

# Winchester Food & Basics Bank

England & Wales · Charity number 1102470

## Details

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**Other names** WINCHESTER BASICS BANK

**Status** Registered

**Legal form** Charitable company

**Company number** [05005690](#)

**Registered** 2004-03-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Winchester Basics Bank  
21a Penton Place  
Milland Road  
Winchester  
SO23 0PZ

**Phone** 01962 864720

**Email** [mail@winchesterbasicsbank.co.uk](mailto:mail@winchesterbasicsbank.co.uk)

**Website** [winchesterbasicsbank.co.uk](http://winchesterbasicsbank.co.uk)

## Activities

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**Objects:** FOR THE RELIEF OF THE EFFECTS OF POVERTY FOR INDIVIDUALS AND FAMILIES IN THE CITY OF WINCHESTER AND THE SURROUNDING AREAS.

**Activities:** Provides emergency food parcels and clothing to families and individuals in need. The food parcels and clothing are issued in exchange for vouchers obtained from local welfare organisations such as Winchester City Council Citizens Advice Bureau, social services, churches, night shelter, probation service and housing associations.

## Classification

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- **How:** Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** CITY OF WINCHESTER AND THE SURROUNDING AREAS.
- Hampshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£346,053	£411,761	-	-
2023-12-31	£303,097	£337,417	-	-
2022-12-31	£371,710	£278,054	-	-
2021-12-31	£284,275	£197,504	-	-
2020-12-31	£336,288	£168,279	-	-

## Trustees

Name	Role	Appointed
<b>Lesley Karen Little</b>	Chair	2022-09-12
Adrian Brian Girling		2025-05-12
Andrew Dean Shaw		2024-06-14
Beauman Sing Tat Chong		2018-05-25
Kate Elizabeth Ratcliffe		2025-05-12
Leona Bodina Mani		2020-08-25
Lucy Lee Deverell Dillon		2023-07-03
Mary Elizabeth Alveyn		2020-03-18
Terry Martin		2023-07-03

**Winchester Food & Basics Bank**

England & Wales - Charity number 1102470

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# Accounts

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**Winchester Basics Bank**

(a company limited by guarantee)

**Report and Financial Statements**

**Year ending 31<sup>st</sup> December 2024**

Charity number: 1102470

Company number: 05005690

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# Winchester Basics Bank

## Report of the directors for the year ending 31<sup>st</sup> December 2024

The trustees present their annual directors' report together with the financial statements of Winchester Basics Bank for the year ending 31<sup>st</sup> December 2024. The financial statements have been prepared for the company as a going concern on the basis set out in Note 1 to the accounts and under the accounting policies set out in Note 2 (see pages 13 and 14).

The directors have taken advantage of the exemptions applicable to small companies including: not being required to have a statutory audit, not being required to include a statement of cash flows with the financial statements, not being required to analyse and report income and expenditure on a detailed activity basis.

As total income for the period exceeds £250,000, the company is required under charity law to have either an audit or an independent examination of its accounts by a qualified person. The Board appointed K.J. Stratton of Kimball Smith as its independent examiner in 2024.

This directors' report includes the trustees' annual report information as required under charity law.

### 1. Background and Purpose

Winchester Basics Bank (WBB) provides food, hygiene products and clothing to individuals and families in emergency need. It aims to make appropriate resources available to the maximum number of people at their point of greatest need. Founded in 2004, it is an ecumenical Christian registered charity, set up by the churches based in Winchester and with the support of Winchester City Council.

Our purpose is to act as a resource for people facing a difficult situation in their lives and struggling to make ends meet, perhaps because of delayed benefit payments or a major household crisis. In recent times the impact of the Covid-19 pandemic and the cost of living crisis have caused significant difficulties for many, which continue to affect them. WBB is entirely non-judgmental in that it helps anyone that needs urgent support. The range of people who are served is wide, from individuals, to households with children and to elderly people. It also includes refugees and asylum seekers as and when required. WBB makes a vital contribution to the relief of hardship and so supports social cohesion in the community and in this way provides public benefit.

### 2. Facilities

#### 2.1. Main Donation Sorting & Storage Site

This site in Winnall, opened in March 2021, is where the majority of food and clothing donations are delivered to WBB. Suitable space is available to correctly sort the items and store them efficiently. Adding this facility has had a transformational impact on the rest of WBB by allowing us to declutter our client-facing local Food and Clothes Hubs and as a result improve the quality of the interaction with our clients due to the extra space available for discussion. We are continually reviewing our warehouse and logistical operations to ensure that we can operate efficiently and manage the recent volume increases in activity.

#### 2.2. Food Hubs

We have 4 Food Hubs where clients collect food at the following locations:

- Highcliffe: Milland Road

## Winchester Basics Bank

- Bar End: Vineyard Church
- Weeke: St. Barnabas Church
- Alresford: St. Gregory's Church

At least one of these hubs is open every day between Monday and Friday.

In addition, we plan to open another hub at the Badger Farm Community Centre in 2025 to serve this area of Winchester and have received grant-funding from Winchester City Council to assist with the set-up costs.

All of the food hubs are equipped to enable our clients to choose many food items for themselves. Clients often comment on how this helps to make the experience of using our service more pleasant and more similar to visiting a shop. It also means that our staff and volunteers are able to accompany the client for longer during their visit thus enabling a better relationship to develop. The aim is always to make the client feel comfortable in our operating hubs which in some cases has allowed signposting of clients to other local support services.

### 2.3. Clothes Hubs

We have 2 hubs where clients can access clothes at the following locations:

- Highcliffe: Milland Road - adult clothing
- Bar End: Vineyard Church - full range of adult & children's clothing

Adult clothes can be selected by clients when they visit the Milland Road hub to collect food where the space allocated for this has been enlarged due to the decluttering mentioned above.

Any individual or household that requires additional clothing can access this at the Vineyard hub where a wide range is available including children's items such as cots, prams and toys. This is by appointment only to respect the privacy required for the client.

### 2.4. Electric Van

Following a significant donation, WBB was able to purchase a small electric van in 2022. The main purpose of the van is to deliver food crates from our warehouse site to the hubs on a regular basis, as such the distances involved are short so an electric vehicle is ideal.

## 3. Services

### 3.1. Client numbers

Traditionally clients are referred to WBB through referral agents such as Winchester City Council Housing Department, Hampshire County Council Social Services, Citizens Advice, Trinity Centre, local housing associations and local charitable groups, churches, doctors' surgeries, probation officers and health visitors. These referral agents issue online vouchers to people they know who are in urgent emergency need, and these vouchers are exchanged at WBB for 5-days of food and hygiene products plus articles of clothing when required. In addition, as a result of the pandemic, it was decided in 2020 to set up a self-referral process whereby people who have never used our services before could reach us directly.

2024 proved to be a record year for client numbers with 8,562 food parcels given out compared to 7,004 during 2023, an increase of 22%. The number of food parcels given out has grown year on year, mirroring the cost of living crisis that hit the country in recent times..

As an emergency service, our general rule is to limit the number of vouchers per client in a 12-month period. This limit was raised to 8 visits during the pandemic and remains at this

## **Winchester Basics Bank**

level. Most clients only need our support over 2 - 3 visits. For those who visit more often and especially those who reach the maximum level of 8 visits, we signpost them to other support services or to our partner food pantries in Stanmore and Winnall. We have recently introduced a scheme whereby if the maximum level of 8 visits is reached, we provide a voucher for a visit to a partner food pantry as a way of introducing the client.

### **3.2. Schools Programme**

Our School Holiday Lunch Scheme for Pupil Premium children who are referred to us via local schools continued to expand through 2024 and WBB provided 1271 lunches during school holiday times during 2024 (676 lunches during 2023).

### **3.3. Deliveries to Clients**

Our delivery service, set up during the pandemic for clients who needed to isolate or physically could not get to one of our food hubs to collect, has now been established as a permanent service. It is clear that it is helping us to improve our reach into the community as around 20% of all food parcels are linked to a delivery.

### **3.4. Signposting**

Our self-selection process has proved to be useful in developing more interaction with our clients as they are always accompanied by a volunteer when they select their food items, which allows conversations to more easily flow. During these conversations we can make helpful suggestions and suggest alternative providers of support eg Citizens Advice. In 2024 we increased our efforts to signpost our clients to other agencies who could offer the support and advice they need to improve their situations.

We also have an "Other Services" page on our website to provide information and links to appropriate support services.

## **4. Partnerships with Local Food Pantries**

We have partnership agreements with the two food pantries based in Winchester at The Carroll Centre, Stanmore and Unit 12, Winnall. Anyone needing ongoing help with accessing food can sign up at one of these pantries and pay £5/£6 per week to choose a minimum of £15 worth of food. This service compliments that given by WBB very well and enables our clients to move to a different level of longer term support, if required, after they have had their emergency help.

As part of these agreements we have committed to provide food in bulk from our donation site on a weekly basis. This support has helped these pantries to become sustainable charitable entities.

## **5. Future developments**

To meet the increasing demand for our services and to ensure that our clients do not have to travel too far to access our services, we plan to open a new food distribution hub in April 2025. This will be at Badger Farm Community Centre, which is close to an area of highest need in Winchester.

In addition to having the flexibility to cope with increased client numbers, our main focus is on improving the quality of our client interactions. We continuously strive to remove the stigma some potential clients can feel in approaching a food/clothing bank and to make WBB a friendly place where helpful and relevant support can be accessed.

## **Winchester Basics Bank**

Churches, Corporates, Charities and individuals in our community continue to be very generous in their giving of time, food and finances. We are extremely grateful for this support without which none of our steps to improve our services would be possible.

## Winchester Basics Bank

### Financial review

	2024 £	2023 £
<u>Income</u>		
Monetary donations, rent and interest	137,254	139,895
Purchased Food & vouchers	92,066	68,978
Donated goods received	116,733	94,224
<b>Total income</b>	<b>346,053</b>	<b>303,097</b>
<u>Expenditure</u>		
Monetary expenditure – unrestricted	204,785	172,543
- restricted	-	-
Goods given out	206,976	164,874
<b>Total expenditure</b>	<b>411,761</b>	<b>337,417</b>
Net surplus/(deficit)		
Monetary	(67,531)	(32,648)
Donated goods	1,823	(1,672)
<b>Net income/(expenditure)</b>	<b>(65,708)</b>	<b>(34,320)</b>
Funds at 31 <sup>st</sup> December		
Unrestricted general income funds	312,311	380,544
Donated goods and restricted funds	29,543	27,018
<b>Total funds</b>	<b>341,854</b>	<b>407,562</b>

Monetary Income reduced slightly during 2024 as the impact of the cost of living crises on household and corporate budgets had a negative effect on donations. Total monetary income of £137,254 (2023 - £139,875) – representing churches 15% (last year 8%), businesses/charities 11% (last year 13%) and individuals including associated Gift Aid 66% (last year 73%). Monetary donations were received from a combination of private individuals, local

## Winchester Basics Bank

church communities, local businesses and local charities. We also received gift aid (directly or via CAF, and Stewardship), plus interest from cash deposits.

We received a donation of £2,500 from Winchester City Council which was for assistance with the set up costs on creation of a new client hub at Badger Farm Community Centre. This grant was unspent at 31<sup>st</sup> December (and is shown as Restricted Funds in the results) but has been utilized in early 2025. A further grant of £2,500 is expected in early 2025 on completion of the project.

We are very grateful for the continued financial support of Winchester and the surrounding communities for our activities. We are blessed to be in a healthy financial situation and therefore able to consider improving/broadening our services as the demand for our services continues to grow. We now have £286,616 (2023 - £322,718) in the bank and cash in hand. These funds will enable us to meet the needs of our community well into the future.

Total monetary expenditure in the year was higher at £204,785 (2023 - £172,543) mostly due to the increased cost (both quantity and unit cost) of purchasing food to supplement food donations, and expenditure on Professional Fees and IT/Social Media. The Other Costs are detailed on page 15. Historically much of the provision to facilitate our service was in kind and therefore the cash costs of operations were lower and in effect understated in true value terms. Investment continues to be made to make the operations more efficient, safer and scalable.

The net deficit for the year was £65,708 (2023 deficit - £34,320), comprising a net monetary deficit of £67,531 (2023 deficit - £32,648), and net Donated Goods gain of £1,823 (2023 – net Donated Goods deficit of £1,672), representing a small increase in donated goods and voucher stock at the year end.

The directors' policy is to aim to hold unrestricted monetary funds as a reserve of at least six months of operating costs (which now equates to approximately £103,000), plus funds for investment in the future sustainable provision of services to meet the needs of the community. The total of unrestricted general funds at 31<sup>st</sup> December 2024 exceeds this level as the Board consider the future strategy investment opportunities. It is the Board's policy to utilize the Unrestricted Funds in the short to medium term to support the increased level of demand and activity being experienced. This policy will be reviewed regularly.

The fair-value cost of donated goods received in the year was £116,733 (2023 - £94,224) a net increase of 24%. The main reasons for this increase are that in 2024 we had a full year of products donated by the Hygiene Bank, and as a result of some successful supermarket store collection days whereby our volunteers outside the store asked shoppers if they could make a donation of food on their way out.

Food donations are received from a variety of sources: there are regular collection points at many local churches, supermarkets and other locations. This is supplemented by occasional collections from local businesses, charities and schools. Rather than manage a large donation around the traditional Harvest Festival period we have developed a scheme to spread these donations through the year. We also have considerable donations from The Hygiene Bank of a wide range of hygiene related products.

We would like to give a huge thank you to all those individuals and organisations who have helped us during the year through gifts of food, clothing, cash and time. These organisations include supermarkets such as Aldi, Sainsburys, Co-op and Waitrose and we also receive generous food donations from local farm shops and Winchester Rotary. We purchase fresh food weekly from Fareshare.

In 2024 we have continued to attract and retain new volunteers which has helped us cope with

## Winchester Basics Bank

demand and replace some volunteers who needed to withdraw for a variety of reasons. We are hugely grateful for their work. In total we are supported by over seventy volunteers who donate very generously of their time and skills, many of which have been doing so for a great number of years. Our volunteers transport food collected at supermarkets and other donation sites to our bulk sorting and storage site and food hubs as well as to individual client households as part of our delivery service. They also sort and store the food as well as serving our clients with food and clothing at the hubs. Without our wonderful volunteers we would not be able to provide our services.

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

Winchester Basics Bank is a charitable company limited by guarantee without share capital. It was incorporated on 5<sup>th</sup> January 2004 and registered as a charity on 4<sup>th</sup> March 2004.

It is governed under its Articles of Association and was established under a Memorandum of Association that sets out the objects and powers of the charitable company. These documents were updated in 2020 with the help of the Hampshire County Council legal team.

