

Company number: 05402066

Charity Number: 1113515



Trustees report and financial statements

For the year ended 31 March 2023

Gloucester Foodbank

Reference and administration information

Company number 05402066

Charity number 1113515

Registered office and operational address

The George Whitefield Centre
107 Great Western Road
Gloucester
GL1 3NF

Trustees

Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

| | |
|-------------------|--|
| Adrian Slade | Chair, appointed 26 June 2023 |
| Paul Mallett | Treasurer, appointed 30 October 2023 |
| Lorraine Best | |
| Stephen Cresswell | |
| Christine Dale | appointed 1 March 2023 |
| James Holliday | |
| Philip Rodford | |
| Stephen Taylor | appointed 16 October 2023 |
| David Walker | retiring Chair, resigned 26 October 2023 |
| Julia Evans | resigned 1 December 2022 |
| Patrick Prosser | resigned 22 August 2022 |

There were no trustees who held title to property belonging to the charity during the reporting period or at the date of this report.

Key management personnel

| | |
|------------------|---------|
| Anneliese Sterry | Manager |
|------------------|---------|

Bankers

Barclays plc

Solicitors

Sherbornes Solicitors Ltd, 4 Royal Crescent, Cheltenham, Gloucestershire GL50 3DA

Independent Examiner

Kate Adderley CA
Third Sector Accountancy Limited, Holyoake House, Hanover Street, Manchester, M60 0AS



Trustees' annual report for the year ended 31 March 2023

The trustees present their report and the unaudited financial statements for the year ended 31 March 2023. Included within the trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives of the charity

Gloucester Foodbank ("the Foodbank") was established in 2005 and is, as such, the second longest continually running foodbank in the Trussell Trust Foodbank Network.

It was originally established by the leaders and other members of City Church Gloucester, who were aware of individuals and families struggling to feed themselves when faced with an array of different, often unexpected circumstances. In 2004 they decided to join this Network and set up a foodbank in Gloucester to alleviate the immediate need, which then opened in April 2005.

The Foodbank is an independent registered charity (and company limited by guarantee) with our own trustees, manager, staff and volunteers. We are affiliated to the Trussell Trust which currently supports over 400 affiliated foodbanks across the country.

Our joint long-term objective is to see poverty eliminated across the UK, but unfortunately this seems a very distant objective given that demand for our services continues to increase year on year.

The following are the objects of the Charity and are for the benefit of the community of Gloucester and the surrounding area, these are to be undertaken with a Christian ethos:

- To relieve poverty and financial hardship
- To listen and act as a signpost to other organisations who can assist with long term support.
- To promote and protect good health.

Our main aim is to help individuals and families who face a change in their circumstances meaning they require immediate support. We provide them with basic food provisions and other essentials to allow other authorities the time to put in place a more permanent solution.

This support relieves some of the stress people face when these unexpected problems occur and mean the worry of how to feed their families and themselves is solved.

Gloucester Foodbank

Trustees' annual report for the year ended 31 March 2023

Our strategy is simple. To act as a distributor of food to those in need. Clearly, there is more to it than that and under the next sector of this report we will go into this in more details, as well as detail the methods we use both to measure the demand for our services and what we achieved.

To achieve its charitable objectives the Foodbank is hugely indebted to its army of volunteers, who number 70+. Their support in collecting food donations, sorting supplies, packing parcels, delivering the parcels and manning the delivery office are key to our operations. It is difficult to quantify their overall impact, however, we are looking to introduce some new metrics to help us understand this better.

Summary of the charity's main activities and achievements

In order to fulfil its objectives, Gloucester Foodbank provides emergency food and toiletry supplies for those in crisis, as identified by some 157 partner agencies, although as can you see from the table below only 81 of these partners provided any referrals to us in the last financial year.

| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|---|------------|------------|------------|------------|------------|
| Active agencies working as distributors of vouchers | 88 | 96 | 81 | 85 | 81 |
| Inactive agencies | 25 | 29 | 67 | 61 | 76 |
| Total number of agencies registered as voucher distributors | 113 | 125 | 148 | 146 | 157 |

Our top 7 Referral Agencies are:-

- GL Communities
- Help Through Hardship
- Gloucester CAB
- YMCA
- Nelson Trust
- P3
- Probation

The Foodbank's primary focus is to be a temporary, practical stopgap through food distribution to those who are in a position of crisis.

Free emergency food is normally provided for 3 days, which is often the time it takes for the appropriate agencies to be in a position to assist. However, this frequently does not always give sufficient time for agencies to provide the necessary support to clients, and as a result, it can be necessary for us to provide repeat 3 days packages on a number of occasions.

