



Gloucester Foodbank

Report and Accounts

year ended 31 March 2024



**GLOUCESTER FOODBANK
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

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GLOUCESTER FOODBANK
FOR THE YEAR ENDED 31 MARCH 2024
COMPANY INFORMATION



Reference and Administrative Information

Directors/Trustees	Adrian Slade	chair, appointed June 2023
	Paul Mallett	Treasurer, appointed 30th Oct 2023
	Lorraine Best	
	Stephen Cresswell	
	Christine Dale	
	James Holliday	
	Philip Rodford	died 12th June 2024
	Stephen Taylor	appointed 16th Oct 2023
	David Walker	resigned 26th Oct 2023
	Richard Evans	appointed 8th April 2024
	Jamie Whitelock	appointed 5th June 2024
Key staff	Anneliese Sterry (Project Manager)	
Governing Document	Memorandum and Articles of Association 23rd March 2005	
Company Registration Number	05402066	
Charity Registration Number	1113515	
Registered Office	The George Whitefield Centre 107 Great western Road Gloucester GL1 3NF	
Independent Examiner	Kate Adderley CA Third Sector Accountancy Ltd Holyoake House, Hanover Street Manchester M60 0AS	
Bankers	Barclays	

GLOUCESTER FOODBANK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2024

1. Introduction

This Annual Report presents a review of the year 1 April 2023 to 31 March 2024, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the trustees' stewardship and management of the foodbank.

The trustees and staff of Gloucester Foodbank wish to express their deep appreciation of the contribution made by volunteers, staff and donors, without whom, no achievements would have been possible. The trustees are confident that, by their stewardship and management of charitable funds, Gloucester Foodbank continues to meet the requirements around public benefit as defined by the Charity Commission.

As a charity rooted and established on the teaching and life of Jesus, for those who are part of the Foodbank and who are Christians, we see God's Kingdom at work in what we do. We seek to serve those who are hungry, and those who are in need to the best of our ability. We seek to love our neighbour as we love ourselves. And whilst we have volunteers and staff who do not have a Christian faith, it is clear that love, care and compassion are shown by all.

2. Our aims & objectives

Purpose & Aims

Our charity's purposes as set out in the objects contained in the company's memorandum of association are:

- To benefit the public by relieving 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.

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

It was originally established by the leaders and members of City Church Gloucester, who became aware of individuals and families struggling to feed themselves when faced with an array of difficult and often unexpected circumstances. In 2004 they decided to join the Trussell Trust Network and set up a foodbank in Gloucester to alleviate these immediate needs, with the foodbank subsequently opening in April 2005.

Gloucester Foodbank is an independent registered charity (and company limited by guarantee) with its own trustees, manager, staff and volunteers. As has already been said, we are affiliated to The Trussell Trust which currently supports over 400 affiliated foodbanks across the country, who run over 1,400 foodbank centres.

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.

Between 1 April 2023 and 31 March 2024, foodbanks in The Trussell Trust’s UK-wide network distributed more than 3.1 million emergency food parcels to people facing hardship – this is an increase of 94% over the past five years. More than 1.1 million of these parcels were distributed for children.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

The review also helps us ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

In this past year we have been dealing with the continued effects of the cost-of-living crisis, being faced by all in the UK. Because of the diligence of our staff and volunteers and the generosity of our community, donors and partners we have been able to fulfil our goal of helping local people in crisis.

We have done this through the provision of 3 days of emergency food and toiletries parcels in multiple locations, through signposting to additional services, and through a new service of providing Financial Inclusion support, particularly to individuals who have required repeat parcels to meet their on-going needs.

We have sadly become a stop gap service rather than a last port of call due to the significant financial hardships that an increasingly struggling population face.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on individuals who are facing food poverty and are undertaken to further our charitable purposes for the public benefit.

Who used and benefited from our services?

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.

As has already been said, we have sadly become a stop gap service rather than a last port of call due to the significant financial hardships that an increasingly struggling population face.

The table below is taken from data collected by our biggest referral agency, who dealt with some 35% of all referrals to us in the last year. The biggest reason given, by far, as to why our support is needed is the rising costs of essentials.

Rising costs of essentials (2162)		
Other unexpected expense (938)		
Ongoing impact of physical or mental health condition (625)		
Cost of dependents has increased (540)		
Priority debt (270)		
Non-priority debt (187)		
Insecurely housed (107)		
No access to financial support due to immigration status (101)		

Clearly, there is no easy fix to combat this situation without the involvement of national and local government. That being said, our Financial Inclusion Programme (see later) is a step in the right direction in attempting to seek solutions to individual's needs.

75% of all our referrals in the last year were from individuals who have no income other than access to some state benefits, but clearly these are not at a level which allows families to cover on-going essential costs.

Given this backdrop it is unsurprising that we are facing an increased call on our services. The table below shows the number of food parcels we provided across the last two years, and you will note that we saw a 23.1% rise in the number of parcels we had to distribute last year. The percentage given out to feed children under 16 has remained around the 37% mark.

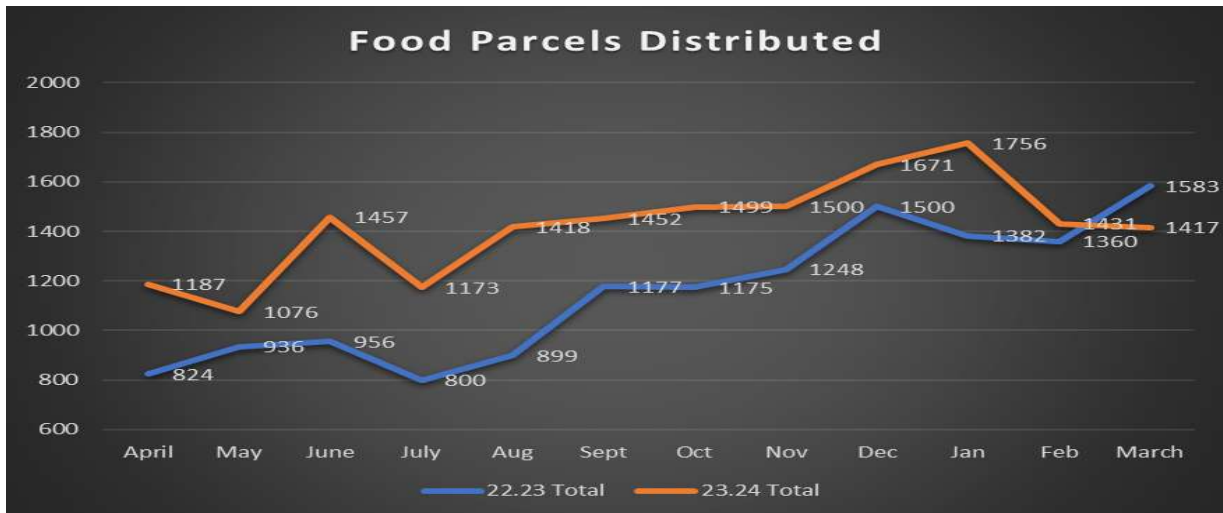
	2022-2023	2023-2024	% change
Number of parcels for children provided with 3-days emergency food	5,121	6,271	22.5
Number of parcels for adults provided with 3-days emergency food	8,723	10,766	23.4
Total number of food parcels	13,844	17,037	23.1

Out of the 7,586 referrals received last year, 3,276 were from unique households and 2,009 of the total were from first time referrals to us.

