tangible assets	-	4,635	4,635	-	633	633
Current assets/(liabilities)	-	482,386	482,386	-	180,863	180,863
	<u>-</u>	<u>487,021</u>	<u>487,021</u>	<u>-</u>	<u>181,496</u>	<u>181,496</u>

#### 17 Related party transactions

##### Transactions with related parties

During the year the entered into the following transactions with related parties:

The trustees recognise that the charity Milton Keynes Christian Centre is a related party. Some of the directors/trustees of Milton Keynes Christian Centre are also trustees of Into the Community.