The members of the Board of Trustees, who are also Directors and members are elected to serve for three years with the option to extend. The directors of the charitable company (the charity) are its trustees under charity law. Directors are selected from local churches and from the wider local community.

The members of Winchester Basics Bank are guarantors of the company to an amount not exceeding £1 per person in the event of winding up.

The board of directors normally meets every two months to review the operation of the charity, consider/decide upon investments and to agree policies and procedures. Reports from the Operations Manager and the Treasurer are reviewed and updates given by the Chair and directors on any relevant specific agenda items. In addition, a Strategy Meeting is normally held once per year to discuss and set the direction for the coming periods. Decision making is the responsibility of the board.

Contact details for the charity are set out on the Winchester Basics Bank website ([www.winchesterbasicsbank.org.uk](http://www.winchesterbasicsbank.org.uk)).

# Winchester Basics Bank

## Reference and administrative details

Name of charity: Winchester Basics Bank

Charity registration number: 1102470

Company registration number: 05005690

Registered office and principal place of business: 21a Penton Place, Milland Road, Winchester, SO23 0PZ

### The directors (trustees and members) at the end of 2024 were as follows:

Lesley Little	Director and Chair
Mary Alveyn	Director
Paul Breakwell	Director (Resigned 6 <sup>th</sup> Jan 2025)
Beauman Chong	Director
Leona Mani	Director
Dean Shaw	Director (from 14 <sup>th</sup> June 2024)
Terry Martin	Director and Treasurer
Lucy Dillon	Director and Company Secretary

Patron: David Innes OBE

President: Dean Catherine Ogle (stood down 31<sup>st</sup> March 2025)

Independent Examiner: K.J. Stratton – Kimball Smith

Bankers: Santander 119 High St, Winchester SO23 9AS  
Deposit accounts also held with RBS, Virgin Money and Kingdom Bank

### Exemptions from disclosure

None applicable.

Approved by the Board of Directors on 10.6.25 and signed on its behalf by:



Lesley Little, Director and Chair

## Winchester Basics Bank

### Report of the Independent Examiner to the trustees of Winchester Basics Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2024 as set out on pages 11 to 19 (including notes to the accounts).

#### Responsibilities and basis of report

As the charity trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;
- or the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

Signed by: As signed by K. J. Stratton

Date: 13 June  
2025

Name: Kenneth John Stratton FMAAT 6195080

Address: c/o Kimball Smith  
Brewery House  
High Street  
Twyford  
Winchester  
SO21 1RG

Winchester Basics Bank

**Statement of Financial Activities  
(including Summary Income and Expenditure Account)**

for the year ending 31<sup>st</sup> December

			Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
		Note	£	£		£
<b>Income</b>						
Donations	Donations and gifts	1.f	113,365	2,500	115,865	120,644
	Gift Aid on direct giving		12,244	-	12,244	11,479
	Purchased Food & vouchers	1.g	92,066	-	92,066	68,978
	Donated Food received	1.g	116,733	-	116,733	94,224
Other income	Interest and rent		9,145	-	9,145	7,772
<b>Total income</b>			<b>343,553</b>	<b>2,500</b>	<b>346,053</b>	<b>303,097</b>
<b>Expenditure</b>						
Charitable activities	Food & vouchers given out	1.g	206,976	-	206,976	164,874
	FareShare fees		3,109	-	3,109	1,906
	Purchased food & vouchers		88,957	-	88,957	66,079
	Charitable Donation		-	-	-	5,000
	Staff costs	3.a	52,666	-	52,666	48,964
	Other costs	3.b	60,053	-	60,053	50,594
<b>Total expenditure</b>			<b>411,761</b>	<b>-</b>	<b>411,761</b>	<b>337,417</b>
<b>Net income/(deficit) for the reporting period</b>			<b>(68,208)</b>	<b>2,500</b>	<b>(65,708)</b>	<b>(34,320)</b>
Transfers between funds		10.	-	-	-	-
<b>Net movement in funds</b>			<b>(68,208)</b>	<b>2,500</b>	<b>(65,708)</b>	<b>(34,320)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		10.	407,537	25	407,562	441,882
Total funds carried forward		10.	339,329	2,525	341,854	407,562

# Winchester Basics Bank

## Balance Sheet

as at 31<sup>st</sup> December

		2024	2023
	Note	£	£
<b>Fixed Assets</b>	5.	21,943	25,420
<b>Current assets</b>			
Stocks	6.	28,841	27,018
Debtors and pre-payments	7.	5,775	33,393
Cash at bank and in hand	8.	286,616	322,718
<b>Total current assets</b>		<b>321,232</b>	<b>383,129</b>
<b>Creditors: amounts falling due within one year</b>	9.	<b>1,321</b>	<b>987</b>
<b>Net current assets</b>		<b>319,911</b>	<b>382,142</b>
<b>Total assets less current liabilities</b>		<b>341,854</b>	<b>407,562</b>
<b>Funds of the charity</b>			
Restricted income funds	10.	2,525	25
Unrestricted general funds	10.	310,488	380,519
Goods fund (fair value)	10.	28,841	27,018
<b>Total funds</b>	10.	<b>341,854</b>	<b>407,562</b>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

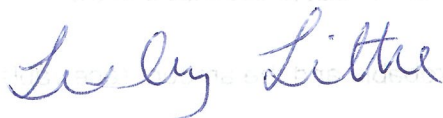
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

## Winchester Basics Bank

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with Charities SORP (FRS102).

These financial statements were approved by the Board of Directors on 10.6.25 and are signed on its behalf by:



Mrs Lesley Little, Director and Chair

The notes to the accounts on pages 13 to 19 form part of these financial statements

### Notes to the accounts

#### 1. Basis of preparation

- a. These accounts have been prepared on a going concern basis under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.
- b. The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (FRS 102), second edition – October 2019 and with the Charities Act 2011 and with the Companies Act 2006.
- c. The charity constitutes a public benefit entity as defined by FRS 102.
- d. Unrestricted income funds exceed twelve months of operating costs and so the Directors conclude that the charity is a going concern.
- e. The accounts present a true and fair view and no changes have been made to the accounting policies.
- f. The restricted funds of £2,500 at 31<sup>st</sup> December is a grant from the Winchester City Council towards the cost of the creation of a new food distribution hub at Badger Farm Community Centre. This grant will be spent for this purpose in early 2025.
- g. The value of donated goods for distribution to beneficiaries, predominantly food, groceries and toiletries, has been included in these accounts as required by Charities SORP (FRS102), except for items of immaterial or uncertain value such as clothing.

#### 2. Accounting policies

- a. Income is generally recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.
- b. There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the Charities SORP or FRS 102.
- c. Grants and cash donations are only included in the SoFA when the general criteria for recognition of income are met.
- d. Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered as part of that gift and is treated as an

## Winchester Basics Bank

addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

- e. Donated goods are measured at fair value unless impractical to do so. The cost of stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed they are recognised as an expense at the carrying amount of the stocks at the time of distribution.
- f. The value of voluntary help received is not included in the accounts but is described in the directors' report (incorporating the Trustees' annual report).
- g. Interest income is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
- h. Expenditure is recognised on an accruals basis and includes VAT which cannot be recovered. Liabilities are generally recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
- i. Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- j. The charity has creditors which are measured at settlement amounts less any trade discounts applicable.
- k. Expenditure on individual fixed asset items of less than £2,000 cost is 100% written-off in the year of purchase. Items in excess of that are capitalized and depreciated over five years.

### 3. Expenditure on charitable activities

#### a. Staff costs

	2024	2023
Salaries and wages	51,166	47,427
Social security costs	-	-
Pension costs	1,500	1,537
<b>Total staff costs</b>	<b>52,666</b>	<b>48,964</b>

Headcount for the period was 3 (2023: 3). The part time employees work wholly in the delivery and support of the charity's activities.

The charity continues to take advantage of the Government's NEST defined contribution workplace pension scheme. Pension costs are employer pension contributions. All pension expense is taken from unrestricted funds.

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b. Other costs	2024 £	2023 £
Equipment, fixtures and depreciation	8,061	10,167
Transport expenses	2,410	1,723
Sundry operating costs	1,547	1,929
Rent & rates	27,624	27,579
Postage and stationery	95	131
Office consumables	731	251
Insurance	2,433	2,128
Professional fees	5,076	1,496
I.T. & Social Media	7,661	385
Training & DBS Checks	1,135	2,929
Vouchers for local Food Pantry's	456	-
Telephone	1,013	1,023
Energy	1,811	853
Total other costs	60,053	50,594

Equipment relates mainly to depreciation on the Electric van and warehouse equipment, plus some small purchases of new warehouse/office equipment.

#### 4. Taxation

The charity is exempt from tax on income and gains to the extent that these are applied for its charitable purposes. No tax liabilities or charges have arisen in the period.

#### 5. Fixed Assets

During 2022 an electric van was purchased, costing £32,583, which is used for collections and deliveries within our network. This is being depreciated over five years with £6,517 charged during 2024. Net book value at Dec 2024 was £18,464 (Dec 2023 £24,981).

During 2020, a clothes store was created at a cost of £2,200. This has been depreciated over five years and therefore £440 (£440 last year) of annual depreciation has been provided for. The net book value at Dec 2024 is £0 (last year £440), and accumulated depreciation is £2,220 (£1,760 last year).

During 2024, the IT software used by the Basics Bank was upgraded at a cost of £3,600. This is being depreciated over five years. The net book value at Dec 2024 is £3,480, accumulate.

## Winchester Basics Bank

### 6. Stocks

	<b>2024</b>	<b>2023</b>
	£	£
Donated goods for distribution to beneficiaries		
Opening stock value	27,018	28,690
Received in period	208,799	163,202
Expensed in period	(206,976)	(164,874)
Closing stock value at 31 <sup>st</sup> December	28,841	27,018

Other than the stock of donated goods and prepaid vouchers, the charity does not hold any material value of stocks

### 7. Debtors and prepayments

	<b>2024</b>	<b>2023</b>
	£	£
as at 31st December		
Donations in transit	-	-
Gift Aid reclaim	2,660	30,028
Rent deposit	3,115	3,115
Prepayments	0	250
Total debtors	5,775	33,393

### 8. Cash at bank and in hand

	<b>2024</b>	<b>2023</b>
	£	£
as at 31st December		
Short term deposits	286,503	322,418
Cash at bank and on hand	113	300
Total	286,616	322,718

## Winchester Basics Bank

### 9. Creditors and accruals

Amounts falling due within one year		
as at 31st December	2024 £	2023 £
Accrued expenses	1,321	987
Grant deferral	-	
Total	<u>1,321</u>	<u>987</u>

There were no creditors falling due after more than one year at either 31<sup>st</sup> December 2024 or 2023.

## Winchester Basics Bank

### 10. Fund movements

<b>Funds held and movement 2023</b>		<b>Opening balance</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Closing balance</b>
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Sub-total	25	-	-	-	25
Unrestricted funds	General funds	413,167	139,895	(172,543)	-	380,519
	Goods fund (fair value)	28,690	163,202	(164,874)	-	27,018
	Sub-total	441,857	303,097	(337,417)	-	407,537
Total charity funds		441,882	303,097	(337,417)	-	407,562
<b>Funds held and movement 2024</b>		<b>Opening balance</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Closing balance</b>
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Winchester City Council Grant	-	2,500	-	-	2,500
	Sub-total	25	2,500	-	-	2,525
Unrestricted funds	General funds	380,519	134,754	(204,785)	-	310,488
	Goods fund (fair value)	27,018	208,799	(206,976)	-	28,841
	Sub-total	407,537	343,553	(411,761)	-	339,329
Total charity funds		407,562	346,053	(411,761)	-	341,854

## Winchester Basics Bank

### 11. Transactions with trustees and related parties

- a. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.
- b. No trustee expenses have been incurred or paid.
- c. There have been no related party transactions in the reporting period.



**Winchester Food & Basics Bank**

England & Wales - Charity number 1102470

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# Accounts

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**Winchester Basics Bank**

(a company limited by guarantee)

**Report and Financial Statements**

**Year ending 31<sup>st</sup> December 2023**

Charity number: 1102470

Company number: 05005690

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# Winchester Basics Bank

## Report of the directors for the year ending 31<sup>st</sup> December 2023

The trustees present their annual directors' report together with the financial statements of Winchester Basics Bank for the year ending 31<sup>st</sup> December 2023. The financial statements have been prepared for the company as a going concern on the basis set out in Note 1 to the accounts and under the accounting policies set out in Note 2 (see pages 13 and 14).

The directors have taken advantage of the exemptions applicable to small companies including: not being required to have a statutory audit, not being required to include a statement of cash flows with the financial statements, not being required to analyse and report income and expenditure on a detailed activity basis.

As total income for the period exceeds £250,000, the company is required under charity law to have either an audit or an independent examination of its accounts by a qualified person. The Board appointed K.J. Stratton of Kimball Smith as its independent examiner in 2023.

This directors' report includes the trustees' annual report information as required under charity law.

### 1. Background and Purpose

Winchester Basics Bank (WBB) provides food, hygiene products and clothing to individuals and families in emergency need. It aims to make appropriate resources available to the maximum number of people at their point of greatest need. Founded in 2004, it is an ecumenical Christian registered charity, set up by the churches based in Winchester and with the support of Winchester City Council.

Our purpose is to act as a resource for people facing a difficult situation in their lives and struggling to make ends meet, perhaps because of delayed benefit payments or a major household crisis. In recent times the impact of the Covid-19 pandemic and the cost of living crisis have caused significant difficulties for many. WBB is entirely non-judgmental in that it helps anyone that needs urgent support. The range of people who are served is wide, from individuals, to households with children and to elderly people. It also includes refugees and asylum seekers as and when required. WBB makes a vital contribution to the relief of hardship and so supports social cohesion in the community and in this way provides public benefit.

Traditionally clients are referred to WBB through referral agents such as Winchester City Council Housing Department, Hampshire County Council Social Services, Citizens Advice, Trinity Centre, local housing associations and local charitable groups, churches, doctors' surgeries, probation officers and health visitors. These referral agents issue online vouchers to people they know who are in urgent emergency need, and these vouchers are exchanged at WBB for 5-days of food and hygiene products plus articles of clothing when required. In addition, as a result of the pandemic, it was decided in 2020 to set up a self-referral process whereby people who have never used our services before could reach us directly. This has proved to be an effective way of reaching more clients in the community so the directors decided in 2021 to adopt it as a permanent process. WBB also supports other food banks and food pantries in the surrounding area with food donations.

# Winchester Basics Bank

## 2. Facilities

### 2.1. Main Donation Sorting & Storage Site

This site in Winnall, opened in March 2021, is where the majority of food and clothing donations are delivered to WBB. Suitable space is available to correctly sort the items and store them efficiently. Adding this facility has had a transformational impact on the rest of WBB by allowing us to declutter our client-facing local Food and Clothes Hubs and as a result improve the quality of the interaction with our clients due to the extra space available for discussion. We are continually reviewing our warehouse and logistical operations to ensure that we can operate efficiently and manage the recent volume increases in activity.