55.86% of unique households required only one intervention from us, whilst the remaining 44% required more on-going support as shown in the following table.

Voucher count	Unique households	Percentage
1	1824	55.68%
2	608	18.56%
3	310	9.46%
4	163	4.98%
5	114	3.48%
6	75	2.29%

The graph below shows the numbers of parcels given out per month over the last two years. This underlines the increasing demand we are seeing. The graph appears to show a drop off in demand in February and March of 2024, albeit this was short lived, with figures for April 2024 at 1,475 and May at a height of 1,713.



Gloucester City continues to be ranked high in the National Index of Multiple Deprivation of local authorities in England, with 4 of its wards falling into the most deprived 10% nationally. These wards are Podsmead, Kingsholm & Wotton, Matson & Robinswood and Westgate.

The following table shows the number of vouchers received from the wards facing the most demand. The top 5 wards amount to 66% of our overall total, with three of the above-mentioned wards featuring prominently. Podsmead is the exception, where demand was only 2.25% out of our total.

We continue to believe this is because we have no local presence within the area, although we continue to explore ways of overcoming this and reaching the demand which we know exists.

	Referrals	% of Total
Westgate	1,142	15.05
Matson, Robinswood and White City	1,051	13.85
Barton and Tredworth	1,030	13.58
Kingsholm and Wotton	977	12.88
Moreland	818	10.78

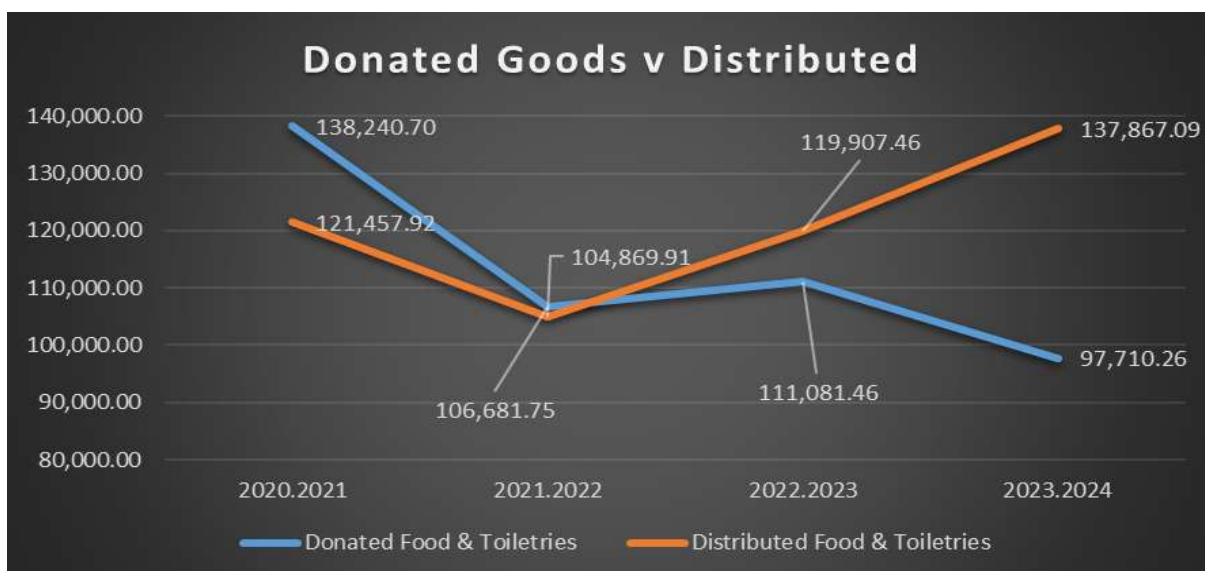
Our main warehousing and operational site is located in Great Western Road in the centre of Gloucester, and it is from this location that the majority of parcel collections/deliveries are dealt with (84% of the total last year).

We currently only have two existing hubs, where individuals and families can interact with us. One located at the Elim Church, which operates on Thursday mornings and gave out 13% of total parcels in the last financial year and at St Philip and St James Church in Hucclecote, which operates on Wednesday mornings, and gave out 3%.

The parcels we provide of emergency food and toiletries are mainly funded through the generous donations of supplies received from people from all walks of life. Unfortunately, we say mainly, as in the last financial year donations only covered 71% of the overall figure distributed, the remainder was made up from reducing our stock levels and most importantly purchasing food in (we spent £91,618 on food in the last financial year).

The table below shows that whilst we have given out more year-on-year (2020-2021 was exceptional due to Covid), food donations received in the last year fell by 12% leaving a gap of 40,156 kgs to fill.

	2020.2021	2021.2022	2022.2023	2023.2024
	(kg)	(kg)	(kg)	(kg)
Donated Food & Toiletries	138,240.70	106,681.75	111,081.46	97,710.26
Distributed Food & Toiletries	121,457.92	104,869.91	119,907.46	137,867.09
	16,782.78	1,811.84	-8,826.00	-40,156.83



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

- We have 21 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.
- Many local businesses sympathetic to our cause also provide both food and cash support.

As shown in the table below, some 60% of items donated are from individuals giving at local supermarkets.

Stock in type	Stock in (kg)	Stock in (% of total)
Donations from donors - Charities	692.87	0.71%
Donations from donors - Churches	13,210.82	13.52%
Donations from donors - Community groups	2,104.27	2.15%
Donations from donors - Corporates	9,563.48	9.79%
Donations from donors - Educations	8,990.90	9.20%
Donations from donors - Individual(s)	4,925.28	5.04%
Donations from donors - Other bulk food distributors	177.75	0.18%
Donations from donors - Supermarkets	58,044.89	59.41%
Total	97,710.26	100.00%

The breakdown per supermarket is shown below –

	(Kgs)	%
Asda	7,465.71	12.9
Co-op	1,106.09	1.9
Morrisons	1,258.88	2.2
Sainsburys	13,127.32	22.6
Tesco	35,073.49	60.4
		100.0

As well as food donations, we do, of course, rely on financial donations/contributions 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 and Asda who provide an additional cash payment of 20% of the total value of foods donated at its stores.