Below is a table detailing the number of food parcels we provided. It is difficult to make exact comparisons, as we ceased providing 7-day food parcels in September 2021 (which were introduced during the covid pandemic). If we look at the total number of parcels distributed in the last two years, you will note that

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Trustees' annual report for the year ended 31 March 2023

these increased by 56%. This steep increase in numbers did have an impact on our warehousing and delivery functions and required increase in both staff and volunteer hours.

| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | % change |
|--|--------------|--------------|--------------|--------------|---------------|----------|
| Number of parcels for children provided with 3-days emergency food | 2,403 | 2,714 | 199 | 2,079 | 5,121 | 146.3 |
| Number of parcels for adults provided with 3-days emergency food | 4,866 | 5,395 | 335 | 3,576 | 8,723 | 143.9 |
| Number of parcels for children provided with 7-days emergency food | 0 | 0 | 2,581 | 1,144 | 0 | N/A |
| Number of parcels for adults provided with 7-days emergency food | 0 | 0 | 4,811 | 2,072 | 0 | N/A |
| Total number of food parcels | 7,269 | 8,109 | 7,926 | 8,871 | 13,844 | 56.1 |

The above table also underlines the impact the current cost of living crisis is having on our communities, as during the year we saw many referrals from households who had not been referred to us before.

Low Income has been given as the main reason for referrals in the last two years, with the percentage of referrals because of Low Income, increasing from 54.9% to 61.12% in 2022-2023. Debt is also a contributing factor and these referrals increased by 17% in 2022-2023.

Other reasons for referral were benefit delays/changes, homelessness, delayed wages, no recourse to public funds, domestic abuse, and children's holiday meals.

The percentage of referrals of households with children under 16 were 36% of our total.

A monthly breakdown of referrals in our last financial year are shown below.

| | 2022/23 | |
|----------------|------------------------|--------------------------------|
| 2022/23 | No of Referrals | People numbers affected |
| April | 395 | 824 |
| May | 413 | 936 |
| June | 454 | 956 |
| July | 371 | 800 |
| August | 426 | 899 |
| September | 547 | 1,177 |
| October | 534 | 1,175 |
| November | 530 | 1,248 |
| December | 595 | 1,500 |
| January | 592 | 1,384 |
| February | 571 | 1,361 |
| March | 696 | 1,584 |
| TOTAL | 6,124 | 13,844 |

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The 2019 National Index of Multiple Deprivation (IMD) report (where 1 equals the most deprived) ranked Gloucester City as 118 out of 354 English local authorities in the deprivation index.

Out of 6,904 wards in England, this report identified 4 wards in Gloucester City as falling into the most deprived 10% nationally for 'Index of Multiple Deprivation' (IMD). These wards are Podsmead, Kingsholm & Wotton, Matson & Robinswood and Westgate. Predictably the greatest increase in referrals came from three out of the four wards.

Just to underline the size of the problem, the number of referrals for people living in one area of the city i.e., Matson, Robinswood and White City increased by 70%. However, the number of referrals from Podsmead (the ward which is ranked as the lowest in the IMD report) has not increased as much as the other three. For this reason, there is a desire to provide a Distribution Centre (Hub) within or close to this area of the city to make us more accessible to those living within Podsmead, as we believe there is a current unmet need.

Our main warehousing and operational site is located in Great Western Road in the centre of Gloucester, and it is from this location that the majority of parcel collections are dealt with. However, in order to increase the ways in which individuals and families can interact with us we have been looking to open a number of hubs around the city for food collections.

The first of these was established at The Elim Church and operates on Thursdays from 10.30am-12.30pm. This continues to be very busy, with individuals queuing outside before the Hub is open. Our team have formed good relationships with the individuals and families in need of further support, and as the church now operates additional provisions such as a 'Warm Space,' families can enjoy these too (with tea/coffee toast, crumpets and board games on offer). We have been sending down a couple of crates of out-of-date products each week – which one of the volunteers monitor – this has proved popular.

On 6th October 2022 we opened our distribution centre in St Philip and St James Church in Hucclecote, which operates on Wednesdays for 2 hours each week. In 2022-2023 this centre only provided a collection service, but we are looking to introduce delivery of parcels to individuals and families living in and around Hucclecote from this location early in the next financial year.

The provisions which we provide in the emergency food and toiletry parcels are funded mainly through the generous donations of supplies received from people from all walks of life.