### 2.2. Food Hubs

We have 4 Food Hubs where clients collect food at the following locations:

- Highcliffe: Milland Road
- Bar End: Vineyard Church
- Weeke: St. Barnabas Church
- Alresford: St. Gregory's Church

At least one of these hubs is open every day between Monday and Friday.

All of the food hubs are equipped to enable our clients to choose many food items for themselves. Clients often comment on how this helps to make the experience of using our service more pleasant and more similar to visiting a shop. It also means that our staff and volunteers are able to accompany the client for longer during their visit thus enabling a better relationship to develop. The aim is always to make the client feel comfortable in our operating hubs which in some cases has allowed signposting of clients to other local support services.

### 2.3. Clothes Hubs

We have 2 hubs where clients can access clothes at the following locations:

- Highcliffe: Milland Road - adult clothing
- Bar End: Vineyard Church - full range of adult & children's clothing

Adult clothes can be selected by clients when they visit the Milland Road hub to collect food where the space allocated for this has been enlarged due to the decluttering mentioned above.

Any individual or household that requires additional clothing can access this at the Vineyard hub where a wide range is available including children's items such as cots, prams and toys. This is by appointment only to respect the privacy required for the client.

### 2.4. Electric Van

Following a significant donation, WBB was able to purchase a small electric van in 2022. The main purpose of the van is to deliver food crates from our warehouse site to the hubs on a regular basis, as such the distances involved are short so an electric vehicle is ideal.

## 3. Services

### 3.1. Client numbers

2023 proved to be a record year for client numbers with 7,004 food parcels given out compared to 5,282 during 2022, and increase of 33%. The number of food parcels given out has grown year on year in recent times and a further increase is forecast for 2024.

## **Winchester Basics Bank**

There was a marked increase in client numbers in the second half of 2022, mirroring the cost of living crises that hit the country, with this trend continuing through 2023 and into 2024.

As an emergency service, our general rule is to limit the number of vouchers per client in a 12-month period. This limit was raised to 8 visits during the pandemic and remains at this level. Most clients only need our support over 2 - 3 visits. For those who visit more often and especially those who reach the maximum level of 8 visits, we signpost them to other support services or to our partner food pantries in Stanmore and Winnall. We have recently introduced a scheme whereby if the maximum level of 8 visits is reached, we provide a voucher for a visit to a partner food pantry as a way of introducing the client.

### **3.2. Schools Programme**

Our School Holiday Lunch Scheme for Pupil Premium children who are referred to us by local schools was expanded in 2021 to include additional families who needed support. This scheme continued through 2023.

### **3.3. Deliveries to Clients**

Our delivery service, set up during the pandemic for clients who needed to isolate or physically could not get to one of our food hubs to collect, has now been established as a permanent service. It is clear that it is helping us to improve our reach into the community as around 20% of all food parcels are linked to a delivery.

### **3.4. Signposting**

Our self-selection process has proved to be useful in developing more interaction with our clients as they are always accompanied by a volunteer when they select their food items, which allows conversations to more easily flow. During these conversations we can make helpful suggestions and suggest alternative providers of support eg Citizens Advice.

We also have an "Other Services" page on our website to provide information and links to appropriate support services.

## **4. Partnerships with Local Food Pantries**

In 2022 we set up partnership agreements with the two food pantries based in Winchester at The Carroll Centre, Stanmore and Unit 12, Winnall. Anyone needing ongoing help with accessing food can sign up at one of these pantries and pay £5 per week to choose a minimum of £15 worth of food. This service compliments that given by WBB very well and enables our clients to move to a different level of longer term support, if required, after they have had their emergency help.

As part of these agreements we have committed to provide food in bulk from our donation site on a weekly basis. This support has helped these pantries to become sustainable charitable entities.

## **5. Future developments**

In addition to having the flexibility to cope with increased client numbers, our main focus is on improving the quality of our client interactions. We continuously strive to remove the stigma some potential clients can feel in approaching a food/clothing bank and to make WBB a friendly place where helpful and relevant support can be accessed.

## **Winchester Basics Bank**

Churches, Corporates, Charities and individuals in our community continue to be very generous in their giving of time, food and finances. We are extremely grateful for this support without which none of our steps to improve our services would be possible.

## Winchester Basics Bank

### Financial review

	2023 £	2022 £
<u>Income</u>		
Monetary donations, rent and interest	139,895	192,787
Donated goods received	163,202	178,923
<b>Total income</b>	<b>303,097</b>	<b>371,710</b>
<u>Expenditure</u>		
Monetary expenditure – unrestricted	172,543	98,539
- restricted	-	-
Donated goods given out	164,874	179,515
<b>Total expenditure</b>	<b>337,417</b>	<b>278,054</b>
Net surplus/(deficit)		
Monetary	(32,648)	94,248
Donated goods	(1,672)	(592)
<b>Net income/(expenditure)</b>	<b>(34,320)</b>	<b>93,656</b>
Funds at 31 <sup>st</sup> December		
Unrestricted general income funds	380,544	413,192
Donated goods and restricted funds	27,018	28,690
<b>Total funds</b>	<b>407,562</b>	<b>441,882</b>

Income reduced during 2023 as the benefit of fundraising campaigns during the pandemic continued to tail off and the impact of the cost of living crises on household and corporate budgets had a negative effect on donations. Total monetary income of £139,895 (2022 - £192,787) – representing churches 8% (last year 6%), businesses/ charities 13% (last year 33%) and individuals including associated Gift Aid 73% (last year 60%). Monetary donations were received from a combination of private individuals, local church communities, schools, local businesses and local charities. We also received gift aid (directly or via CAF, and Stewardship), interest from cash deposits and a small amount of rental income.

## Winchester Basics Bank

We are very grateful for the continued financial support of Winchester and the surrounding communities for our activities. We are blessed to be in a healthy financial situation and therefore able to consider improving/broadening our services particularly as a function of the increased need arising from higher inflation within the economy. We now have £322,718 (2022 - £362,631) in the bank and cash in hand. These funds will enable us to meet the needs of our community well into the future.

Total monetary expenditure in the year was higher at £172,543 (2022 - £98,539) mostly due to the cost of purchasing food to supplement food donations, and investment in staff – further details of other costs are provided in Note 3 to the accounts. A donation of £5,000 was also made to the Carroll Centre to support the Food Pantry there. Historically much of the provision to facilitate our service was in kind and therefore the cash costs of operations were lower and in effect understated in true value terms. Investment continues to be made to make the operations more efficient, safer and scalable.

The net deficit for the year was £34,320 (2022 surplus - £93,656), comprising a net monetary deficit of £32,648 (2022 surplus - £94,248), plus a net deficit of £1,672 (2022 – net deficit of £592) on donated goods, representing a small increase in donated goods and voucher stock at the year end.

The directors' policy is to aim to hold unrestricted monetary funds as a reserve of at least six months of operating costs (which now equates to approximately £85,000), plus funds for investment in the future sustainable provision of services to meet the needs of the community. The total of unrestricted general funds at 31<sup>st</sup> December 2023 exceeds this level as the Board consider the future strategy investment opportunities. It is the Board's policy to utilize the Unrestricted Funds in the short to medium term to support the level of activity being experienced. This policy will be reviewed regularly.

The fair-value cost of donated goods received in the year was £163,202 (2022 - £178,923) a net decrease of 9%. The main reasons for this decrease is the pressure on household budgets generated by the "cost of living" crisis. We also increased the amount of food we purchased to complement this using cash donations received and reserves.

Food donations are received from a variety of sources: there are regular collection points at many local churches, supermarkets and other locations. This is supplemented by occasional collections from local businesses, churches and schools. Rather than manage a large donation around the traditional Harvest Festival period we have developed a scheme to spread these donations through the year. This also enables us to request the items that are low in stock at different points in the year.

We would like to give a huge thank you to all those individuals and organisations who have helped us during the year through gifts of food, clothing, cash and time. These organisations include supermarkets such as Sainsburys, Co-op and Waitrose. We also purchase fresh food weekly from FareShare.

In 2023 we have continued to attract and retain new volunteers which has helped us cope with demand and replace some volunteers who needed to withdraw for a variety of reasons. We are hugely grateful for their work. In total we are supported by over seventy volunteers who donate very generously of their time and skills, many of which have been doing so for a great number of years. Our volunteers transport food collected at supermarkets and other donation sites to our bulk sorting and storage site and food hubs as well as to individual client households as part of our delivery service. They also sort and store the food as well as serving our clients with food and clothing at the hubs. Without our wonderful volunteers we would not be able to provide our services.

## **Winchester Basics Bank**

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

Winchester Basics Bank is a charitable company limited by guarantee without share capital. It was incorporated on 5<sup>th</sup> January 2004 and registered as a charity on 4<sup>th</sup> March 2004.

It is governed under its Articles of Association and was established under a Memorandum of Association that sets out the objects and powers of the charitable company. These documents were updated in 2020 with the help of the Hampshire County Council legal team.

The members of the Board of Trustees, who are also Directors and members are elected at the AGM to serve for three years, subject to ratification at each AGM. The directors of the charitable company (the charity) are its trustees under charity law. Directors are selected from local churches and from the wider local community.

The members of Winchester Basics Bank are guarantors of the company to an amount not exceeding £1 per person in the event of winding up.

The board of directors normally meets every two months to review the operation of the charity, consider/decide upon investments and to agree policies and procedures. Reports from the Operations Manager and the Treasurer are reviewed and updates given by the Chair and directors on any relevant specific agenda items. In addition, a Strategy Meeting is normally held once per year to discuss and set the direction for the coming periods. Decision making is the responsibility of the board.

Contact details for the charity are set out on the Winchester Basics Bank website ([www.winchesterbasicsbank.org.uk](http://www.winchesterbasicsbank.org.uk)).

## Winchester Basics Bank

### **Reference and administrative details**

Name of charity: Winchester Basics Bank

Charity registration number: 1102470

Company registration number: 05005690

Registered office  
and principal  
place of business: 21a Penton Place,  
Milland Road  
Winchester  
SO23 OPZ

The directors (trustees and members) at the end of 2023 were as follows:

Lesley Little	Director and Chair (from September 2023)
Mike Whitehead	Director and Chair (until September 2023)
Mary Alveyn	Director
David Bartholomew	Director and Company Secretary (until August 2023)
Paul Breakwell	Director and Treasurer (Treasurer until July 2023)
Beauman Chong	Director
Leona Mani	Director
Julie Wells	Director (until January 2023)
Terry Martin	Director and Treasurer (from July 2023)
Lucy Dillon	Director (from July 2023) and Company Secretary (from August 2023)

Patron: David Innes OBE

President: Dean Catherine Ogle

Independent Examiner: K.J. Stratton – Kimball Smith

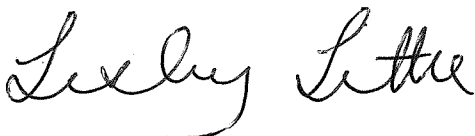
Bankers: Santander 119 High St, Winchester SO23 9AS

Deposit accounts also held with RBS, Virgin Money (until July 2023) and Kingdom Bank

### **Exemptions from disclosure**

None applicable.

Approved by the Board of Directors on 8/7/24 and signed on its behalf by:



Lesley Little, Director and Chair

## Winchester Basics Bank

### Report of the Independent Examiner to the trustees of Winchester Basics Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2023 as set out on pages 11 to 19 (including notes to the accounts).

#### Responsibilities and basis of report

As the charity trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;
- or the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

Signed by: As signed by

Date: 19 July 2024

K. J. Stratton

Name: Kenneth John Stratton FMAAT 6195080

Address: c/o Kimball Smith  
Brewery House  
High Street  
Twyford  
Winchester  
SO21 1RG

Winchester Basics Bank

**Statement of Financial Activities  
(including Summary Income and Expenditure Account)**

for the year ending 31<sup>st</sup> December

		Note	Unrestricted funds £	Restricted funds £	2023 Total funds	2022 Total funds £
<b>Income</b>						
Donations	Donations and gifts		120,644	-	120,644	180,115
	Gift Aid on direct giving		11,479	-	11,479	10,882
	Donated goods received	1.f	163,202	-	163,202	178,923
Other income	Interest and rent		7,772	-	7,772	1,790
<b>Total income</b>			<b>303,097</b>	<b>-</b>	<b>303,097</b>	<b>371,710</b>
<b>Expenditure</b>						
Charitable activities	Donated goods given out	1.f	164,874	-	164,874	179,515
	FareShare fees		1,906	-	1,906	2,174
	Food purchased		66,079	-	71,079	19,409
	Charitable Donation		5,000	-	5,000	-
	Staff costs	3.a	48,964	-	48,964	35,997
	Other costs	3.b	50,594	-	50,594	40,959
<b>Total expenditure</b>			<b>337,417</b>	<b>-</b>	<b>337,417</b>	<b>278,054</b>
<b>Net income/(deficit) for the reporting period</b>			<b>(34,320)</b>	<b>-</b>	<b>(34,320)</b>	<b>93,656</b>
Transfers between funds		10.	-	-	-	-
<b>Net movement in funds</b>			<b>(34,320)</b>	<b>-</b>	<b>(34,320)</b>	<b>93,656</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		10.	441,857	25	441,882	348,226
Total funds carried forward		10.	407,537	25	407,562	441,882

# Winchester Basics Bank

## Balance Sheet

as at 31<sup>st</sup> December

		2023	2022
	Note	£	,£
<b>Fixed Assets</b>	5.	25,420	32,377
<b>Current assets</b>			
Stocks	6.	27,018	28,690.
Debtors and pre-payments	7.	33,393	21,771
Cash at bank and in hand	8.	322,718	362,631
<b>Total current assets</b>		<b>383,129</b>	<b>413,093</b>
Creditors: amounts falling due within one year	9.	987	3,587
<b>Net current assets</b>		<b>382,142</b>	<b>409,505</b>
<b>Total assets less current liabilities</b>		<b>407,562</b>	<b>441,882</b>
<b>Funds of the charity</b>			
Restricted income funds	10.	25	25
Unrestricted general funds	10.	380,519	413,167
Donated goods fund (fair value)	10.	27,018	28,690
<b>Total funds</b>	10.	<b>407,562</b>	<b>441,882</b>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

## Winchester Basics Bank

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with Charities SORP (FRS102).