Above photos show the food donated at Tesco store in the December 2023 food drive

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

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.

Counselling, Advice and Information

As advised in last year's report, 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.

After a successful bid through The Trussell Trust we were able to commence offering a Financial Inclusion service from the 1 April 2024, initially aimed at people you have required repeat food parcels from us, in an attempt to help them move forward.

This service is provided through a partner organisation, GL Communities and our grant bid enabled them to fund an advisor plus triage to help people lacking the disposable income to buy food.

Below are the outcomes for the first year of this project:

No. of people who accessed Financial Inclusion = 265

Total financial gains through income maximisation = £49,125.58

Debt managed = £85,678.44

No of people estimated to no longer need our support = 28

What follows is a live case study to illustrate the value and human side of this service:

"Client is a single woman living in a 3 bed Social Housing Property.

Her income is through Universal Credit including Housing Costs of which she has a shortfall due to Bedroom Tax. She initially contacted GL. Comms as she was struggling financially and unable to afford food and top up for her prepay electricity and gas meters. A foodbank voucher was requested and referral to The Fuel Foundation for help with fuel costs was forwarded to ease immediate hardship. I also forwarded a supermarket voucher to the value of £50.00 to enable her to purchase fresh foods.

Client advised that she was suffering from severe mental health at that time and was struggling to leave her home and felt unable to deal with any paperwork.

She had recently had to leave employment due to ill health and was claiming benefits for the first time. She had not claimed Council Tax Support when moving onto Universal Credit. I completed a CTS claim form and forwarded to the client for her to sign and in turn send on to Gloucester City Council benefits. I also completed a Discretionary Housing Payment form, after completing a financial statement over the telephone with her. Again, this was forwarded to the client who signed and forwarded to Gloucester City Council. Council tax support was processed and backdated. Client is now receiving full Council tax support.

Discretionary housing payment was awarded for 13 weeks. A further application was forwarded to Severn Trent Big Difference Scheme to lower her water charges.

Client expressed an interest in downsizing her property and wanted to move nearer to her family in the Cotswolds – a referral was forwarded to CCP – for housing support. They assisted her in updating of her home seekers and bidding on alternative properties.

Client contacted me 6 weeks later: She had been offered a property more suitable for her needs and closer to her family and moved mid-February. She advised me that her Mental Health had improved greatly, and she felt a lot happier than she had for a very long time. She thanked me for all of the assistance I had given her over the previous weeks.”

3. Achievement and Performance

It is pleasing to report that the foodbank has been able to keep pace with the demand for its services over the last 12 months and the introduction of the Financial Inclusion project demonstrates we are intentional in looking to help people move on from the cycle of having to continually require food support.

However, this ever-increasing demand has led to mounting pressures experienced by our staff and volunteers. This coupled with the fact that “usable” donated food and toiletries only amounted to 70% of the amount needed to fulfil this year’s demand, this meant it was necessary for us to commence a root and branch review of our current operations.

This review is on-going but the first big decision to be taken was to shelve the proposed move to new premises. Looking at the foodbank’s finances and the fact that we will now have to buy a substantial amount of food stock on an on-going basis, meant that the proposed increase in rental made the move not viable.

This cost together with the reducing overall level of stock held, and its quick turn-around, meant the present premises were adequate, albeit still not ideal.

Fortunately, we have subsequently been able to negotiate a new 5-year lease on broadly similar terms to the previous lease, which gives us some stability in the short/median term.

We have also employed an additional full-time member of staff with a view of eliminating some of the burden on existing staff and to review our existing operational model to seek efficiencies and adopt new processes.

New IT systems have also been introduced for our finance systems to ensure we manage our finances, so that timely management reports can be produced. Additionally, a new data management system has been acquired so that our systems are compliant with legal obligations, our data is up to date and not duplicated, and to ease communications with our volunteers and supporters.

4. **Future Plans**

The above review is on-going. Notwithstanding this we have set the following key targets for the forthcoming year.

1. Invite/create at least 10 new Referral Agencies.
2. To re-establish contact with agencies that have not referred clients in the last 18 months and investigate why this is the case. When possible, re-engage so that they will again make referrals.
3. Work to create and support a Gloucester wide Umbrella Group for those seeking help for food support.
4. Talk/liaise with local food Parlours and food larders to forge a closer working relationship.
5. Create 5 new foodbank hubs throughout the city to help people access our services closer to where the demand is needed.
6. Invite groups and leaders in the city to our warehouse centre, so that they can gain an understanding of what we are doing and the support they can give us.
7. Ensure appropriate DBSs are in place.
8. Create appropriate social media presence.
9. Update website.

10. Reorganise the front office. This will include organised opening times through the week (and possibly evening and weekend openings), making it a safe, warm place offering tea and coffee and opportunities to engage with staff and volunteers.
11. Reassess home deliveries so that they are only used for the vulnerable.
12. Organise a trustees skill audit.
13. Create Warehouse staff meetings.
14. Newsletter and other publicity material sent out at least quarterly.
15. Make a sponsorship package tied to donations
16. Organise deliveries from Tesco, Morrisons, etc.
17. Organise more Food drives at local supermarkets
18. Extend the Financial Inclusion project to help meet demand
19. Introduce a membership scheme to increase engagement.
20. Review funding model in an attempt to claw back potential on-going deficits.

5. Financial review

Overview

The charity's total income for the year was £506,694 (2023: £639,102 restated) of which £232,615 was donations in kind. (This figure excludes the introduction into the accounts of our previously held stock, which was valued at £72,402.81 as of 1st April 2023. As a result 2023 accounts have been restated). Total expenditure was £534,336 (2023: £446,751) including donated goods valued as mentioned above. A deficit of £27,642 was recorded against a surplus of £192,351 in 2023 (restated).

Principal Funding Sources

We are continually humbled by the support of our donors, both individuals and organisations, as well as others who have agreed to partner with us. We would like to express our continued sincere appreciation and say a massive thank you to our friends and supporters who have continued to give generously towards the work of Gloucester Foodbank, despite the cost-of-living crisis we are all facing.

The notes in our accounts (and particularly note 12) give details of the various organisations who have provided grants and donations over the last two years, and these lists are our acknowledgement of your gratefully received support.

Our unrestricted income for the year fell by 32.2% from £569,102 to £385,985. These funds are utilised to fund the necessary purchase of food and toiletries and to cover our overhead and staff costs. The following table shows the percentage of this total received from the different sources.