Below is a table which details some of these supporter groups, who range from churches, schools and nurseries etc. It is pleasing to note that numbers have returned to pre-pandemic levels.

| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|---|-----------|-----------|-----------|-----------|-----------|
| Churches providing volunteers, food & toiletries | 50 | 54 | 32 | 44 | 50 |
| Schools, nurseries & toddler groups supporting foodbank throughout year | 51 | 58 | 54 | 54 | 52 |
| Number of volunteers | 60 | 70 | 65 | 70 | 74 |

Our donations of food and toiletries come from four main sources:

- We have 19 permanent collection points located in all the major supermarkets across the city and the surrounding area, allowing the general public to make food donations when they are shopping.
- We rely on schools at Harvest Festival time for food collections.
- We also receive food donations from the many churches across the city.

Gloucester Foodbank

Trustees' annual report for the year ended 31 March 2023

- Many local businesses sympathetic to our cause also provide both food and cash support.

The following table details the weight of goods donated by the above groups, members of the public, through collection points at local supermarkets as well as goods donated by local businesses with surplus stock. Can we express our heartfelt thanks for all your support. Without it we could not stand in the gap and help so many people in need.

| | 2020-2021 | 2021-2022 | 2022-2023 |
|--|------------------|------------------|------------------|
| | Kg | Kg | Kg |
| Total food, toiletries & household goods donated by local people | 142,733 | 116,110 | 122,597 |

The following table shows the level of stock it has taken to produce the 13,844 parcels provided in the last financial year and demonstrates how the need for such assistance has nearly doubled since 2018/19.

| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|--|------------------|------------------|------------------|------------------|------------------|
| | Kg | Kg | Kg | Kg | Kg |
| Total food, toiletries & household goods distributed to local people | 64,230 | 77,700 | 126,984 | 104,870 | 119,907 |

As well as food donations, we do, of course, rely on financial donations/contributors to not only cover our operating costs but also to purchase other food and non-food items. These are added to the parcels to ensure they provide a good nutritional balance together with basic toiletries etc.

Again, a tremendous thank you to our donors, both individuals and organisations, and to Tesco who provide an additional cash payment of 20% of the total value of foods donated at its stores.

As well as these donations we have been successful in securing grant funding from grant making trusts, The Trussell Trust and local government, further details of which are shown in the notes of our accounts.

It is exciting to report our successful bid through The Trussell Trust, which has allowed us to offer a Financial Inclusion service from the start of the 2023/24 financial year. This service includes welfare benefits advice, support and casework services for people needing emergency food and others facing destitution. This will be delivered from a variety of locations, to ensure that cost, location, distance, availability and access are not barriers to getting timely advice. We have chosen local organisation GL Communities, (who are the Foodbank's most significant referral partner) to act as facilitators of the service.

Again, thank you to our volunteer team who work extremely hard in the preparation and submission of the applications and the organisations concerned for catching our vision to help our local communities.

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Trustees' annual report for the year ended 31 March 2023

Future Plans

All the services provided by Gloucester Foodbank aim to help local people with a stepping-stone to support them, not only with their basic food needs, but also to look holistically at how we (working with partner agencies), can enhance their life opportunities. The exciting news of our new Financial Inclusion service - referred to above – is a positive step forward with this mission.

The Foodbank does have a number of pressing issues to overcome. The biggest of which is the need for a new base for our main operations. The reasons behind this are many, including we are now running on a very short-term lease at our existing premises as well as the fact that these premises are not ideally configured or big enough for our expanding operations.

We have viewed a number of premises over recent years but unfortunately, some were not deemed suitable whereas negotiations on others became too onerous to proceed. We have now found another potential suitable site and whilst negotiations have become somewhat protracted, we are still hopeful that a move will be possible sometime in 2024.

Such a move will have its risks, not least the increased rent payments that will be required. This together with the other pressing need to increase the size of our operations (including staffing) due to increased demand for our services, means our finances will be put under increasing pressure.

We have maintained our designated Relocation fund within our general reserves of £170,000 which will act as a buffer for a period, however, it is imperative that we look to increase both our donor base and grant success rate to allow continued sustainability into the medium/long term.

It is sad to report that David Walker signalled his intention to retire as chair and acting treasurer of the Foodbank in October 2023. David has served the Foodbank faithfully over many years, and in his capacity of Chair and Treasurer, has been instrumental in guiding the Foodbank to its present position. We would therefore like to put on record our deep gratitude for the tireless way David has sacrificed his time and talent towards the cause over a long period.

It is pleasing to report that since the year end we have been joined by Adrian Slade, who will take the role of Chair and Paul Mallett who will join as Treasurer.

Gloucester Foodbank
Trustees' annual report for the year ended 31 March 2023

Financial review

The charity's total income for the year was £607,408 (2022: £330,539) of which £284,180 (2022: £183,522) was donations in kind. Total expenditure was £446,751 (2022: £308,902) including donated goods valued as mentioned. The surplus for the year was £160,657 (2022: £21,637).