These financial statements were approved by the Board of Directors on 27/24 and are signed on its behalf by:

Mrs Lesley Little, Director and Chair

The notes to the accounts on pages 13 to 19 form part of these financial statements

### Notes to the accounts

#### 1. Basis of preparation

- a. These accounts have been prepared on a going concern basis under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.
- b. The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (FRS 102), second edition – October 2019 and with the Charities Act 2011 and with the Companies Act 2006.
- c. The charity constitutes a public benefit entity as defined by FRS 102.
- d. Unrestricted income funds exceed twelve months of operating costs and so the Directors conclude that the charity is a going concern.
- e. The accounts present a true and fair view and no changes have been made to the accounting policies.
- f. The value of donated goods for distribution to beneficiaries, predominantly food, groceries and toiletries, has been included in these accounts as required by Charities SORP (FRS102), except for items of immaterial or uncertain value such as clothing.

#### 2. Accounting policies

- a. Income is generally recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.
- b. There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the Charities SORP or FRS 102.
- c. Grants and cash donations are only included in the SoFA when the general criteria for recognition of income are met.
- d. Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered as part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
- e. Donated goods are measured at fair value unless impractical to do so. The cost of stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed they are recognised as an expense at the carrying amount of the stocks at the time of distribution.

## Winchester Basics Bank

- f. The value of voluntary help received is not included in the accounts but is described in the directors' report (incorporating the Trustees' annual report).
  - g. Interest income is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
  - h. Expenditure is recognised on an accruals basis and includes VAT which cannot be recovered. Liabilities are generally recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
  - i. Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - j. The charity has creditors which are measured at settlement amounts less any trade discounts applicable.
  - k. Expenditure on individual fixed asset items of less than £2,000 cost is 100% written-off in the year of purchase. Items in excess of that are capitalized and depreciated over five years.
3. Expenditure on charitable activities

a. Staff costs

	2023	2022
Salaries and wages	47,427	34,339
Social security costs	-	-
Pension costs	1,537	1,658
Total staff costs	<u>48,964</u>	<u>35,997</u>

Headcount for the period was 3 (2022: 3). The part time employees work wholly in the delivery and support of the charity's activities.

The charity continues to take advantage of the Government's NEST defined contribution workplace pension scheme. Pension costs are employer pension contributions. All pension expense is taken from unrestricted funds.

## Winchester Basics Bank

### b. Other costs

	2023 £	2022 £
Equipment, fixtures and depreciation	10,167	6,332
Transport expenses	1,723	642
Sundry operating costs	1,929	2,780
Rent & rates	27,579	24,856
Postage and stationery	131	2
Computer consumables	251	547
Insurance	2,128	2,815
Professional fees	1,496	660
Website	385	-
Training	2,929	434
Telephone	1,023	1,149
Energy	853	742
Total other costs	50,594	40,959

Equipment in 2023 relates mainly to full year of depreciation on the Electric van, warehouse trolleys and fitting out of hubs and warehouse. 2022 relates mainly to new fridges, for fitting out our hubs and depreciation.

### 4. Taxation

The charity is exempt from tax on income and gains to the extent that these are applied for its charitable purposes. No tax liabilities or charges have arisen in the period.

### 5. Fixed Assets

During 2022 we purchased an electric van, costing £32,583, which is used for collections and deliveries within our network. This is being depreciated over five years with £6,517 charged during 2023 (£1,086 charged during 2022).

During 2020, a clothes store was created at a cost of £2,200 (£2,200 last year). This is to be depreciated over five years and therefore £440 (£440 last year) of annual depreciation has been provided for. The net book value at Dec 2023 is £440 (last year £880), and accumulated depreciation is £1,760 (£1,320 last year).

## Winchester Basics Bank

### 6. Stocks

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donated goods for distribution to beneficiaries		
Opening stock value	28,690	29,282
Received in period	163,202	178,923
Expensed in period	(164,874)	(179,515)
Closing stock value at 31 <sup>st</sup> December	<u>27,018</u>	<u>28,690</u>

Other than the stock of donated goods and prepaid vouchers, the charity does not hold any material value of stocks.

### 7. Debtors and prepayments

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
as at 31st December		
Donations in transit	-	-
Gift Aid reclaim	30,028	18,500
Rent deposit	3,115	3,115
Prepayments	250	156
Total debtors	<u>33,393</u>	<u>21,771</u>

### 8. Cash at bank and in hand

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
as at 31st December		
Short term deposits	322,418	361,487
Cash at bank and on hand	300	1,144
Total	<u>322,718</u>	<u>362,631</u>

## Winchester Basics Bank

### 9. Creditors and accruals

Amounts falling due within one year

as at 31st December	2023 £	2022 £
Accrued expenses	987	-
Grant deferral	-	3,588
Total	<u>987</u>	<u>3,588</u>

There were no creditors falling due after more than one year at either 31<sup>st</sup> December 2023 or 2022.

## Winchester Basics Bank

### 10. Fund movements

Funds held and movement 2022		Opening balance	Income	Expenditure	Transfers	Closing balance
		£	£	£	£	£
Restricted funds	Fuel poverty fund,919	25	-	-	-	25
	Sub-total	25	-	-	-	25
Unrestricted funds	General funds	318,919	192,787	(98,539)	-	413,167
	Donated goods fund (fair value)	29,282	178,923	(179,515)	-	28,690
	Sub-total	348,201	371,710	(278,054)	-	441,857
Total charity funds		348,226	371,710	(278,054)	-	441,882
Funds held and movement 2023		Opening balance	Income	Expenditure	Transfers	Closing balance
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Sub-total	25	-	-	-	25
Unrestricted funds	General funds	413,167	139,895	(172,543)	-	380,519
	Donated goods fund (fair value)	28,690	163,202	(164,874)	-	27,018
	Sub-total	441,857	303,097	(337,417)	-	407,537
Total charity funds		441,882	303,097	(337,417)	-	407,562

## Winchester Basics Bank

### 11. Transactions with trustees and related parties

- a. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.
- b. No trustee expenses have been incurred or paid.
- c. There have been no related party transactions in the reporting period.

**Winchester Food & Basics Bank**

England & Wales - Charity number 1102470

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# Accounts

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**Winchester Basics Bank**

(a company limited by guarantee)

**Report and Financial Statements**

**Year ending 31<sup>st</sup> December 2022**

Charity number: 1102470

Company number: 05005690

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# Winchester Basics Bank

## Report of the directors for the year ending 31<sup>st</sup> December 2022

The trustees present their annual directors' report together with the financial statements of Winchester Basics Bank for the year ending 31<sup>st</sup> December 2022. The financial statements have been prepared for the company as a going concern on the basis set out in Note 1 to the accounts and under the accounting policies set out in Note 2 (see pages 13 and 14).

The directors have taken advantage of the exemptions applicable to small companies including: not being required to have a statutory audit, not being required to include a statement of cash flows with the financial statements, not being required to analyse and report income and expenditure on a detailed activity basis.

As total income for the period exceeds £250,000, the company is required under charity law to have either an audit or an independent examination of its accounts by a qualified person. The Board appointed K.J. Stratton of Kimball Smith as its independent examiner in 2020 and has reappointed him this year.

This directors' report includes the trustees' annual report information as required under charity law.

### 1. Background and Purpose

Winchester Basics Bank (WBB) provides food, hygiene products and clothing to individuals and families in emergency need. It aims to make appropriate resources available to the maximum number of people at their point of greatest need. Founded in 2004, it is an ecumenical Christian registered charity, set up by the churches based in Winchester and with the support of Winchester City Council.

Our purpose is to act as a resource for people facing a difficult situation in their lives and struggling to make ends meet, perhaps because of delayed benefit payments or a major household crisis. In recent times the impact of the Covid-19 pandemic and the cost of living crisis have caused significant difficulties for many. WBB is entirely non-judgmental in that it helps anyone that needs urgent support. The range of people who are served is wide, from individuals, to households with children and to elderly people. It also includes refugees and asylum seekers as and when required. WBB makes a vital contribution to the relief of hardship and so supports social cohesion in the community and in this way provides public benefit.

Traditionally clients are referred to WBB through referral agents such as Winchester City Council Housing Department, Hampshire County Council Social Services, Citizens Advice, Trinity Centre, local housing associations and local charitable groups, churches, doctors' surgeries, probation officers and health visitors. These referral agents issue online vouchers to people they know who are in urgent emergency need, and these vouchers are exchanged at WBB for 5-days of food and hygiene products plus articles of clothing when required. In addition, as a result of the pandemic, it was decided in 2020 to set up a self-referral process whereby people who have never used our services before could reach us directly. This has proved to be an effective way of reaching more clients in the community so the directors decided in 2021 to adopt it as a permanent process. WBB also supports other food banks and food pantries in the surrounding area with food donations.

# Winchester Basics Bank

## 2. Facilities

### 2.1. Main Donation Sorting & Storage Site

This site in Winnall, opened in March 2021, is where the majority of food and clothing donations are delivered to WBB. Suitable space is available to correctly sort the items and store them efficiently. Adding this facility has had a transformational impact on the rest of WBB by allowing us to declutter our client-facing local Food and Clothes Hubs and as a result improve the quality of the interaction with our clients due to the extra space available for discussion.

### 2.2. Food Hubs

We have 4 Food Hubs where clients collect food at the following locations:

- Highcliffe: Milland Road
- Bar End: Vineyard Church
- Weeke: St.Barnabas Church
- Alresford: St.Gregory's Church

At least one of these hubs is open every day between Monday and Friday.

At the end of 2021 we re-equipped our food hubs to enable our clients to choose many food items for themselves. Since then several clients have commented on how this helps to make the experience of using our service more pleasant and more similar to visiting a shop. It also means that our staff and volunteers are able to accompany the client for longer during their visit thus enabling a better relationship to develop. In some cases this has allowed signposting of clients to other local support services.

### 2.3. Clothes Hubs

We have 2 hubs where clients can access clothes at the following locations:

- Highcliffe: Milland Road - adult clothing
- Bar End: Vineyard Church - full range of adult & children's clothing

Adult clothes can be selected by clients when they visit the Milland Road hub to collect food where the space allocated for this has been enlarged due to the decluttering mentioned above.

Any individual or household that requires additional clothing can access this at the Vineyard hub where a wide range is available including children's items such as cots, prams and toys. This is by appointment only to respect the privacy required for the client. Several Ukrainian refugees have benefited from this service during 2022.

### 2.4. New Electric Van

Following a significant donation, WBB was able to purchase a small electric van in 2022. The main purpose of the van is to deliver food crates from our donation site to the hubs on a regular basis. As such the distances involved are short so an electric vehicle is ideal.

## 3. Services

### 3.1. Client numbers

2022 proved to be a record year for client numbers with 5,282 food parcels given out. This is +34% up on 2021 and +9% on 2020 - the peak year of the pandemic.

## **Winchester Basics Bank**

The main increase occurred in the second half of the year mirroring the impact of the cost of living crisis. Numbers were high through to December which itself was a record month being double the level of December 2021.

As an emergency service, our general rule is to limit the number of vouchers per client in a 12-month period. This limit was raised to 8 visits during the pandemic and remains at this level. Most clients only need our support over 2 - 3 visits. For those who visit more often and especially those who reach the maximum level of 8 visits, we signpost them to other support services or to our partner food pantries in Stanmore and Winnall.

### **3.2. Schools Programme**

Our School Holiday Lunch Scheme for Pupil Premium children who are referred to us by local schools was expanded in 2021 to include additional families who needed support. This scheme continued in 2022.

### **3.3. Deliveries to Clients**

Our delivery service, set up during the pandemic for clients who needed to isolate or physically could not get to one of our food hubs to collect, has now been established as a permanent service. It is clear that it is helping us to improve our reach into the community as around a quarter of all vouchers are linked to a delivery.

### **3.4. Signposting**

In order to help our clients access additional services we have partnered with Winchester Citizens Advice to gain signposting training and several volunteers and staff members have now been trained as Advice First Aiders. As mentioned above, our self selection process has proved to be useful in developing more interaction with our clients as they are always accompanied when they select their food items, which allows conversations to more easily flow.

We also have an "Other Services" page on our website to provide information and links to appropriate support services.

## **4. Partnerships with Local Food Pantries**

In 2022 we set up partnership agreements with the two food pantries based in Winchester at The Carroll Centre, Stanmore and Unit 12, Winnall. Anyone needing ongoing help with accessing food can sign up at one of these pantries and pay £5 per week to choose a minimum of £15 worth of food. This service compliments that given by WBB very well and enables our clients to move to a different level of longer term support, if required, after they have had their emergency help.

As part of these agreements we have committed to provide food in bulk from our donation site on a weekly basis. This support has helped these pantries to become sustainable charitable entities.

## **5. Future developments**

In addition to having the flexibility to cope with increased client numbers, our main focus is on improving the quality of our client interactions. We continuously strive to remove the stigma some potential clients can feel in approaching a food/clothing bank and to make WBB a friendly place where helpful and relevant support can be accessed.

## **Winchester Basics Bank**

Churches, Corporates, Charities and individuals in our community continue to be very generous in their giving of time, food and finances. We are extremely grateful for this support without which none of our steps to improve our services would be possible.

## Winchester Basics Bank

### Financial review

	2022 £	2021 £
<u>Income</u>		
Monetary donations, rent and interest	192,787	168,861
Donated goods received	178,923	115,302
	371,710	284,163
<u>Expenditure</u>		
Monetary expenditure – unrestricted	98,539	82,471
- restricted	-	-
Donated goods given out	179,515	115,033
	278,054	197,064
Net surplus/(deficit)		
Monetary	94,248	86,502
Donated goods	(592)	269
	93,656	86,771
Funds at 31 <sup>st</sup> December		
Unrestricted general income funds	413,192	318,944
Donated goods and restricted funds	28,690	29,282
	441,882	348,226

Momentum from the increased fundraising campaign initiated in 2019 continued to have a very significant positive effect during the pandemic and cost of living crisis. Such generosity resulted in total monetary income of £192,787 (2021 - £168,861) – representing churches 6% (last year 7%), businesses/ charities 33% (last year 47%) and individuals including associated Gift Aid 60% (last year 46%). Monetary donations were received from a combination of local council bodies, private individuals, local church communities, schools, local businesses, charitable trusts, grants and fundraising events. We also received gift aid (directly or via CAF,

## Winchester Basics Bank

and Stewardship), interest from cash deposits and a small amount of rental income.

We are very grateful for the continued financial support of Winchester and the surrounding communities for our activities. We are blessed to be in a healthy financial situation and therefore able to consider improving/broadening our services particularly as a function of the increased need arising from the pandemic and more recently from higher inflation. We now have £362,631 (2021 - £308,690) in the bank and cash in hand. These funds will enable us to meet the needs of our community well into the future.

Total monetary expenditure in the year was higher at £98,539 (2021 - £86,771) – further details of other costs are provided in Note 3 to the accounts. Historically much of the provision to facilitate our service was in kind and therefore the cash costs of operations were lower and in effect understated in true value terms. Investment has now been made to make the operations more efficient, safer and scalable.