	£	%
Food & Toiletries donated	232,615	60.3
Monetary donors - individuals	84,526	21.9
Monetary donations - organisations	30,244	7.8
Gift Aid reclaimed	19,308	5.0
Unrestricted grants	17,757	4.6
Investment Income	1,536	0.4
TOTAL	385,986	100

We saw reductions in each of these categories, and whilst monetary donations from individual only fell by 2.7%, in other areas the reductions were more marked. Food donations fell by 18.1% (excluding stock introduction in 2023), donations from organisations by 46.6%, unrestricted grants by 50% and gift aid reclaimed 42.1% (albeit in this latter insistence the corresponding figure for the previous year did include all outstanding claims being brought up to date).

There are an array of reasons why these reductions have happened, from the cost-of-living crisis, to the foodbank not engaging with its existing/previous supporters in any meaningful way throughout the year.

Clearly, these reductions did have consequences on our operations. For example, as already alluded to, the value of food donated only covered 70% of that needed to meet demand. We have already mentioned some of the steps we are taking in an attempt to reverse this situation.

Unrestricted grants for the year totalled £17,757, with £11,025 of this total being provided by Tesco through their match donation scheme for goods donated at their stores. We do thank Tesco and the other supermarkets who allow members of the public to donate food and toiletries through their stores.

We were successful in bidding for two restricted grants during the year, totalling £80,000 which were mainly used to purchase food and toiletries. We thank the UK Government via the Lottery for the £75,000 grant and The Summerfield Charitable Trust for their £5,000.

Principal Expenditure

Total expenditure for the year was £534,336 a 19.6% increase on the figure of £446,751 seen in 2023.

As a consequence of the falling food donations referred to above, we had to purchase stock of £91,618, up from £27,662. Fortunately, £88,850 of this figure was covered by restricted grants we received for this purpose, albeit these funds are now extinguished.

In addition, the start of the Financial Inclusion project meant we incurred full year costs of £40,709, which were covered by a restricted grant of the same amount from The Trussell Trust.

A full breakdown of our costs is given below, and further details can be found in the notes to the accounts.

	2023	2024	% Diff
Purchases: food, toiletries & packaging	27,662	91,618	231.2
In kind donations distributed	269,689	241,632	-10.4
obsolete stock & waste	14,491	9,658	-33.4
Financial Inclusion Project	-	40,709	
Staff costs	58,507	70,845	21.1
Vehicle running costs & sundry	5,534	8,317	50.3
Operations	-	1,930	
Office & Admin	8,227	12,413	50.9
Rent & other property costs	47,789	50,994	6.7
Governance costs	4,435	5,567	25.5
Depreciation	10,417	652	-93.7
TOTAL	446,751	534,336	19.6

Summary

The net result was a deficit of £27,642 against a surplus of £192,351 seen in 2023. This latter figure has been restated due to the introduction of stock into the balance sheet as at 31st March 2023.

At the end of the financial year the charity's total funds stood at £427,741 (2023: £455,383) of which £415,603 was unrestricted/designated (2023: £407,604) and £12,138 was restricted (2023: £47,779 restated).

The breakdown is as follows.

<i>Fund Name</i>	<i>Closing Balance</i>	<i>Totals</i>
General	117,875	117,875
Designated		
Relocation	0	
Contingency	244,000	
Stock	53,728	297,728
Restricted		
Financial Inclusion	0	
White Goods	9,235	
Food & Toiletries	2,903	12,138
TOTAL	427,740	427,740

General Fund is to cover day to day operational matters as well as cash flow needs, together with forecast deficit for 2024/2025.

Details as to the purposes of the designated and restricted funds is given in notes 19 and 20 of the accounts.

6. Investment Policy

Historically all funds have been maintained in current accounts. Over the last year we have looked to spread funds, but retaining a prudent amount in current account as a reserve to cover potential annual deficits.

Remainder has been spread with various financial institutions on terms varying between 30 days and 1 year and will achieve a return of circa 4% over the next year. Given the current uncertainties with our funding model, terms in excess of 12 months were not deemed appropriate.

7. Reserve 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 reviewed the reserves policy and agreed that a minimum level of unrestricted general funds, also known as free reserves, of £117,875 is appropriate given the risks faced by the charity and the sustainability of its different income streams.

We are currently without any substantial grant funding for the current year, which means that given the level of demand for our services and the need for us to purchase large amounts of stock, we are faced with a potential budget deficit of circa £120,000. This is significantly higher than any previous year so the trustees have agreed to set aside our free reserve (i.e. unrestricted general fund) to cover this potential liability. We are actively seeking external support to mitigate against this scenario albeit in the interim we need to ensure our continued operation to meet the current demanding levels for at least this coming year.

Previously designated funds for the now defunct relocation have now been placed in a contingency fund with an additional transfer from general fund. This reserve stood at £244,000 as at 31st March 2023, the trustees consider this to equate to circa 6 months full costs of our operations. Given current uncertainties it is thought prudent to retain this extra reserve.

At the end of the financial year the charity's total funds stood at £427,741 (2023: £455,383) of which £415,603 was unrestricted/designated (2023: £407,604) and £12,138 was restricted (2023: £47,779 restated).

8. Risk Management

The Management Committee require to undertake an in-depth review of the major risks to which the charity is exposed.

Some of the risks already highlighted are:

Governance —there has been substantial changes to the trustee board over the last 12 months and a full audit is required to ensure we have all the necessary relevant experience and skills. An experienced chair and treasurer have brought some stability but further action is required and the allocation of portfolio to individual members.

Financial - The major risk at present is the financial outlook of a continuing increase in demand for the Foodbank and a volatile level of income. In addition, there are uncertainties in the economic situation and what the new Government's response will be to food poverty. The Trustees need to work on the development of a strategic or forward plan in 2024 to help address the overall governance of the charity in the light of this and other risks.

The volatility in income, particularly in connection with food donations, coupled with the increased demand for our services means that careful management of our budget and making appropriate re-forecasts is a key mitigation task.

Operations —the major risks are around maintaining the required number and skills of volunteers, ensuring adequate food stocks, and optimising the value for money of food purchases. There are also risks around the ongoing availability of the centre premises, albeit this has been mitigated by the signing of a new 5-year lease.

Client relationships —the foodbank is committed to providing a good experience for clients and must ensure that all clients are treated well and that access to vouchers and the collection of food meets their needs.

External risks — these are risks beyond the charity's direct control but can have a major impact on the foodbank, notably changes in government policy, the 'cost of living' crisis, or another pandemic. These risks require the charity to provide agility and resilience in its operations and finances.

Compliance —the charity must continue to meet its Compliance obligations in terms of filing returns and ensuring it meets other legal and regulatory requirements such as safeguarding and health and safety. These risks will be addressed by appointing one trustee to have specific oversight of each of the different areas of compliance and good practice.

A new risk register needs to be established and updated at least annually, where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

The significant external risks to funding require the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are being put in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre.