At the end of the financial year the charity's total funds stood at £423,689 (2022: £263,032) of which £335,201 was unrestricted (2022: £253,797) and £88,488 was restricted (2022: £9,235).

Full breakdowns of the movements on restricted and unrestricted funds during the year, and the closing balances, are shown in notes 15 and 16 of the financial statements.

Our restricted funds at the year end were:

- £40,709 re the Financial Inclusion fund which is for our new service (facilitated by GL Communities) which commenced 1st April 2023
- £29,124 Housing Support fund being the balance of £50,000 received from the DWP through Gloucestershire County Council. This is for the purchase of food and other non-food items, and associated delivery costs, for vulnerable households, particularly those with children
- £9,420 Garfield Weston fund which is the balance of £20,000 grant received to cover warehouse staff costs
- £9,235 White Goods fund, received from Npower, to acquire appliances for people in need. We have not been able to utilise this fund in the current or previous financial year owing to operational limitations, but we plan to rectify this in 2023/24 through the Financial Inclusion project.

Our unrestricted funds at the year end were:

- £165,201 General fund to cover day to day operational matters as well as cash flow needs
- £170,000 Relocation fund (designated) to assist with set up costs and on-going rent payments at our potential new operating base

Reserves policy

The aim of the reserves policy is to ensure that the charity's ongoing and future activities are reasonably protected from unexpected fluctuations in its income and expenditure. The board reviews the reserves policy annually and agrees an appropriate level of unrestricted general funds, also known as free reserves, given the risks faced by the charity and the sustainability of its different income streams.

The trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

It has been the policy of the charity that total reserves should be maintained at a level equivalent to at least three months' total expenditure, excluding the use of donated goods, with the objective that the Charity is able to continue with its activities for the duration of any temporary fall in funding.

However, given the significantly higher level of activity of the charity and the growing need for it, the trustees now wish to maintain at least six months' expenditure cover (at least as a temporary measure) to allow a full assessment of on-going costs to be considered at our future operating base.

Gloucester Foodbank

Trustees' annual report for the year ended 31 March 2023

Total expenditure, excluding the use of donated goods, amounted to some £162,000 for the year; the minimum reserves target is therefore around £81,000. We are pleased to note that at the year end, as stated above we had £165,201 in general reserves, well in excess of the six months' expenditure target.

The trustees have designated £170,000 for the purpose of relocating and securing suitable premises going forward, in order to secure the tenure of the Foodbank for up to 5 years since as mentioned above, the existing premises are insufficient due to their size and layout. It is hoped a move will happen during 2024.

Our total funds at the year end were £423,689 made up of £88,488 restricted funds, £170,000 designated relocation fund, and the £165,201 general fund.

Structure, governance and management

Gloucester Foodbank is a charitable company limited by guarantee, incorporated on 23 March 2005 and registered as a charity on 31 March 2006.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

The directors of the Charity are also charity trustees for the purposes of charity law and under the company's articles. Under the requirements of the Memorandum and Articles of Association, at the Annual General Meeting, one third of trustees for the time being or, if their number is not three or a multiple of three, then the number nearest one-third shall retire from office. A retiring trustee shall be eligible for re-election.

The board of trustees has the power at any time, to appoint any person to be a trustee. Any trustee so appointed shall hold office only until the next following Annual General Meeting, and shall then be eligible for election.

Trustees are there as individual members in their own right and not representing any organisation and are recruited with the aim of achieving a broad range of specialist knowledge, skills and experience to provide governance and legal responsibility for the organisation.

The induction of new trustees includes the provision of appropriate literature from the Charity Commission and Companies House, which details the role and responsibilities of the position. In addition, meetings are held with the chair of trustees in which the internal workings of the charity are discussed.

No trustee has any beneficial interest in the charity, but guarantee to contribute £10 in the event of a winding up.

The Board meets at least four times a year but will gather more frequently if required. These meetings help with strategic and process decision-making. Shaping the future direction of the charity, in line with its objectives.

The Foodbank employs a part-time manager (Anneliese Sterry) who is accountable to the Chair of trustees for all day-to-day aspects relating to the management of the charity. The manager is also now supported by those members of the board of trustees who have assumed oversight for particular areas of governance.

Gloucester Foodbank

Trustees' annual report for the year ended 31 March 2023

In line with the Finance Policy of the foodbank, the monitoring and control of the overall annual budget is delegated to the manager, who is supported by the treasurer.