The net surplus for the year was £93,656 (2021 - £87,099), comprising a net monetary surplus of £94,248 (2021 - £86,502), plus a net deficit of £592 (2021 – net surplus of £269) on donated goods, representing a small increase in donated goods and voucher stock at the year end.

The directors' policy is to aim to hold unrestricted monetary funds as a reserve of at least six months of operating costs (which now equates to approximately £50,000), plus funds for investment in the future sustainable provision of services to meet the needs of the community. The total of unrestricted general funds at 31<sup>st</sup> December 2022 exceeds this level as the Board consider the future strategy investment opportunities.

The fair-value cost of donated goods received in the year was £178,923 (2021 - £115,302) a net increase of 55%. The main reasons for this increase is the public responding to the increased demand and food inflation. We also increased the amount of food we purchased to complement this using cash donations.

Food donations are received from a variety of sources: there are regular collection points at many local churches, supermarkets and other locations. This is supplemented by occasional collections from local businesses, churches and schools. Rather than manage a large donation around the traditional Harvest Festival period we have developed a new scheme to spread these donations through the year. This also enables us to request the items that are low in stock at different points in the year.

We would like to give a huge thank you to all those individuals and organisations who have helped us during the year through gifts of food, clothing, cash and time. These organisations include supermarkets such as Sainsbury's, Tesco, Co-op and Waitrose. We also purchase fresh food weekly from FareShare.

In 2022 we have continued to attract and retain new volunteers which has helped us cope with demand and replace some of the existing volunteers who needed to withdraw due to the pandemic or other reason. We are hugely grateful for their work. In total we are supported by over eighty volunteers who donate very generously of their time and skills. Some of our volunteers have given over 10 years of voluntary service which has been recognised recently by nomination and acceptance for the Mayor of Winchester's Community Awards. Our volunteers transport food collected at supermarkets and other donation sites to our bulk sorting and storage site and food hubs as well as to individual client households as part of our delivery service. They also sort and store the food as well as serving our clients with food and clothing at the hubs. Without our wonderful volunteers we would not be able to provide our services.

## **Winchester Basics Bank**

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

Winchester Basics Bank is a charitable company limited by guarantee without share capital. It was incorporated on 5<sup>th</sup> January 2004 and registered as a charity on 4<sup>th</sup> March 2004.

It is governed under its Articles of Association and was established under a Memorandum of Association that sets out the objects and powers of the charitable company. These documents were updated in 2020 with the help of the Hampshire County Council legal team.

The members of the Board of Trustees, who are also Directors and members are elected at the AGM to serve for three years, subject to ratification at each AGM. The directors of the charitable company (the charity) are its trustees under charity law. Directors are selected from local churches and from the wider local community.

The members of Winchester Basics Bank are guarantors of the company to an amount not exceeding £1 per person in the event of winding up.

The board of directors normally meets every two months to review the operation of the charity, consider/decide upon investments and to agree policies and procedures. Reports from the Operations Manager and the Treasurer are reviewed and updates given by the Chair and specific directors responsible for Safeguarding & Welfare and Communications. In addition, a Strategy Meeting is normally held once per year to discuss and set the direction for the coming period. Decision making is the responsibility of the board.

Contact details for the charity are set out on the Winchester Basics Bank website ([www.winchesterbasicsbank.org.uk](http://www.winchesterbasicsbank.org.uk)).

## Winchester Basics Bank

### **Reference and administrative details**

Name of charity: Winchester Basics Bank  
Charity registration number: 1102470  
Company registration number: 05005690

Registered office and principal place of business: 21a Penton Place, Milland Road Winchester SO23 OPZ

The directors (trustees and members) at the end of 2022 were as follows:

Mike Whitehead	Director and Chair
Mary Alveyn	Director
David Bartholomew	Director and Company Secretary
Paul Breakwell	Director and Treasurer
Beauman Chong	Director
Lesley Little	Director (from September 2022)
Leona Mani	Director
Julie Wells	Director (until January 2023)

Patron: Lord Raymond Plant (until March 2022)  
David Innes OBE (from January 2022)

President: Dean Catherine Ogle

Independent Examiner: K.J. Stratton – Kimball Smith

Bankers: Santander 119 High St, Winchester SO23 9AS

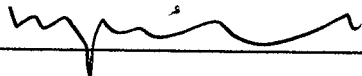
Deposit accounts also held with RBS, Virgin Money and Kingdom Bank

### **Exemptions from disclosure**

None applicable.

Approved by the Board of Directors on [ 15 May 2023 ] and signed on its behalf by:

Mike Whitehead, Director and Chair



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## Winchester Basics Bank

### Report of the Independent Examiner to the trustees of Winchester Basics Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2022 as set out on pages 11 to 19 (including notes to the accounts).

#### Responsibilities and basis of report

As the charity trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;
- or the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

Signed by: As signed by K. J. Stratton

Date: [ 27 June 2023 ]

Name: Kenneth John Stratton FMAAT 6195080

Address: c/o Kimball Smith  
Brewery House  
High Street  
Twyford  
Winchester  
SO21 1RG

Winchester Basics Bank

**Statement of Financial Activities  
(including Summary Income and Expenditure Account)**

for the year ending 31<sup>st</sup> December

			Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
		Note	£	£		£
<b>Income</b>						
Donations	Donations and gifts		180,115	-	180,115	156,390
	Gift Aid on direct giving		10,882	-	10,882	12,033
	Donated goods received	1.f	178,923	-	178,923	115,302
Other income	Interest and rent		1,790	-	1,790	550
Total income			371,710	-	371,710	284,275
<b>Expenditure</b>						
Charitable activities	Donated goods given out	1.f	179,515	-	179,515	115,033
	FareShare fees		2,174	-	2,174	2,254
	Food purchased		19,409	-	19,409	3,763
	Staff costs	3.a	35,997	-	35,997	31,141
	Other costs	3.b	40,959	-	40,959	45,313
Total expenditure			278,054	-	278,054	197,504
<b>Net income for the reporting period</b>			93,656	-	93,656	86,771
Transfers between funds		10.	-	-	-	-
<b>Net movement in funds</b>			93,656	-	93,656	86,771
<b>Reconciliation of funds</b>						
Total funds brought forward		10.	348,201	25	348,226	261,455
Total funds carried forward		10.	441,857	25	441,882	348,226

# Winchester Basics Bank

## Balance Sheet

as at 31<sup>st</sup> December

		2022	2021
	Note	£	£
<b>Fixed Assets</b>	5.	32,377	1,320
<b>Current assets</b>			
Stocks	6.	28,690	29,282
Debtors and pre-payments	7.	21,771	10,889
Cash at bank and in hand	8.	362,631	308,802
		<hr/>	<hr/>
Total current assets		413,093	348,973
Creditors: amounts falling due within one year	9.	3,587	2,067
		<hr/>	<hr/>
Net current assets		409,505	346,906
		<hr/>	<hr/>
<b>Total assets less current liabilities</b>		441,882	348,226
		<hr/>	<hr/>
<b>Funds of the charity</b>			
Restricted income funds	10.	25	25
Unrestricted general funds	10.	413,167	318,919
Donated goods fund (fair value)	10.	28,690	29,282
		<hr/>	<hr/>
Total funds	10.	441,882	348,226
		<hr/>	<hr/>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

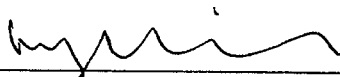
## Winchester Basics Bank

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with Charities SORP (FRS102).

These financial statements were approved by the Board of Directors on [ 15 May 2023 ] and are signed on its behalf by:

Mr Mike Whitehead, Director and Chair



The notes to the accounts on pages 13 to 19 form part of these financial statements

### Notes to the accounts

#### 1. Basis of preparation

- a. These accounts have been prepared on a going concern basis under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.
- b. The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (FRS 102), second edition – October 2019 and with the Charities Act 2011 and with the Companies Act 2006.
- c. The charity constitutes a public benefit entity as defined by FRS 102.
- d. Unrestricted income funds exceed twelve months of operating costs and so the Directors conclude that the charity is a going concern.
- e. The accounts present a true and fair view and no changes have been made to the accounting policies.
- f. The value of donated goods for distribution to beneficiaries, predominantly food, groceries and toiletries, has been included in these accounts as required by Charities SORP (FRS102), except for items of immaterial or uncertain value such as clothing.

#### 2. Accounting policies

- a. Income is generally recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.
- b. There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the Charities SORP or FRS 102.
- c. Grants and cash donations are only included in the SoFA when the general criteria for recognition of income are met.
- d. Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered as part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
- e. Donated goods are measured at fair value unless impractical to do so. The cost of stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed they are recognised as an expense at the carrying amount of the stocks at the time of distribution.

## Winchester Basics Bank

- f. The value of voluntary help received is not included in the accounts but is described in the directors' report (incorporating the Trustees' annual report).
  - g. Interest income is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
  - h. Expenditure is recognised on an accruals basis and includes VAT which cannot be recovered. Liabilities are generally recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
  - i. Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - j. The charity has creditors which are measured at settlement amounts less any trade discounts applicable.
  - k. Expenditure on individual fixed asset items of less than £2,000 cost is 100% written-off in the year of purchase. Items in excess of that are capitalized and depreciated over five years.
3. Expenditure on charitable activities
- a. Staff costs

	2022	2021
Salaries and wages	34,339	29,658
Social security costs	-	-
Pension costs	1,658	1,483
Total staff costs	35,997	31,141

Headcount for the period was 3 (2020: 3). The part time employees work wholly in the delivery and support of the charity's activities.

The charity continues to take advantage of the Government's NEST defined contribution workplace pension scheme. Pension costs are employer pension contributions. All pension expense is taken from unrestricted funds.

## Winchester Basics Bank

### b. Other costs

	2022 £	2021 £
Equipment, fixtures and depreciation	6,332	6,515
Transport expenses	642	291
Sundry operating costs	2,780	1,234
Rent & rates	24,856	26,187
Postage and stationery	2	30
Computer consumables	547	250
Insurance	2,815	2,229
Professional fees	660	5,058
Website	-	398
Training	434	1,527
Telephone	1,149	937
Energy	742	657
Total other costs	40,959	45,313

Equipment in 2022 relates mainly to new fridges and freezers as well as fitting out our hubs. 2021 relates mainly to equipping out the bulk store at Gabare House and improving efficiency and safety there.

### 4. Taxation

The charity is exempt from tax on income and gains to the extent that these are applied for its charitable purposes. No tax liabilities or charges have arisen in the period.

### 5. Fixed Assets

During 2022 we purchased an electric van, costing £32,583, which is used for collections and deliveries within our network. This is depreciated over five years with £1,086 charged this year.

During 2020, a clothes store was created at a cost of £2,200 (£2,200 last year). This is to be depreciated over five years and therefore £440 (£440 last year) of annual depreciation has been provided for. The net book value and accumulated depreciation are £1,320 (£1,760 last year) and £880 (£440 last year) respectively.

## Winchester Basics Bank

### 6. Stocks

	<b>2022</b>	<b>2021</b>
	£	£
Donated goods for distribution to beneficiaries		
Opening stock value	29,282	29,013
Received in period	178,923	115,302
Expensed in period	(179,515)	(115,033)
Closing stock value at 31 <sup>st</sup> December	28,690	29,282

Other than the stock of donated goods and prepaid vouchers, the charity does not hold any material value of stocks.

### 7. Debtors and prepayments

	<b>2022</b>	<b>2021</b>
	£	£
as at 31st December		
Donations in transit	-	-
Gift Aid reclaim	18,500	7,619
Rent deposit	3,115	3,114
Prepayments	156	156
Total debtors	21,771	10,889

### 8. Cash at bank and in hand

	<b>2022</b>	<b>2021</b>
	£	£
as at 31st December		
Short term deposits	361,487	304,050
Cash at bank and on hand	1,144	4,752
Total	362,631	308,802

## Winchester Basics Bank

### 9. Creditors and accruals

Amounts falling due within one year	2022	2021
as at 31st December	£	£
Accrued expenses	-	2,067
Grant deferral	3,588	-
Total	<u>3,588</u>	<u>2,067</u>

There were no creditors falling due after more than one year at either 31<sup>st</sup> December 2022 or 2021.

## Winchester Basics Bank

### 10. Fund movements

<b>Funds held and movement 2021</b>		<b>Opening balance</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Closing balance</b>
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Sub-total	25	-	-	-	25
Unrestricted funds	General funds	232,417	168,973	(82,471)	-	318,919
	Donated goods fund (fair value)	29,013	115,302	(115,033)	-	29,282
	Sub-total	261,430	284,275	(197,504)	-	348,201
Total charity funds		261,455	284,275	(197,504)	-	348,226
<b>Funds held and movement 2022</b>		<b>Opening balance</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Closing balance</b>
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Sub-total	25	-	-	-	25
Unrestricted funds	General funds	318,919	192,787	98,539	-	413,167
	Donated goods fund (fair value)	29,282	178,923	(179,515)	-	28,690
	Sub-total	348,201	371,710	(278,054)	-	441,857
Total charity funds		348,226	371,710	(278,054)	-	441,882

### 11. Transactions with trustees and related parties

## Winchester Basics Bank

- a. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.
- b. No trustee expenses have been incurred or paid.
- c. There have been no related party transactions in the reporting period.

**Winchester Food & Basics Bank**

England & Wales - Charity number 1102470

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# Accounts

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**Winchester Basics Bank**

(a company limited by guarantee)

**Report and Financial Statements**

**Year ending 31<sup>st</sup> December 2021**

Charity number: 1102470

Company number: 05005690

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# Winchester Basics Bank

## Report of the directors for the year ending 31<sup>st</sup> December 2021

The trustees present their annual directors' report together with the financial statements of Winchester Basics Bank for the year ending 31<sup>st</sup> December 2021. The financial statements have been prepared for the company as a going concern on the basis set out in Note 1 to the accounts and under the accounting policies set out in Note 2 (see pages 11 and 12).

The directors have taken advantage of the exemptions applicable to small companies including: not being required to have a statutory audit, not being required to include a statement of cash flows with the financial statements, not being required to analyse and report income and expenditure on a detailed activity basis.

As total income for the period exceeds £250,000, the company is required under charity law to have either an audit or an independent examination of its accounts by a qualified person. The Board appointed K.J. Stratton of Kimball Smith as its independent examiner last year and has reappointed him this year.

This directors' report includes the trustees' annual report information as required under charity law.

### **1. Background and Purpose**

Winchester Basics Bank (WBB) provides food, hygiene products and clothing to individuals and families in emergency need. It aims to make appropriate resources available to the maximum number of people at their point of greatest need. Founded in 2004, it is an ecumenical Christian registered charity, set up by the churches based in Winchester and with the support of Winchester City Council.