9. Structure, Governance and Management Governing Document

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. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law, and under the company's Articles, are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected. 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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 (2023: nil).

Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity having been encouraged to take a tour of the Centre.

Additionally, new trustees are invited and encouraged to attend a series of meetings/ training sessions to familiarise themselves with the charity and the context within which it operates.

These are jointly led by the Chair of the Management Committee and the Project Manager of the charity and cover:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A Question & Answer pack has also been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements.

It is very sad to report that our colleague and friend, Phil Rodford (pictured on the left of the photo below) passed away in June 2024.



Gloucester Foodbank has lost one of its longstanding trustees. Many of our staff, trustees and volunteers will have worked with Phil. He was appointed as a trustee and director of Gloucester Foodbank in 2008 with operational oversight particularly over our warehouse for many years.

Gerry who worked closely with Phil said "It has been an immense privilege to have known, been inspired by and to have worked alongside Phil. He had an empowering, trusting and supportive nature which consistently enabled me to fulfil and develop my role and he would always be there to help when required - even at short notice, nothing was ever too much trouble for him. His level of humanity and humility as well as his ability to listen and offer guidance will be sorely missed by myself and the Warehouse Team."

Our Project Manager who worked with Phil since 2009 said "Phil will be greatly missed by all at Gloucester Foodbank. He mostly provided support with the physically demanding warehousing side of our operation. Phil was known for his kindness, compassion, reliability and willingness to provide help and support when needed. Indeed, no job was beneath him from folding leaflets in the office to collecting donations from supermarkets".

Organisational Structure

The directors/trustees meet on at least a quarterly basis and are responsible for the strategic direction and policy of the charity. At present the Committee has nine members from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Project Manager, who is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. This includes day to day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Volunteers

We have 80 volunteers who give their time, energy and compassion. We have teams volunteering in our warehouse four days per week, other teams run our distribution centres. We have a team of drivers that deliver the parcels from the warehouse to clients in need, and drivers who pick up from churches, schools and supermarkets to bring to our warehouse. We have ad hoc volunteers who volunteer at our supermarket collections and a team behind the scenes who volunteer by assisting our administration staff as well as our fundraising co-ordinator who supports the foodbank in so many ways. Without these volunteers, we would have to close. We are so grateful for everyone who gives their time.



Some of our volunteers at a thank you breakfast held earlier this year

In the year ending March 2024 we have calculated that our volunteers gave 11,536 hours of their time to help the foodbank function. If we applied the National Minimum Wage rate of £11.42, this would give us an annual “cost” of £131,972. Thank you again to all concerned. Without your help and support the Foodbank could not meet the demand we are seeing for our support.

Related Parties

There were no related party transactions.

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy, and particularly as part of The Trussell Trust network of over 400 foodbanks, working to tackle food poverty and hunger in communities across the UK. The charity is grateful for the support, guidance and grant funding received from the Trussell Trust.

The charity works closely with other organisations and agencies active in the community to identify people in need. The top nine agencies by number of referrals during the year are listed below.

GL Communities
Gloucester Citizens Advice
Help through Hardship
Probation Service
P3 Charity Gloucester
The Nelson Trust Women's Centre
Glos 11-25 Permanency Teams
YMCA Cheltenham
CCP (Caring for Communities & People)

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.

03 / 09 / 2024

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 2024

Report to the trustees

I report on the accounts of the charity for the year ended 31 March 2024 set out on pages 30 to 44

Responsibilities and basis of report

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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants of Scotland (ICAS).

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. 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
3. to state whether particular matters have come to my attention

Basis of Independent examiner's statement

My examination was carried out in accordance with the 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 Act
have 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.



03 / 09 / 2024

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

2024

GLOUCESTER FOODBANK
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

				Total Funds 2024	Restated Total Funds 2023
	Note	Unrestricted Funds £	Restricted Funds £	£	£
INCOME FROM					
Donations and legacies:					
Donations and legacies	3	134,077	-	134,077	176,820
Donated goods	4	232,615	-	232,615	356,583
Grants received	5	17,757	120,709	138,466	105,596
Investments:					
Interest earned on cash deposits	6	1,536	-	1,536	103
Total income and endowments	7	385,985	120,709	506,694	639,102
EXPENDITURE ON					
Charitable activities	8	377,986	156,351	534,336	446,183
Raising funds	8d	-	-	-	568
Total expenditure		377,986	156,351	534,336	446,751
Net income/(expenditure)		7,999	(35,642)	(27,642)	192,351
Transfers between funds		-	-	-	-
Net movement in funds		7,999	(35,642)	(27,642)	192,351
Reconciliation of funds:					
Total funds brought forward		407,604	47,779	455,383	263,032
Total funds carried forward		415,603	12,138	427,741	455,383

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

All income and expenditure derive from continuing operations.

The statement of financial activities also complies with the requirements for an income and expenditure account required by the Companies Act 2006.

The notes on pages 33 - 44 form part of these accounts.

GLOUCESTER FOODBANK
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted	Restricted	Total funds	Restated
	Note	Funds	Funds	2024	Total funds
		£	£	£	2023
					£
FIXED ASSETS					
Tangible assets	14	3,372	-	3,372	4,024
		<u>3,372</u>	<u>-</u>	<u>3,372</u>	<u>4,024</u>
CURRENT ASSETS					
Stock	13	53,728	-	53,728	72,403
Debtors	15	6,291	-	6,291	49,071
Investments	16	155,330	-	155,330	-
Cash at bank and in hand	17	225,892	100,522	326,414	373,072
		<u>441,241</u>	<u>100,522</u>	<u>541,763</u>	<u>494,546</u>
CREDITORS: Amounts falling due within one year					
	18	29,010	88,384	117,394	43,187
Net current assets		<u>412,231</u>	<u>12,138</u>	<u>424,369</u>	<u>451,359</u>
TOTAL NET ASSETS		<u>415,603</u>	<u>12,138</u>	<u>427,741</u>	<u>455,383</u>
FUND BALANCES					
Unrestricted funds					
General Funds		117,875	-	117,875	165,201
Designated funds	19	297,728	-	297,728	242,403
Restricted Funds	20	-	12,138	12,138	47,779
		<u>415,603</u>	<u>12,138</u>	<u>427,741</u>	<u>455,383</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006 however, in accordance with Section 145 of the Charities Act 2011, the accounts have been examined by an independent examiner and their report has been included in these financial statements.

The directors (who are the charitable company's trustees for the purposes of charity law) acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its net income or expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors and were signed on its behalf by:



Signed - Adrian Slade
Chair/Director

03 / 09 / 2024

2024

Date

Company number: 05402066

Charity number: 1113515

The notes on pages 33 - 44 form part of these accounts.