Annual staff pay awards are delegated to a sub-group of trustees, who reference similar size charities pay scales as part of its benchmark exercise. Subsequently they make their recommendations to the full board.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity. No expenses were claimed from the charity during the year (2022: nil).

Related parties and relationships with other organisations

There were no related party transactions.

Gloucester Foodbank continues to be members of the Trussell Trust network of 400 foodbanks. This partnership does not affect Gloucester Foodbank's operational policies. The partnership does help us with our continual improvement of our processes and policies. We also use the Trust's guidelines for valuing donations in kind, being £2.37 per kg for 2023 (2022: £1.75). We are grateful for the support, guidance and grant funding received from the Trussell Trust.

As part of this network, Gloucester Foodbank is obliged to provide a small annual franchise fee.

The charity works closely with other organisations and agencies active in the community to identify people in need. The top seven agencies by number of referrals during the year are listed above in the activities and achievements section.

Any transactions entered with related parties of the senior management team and/or trustees is subject to robust scrutiny under the parameters set up in the conflict-of-interest policy. Details of all such related parties' transactions are detailed within the notes of the accounts and/or recorded within the minutes of each Board meeting where that conflict-of-interest may be a consideration.

Gloucester Foodbank
Trustees' annual report for the year ended 31 March 2023

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

08 / 12 / 2023

The trustees' annual report has been approved by the trustees on and signed on their behalf by



.....
Adrian Slade, Chair of Trustees

Independent Examiner's report for the year ended 31 March 2023

Report to the trustees

I report on the accounts of the charity for the year ended 31 March 2023 set out on pages 13 to 26.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



08 / 12 / 2023

Kate Adderley CA
Third Sector Accountancy Limited
Holyoake House
Hanover Street
Manchester
M60 0AS

Gloucester Foodbank
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2023

| | Note | Unrestricted funds £ | Restricted funds £ | Total funds 2023 £ | <i>Unrestricted funds £</i> | <i>Restricted funds £</i> | <i>Total funds 2022 £</i> |
|--|------|----------------------------|--------------------------|--------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| Income from: | | | | | | | |
| Grants and donations | 3 | 496,596 | 110,709 | 607,305 | 327,066 | - | 327,066 |
| Rent receivable | 4 | - | - | - | 3,473 | - | 3,473 |
| Investments | 5 | 103 | - | 103 | - | - | - |
| Total income | | 496,699 | 110,709 | 607,408 | 330,539 | - | 330,539 |
| Raising funds | 6 | 568 | - | 568 | - | - | - |
| Charitable activities | 7 | 414,727 | 31,456 | 446,183 | 308,902 | - | 308,902 |
| Total expenditure | | 415,295 | 31,456 | 446,751 | 308,902 | - | 308,902 |
| Net income/(expenditure) for the year | 9 | 81,404 | 79,253 | 160,657 | 21,637 | - | 21,637 |
| Net movement in funds for the year | | 81,404 | 79,253 | 160,657 | 21,637 | - | 21,637 |
| Reconciliation of funds | | | | | | | |
| Total funds brought forward | | 253,797 | 9,235 | 263,032 | 232,160 | 9,235 | 241,395 |
| Total funds carried forward | | 335,201 | 88,488 | 423,689 | 253,797 | 9,235 | 263,032 |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Gloucester Foodbank
Company number 5402066
Balance sheet as at 31 March 2023

| | Note | 2023 | 2022 |
|--|------|----------------|----------------|
| | | £ | £ |
| Fixed assets | | | |
| Tangible assets | 14 | 4,024 | 11,377 |
| Total fixed assets | | 4,024 | 11,377 |
| Current assets | | | |
| Debtors | 15 | 48,501 | 11,236 |
| Cash at bank and in hand | | 373,642 | 243,037 |
| Total current assets | | 422,143 | 254,273 |
| Liabilities | | | |
| Creditors: amounts falling due in less than one year | 16 | (2,478) | (2,618) |
| Net current assets | | 419,665 | 251,655 |
| Total assets less current liabilities | | 423,689 | 263,032 |
| Net assets | | 423,689 | 263,032 |
| The funds of the charity: | | | |
| Restricted income funds | 17 | 88,488 | 9,235 |
| Unrestricted income funds | 18 | 335,201 | 253,797 |
| Total charity funds | | 423,689 | 263,032 |

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.


Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 15 to 26 form part of these accounts.

Approved by the trustees on **08 / 12 / 2023** and signed on their behalf by:


Adrian Slade, Chair of Trustees

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Gloucester Foodbank meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £ sterling.

b Judgments and estimates

Key judgments which the trustees have made which have a significant effect on the accounts include valuing donated goods when distributed at £2.37 per kilo, as recommended by the Trussell Trust (see note 1e below).