Our purpose is to act as a resource for people facing a difficult situation in their lives and struggling to make ends meet, perhaps because of unexpected bills, delayed benefit payments or a major household crisis and in 2021 the impact of the Covid-19 pandemic. It is entirely non-judgmental in that it helps anyone that needs urgent support. The range of people who are served is wide, from individuals, to families with children and to elderly people. WBB makes a vital contribution to the relief of hardship and so supports social cohesion in the community and in this way provides public benefit.

Traditionally clients are referred to WBB through referral agents such as Winchester City Council Housing Department, Hampshire County Council Social Services, Citizens Advice, Trinity Centre, local housing associations and local charitable groups, churches, doctors' surgeries, probation officers and health visitors. These referral agents issue online vouchers to people they know who are in urgent emergency need, and these vouchers are exchanged at WBB for 7-days of food and hygiene products and articles of clothing when required. In addition, as a result of the pandemic, it was decided in 2020 to set up a self-referral process whereby people who have never used our services before could reach us directly. This has proved to be an effective way of reaching more clients in the community so the directors decided in 2021 to adopt it as a permanent process. WBB also supports other food banks and food pantries in the surrounding area with food donations.

# Winchester Basics Bank

## **2. Facilities**

### **2.1. New Bulk Food Sorting & Storage Facility**

The temporary Bulk Food Sorting & Storage Facility set up early in the pandemic in April 2020 at the Winchester Vineyard Church enabled WBB to function in a safer and more efficient environment. This experience encouraged the directors to seek a more permanent replacement and after reviewing various options resulted in us taking a 5-year lease in part of Gabare House, Winnall with effect from 31st March 2021. With 234m<sup>2</sup> of ground floor space, 3 offices (one which was converted into a break room/kitchen), car park space and level entry access this has proved to be an ideal location. An independent surveyor confirmed this was an appropriate property for our requirements and supported the decision to take a 5-year lease (with a 3-year break). This facility since has enabled us to focus more in our Food Hubs on the quality of the interaction with our clients by decluttering the available space.

### **2.2. Food Hubs**

Following our expansion in 2020 we now have 4 Food Hubs where clients collect food parcels at the following locations:

- > Highcliffe: Milland Road
- > Bar End: Vineyard Church
- > Weeke: St. Barnabas Church
- > Alresford: St. Gregory's Church\*

At least one of these hubs is open every day between Monday and Friday.

\* The Alresford hub recently moved from the New Alresford Council offices where it was established in 2020 to St. Gregory's Church in order to provide an environment better suited to our client's needs.

### **2.3. Self-selection of Food Items**

Towards the end of 2021 we were able to benefit from the results of client feedback groups to help us better understand client needs and therefore improve our service. One key aspect that emerged was a request for self-selection of food items to enable more suitable items to be given to each family or individual. It is clear that "standard food bags" whilst essential during the lockdown periods lead to questioning in the family, particularly from children who want to know why they are presented with items they don't normally eat. At best this can lead to food being unused; at worst to uncomfortable conversations and an unwillingness to use our services again. This proposed change was accepted by the directors and so we have re-equipped our food hubs with increased shelving making them more similar to a retail environment. Refitting the Milland Road Hub has enabled us to display more clothing items on racks leading to greater numbers being given out. Overall, initial feedback from clients regarding this new service has been very positive.

## **3. Services**

### **3.1. Client numbers**

2020 was an exceptional year for client numbers due to the significant impact of the pandemic resulting in 4830 food parcels being given out (+65% on prior year). 2021 was impacted to a lesser extent but remained relatively high at 3960, +35% vs 2019.

## **Winchester Basics Bank**

As an emergency service, our general rule is to limit the number of vouchers per client to 6 in a 12-month period. However, during 2020 and 2021 this was increased to 8 due to the ongoing pandemic issues.

### ***3.2. Schools Programme***

Our School Holiday Lunch Scheme for Pupil Premium children referred to us by local schools was expanded in 2021 to include additional families who needed support. The summer holiday scheme was accompanied by a series of “cook-along videos” whereby ingredients given out each week could be used with the help of carefully selected basic recipes to make nutritious meals.

### ***3.3. Deliveries to Clients***

Our new delivery service set up last year for clients who need to isolate or physically cannot get to one of our food hubs to collect food has continued to develop. It is clear that this service is helping us to improve our reach into the community therefore a decision has been taken to make it a permanent WBB service.

### ***3.4. Signposting***

In order to help our clients access additional services we have partnered with Winchester Citizens Advice to access signposting training for some of our staff and volunteers. We now have 5 people trained as Advice First Aiders and plan to increase this number. We have also created an “Other Services” page on our website to provide information and links to appropriate support services.

## ***4. Future developments***

In addition to having the flexibility to cope with increased client numbers (given the expected impact of higher inflation on individuals and families in our community) our main focus now is on improving the quality of our client interactions. We strive to remove the stigma some potential clients can feel in approaching a food/clothing bank and to make WBB a friendly place where helpful and relevant support can be accessed.

Churches, Corporates, Charities and individuals in our community continue to be very generous in their giving of time, food and finances. We are extremely grateful for this support without which none of our steps to improve our services would be possible.

## Winchester Basics Bank

### *Financial review*

	2021 £	2020 £
<u>Income</u>		
Monetary donations and interest	168,973	213,291
Donated goods received	115,302	122,997
<b>Total income</b>	<b>284,275</b>	<b>336,288</b>
<u>Expenditure</u>		
Monetary expenditure – unrestricted	82,471	42,142
- restricted	-	1,177
Donated goods given out	115,033	124,960
<b>Total expenditure</b>	<b>197,504</b>	<b>168,279</b>
Net surplus/(deficit)		
Monetary	86,502	169,972
Donated goods	269	(1,963)
<b>Net income/(expenditure)</b>	<b>86,771</b>	<b>168,009</b>
Funds at 31 <sup>st</sup> December		
Unrestricted general income funds	318,944	232,417
Donated goods and restricted funds	29,282	29,038
<b>Total funds</b>	<b>348,226</b>	<b>261,455</b>

Momentum from the increased fundraising campaign initiated in 2019 continued to have a very significant positive effect in 2021. Such generosity resulted in total monetary income of £168,973 (2020 - £213,291) – representing churches (7% last year 9%), businesses/ charities (47% last year 29%) and individuals including associated Gift Aid (46% last year 62%). Monetary donations were received from a combination of local council bodies, private individuals, local church communities, schools, local businesses, charitable trusts, grants and

## Winchester Basics Bank

fundraising events. We also received gift aid (directly or via CAF, Virgin Donate and Stewardship) and the interest from cash deposits.

We are very grateful for the continued financial support of Winchester and the surrounding communities for our activities. We are blessed to be in a healthy financial situation and therefore able to consider improving/broadening our services particularly as a function of the increased need arising from the pandemic and more recently from higher inflation. We now have £308,802 (2020 - £230,526) in the bank and cash in hand. These funds will enable us to meet the needs of our community well into the future.

Total monetary expenditure in the year was higher at £82,471 (2020 - £43,319) – further details are provided in Note 3 to the accounts. Historically much of the provision in 2020 to facilitate our service was in kind and therefore the cash costs of operations were lower and in effect understated in true value terms. Investment has now been made to make the operations more efficient, safer and scalable.

The net surplus for the year was £86,771 (2020 - £168,009), comprising a net monetary surplus of £86,502 (2020 - £169,972), plus a net surplus of £269 (2020 – net deficit of £1,963) on donated goods, representing a small increase in donated goods stock at the year end.

The directors' policy is to aim to hold unrestricted monetary funds as a reserve of at least six months of operating costs (which is budgeted in 2022 to be approximately £70,000), plus funds for investment in the future sustainable provision of services to meet the needs of the community. The total of unrestricted general funds at 31<sup>st</sup> December 2021 exceeds this level as the Board consider the future strategy investment opportunities.

The fair-value cost of donated goods given out in the year was £115,302 (2020 - £122,997) a net fall of 6%. The main reason for this decrease is as a function of the pandemic easing and additional government support. Through the pandemic, we bought more food directly, particularly in relation to fresh food for the school's programme.

Food donations are received from a variety of sources: there are regular collection points at many local churches, supermarkets and other locations. This is supplemented by occasional collections from local businesses, churches and schools. Rather than manage a large donation around the traditional Harvest Festival period we have developed a new scheme to spread these donations through the year. This also enables us to request the items that are low in stock at different points in the year.

We would like to give a huge thank you to all those individuals and organisations who have helped us during the year through gifts of food, clothing, cash and time. These organisations include supermarkets such as Sainsbury's, Tesco, Co-op and Waitrose. We also purchase fresh food weekly from FareShare

In 2021 we have continued to attract and retain new volunteers which has helped us cope with demand and replace some of the existing volunteers who needed to withdraw due to the pandemic or other reason. We are hugely grateful for their work. In total we are supported by over eighty volunteers who donate very generously of their time and skills. Some of our volunteers have given over 10 years of voluntary service which has been recognised recently by nomination and acceptance for the Mayor of Winchester's Community Awards. Our volunteers transport food collected at supermarkets and other donation sites to our bulk sorting and storage facility and food hubs as well as to individual client households as part of our delivery service. They also sort and store the food as well as serving our clients with food and clothing at the hubs. Without our wonderful volunteers we would not be able to provide our services.

## **Winchester Basics Bank**

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

Winchester Basics Bank is a charitable company limited by guarantee without share capital. It was incorporated on 5<sup>th</sup> January 2004 and registered as a charity on 4<sup>th</sup> March 2004.

It is governed under its Articles of Association and was established under a Memorandum of Association that sets out the objects and powers of the charitable company. These documents were updated in 2020 with the help of the Hampshire County Council legal team.

The members of the Board of Trustees, who are also Directors and members are elected at the AGM to serve for three years, subject to ratification at each AGM. The directors of the charitable company (the charity) are its trustees under charity law. Directors are selected from local churches and from the wider local community.

The members of Winchester Basics Bank are guarantors of the company to an amount not exceeding £1 per person in the event of winding up.

The board of directors normally meets every two months to review the operation of the charity, consider/decide upon investments and to agree policies and procedures. Reports from the Operations Manager and the Treasurer are reviewed and updates given by the Chair and specific directors responsible for Safeguarding & Welfare and Communications. In addition a Strategy Meeting is normally held once per year to discuss and set the direction for the coming period. Decision making is the responsibility of the board.

Contact details for the charity are set out on the Winchester Basics Bank website ([www.winchesterbasicsbank.org.uk](http://www.winchesterbasicsbank.org.uk)).

## Winchester Basics Bank

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

Name of charity: Winchester Basics Bank  
Charity registration number: 1102470  
Company registration number: 05005690

Registered office and principal place of business:

21a Penton Place,  
Milland Road  
Winchester  
SO23 OPZ

The directors (trustees and members) at the end of 2021 were as follows:

Mike Whitehead	Director and Chair
Mary Alveyn	Director
David Bartholomew	Director and Company Secretary
Paul Breakwell	Director and Treasurer
Beauman Chong	Director
Leona Mani	Director
Julie Wells	Director

Patron(s): Lord Raymond Plant (until March 2022)  
David Innes OBE (from January 2022)

President: Dean Catherine Ogle

Independent Examiner: K.J. Stratton – Kimball Smith

Bankers: Santander 119 High St, Winchester SO23 9AS

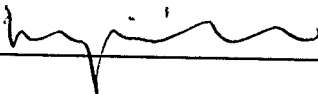
Deposit accounts also held with RBS, Virgin Money and Kingdom Bank

### ***Exemptions from disclosure***

None applicable.

Approved by the Board of Directors on 9 May 2022 and signed on its behalf by:

Mike Whitehead, Director and Chair



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## Winchester Basics Bank

### Report of the Independent Examiner to the trustees of Winchester Basics Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2021 as set out on pages 10 to 18 (including notes to the accounts).

#### Responsibilities and basis of report

As the charity trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;
- or the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

Signed by: As signed by [ *K.J. Stratton* ]

Date: [ *8<sup>th</sup> August 2022* ]

Name: Kenneth John Stratton FMAAT 6195080

Address: c/o Kimball Smith  
Brewery House  
High Street  
Twyford  
Winchester  
SO21 1RG

## Winchester Basics Bank

### Statement of Financial Activities (including Summary Income and Expenditure Account)

for the year ending 31<sup>st</sup> December

			Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	Note	£	£	£	£	
<b>Income</b>						
Donations	Donations and gifts		156,390	-	156,390	201,785
	Gift Aid on direct giving		12,033	-	12,033	11,022
	Donated goods received	1.f	115,302	-	115,302	122,997
Other income	Cash deposits interest		550	-	550	484
<b>Total income</b>			<b>284,275</b>	<b>-</b>	<b>284,275</b>	<b>336,288</b>
<b>Expenditure</b>						
Charitable activities	Donated goods given out	1.f	115,033	-	115,033	124,960
	FareShare fees		2,254	-	2,254	1,081
	Food purchased		3,763	-	3,763	3,990
	Staff costs	3.a	31,141	-	31,141	26,912
	Other costs	3.b	45,313	-	45,313	11,336
<b>Total expenditure</b>			<b>197,504</b>	<b>-</b>	<b>197,504</b>	<b>168,279</b>
<b>Net income for the reporting period</b>			<b>86,771</b>	<b>-</b>	<b>86,771</b>	<b>86,659</b>
Transfers between funds		10.	-	-	-	-
<b>Net movement in funds</b>			<b>86,771</b>	<b>-</b>	<b>86,771</b>	<b>168,009</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		10.	261,430	25	261,455	93,446
Total funds carried forward		10.	348,201	25	348,226	261,455

# Winchester Basics Bank

## Balance Sheet

as at 31<sup>st</sup> December

		2021	2020
	Note	£	£
<b>Fixed Assets</b>	5.	1,320	1,760
<b>Current assets</b>			
Stocks	6.	29,282	29,013
Debtors and pre-payments	7.	10,889	156
Cash at bank and in hand	8.	308,802	230,526
<b>Total current assets</b>		<b>348,973</b>	<b>259,695</b>
Creditors: amounts falling due within one year	9.	2,067	-
<b>Net current assets</b>		<b>346,906</b>	<b>259,695</b>
<b>Total assets less current liabilities</b>		<b>348,226</b>	<b>261,455</b>
<b>Funds of the charity</b>			
Restricted income funds	10.	25	25
Unrestricted general funds	10.	318,919	232,417
Donated goods fund (fair value)	10.	29,282	29,013
<b>Total funds</b>	10.	<b>348,226</b>	<b>261,455</b>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with Charities SORP (FRS102).