GLOUCESTER FOODBANK
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	Note	2024 £	2023 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	<u>107,137</u>	<u>277,803</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		1,536	103
Purchase of property, plant and equipment		-	-
Purchase of cash investments that mature after three months		(155,330)	-
Net cash provided by (used in) investing activities		<u>(153,794)</u>	<u>103</u>
Change in cash and cash equivalents in the year		<u>(46,657)</u>	<u>277,906</u>
Cash and cash equivalents at the beginning of the year	B	<u>373,072</u>	<u>243,037</u>
Cash and cash equivalents at the end of the year	B	<u>326,414</u>	<u>373,072</u>

The charity has no borrowings and an 'Analysis of changes in net debt' has not been presented.

Note A: Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2024 £	2023 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(27,642)	192,351
Adjustments for:		
Depreciation charges	652	10,417
Dividends, interest and rents from investments	(1,536)	(103)
(Increase)/decrease in stocks	18,675	72,403
(Increase)/decrease in debtors	42,781	(37,835)
Increase/(decrease) in creditors	74,207	40,569
Net cash provided by (used in) operating activities	<u>107,137</u>	<u>277,803</u>

Note B: Analysis of cash and cash equivalents

	2024 £	2023 £
Bank current accounts	77,267	371,843
Bank deposits	245,875	0
Petty cash	3,272	1,229
Total cash and cash equivalents	<u>326,414</u>	<u>373,072</u>

GLOUCESTER FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1 Statutory Information

The charity is a charitable company limited by guarantee and is incorporated in the United Kingdom. The company's registered number and registered office address can be found on the Company Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention. They have been prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ("the Charities SORP")", with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102"), with the Companies Act 2006 and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The principles adopted in the preparation of the financial statements are set out below.

a) Going Concern

The trustees (who are the charitable company's directors for the purposes of company law) have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Critical accounting estimates and areas of judgement

Key judgements which the trustees have made, which have a significant effect on the accounts include valuing donated goods. In previous years a valuation was only introduced when goods were distributed and this at a value of £2.37 per kilo, as recommended by the Trussell Trust.

However, this meant that stock valuation at year end was ignored. Given that this is now considered to be substantial and variations on year end stock have a affect on on-going operations, it has been decided to now value stock on donation (in accordance with the above formula) and to also introduce year end stock into the accounts. The previous year's stock balance has been introduced in "donations in kind" income as at March 2023 as a prior period adjustment as this is a change in accounting policy

In addition, in the past a balancing donation entry has been included when donated goods were distributed. However, in practice, these figures never balanced each other and therefore the revised process will now reflect the accurate value in and out.

c) Income

Income including investment income is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part, income is generally recognised when it is received. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes:

- a) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- b) Donations in kind. Donated facilities, services, fixed assets and goods are recognised as income when receivable at their value to the charity.

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

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

d) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

e) Expenditure continued

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

SORP requires charities with income over £500,000 to allocate costs to the various activities undertaken by the charity. The nature of the work of the charity is considered to be so integrated that the core charitable activity costs are considered to be for the one activity.

f) Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations and/or grants which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

g) Tangible fixed assets

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £5,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Motor vehicles	33%
Office fixtures and equipment	25%

h) Stock (donated)

In accordance with note 2b above, donated stock is now valued on donation and recognised within the accounts, in accordance with the valuation recommended by The Trussell Trust, which is reviewed from time to time. Currently set at £2.37 per kilo.

i) Cash at bank , cash in hand and current asset investments

Cash at bank and cash in hand comprises cash that can either be accessed immediately or at short notice. It includes petty cash, cash in bank current accounts and bank deposits that mature within three months.

Current asset investments comprise bank deposits and other cash investments that mature after three months and within twelve months. Current asset investments are recognised at fair value, which is generally their market value at the balance sheet date.

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

j) Debtors

Gift Aid claimed on donations was brought up to date in 2023 and 2024 year end figure represents the remaining amount to be claimed for the year in question. Any trade or other debtors are recognised at the settlement amount due after any trade discount. 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 the settlement amount after allowing for any trade discount due.

l) Pension scheme arrangements

The charity operates defined contribution 'money purchase' pension schemes for its employees. Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

m) Taxation

The company is a registered charity; it has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

GLOUCESTER FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

3 Donations and legacies (monetary)

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Legacies	-	-	-	-
Donations - individuals	84,526	-	84,526	86,862
Donations - organisations	30,244	-	30,244	56,624
Gift Aid reclaimed	19,308	-	19,308	33,334
	<u>134,077</u>	<u>-</u>	<u>134,077</u>	<u>176,820</u>

See note 13 for further information

4 Donations in kind

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Donations of food & toiletries	<u>232,615</u>	<u>-</u>	<u>232,615</u>	<u>356,583</u>

In kind donations of food and other household goods were valued at £2.37 per kilo (2023: £2.37) in line with recommendations of The Trussell Trust for all foodbanks within its network. (see note 13 for further information).

5 Grants received

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Government grants	-	75,000	75,000	50,000
Other grants receivable	17,757	45,709	63,466	55,596
	<u>17,757</u>	<u>120,709</u>	<u>138,466</u>	<u>105,596</u>

see note 12 for further information

6 Investment Income

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Interest earned on cash deposits	1,536	-	1,536	103
	<u>1,536</u>	<u>-</u>	<u>1,536</u>	<u>103</u>

7 Total Income

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
	<u>385,985</u>	<u>120,709</u>	<u>506,694</u>	<u>639,102</u>

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

8 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
a Direct Charitable Costs				
Purchases: food, toiletries & packaging	-	-	-	27,662
Purchases; food & toiletries	-	88,850	88,850	-
Purchases; stock adjustment	-3,737	-	-3,737	-
Purchases; packaging & literature	2,768	-	2,768	-
In kind donations distributed	245,369	-	245,369	269,689
obsolete stock & waste	9,658	-	9,658	14,491
Client Directed Services (FI)	-	40,709	40,709	-
Staff costs	47,271	23,574	70,845	58,507
Vehicle running costs & sundry	5,100	3,217	8,317	5,534
Operations	1,930	-	1,930	-
	<u>308,359</u>	<u>156,351</u>	<u>464,710</u>	<u>375,883</u>
b Support & Governance				
Office & Admin	12,413	-	12,413	8,227
Rent & other property costs	50,994	-	50,994	47,789
Governance costs	5,567	-	5,567	4,435
Depreciation	652	-	652	10,417
	<u>69,626</u>	<u>-</u>	<u>69,626</u>	<u>70,868</u>
Total expenditure	<u>377,986</u>	<u>156,351</u>	<u>534,336</u>	<u>446,751</u>

c Analysis of governance and support costs	Support	Governance	Total 2024	Total 2023
	£	£	£	£
staff costs	-	-	-	1,735
Office & administration	-	-	-	5,712
Subscriptions	-	828	828	-
Legal & professional	-	2,579	2,579	2,100
Accountancy	-	1,800	1,800	1,440
independent examination	-	360	360	360
	<u>-</u>	<u>5,567</u>	<u>5,567</u>	<u>11,347</u>

d	Allocated as follows:		
	costs of raising funds	-	568
	Charitable activities	5,567	10,779
		<u>5,567</u>	<u>11,347</u>

