

Winchester Basics Bank

(a company limited by guarantee)

Report and Financial Statements

Year ending 31st December 2020

Charity number: 1102470

Company number: 05005690

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Winchester Basics Bank

Report of the directors for the year ending 31st December 2020

The trustees present their annual directors' report together with the financial statements of Winchester Basics Bank for the year ending 31st 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.

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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

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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

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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.

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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 st 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

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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 31st 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.

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Structure, governance and management

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

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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) 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



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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 31st 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

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

for the year ending 31st December

			Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
		Note	£	£		£
Income						
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	1.f	122,997	-	122,997	96,530
Other income	Cash deposits interest		484	-	484	288
Total income			336,288	-	336,288	139,193
Expenditure						
Fundraising			-	-	-	2,228
Charitable activities	Donated goods given out	1.f	124,960	-	124,960	95,404
	FareShare fees		1,081	-	1,081	1,818
	Food purchased		2,813	1,177	3,990	-
	Staff costs	3.a	26,912	-	26,912	19,305
	Other costs	3.b	11,336	-	11,336	5,178
Total expenditure			167,102	1,177	168,279	123,933
Net income for the reporting period			169,186	(1,177)	168,009	15,260
Transfers between funds		10.	-	-	-	-
Net movement in funds			169,186	(1,177)	168,009	15,260
Reconciliation of funds						
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

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Balance Sheet

as at 31st December

		2020	2019
	Note	£	£
Fixed Assets	5.	1,760	-
Current assets			
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
Total current assets		259,695	93,736
Creditors: amounts falling due within one year	9.	-	290
Net current assets		259,695	93,446
Total assets less current liabilities		261,455	93,446
Funds of the charity			
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
Total funds	10.	261,455	93,446

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).

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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.

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- 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	26,912	19,305

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.

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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.

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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 st 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.

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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 31st December 2020 or 2019.

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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

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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.