## Winchester Basics Bank

These financial statements were approved by the Board of Directors on 9 May 2022 and are signed on its behalf by:

Mr Mike Whitehead, Director and Chair



The notes to the accounts on pages 12 to 18 form part of these financial statements

### Notes to the accounts

#### 1. Basis of preparation

- a. These accounts have been prepared on a going concern basis under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.
- b. The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (FRS 102), second edition – October 2019 and with the Charities Act 2011 and with the Companies Act 2006.
- c. The charity constitutes a public benefit entity as defined by FRS 102.
- d. Unrestricted income funds exceed six months of operating costs and so the Directors conclude that the charity is a going concern.
- e. The accounts present a true and fair view and no changes have been made to the accounting policies.
- f. The value of donated goods for distribution to beneficiaries, predominantly food, groceries and toiletries, has been included in these accounts as required by Charities SORP (FRS102), except for items of immaterial or uncertain value such as clothing.

#### 2. Accounting policies

- a. Income is generally recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.
- b. There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the Charities SORP or FRS 102.
- c. Grants and cash donations are only included in the SoFA when the general criteria for recognition of income are met.
- d. Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered as part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
- e. Donated goods are measured at fair value unless impractical to do so. The cost of stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed they are recognised as an expense at the carrying amount of the stocks at the time of distribution.
- f. The value of voluntary help received is not included in the accounts but is described in the directors' report (incorporating the Trustees' annual report).
- g. Interest income is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
- h. Expenditure is recognised on an accruals basis and includes VAT which cannot be recovered.

## Winchester Basics Bank

Liabilities are generally recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

- i. Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - j. The charity has creditors which are measured at settlement amounts less any trade discounts applicable.
  - k. Expenditure on individual fixed asset items of less than £2,000 cost is 100% written-off in the year of purchase. Items in excess of that are capitalized and depreciated over five years.
3. Expenditure on charitable activities

a. Staff costs

	2021	2020
		£
Salaries and wages	29,658	25,827
Social security costs	-	-
Pension costs	1,483	1,085
Total staff costs	<u>31,141</u>	<u>26,912</u>

Headcount for the period was 3 (2020: 3). The part time employees work wholly in the delivery and support of the charity's activities.

The charity continues to take advantage of the Government's NEST defined contribution workplace pension scheme. Pension costs are employer pension contributions. All pension expense is taken from unrestricted funds.

## Winchester Basics Bank

### b. Other costs

	2021 Total £	2020 Total £
Equipment, fixtures and depreciation	6,515	2,618
Transport expenses	291	73
Sundry operating costs	1,234	2,111
Rent & rates	26,187	2,124
Postage and stationery	30	325
Computer consumables	250	1,552
Insurance	2,229	906
Professional fees	5,058	-
Website	398	605
Training	1,527	523
Telephone	937	499
Energy & vouchers	657	-
Total other costs	45,313	11,336

### c.

Equipment in 2021 relates mainly to equipping out the bulk store at Gabare House and improving efficiency and safety.

Equipment in 2020 relates mainly to clothes storage, trolleys, laptops and mobiles to meet the demands of increased volumes from the pandemic.

### 4. Taxation

The charity is exempt from tax on income and gains to the extent that these are applied for its charitable purposes. No tax liabilities or charges have arisen in the period.

### 5. Fixed Assets

During 2020, a clothes store was created at a cost of £2,200 (£2,200 last year). This is to be depreciated over five years and therefore £440 (£440 last year) of annual depreciation has been provided for. The net book value and accumulated depreciation are £1,320 (£1,760 last year) and £880 (£440 last year) respectively.

## Winchester Basics Bank

### 6. Stocks

	<b>2021</b>	<b>2020</b>
	£	£
Donated goods for distribution to beneficiaries		
Opening stock value	29,013	30,976
Received in period	115,302	122,997
Expensed in period	(115,033)	(124,960)
Closing stock value at 31 <sup>st</sup> December	<u>29,282</u>	<u>29,013</u>

Other than the stock of donated goods the charity does not hold any material value of stocks.

## Winchester Basics Bank

### 7. Debtors and prepayments

as at 31st December	2021 £	2020 £
Donations in transit	-	-
Gift Aid reclaim	7,619	-
Rent deposit	3,114	
Prepayments	156	156
Total debtors	10,889	156

### 8. Cash at bank and in hand

as at 31st December	2021 £	2020 £
Short term deposits	304,050	170,304
Cash at bank and on hand	4,752	60,222
Total	308,802	230,526

### 9. Creditors and accruals

Amounts falling due within one year

as at 31st December	2021 £	2020 £
Accrued expenses	2,067	-
Taxation and social security	-	-
Total	2,067	-

There were no creditors falling due after more than one year at either 31<sup>st</sup> December 2021 or 2020.

## Winchester Basics Bank

### 10. Fund movements

<u>Funds held and movement 2020</u>		Opening balance	Income	Expenditure	Transfers	Closing balance
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Basics supplies fund	1,177	-	(1,177)	-	-
	Sub-total	1,202	-	(1,177)	-	25
Unrestricted funds	General funds	61,268	213,291	(42,142)	-	232,417
	Donated goods fund (fair value)	30,976	122,997	(124,960)	-	29,013
	Sub-total	92,244	336,288	(167,102)	-	261,430
Total charity funds		93,446	336,288	(168,279)	-	261,455
<u>Funds held and movement 2021</u>		Opening balance	Income	Expenditure	Transfers	Closing balance
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Basics supplies fund	-	-	-	-	-
	Sub-total	25	-	-	-	25
Unrestricted funds	General funds	232,417	168,973	82,471	-	318,919
	Donated goods fund (fair value)	29,013	115,302	115,033	-	29,282
	Sub-total	261,430	284,275	197,504	-	348,201
Total charity funds		261,455	284,275	197,504	-	348,226

## Winchester Basics Bank

### 11. Transactions with trustees and related parties

- a. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.
- b. No trustee expenses have been incurred or paid.
- c. There have been no related party transactions in the reporting period.

**Winchester Food & Basics Bank**

England & Wales - Charity number 1102470

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# Accounts

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# **Winchester Basics Bank**

(a company limited by guarantee)

## **Report and Financial Statements**

**Year ending 31<sup>st</sup> December 2020**

Charity number: 1102470

Company number: 05005690

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# Winchester Basics Bank

## Report of the directors for the year ending 31<sup>st</sup> December 2020

The trustees present their annual directors' report together with the financial statements of Winchester Basics Bank for the year ending 31<sup>st</sup> December 2020. The financial statements have been prepared for the company as a going concern on the basis set out in Note 1 to the accounts and under the accounting policies set out in Note 2 (see pages 11 and 12).

The directors have taken advantage of the exemptions applicable to small companies including: not being required to have a statutory audit, not being required to include a statement of cash flows with the financial statements, not being required to analyse and report income and expenditure on a detailed activity basis.

As total income for the period exceeds £250,000, the company is required under charity law to have either an audit or an independent examination of its accounts by a qualified person. The Board has appointed K.J. Stratton of Kimball Smith as the independent examiner this year. Our previous independent examiner, Mr Ian Bray, retired this year and the Board is very grateful for his hard work and support.

This directors' report includes the trustees' annual report information as required under charity law.

### **1. Background and Purpose**

Winchester Basics Bank provides food, hygiene products and clothing to individuals and families in emergency need. It aims to make appropriate resources available to the maximum number of people at their point of greatest need.

Winchester Basics Bank, an ecumenical Christian registered charity, opened in January 2004. In recognition of the need for such a facility in Winchester, a steering group was formed from people who had experience of working with those requiring support in the city. The charity was set up by the churches based in Winchester and with the support of Winchester City Council.

The purpose of Winchester Basics Bank is to act as a resource for people facing emergencies and struggling to make ends meet, perhaps because of unexpected bills, delayed benefit payments or a major household crisis and in 2020 the impact of the Covid-19 pandemic. It is entirely non-judgmental in that it helps anyone in urgent need. The range of people who are served is wide, from the single person, to families with children and to elderly people. Winchester Basics Bank provides a vital contribution to the relief of hardship that those in an emergency situation face and so supports social cohesion in the community and in this way provides public benefit.

Traditionally clients are referred to Winchester Basics Bank through referral agents, including Winchester City Council Housing Department, Hampshire County Council Social Services, Citizens Advice, Trinity Centre, local housing associations and local charitable groups, churches, doctors' surgeries, probation officers and health visitors. These referral agents issue online vouchers to people they know who are in urgent emergency need, and these vouchers are exchanged by Winchester Basics Bank for 7-days of food and hygiene products and also for articles of clothing when required. In addition, as a result of the pandemic, it was decided in 2020 to set up a self-referral process whereby people who have never used our services before could reach us directly. Winchester Basics Bank also supports other food banks in the surrounding area with food donations from time to time.

# Winchester Basics Bank

## **2. Facilities**

### **2.1. New Bulk Food Sorting & Storage Facility**

In recent years our main centre at Milland Road, where we have been located for the last 12 years, has progressively become too small for us to operate safely and efficiently due to the growing demand for our services. We have had to prioritise operational space for food over clothing in order to provide the required food service. Unfortunately this has meant that our clothes service has become very limited with a small range of adult-only clothing available.

With the impact of the pandemic it was necessary to create better social distancing for our staff and volunteers. We also had a 3-fold increase in client numbers to contend with during the March-June period due to the lockdown. It became clear very quickly that in order for us to remain open for clients we had to set up a new bulk food sorting and storage facility. We are very grateful to St. Peter's RC Church for providing space for us to store surplus crates of food in recent years but we needed more storage space and a new large sorting area. Fortunately this emergency requirement was resolved in a very short space of time due to the kindness and flexibility of the Winchester Vineyard Church (WVC) in allowing us in April to occupy their main hall in Bar End where we remain on a temporary basis.

### **2.2. New Food Hubs**

In partnership with WVC we have established a new Food Hub at the WVC premises which is open 2 days per week (Monday & Thursday). Also following input and active cooperation from the Alresford Town Council, we opened a Food Hub in New Alresford which is available to clients each Wednesday. Adding these developments to our existing sites at Milland Road and St. Barnabas Church in Weeke, means we now have Food Hubs at 4 different locations and are open for clients from at least one of them every day of the week from Monday to Friday. Hence we have wider availability for clients to access in terms of location and days of the week.

### **2.3. New Clothes Hub**

As mentioned above, in recent years WBB has had limited space for providing clothes and only been able to offer a short range of adult wear. In 2020 we were delighted to partner with WVC, who previously offered only children's clothes, to create a new Clothes Hub covering all ages for adults and children.

### **2.4. Investment in Facilities**

In 2020 we improved our facilities at our Milland Road Centre, equipped the storage and sorting facilities at WVC with new trollies, re-equipped the clothing facility, added new laptops and mobiles to meet the needs of the pandemic and more complex delivery needs. The new Alresford Food Hub was also equipped with new trollies.

## **3. Services**

### **3.1. Client numbers**

The total number of food parcels given out by WBB was up by 65% in 2020 vs 2019 to 4830. By far the main impact was in the March-June period when demand was 3 times the level of the same period last year as the impact of the first lockdown was felt.

As an emergency service, our general rule is not to accept more than 6 vouchers from any client during a rolling 12-month period. However during 2020 this was increased to 8. However

## **Winchester Basics Bank**

very few clients require our services for more than 3 visits and the average is less than 2 visits per year.

### ***3.2. Schools Programme***

In recent years we have operated a School Holiday Lunch Scheme for Pupil Premium children referred to us by local schools during the summer period. This ensures that children who receive free lunches during school term time also receive food for lunch during the summer holiday period. At the beginning of 2020 we decided to expand this programme to also cover the Easter and Christmas holiday periods. However, with the arrival of lockdown in early April we implemented this scheme immediately. This was well received in the community and resulted in over 250 families receiving food. During the summer of 2020 the UK government decided to issue vouchers for Pupil Premium families. This meant WBB offered a small level of support for a handful of families who needed our help over the summer. At the end of the year we provided additional help for 182 such families.

### ***3.3. Deliveries to Clients***

Another change that came about due to the pandemic was a new service where we decided to support those clients who physically could not collect food due to shielding, isolating or other incapacity. The numbers have progressively grown over time and are now around 10-15 per week. This service has enabled us to reach more clients who are in real difficulty therefore we plan to continue it in the future.

### ***3.4. Food Donations***

Food and hygiene products are generously regularly donated by a number of organisations and individuals and fresh food is obtained weekly from Abel & Cole and the charity FareShare. In May we were wonderfully helped by Winchester Round Table who with very short notice responded to our need for higher food donations by getting their Christmas sleigh out of storage, redecorated it with NHS rainbows and sent it out every evening for 2 weeks touring the streets of the city and surrounding areas. The response was phenomenal with fantastic donations made from the local community resulting in a mountain of food being delivered to our new bulk store. In addition we have purchased certain food items from time to time in order to cope with shortages during the pandemic.

### ***3.5. Investment in Services***

To help with re-organising and controlling our stock flow we created the new position of Logistics Manager under a fixed term contract. This has resulted in an improved stock turn and helped us specify the amount of bulk storage space we need moving forward. Our closer relationship with WVC led us to make an agreement for use of their van for moving crates of food between our sites.

## ***4. Future developments***

Following the experience of 2020 the WBB board has decided that a bulk food storage facility is necessary on a permanent basis to continue and develop our services. This is especially relevant as we anticipate demand to continue at a high level given the economic fallout following the pandemic. As the current WVC option is only available short term it is therefore necessary to find other premises.

Churches, Corporates, Charities and individuals in our community have been very generous in their giving both of time, food and finances. We are extremely grateful for this which has enabled us to increase the provision of our services and to start the process of finding more

## **Winchester Basics Bank**

appropriate, scalable and sustainable premises so that the breadth and depth of our services can be further increased to meet the needs of our community.

Winchester City Council have previously advised us that they would like to reuse the building, that we rent from them in Milland Road, for housing purposes. We are in discussion with them about potential future options for its replacement.

## Winchester Basics Bank

### *Financial review*

	2020 £	2019 £
<u>Income</u>		
Monetary donations and interest	213,291	42,663
Donated goods received	122,997	96,530
Total income	336,288	139,193
<u>Expenditure</u>		
Monetary expenditure – unrestricted	42,142	28,529
- restricted	1,177	
Donated goods given out	124,960	95,404
Total expenditure	168,279	123,933
Net surplus/(deficit)		
Monetary	169,972	14,134
Donated goods	(1,963)	1,126
Net income/(expenditure)	168,009	15,260
Funds at 31 <sup>st</sup> December		
Unrestricted general income funds	232,417	61,268
Donated goods and restricted funds	29,038	32,178
Total funds	261,455	93,446

During 2019 the directors identified the need to increase their fundraising campaigning, to provide for increased need in the community. That campaign was successful and continued to have a very significant positive effect in 2020, in parallel with efforts to address the impact of the Covid-19 pandemic.