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

GLOUCESTER FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

9 Net income/(expenditure) for the year

This is stated after charging/(crediting)	Total 2024	Total 2023
	£	£
Depreciation	652	10,035
Accountancy fees	1,800	1,440
independent examination's fee	360	360
	<u>2,812</u>	<u>11,835</u>

10 Staff costs

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
staff costs during the year were as follows:				
Gross wages and salaries	46,121	23,574	69,695	53,507
Pension costs	1,014	-	1,014	855
Staff & volunteer expenses	136	-	136	2,956
Uniform	-	-	-	1,189
	<u>47,271</u>	<u>23,574</u>	<u>70,845</u>	<u>58,507</u>

No employee has employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the year was 5 (2023: 4).

The average full time equivalent number of staff employed during the year was 4 (2023: 3).

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 £19,034 (2023: £17,351)

11 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any person connected with them received any remuneration or reimbursed expenses during the year (2023: Nil).

Aggregate donations from trustees and related parties were £4,310 (2023: £2,440)

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. (2023: Nil).

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

12 Grants and donations received

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

Grants received

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Trussell Trust - Fin. Inclusion Project	-	40,709	40,709	6,106
Trussell Trust - Tesco	11,025	-	11,025	8,044
Trussell Trust - Sainsbury	3,000	-	3,000	-
Trussell Trust - Asda	2,297	-	2,297	2,661
Trussell Trust - general	0	-	0	5,125
South West Communities	1,000	-	1,000	-
Grants - other	435	-	435	-
J H Rausing Trust	-	-	-	12,500
Garfield Western Foundation	-	-	-	20,000
Gloucestershire County Council	-	-	-	51,160
UK Government via Lottery	-	75,000	75,000	-
The Summerfield Charitable Trust	-	5,000	5,000	-
	<u>17,757</u>	<u>120,709</u>	<u>138,466</u>	<u>105,596</u>

Donations received

	£	£	£	£
St Peters Catholic Church	4,745	-	4,745	4,316
HaVinG	3,500	-	3,500	1,000
Unite SW 2007 Glos Bch	3,000	-	3,000	3,000
Mariners Church	1,260	-	1,260	1,000
Ecclesiastical Insurance	1,200	-	1,200	1,000
Gloucester Communities	1,200	-	1,200	1,200
Coventry Building Society	1,000	-	1,000	1,000
Renishaw PLC	1,000	-	1,000	-
The Unity Lodge of the RAOB	1,000	-	1,000	-
BAE Systems PLC	1,000	-	1,000	-
Gloucester Vineyard Church	1,100	-	1,100	470
Elim Church	1,000	-	1,000	1,000
Rotary Club of Gloucester	-	-	-	7,710
BUPA Foundation	-	-	-	5,000
Claranet Ltd	-	-	-	5,000
Infinis Energy	-	-	-	5,000
Nfumis Group	-	-	-	3,190
Kendal Road Baptist Church	972	-	972	2,764
Matson Baptist Church	20	-	20	1,050
Seven Towers	750	-	750	2,487
Enterprise Holdings	-	-	-	1,000
Donations from Other organisations	7,497	-	7,497	9,437
Donations from Individuals	84,526	-	84,526	86,862
Gift Aid reclaimed	19,308	-	19,308	33,334
Food/toiletries donated in kind (see below)	<u>232,615</u>	<u>-</u>	<u>232,615</u>	<u>284,180</u>
	<u>366,692</u>	<u>-</u>	<u>366,692</u>	<u>461,000</u>

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

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

In kind donations of food and other household goods were valued at £2.37 per kilo (2023: £2.37) in line with recommendations of The Trussell Trust for all foodbanks within its network. (see below for stock movements).

13 Stock for food & other household items for distribution only

	2024	
	(Kg)	(£)
Opening Stock	30,549.71	72,403
Donated In	98,149.78	232,615
Purchased In	<u>35,912.70</u>	<u>85,113</u>
	164,612.19	390,131
Less Stock Distributed	137,867.09	326,745
Less Damaged/out of date stock	<u>4,075.10</u>	<u>9,658</u>
Closing Stock	<u><u>22,670.00</u></u>	<u><u>53,728</u></u>

As Stock was not valued in previous years, an opening stock revaluation of 30,549.71 kgs with a value of £72,402.81 using Trussell Trust guidelines of £2.37 per kg.

Stock of 22,670 kgs was held at year end with a value of £53,727.90 using Trussell Trust guidelines of £2.37 per kg.

Note: This is not a liquid asset and is only to be donated to individuals in need.

35,912.70 kg of food was purchased during the year for £88,850.34 to meet the required demand, which is valued at £85,113.10 using the Trussell Trust guidelines as mentioned above. An net adjustment of -£3,737.24 for this can be found in Note 9a.

14 Tangible Fixed Assets

	Motor Vehicles £	Office Equipment £	Total 2024 £
Cost			
At 1 April 2023	29,518	10,540	40,058
Additions	-	-	-
At 31 March 2024	<u>29,518</u>	<u>10,540</u>	<u>40,058</u>
Accumulated depreciation			
At 1 April 2023	29,518	6,516	36,034
Charge for the year	-	652	652
At 31 March 2024	<u>29,518</u>	<u>7,168</u>	<u>36,686</u>
Net book value			
At 31 March 2024	<u>-</u>	<u>-</u>	<u>3,372</u>
At 31 March 2023	<u>-</u>	<u>4,024</u>	<u>4,024</u>

GLOUCESTER FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

15 Debtors	Unrestricted Funds £	Restricted Funds £	Total 2024 £	2023 £
Gift aid tax recoverable	1,001	-	1,001	33,904
Prepayments	5,290	-	5,290	15,167
	<u>6,291</u>	<u>-</u>	<u>6,291</u>	<u>49,071</u>
16 Current asset investments	Unrestricted Funds	Restricted Funds	Total 2024	2023
Cash deposits and similar cash investments maturing after three months			£	£
	<u>155,330</u>	<u>-</u>	<u>155,330</u>	<u>-</u>
17 Cash at Bank and in Hand	Unrestricted Funds £	Restricted Funds £	Total 2024 £	2023 £
Bank current accounts	77,267	-	77,267	371,843
Bank deposits	145,353	100,522	245,875	-
Petty cash & gift cards	3,272	-	3,272	1,229
	<u>225,892</u>	<u>100,522</u>	<u>326,414</u>	<u>373,072</u>
18 Creditors: liabilities falling due within one year	Unrestricted Funds £	Restricted Funds £	Total 2024 £	2023 £
Creditors & Accruals	16,222	3,130	19,352	2,478
Deferred Income	12,788	85,254	98,042	40,709
	<u>29,010</u>	<u>88,384</u>	<u>117,394</u>	<u>43,187</u>

Deferred income comprise grants received in advance for projects & other activities.