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

e Donated goods, services and facilities

Goods donated for distribution to beneficiaries are recognised as incoming resources only when distributed, with an equivalent amount being included as resources expended under the heading of charitable activities. Goods donated are valued £2.37 per kilo distributed (2022: £1.75 per kilo distributed), which is the current valuation method recommended by the Trussell Trust and commonly adopted by similar charities.

Donated professional services and donated facilities are not recognised as income. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity heading:

- Costs of raising funds
- Expenditure on charitable activities includes all costs incurred in furthering the purposes of the charity.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Tangible fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

| | |
|-------------------------------|-----|
| Motor vehicles | 33% |
| Office fixtures and equipment | 25% |

i Stock

Donated items of stock are not valued in the accounts since they are recognised only when distributed. Although smaller amounts of goods are purchased for distribution, any stock held is not valued since the value is not material.

Notes to the accounts for the year ended 31 March 2023

j Debtors

Gift Aid claimable on donations received has not previously been recognised in prior years, but since this is a material amount it is now recognised at the anticipated value. Any trade or other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

l Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 7 and outstanding contributions due at the year end were not material.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The registered office address is disclosed on page 1.

Gloucester Foodbank

Notes to the accounts for the year ended 31 March 2023 (continued)

3 Income from donations and legacies

| | Unrestricted £ | Restricted £ | Total 2023 £ | <i>Unrestricted</i> £ | <i>As restated</i> <i>Restricted</i> £ | <i>Total 2022</i> £ |
|-------------------|-------------------|-----------------|-----------------|--------------------------|--|------------------------|
| Grants | 58,996 | 110,709 | 169,705 | 33,837 | - | 33,837 |
| Donations | 153,420 | - | 153,420 | 109,707 | - | 109,707 |
| Donations in kind | 284,180 | - | 284,180 | 183,522 | - | 183,522 |
| Total | 496,596 | 110,709 | 607,305 | 327,066 | - | 327,066 |

4 Rent receivable

| | Unrestricted £ | Restricted £ | Total 2023 £ | <i>Unrestricted</i> £ | <i>Restricted</i> £ | <i>Total 2022</i> £ |
|---------------------------------------|-------------------|-----------------|-----------------|--------------------------|------------------------|------------------------|
| Rent receivable: sub letting premises | - | - | - | 3,473 | - | 3,473 |
| | - | - | - | 3,473 | - | 3,473 |

5 Investment income

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

Gloucester Foodbank

Notes to the accounts for the year ended 31 March 2023 (continued)

6 Cost of raising funds

| | | Unrestricted £ | Restricted £ | 2023 £ | <i>Unrestricted</i> £ | <i>Restricted</i> £ | <i>2022</i> £ |
|---------------|------------|-------------------|-----------------|-----------|--------------------------|------------------------|------------------|
| Support costs | see note 8 | 425 | - | 425 | - | - | - |
| Governance | see note 8 | 143 | - | 143 | - | - | - |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | | 568 | - | 568 | - | - | - |
| | | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

There were no staff costs associated with fund raising as all grant application and fund raising work was done voluntarily by trustees.

There are no comparatives as the charity was under the SORP threshold for activity reporting during the previous year.

Notes to the accounts for the year ended 31 March 2023 (continued)

7 Analysis of expenditure on charitable activities

| | 2023 £ | 2022 £ |
|---|----------------|----------------|
| Rent and other property costs | 47,789 | 39,474 |
| Staff costs | 56,772 | 46,353 |
| Purchases: food, toiletries and packaging | 27,662 | 10,002 |
| Office and administration | - | 3,856 |
| Insurance | 2,515 | 3,562 |
| Depreciation | 10,417 | 10,035 |
| Legal and professional fees | 535 | 6,004 |
| Accountancy and independent examination | - | 1,800 |
| Vehicle running costs and sundry | 5,534 | 4,294 |
| In kind donations distributed | 284,180 | 183,522 |
| Support costs | 8,072 | |
| Governance costs | 2,707 | |
| | <u>446,183</u> | <u>308,902</u> |
| Restricted expenditure | 31,456 | - |
| Unrestricted expenditure | <u>414,727</u> | <u>308,902</u> |
| | <u>446,183</u> | <u>308,902</u> |

8 Analysis of governance and support costs

| | Support £ | Governance £ | Total 2023 £ |
|---------------------------|--------------|-----------------|-----------------|
| Staff costs | 1,735 | | 1,735 |
| Office and administration | 5,712 | | 5,712 |
| Legal and professional | 1,050 | 1,050 | 2,100 |
| Accountancy | - | 1,440 | 1,440 |
| Independent examination | - | 360 | 360 |
| | <u>8,497</u> | <u>2,850</u> | <u>11,347</u> |
| Allocated as follows: | | | |
| Cost of raising funds | 425 | 143 | 568 |
| Charitable activities | 8,072 | 2,707 | 10,779 |
| | <u>8,497</u> | <u>2,850</u> | <u>11,347</u> |

Allocated according to manager time spent supporting each area of work.