Such generosity resulted in total monetary income of £213,291 (2019 - £42,663) – representing churches (9%), businesses/ charities (29%) and individuals including associated Gift Aid (62%). Monetary donations were received from a combination of local council bodies, private

## Winchester Basics Bank

individuals, local church communities, schools, local businesses, charitable trusts, grants and fundraising events. We also received gift aid (directly or via CAF and Virgin Donate) and the interest from cash deposits.

We are very grateful for the continued financial support of Winchester and surrounding communities for our activities. We are blessed to be in a healthy financial situation and therefore able to consider the broadening our services particularly as a function of the increased need arising from the pandemic. We now have £230,526 (2019 - £59,801) in the bank and cash in hand. These funds will enable us to meet the needs of our community well into the future.

Total monetary expenditure in the year was higher at £42,142 (2019 - £28,529) – further details are provided in Note 3 to the accounts. Much of the provision in 2020 to facilitate our service was in kind and therefore the cash costs of operations has been kept very low and is in effect understated in true value terms. This means investment has been deferred but is now required for the future needs of the community in a sustainable manner.

The net surplus for the year was £168,009 (2019 - £15,260), comprising a net monetary surplus of £169,972 (2019 - £14,134), plus a net deficit of £1,963 (2019 – surplus of £1,126) on donated goods, representing the net decrease in donated goods stock at the year end.

The directors' policy is to aim to hold unrestricted monetary funds as a reserve of at least six months of operating costs (which equates to approximately £22,000), plus funds for the investment in the future sustainable provision of services to meet the needs of the community. The total of unrestricted general funds at 31<sup>st</sup> December 2020 exceeds this level.

The fair-value cost of donated goods given out in the year was £122,997 (2019 - £96,530) a net increase of 27%. The main reasons for this increase are a significant increase in volumes as a function of the pandemic compensated partly by a lower average price due to a change of mix. Given the pandemic, we bought more food directly this year to cover any specific gaps in foods donated.

Food donations are received from a variety of sources: there are regular collection points at many local churches, supermarkets and other locations. This is supplemented by occasional collections from local businesses, churches and schools. Rather than manage a large donation around the traditional Harvest Festival period we have developed a new scheme to spread these donations through the year. This also enables us to request the items that are low in stock at different points in the years.

We would like to give a huge thank you to all those individuals and organisations who have helped us during the year through gifts of food, clothing, cash and time. The organisations include supermarkets such as Sainsbury, Tesco, Co-op and Waitrose and also Able & Cole who supply fruit and vegetables. We also purchase fresh food weekly from FareShare

During 2020 we had many volunteers who needed to withdraw from working at WBB due to shielding from the pandemic. Fortunately we were able to recruit several new volunteers to fill the gap and cover greater client numbers. Some volunteers decided the time was right to retire from such duties, many of whom had worked for WBB for several years and some since its inception in 2004. We are hugely grateful for their work over the years. In total we are supported by over seventy volunteers who donate very generously of their time and skills. Our volunteers transport food collected at supermarkets and other donation sites to our bulk sorting and storage facility and food hubs as well as individual households as a function of the pandemic. Our volunteers then sort and store the food as well as serving our beneficiaries with food and clothing. Without our wonderful volunteers we would not be able to provide our services.

## **Winchester Basics Bank**

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

Winchester Basics Bank is a charitable company limited by guarantee without share capital. It was incorporated on 5<sup>th</sup> January 2004 and registered as a charity on 4<sup>th</sup> March 2004.

It is governed under its Articles of Association and was established under a Memorandum of Association that sets out the objects and powers of the charitable company. These documents were updated in 2020 with the help of the Hampshire County Council legal team.

The members of the Board of Trustees, who are also Directors and members are elected at the AGM to serve for three years, subject to ratification at each AGM. The directors of the charitable company (the charity) are its trustees under charity law. Directors are selected from local churches and from the wider local community.

The members of Winchester Basics Bank are guarantors of the company to an amount not exceeding £1 per person in the event of winding up.

The board of directors normally meet every two months to review the operation of the charity and to monitor its day-to-day running by means of reports from the Operations Manager and the Treasurer. Decision making is the responsibility of the board. During the peak of the pandemic and the first lockdown the board met on a fortnightly basis to deal with the high level of issues arising at the time. A Steering Committee was established with Winchester City Council involving 3 directors of WBB and 3 executives from WCC in order to fully coordinate our response to the pandemic. This committee originally met every week and now meets every 1-2 months.

Contact details for the charity are set out on the Winchester Basics Bank website ([www.winchesterbasicsbank.org.uk](http://www.winchesterbasicsbank.org.uk)).

## Winchester Basics Bank

### *Reference and administrative details*

Name of charity: Winchester Basics Bank  
Charity registration number: 1102470  
Company registration number: 05005690  
  
Registered office  
and principal  
place of business: 21a Penton Place,  
Milland Road  
Winchester  
SO23 OPZ

The directors (trustees) at the end of 2020 were as follows:

David Bartholomew	Director and Company Secretary
Mike Whitehead	Director and Chair
Beauman Chong	Director
Paul Breakwell	Director and Treasurer
Mary Alveyn	Director (appointed March 2020)
Julie Wells	Director (appointed January 2020)
Leona Mani	Director (appointed August 2020)

The following persons served as directors (trustees) during the reporting period:

Sally Ratcliffe	Director (retired August 2020)
Mike Slinn	Director and Chair (retired March 2020)

Patron: Lord Raymond Plant

President: Dean Catherine Ogle

Independent Examiner: K.J. Stratton was appointed in January 2021

Bankers: Santander 119 High St, Winchester SO23 9AS

Deposit accounts also held with RBS, Virgin Money and Kingdom Bank

### *Exemptions from disclosure*

None applicable.

Approved by the Board of Directors on 13 July 2021 and signed on its behalf by:

Mike Whitehead, Director and Chair

  
\_\_\_\_\_

## Winchester Basics Bank

### Report of the Independent Examiner to the trustees of Winchester Basics Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2020 as set out on pages 11 to 19 (including notes to the accounts).

#### Responsibilities and basis of report

As the charity trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;
- or the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

Signed by: As signed by K. J. Stratton Date: 12 August 2021

Name: Kenneth John Stratton FMAAT 6195080

Address: c/o Kimball Smith  
Brewery House  
High Street  
Twyford  
Winchester  
SO21 1RG

## Winchester Basics Bank

### Statement of Financial Activities (including Summary Income and Expenditure Account)

for the year ending 31<sup>st</sup> December

		Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
		£	£		£
	Note				
<b>Income</b>					
Donations	Donations and gifts	201,785	-	201,785	33,089
	Fundraising events	-	-	-	6,751
	Gift Aid on direct giving	11,022	-	11,022	2,535
	Donated goods received	122,997	-	122,997	96,530
Other income	Cash deposits interest	484	-	484	288
<b>Total income</b>		<b>336,288</b>	<b>-</b>	<b>336,288</b>	<b>139,193</b>
<b>Expenditure</b>					
Fundraising		-	-	-	2,228
Charitable activities	Donated goods given out	124,960	-	124,960	95,404
	FareShare fees	1,081	-	1,081	1,818
	Food purchased	2,813	1,177	3,990	-
	Staff costs	26,912	-	26,912	19,305
	Other costs	11,336	-	11,336	5,178
<b>Total expenditure</b>		<b>167,102</b>	<b>1,177</b>	<b>168,279</b>	<b>123,933</b>
<b>Net income for the reporting period</b>		<b>169,186</b>	<b>(1,177)</b>	<b>168,009</b>	<b>15,260</b>
Transfers between funds	10.	-	-	-	-
<b>Net movement in funds</b>		<b>169,186</b>	<b>(1,177)</b>	<b>168,009</b>	<b>15,260</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	10.	92,244	1,202	93,446	78,186
Total funds carried forward	10.	261,430	25	261,455	93,446

# Winchester Basics Bank

## Balance Sheet

as at 31<sup>st</sup> December

		2020	2019
	Note	£	£
<b>Fixed Assets</b>	5.	1,760	-
<b>Current assets</b>			
Stocks	6.	29,013	30,976
Debtors and pre-payments	7.	156	2,959
Cash at bank and in hand	8.	230,526	59,801
		<hr/>	<hr/>
Total current assets		259,695	93,736
Creditors: amounts falling due within one year	9.	-	290
		<hr/>	<hr/>
Net current assets		259,695	93,446
		<hr/>	<hr/>
<b>Total assets less current liabilities</b>		261,455	93,446
		<hr/>	<hr/>
<b>Funds of the charity</b>			
Restricted income funds	10.	25	1,202
Unrestricted general funds	10.	232,417	61,268
Donated goods fund (fair value)	10.	29,013	30,976
		<hr/>	<hr/>
Total funds	10.	261,455	93,446
		<hr/>	<hr/>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with Charities SORP (FRS102).

## Winchester Basics Bank

These financial statements were approved by the Board of Directors on 13 July 2021 and are signed on its behalf by:

Mr Mike Whitehead, Director and Chair



The notes to the accounts on pages 13 to 19 form part of these financial statements

### Notes to the accounts

#### 1. Basis of preparation

- a. These accounts have been prepared on a going concern basis under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.
- b. The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (FRS 102), second edition – October 2019 and with the Charities Act 2011 and with the Companies Act 2006.
- c. The charity constitutes a public benefit entity as defined by FRS 102.
- d. Unrestricted income funds exceed twelve months of operating costs and so the Directors conclude that the charity is a going concern.
- e. The accounts present a true and fair view and no changes have been made to the accounting policies.
- f. The value of donated goods for distribution to beneficiaries, predominantly food, groceries and toiletries, has been included in these accounts as required by Charities SORP (FRS102), except for items of immaterial or uncertain value such as clothing.

#### 2. Accounting policies

- a. Income is generally recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.
- b. There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the Charities SORP or FRS 102.
- c. Grants and cash donations are only included in the SoFA when the general criteria for recognition of income are met.
- d. Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered as part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
- e. Donated goods are measured at fair value unless impractical to do so. The cost of stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed they are recognised as an expense at the carrying amount of the stocks at the time of distribution.
- f. The value of voluntary help received is not included in the accounts but is described in the directors' report (incorporating the Trustees' annual report).
- g. Interest income is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

## Winchester Basics Bank

- h. Expenditure is recognised on an accruals basis and includes VAT which cannot be recovered. Liabilities are generally recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
  - i. Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - j. The charity has creditors which are measured at settlement amounts less any trade discounts applicable.
  - k. Expenditure on individual fixed asset items of less than £2,000 cost is 100% written-off in the year of purchase. Items in excess of that are capitalized and depreciated over five years.
3. Expenditure on charitable activities
- a. Staff costs

	2020	2019
	£	£
Salaries and wages	25,827	18,238
Social security costs	-	-
Pension costs	1,085	1,067
Total staff costs	<u>26,912</u>	<u>19,305</u>

Headcount for the period was 3 (2019: 2). The part time employees work wholly in the delivery and support of the charity's activities.

The charity continues to take advantage of the Government's NEST defined contribution workplace pension scheme. Pension costs are employer pension contributions. All pension expense is taken from unrestricted funds.

## Winchester Basics Bank

### b. Other costs

	2020 Total £	2019 Total £
Equipment, fixtures and depreciation	2,618	1,402
Transport expenses	73	63
Sundry operating costs	2,111	1,228
Rent	2,124	624
Postage and stationery	325	330
Computer consumables	1,552	159
Insurance	906	479
Website	605	244
Training	523	170
Telephone	499	249
Energy vouchers	-	230
Total other costs	11,336	5,178

Equipment in 2020 relates mainly to clothes storage, trolleys, laptops and mobiles to meet the demands of increased volumes from the pandemic. Equipment in 2019 relates mainly to a heater and printer at Milland Road, plus new profile-raising banners.

### 4. Taxation

The charity is exempt from tax on income and gains to the extent that these are applied for its charitable purposes. No tax liabilities or charges have arisen in the period.

### 5. Fixed Assets

During 2020, a clothes store was created at a cost of £2,200 (£- last year). This is to be depreciated over five years and therefore £440 (£- last year) of depreciation has been provided for. The net book value and accumulated depreciation are £1,760 (£- last year) and £440 (£- last year) respectively.

## Winchester Basics Bank

### 6. Stocks

	2020 £	2019 £
Donated goods for distribution to beneficiaries		
Opening stock value	30,976	29,850
Received in period	122,997	96,530
Expensed in period	(124,960)	(95,404)
Closing stock value at 31 <sup>st</sup> December	<u>29,013</u>	<u>30,976</u>

Other than the stock of donated goods the charity does not hold any material value of stocks.

## Winchester Basics Bank

### 7. Debtors and prepayments

as at 31st December	2020 £	2019 £
Donations in transit	-	551
Gift Aid reclaim	-	2,252
Prepayments	156	156
Total debtors	156	2,959

### 8. Cash at bank and in hand

as at 31st December	2020 £	2019 £
Short term deposits	170,304	49,820
Cash at bank and on hand	60,222	9,981
Total	230,526	59,801

### 9. Creditors and accruals

Amounts falling due within one year

as at 31st December	2020 £	2019 £
Accrued expenses	-	290
Taxation and social security	-	-
Total	-	290

There were no creditors falling due after more than one year at either 31<sup>st</sup> December 2020 or 2019.

## Winchester Basics Bank

### 10. Fund movements

<u>Funds held and movement 2020</u>		Opening balance	Income	Expenditure	Transfers	Closing balance
		£	£	£	£	£
Restricted funds	Fuel poverty fund	25	-	-	-	25
	Basics supplies fund	1,177	-	(1,177)	-	-
	Sub-total	1,202	-	(1,177)	-	25
Unrestricted funds	General funds	61,268	213,291	(42,142)	-	232,417
	Donated goods fund (fair value)	30,976	122,997	(124,960)	-	29,013
	Sub-total	92,244	336,288	(167,102)	-	261,430
Total charity funds		93,446	336,288	(168,279)	-	261,455
<u>Funds held and movement 2019</u>		Opening balance	Income	Expenditure	Transfers	Closing balance
		£	£	£	£	£
Restricted funds	Fuel poverty fund	255	-	(230)	-	25
	Basics supplies fund	445	2,550	(1,818)	-	1,177
	Sub-total	700	2,550	(2,048)	-	1,202
Unrestricted funds	General funds	47,636	40,113	(26,481)	-	61,268
	Donated goods fund (fair value)	29,850	96,530	(95,404)	-	30,976
	Sub-total	77,486	136,643	(121,885)	-	92,244
Total charity funds		78,186	139,193	(123,933)	-	93,446

## Winchester Basics Bank

### 11. Transactions with trustees and related parties

- a. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.
- b. No trustee expenses have been incurred or paid.
- c. There have been no related party transactions in the reporting period.