There are no comparatives as the charity was under the SORP threshold for activity reporting during the previous year.

Notes to the accounts for the year ended 31 March 2023 (continued)

9 Net income/(expenditure) for the year

| | | |
|--|-------------------|-------------------|
| This is stated after charging/(crediting): | 2023 | 2022 |
| | £ | £ |
| Depreciation | 10,417 | 10,035 |
| Accountancy fees | 1,440 | 1,440 |
| Independent examiner's fee | 360 | 360 |
| | <u> </u> | <u> </u> |

10 Staff costs

Staff costs during the year were as follows:

| | | |
|------------------------------|-------------------|-------------------|
| | £ | £ |
| Wages and salaries | 53,507 | 45,299 |
| Pension costs | 855 | 1,054 |
| Staff and volunteer expenses | 2,956 | - |
| Uniform | 1,189 | - |
| | <u> </u> | <u> </u> |
| | 58,507 | 46,353 |
| | <u> </u> | <u> </u> |
| Cost of raising funds | - | - |
| Charitable activities | 56,772 | - |
| Support costs | 1,735 | - |
| Governance costs | - | - |
| | <u> </u> | <u> </u> |
| | 58,507 | - |
| | <u> </u> | <u> </u> |

No employee has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the year was 4 (2022: 3).

The average full time equivalent number of staff employed during the year was 2 (2022: 2).

The key management personnel of the charity comprise the trustees and the Manager. The total employee benefits of the key management personnel of the charity were £17,351 (2022: £21,854).

11 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2022: Nil).

Aggregate donations from related parties were £2,440 (2022: £2,190).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

Notes to the accounts for the year ended 31 March 2023 (continued)

12 Grants and donations

Grants and donations were gratefully received from the following organisations and public sector bodies:

| | 2023 £ | 2022 £ |
|---|-----------|-----------|
| Trussell Trust - Financial Inclusion Project | 46,815 | 8,012 |
| Trussell Trust - general | 15,830 | - |
| Gloucestershire County Council | 51,160 | - |
| Garfield Weston Foundation | 20,000 | - |
| J H Rausing Trust | 12,500 | - |
| BUPA Foundation | 5,000 | - |
| Claranet Ltd | 5,000 | - |
| Infinis Energy | 5,000 | - |
| Nfumis Group | 3,190 | - |
| Rotary Club of Gloucester Severn | 2,710 | - |
| Kendal Road Baptist Church | 2,500 | - |
| SK Heating and Cooling | - | 8,000 |
| City of Gloucester | - | 5,000 |
| The Henry C Hoare Charitable Trust | - | 4,700 |
| Rotary Club of Gloucester | - | 4,000 |
| Unite the Union | - | 2,000 |
| Other small donations received for foodbank | 153,420 | 109,707 |
| Foodbank donations in kind received - see below | 284,180 | 183,522 |
| | <hr/> | <hr/> |
| | 607,305 | 324,941 |
| | <hr/> | <hr/> |

There were no unfulfilled conditions and contingencies attached to any grants or donations.

Donations of food and other household goods were valued at £2.37 per kilo distributed (2022: £1.75 per kilo), which is a commonly adopted valuation method among similar charities.

13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Notes to the accounts for the year ended 31 March 2023 (continued)

14 Fixed assets: tangible assets

| | Motor Vehicles £ | Office equipment £ | Total £ |
|-----------------------|------------------------|--------------------------|------------|
| Cost | | | |
| At 1 April 2022 | 29,518 | 7,476 | 36,994 |
| Additions | - | 3,064 | 3,064 |
| | | | |
| At 31 March 2023 | 29,518 | 10,540 | 40,058 |
| Depreciation | | | |
| At 1 April 2022 | 19,678 | 5,939 | 25,617 |
| Charge for the year | 9,840 | 577 | 10,417 |
| | | | |
| At 31 March 2023 | 29,518 | 6,516 | 36,034 |
| Net book value | | | |
| At 31 March 2023 | - | 4,024 | 4,024 |
| | | | |
| At 31 March 2022 | 9,840 | 1,537 | 11,377 |

15 Debtors

| | | |
|-------------------------|--------|--------|
| Prepayments | 15,167 | 4,990 |
| Accrued Gift Aid income | 33,334 | 6,246 |
| | | |
| | 48,501 | 11,236 |

16 Creditors: amounts falling due within one year

| | 2023 £ | 2022 £ |
|--------------------------------|-----------|-----------|
| Creditors and accruals | 1,800 | 1,800 |
| PAYE and pension contributions | 678 | 818 |
| | | |
| | 2,478 | 2,618 |

Notes to the accounts for the year ended 31 March 2023 (continued)

17 Analysis of movements in restricted funds

| | Balance at 1 April 2022 £ | Income £ | Expenditure £ | Transfers £ | Balance at 31 March 2023 £ |
|-----------------------------|---------------------------------|-------------|------------------|----------------|----------------------------------|
| Household Support Fund | - | 50,000 | (20,876) | - | 29,124 |
| Garfield Weston | - | 20,000 | (10,580) | - | 9,420 |
| Financial Inclusion project | - | 40,709 | - | - | 40,709 |
| White goods fund | 9,235 | - | - | - | 9,235 |
| | | | | | |
| Total | 9,235 | 110,709 | (31,456) | - | 88,488 |

Comparative period

| | Balance at 1 April 2021 £ | Income as restated £ | Expenditure as restated £ | Transfers as restated £ | Balance at 31 March 2022 £ |
|------------------|---------------------------------|----------------------------|---------------------------------|-------------------------------|-------------------------------------|
| White goods fund | 9,235 | - | - | - | 9,235 |
| | | | | | |
| Total | 9,235 | - | - | - | 9,235 |

**Name of
restricted fund**

Description, nature and purposes of the fund

| | |
|---|--|
| GCC - Household Support Fund | Gloucestershire County Council's distribution of DWP funding to support vulnerable households most in need, particularly those with children. The spend is primarily on food but can also be used to support energy and water bills. |
| Garfield Weston Foundation | Towards core running costs - specifically, to help fund warehouse staff salaries. |
| Trussell Trust: Financial Inclusion project | Provision of welfare benefits advice, support and casework services for people needing emergency food and others facing destitution; starting date 1 April 2023. Unrestricted funding of £6,106 was also provided towards overheads. |
| npower: White goods fund | To finance purchases of white goods for clients who are in need and are unable to finance such purchases from their own resources. |

Notes to the accounts for the year ended 31 March 2023 (continued)

18 Analysis of movement in unrestricted funds

| | Balance at 1 April 2022 £ | Income £ | Expenditure £ | Transfers £ | As at 31 March 2023 £ |
|-----------------|---------------------------------|-------------|------------------|----------------|-----------------------------|
| General fund | 83,797 | 496,699 | (415,295) | - | 165,201 |
| Relocation fund | 170,000 | - | - | - | 170,000 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 253,797 | 496,699 | (415,295) | - | 335,201 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

Comparative period

| | Balance at 1 April 2021 £ | Income £ | Expenditure £ | Transfers £ | Balance at 31 March 2022 £ |
|-----------------|---------------------------------|-------------|------------------|----------------|-------------------------------------|
| General fund | 62,160 | 330,539 | (308,902) | - | 83,797 |
| Relocation fund | 170,000 | - | - | - | 170,000 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 232,160 | 330,539 | (308,902) | - | 253,797 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

**Name of
unrestricted fund**

Description, nature and purposes of the fund

| | |
|-----------------|--|
| General fund | The free reserves after allowing for all designated funds |
| Relocation fund | Costs of securing new premises, including relocation costs, legal fees and higher rental. It is hoped that new premises will be secured in calendar year 2024. |

Notes to the accounts for the year ended 31 March 2023 (continued)

19 Analysis of net assets between funds

| | General fund £ | Designated funds £ | Restricted funds £ | Total 2023 £ |
|-----------------------|----------------------|--------------------------|--------------------------|-----------------|
| Tangible fixed assets | 4,024 | - | - | 4,024 |
| Net current assets | 161,177 | 170,000 | 88,488 | 419,665 |
| | | | | |
| Total | 165,201 | 170,000 | 88,488 | 423,689 |

Comparative period

| | General fund £ | Designated funds £ | Restricted funds £ | Total 2022 £ |
|-----------------------|----------------------|--------------------------|--------------------------|-----------------|
| Tangible fixed assets | 11,377 | - | - | 11,377 |
| Net current assets | 72,420 | 170,000 | 9,235 | 251,655 |
| | | | | |
| Total | 83,797 | 170,000 | 9,235 | 263,032 |