19 Designated funds

During the year the movements in the charity's designated funds were as follows:

	Opening balance 2024 £	Incoming resources 2024 £	Outgoing resources 2024 £	Transfers in the year 2024 £	Closing balance 2024 £
Stock	72,403	232,615	251,290	-	53,728
Relocation	170,000	-	-	(170,000)	-
Contingency	-	-	-	244,000	244,000
	<u>242,403</u>	<u>232,615</u>	<u>251,290</u>	<u>74,000</u>	<u>297,728</u>

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

Name of designated fund	Description, name and purposes of the fund
Stock	donated food & toiletries for on-forward distribution
Relocation	cost of securing new premises - now obsolete as move not taking place
Contingency	monies set aside to cover 6 months of future full operating costs

Designated funds continued

In the previous year the movements in the charity's designated funds were as follows:

	Opening balance 2023 £	Incoming resources 2023 £	Outgoing resources 2023 £	Transfers in the year 2023 £	Closing balance 2023 £
Stock	0	72,403	-	-	72,403
Relocation	170,000	-	-	-	170,000
	<u>170,000</u>	<u>72,403</u>	<u>0</u>	<u>-</u>	<u>242,403</u>

20 Restricted funds

During the year the movements in the charity's restricted funds were as follows:

	Opening balance 2024 £	Incoming resources 2024 £	Outgoing resources 2024 £	Transfers in the year 2024 £	Closing balance 2024 £
Household Support	29,124	-	29,124	-	-
Garfield Weston	9,420	-	9,420	-	-
Financial Inclusion	-	40,709	40,709	-	-
White Goods	9,235	-	-	-	9,235
Lottery	-	75,000	75,000	-	-
Food & Toiletries	-	5,000	2,097	-	2,903
	<u>47,779</u>	<u>120,709</u>	<u>156,351</u>	<u>-</u>	<u>12,138</u>

Name of restricted funds	Description, name and purposes of the fund
Household Support	Gloucestershire County Council's distribution of DWP funding to support vulnerable households most in need, particularly with children. Funds used to food and toiletries
Garfield Western	Grant received towards core running costs - specifically, to help fund warehouse staff salaries

GLOUCESTER FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

Financial Inclusion	Trussell Trust grant funding towards the provision of welfare benefits advice, support and casework services for people needing emergency food and others facing destitution. Project commenced 1st April 2023 and is initially for 3 years
White Goods	Npower grant to finance purchase of white goods for clients in need and are unable to finance such purchases from their own resources. Partnership now established with local retailer, Gillman's to facilitate this.
Lottery	UK Government grants split 80% towards purchase of food and toiletries for adults and families in need and 20% towards delivery and associated costs.
Funds used for the purchase of Food & Toiletries	Various grants received to support vulnerable households most in need, particularly with children. Funds used to food and toiletries

In the previous year the movements in the charity's restricted funds were as follows:

	Opening balance 2023 £	Incoming resources 2023 £	Outgoing resources 2023 £	Transfers in the year 2023 £	Closing balance 2023 £
Household Support	-	50,000	20,876	-	29,124
Garfield Weston	-	20,000	10,580	-	9,420
Financial Inclusion	-	-	-	-	-
White Goods	9,235	-	-	-	9,235
	<u>9,235</u>	<u>70,000</u>	<u>31,456</u>	<u>-</u>	<u>47,779</u>

21 Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds £	Designated funds £	Restricted funds £	2024 £
Tangible fixed assets	3,372	-	-	3,372
Stock	-	53,728	-	53,728
Debtors	6,291	-	-	6,291
Investments	-	155,330	-	155,330
Cash at bank and in hand	137,222	88,670	100,522	326,414
Creditors falling due within one year	(29,010)	-	(88,384)	(117,394)
	<u>117,875</u>	<u>297,728</u>	<u>12,138</u>	<u>427,741</u>

GLOUCESTER FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General	Designated	Restricted	2023
	funds	funds	funds	
	£	£	£	£
Tangible fixed assets	4,024	-	-	4,024
Stock	-	72,403	-	72,403
Debtors	49,071	-	-	49,071
Investments	-	-	-	-
Cash at bank and in hand	155,293	170,000	47,779	373,072
Creditors falling due within one year	(43,187)	-	-	(43,187)
	<u>165,201</u>	<u>242,403</u>	<u>47,778</u>	<u>455,383</u>

22 Lease Commitment

New lease on existing warehouse base signed on 2nd July 2024 for a term of 5 years, at a rental of £18,000 pa plus VAT, with a rent review due 1st July 2027. An annual maintenance charge of £3,000 plus VAT is also payable. The lease provides us with the right to terminate at any point with two months written notice.

23 Members

Each member of the company commits to contribute if the charity is wound up an amount of £10.

24 Prior Period Adjustment

Unrestricted reserves as at previous year end March 2023	335,201
Prior period adjustment (opening stock adjustment)	72,403
Unrestricted reserves as restated	407,604
Restricted reserves as at previous year end March 2023	88,488
Prior period adjustment (deferred grant income adjustment)	(40,709)
Restricted reserves as restated	47,779
Total reserves as at previous year end march 2023	423,689
Prior period adjustments (net)	31,694
Total reserves as restated	455,383

GLOUCESTER FOODBANK
DETAILED STATEMENT OF FINANCIAL ACTIVITES WITH COMPARATIVES
FOR THE YEAR ENDED 31 MARCH 2024

	Note								
		<u>Unrestricted Funds</u>		Restricted	Total	<u>Restated</u>	<u>Restated</u>	<u>Restated</u>	<u>Restated</u>
		General	Designated	Funds	Funds	General	Designated	Funds	Total
		2024	2024	2024	2024	2023	2023	2023	2023
		£	£	£	£	£	£	£	£
INCOME FROM									
Donations and legacies;									
Donations and legacies	3	134,077	-	-	134,077	176,820	-	-	176,820
Donated goods	4	-	232,615	-	232,615	-	356,583	-	356,583
Grants Received	5	17,757	-	120,709	138,466	35,596	-	70,000	105,596
Investments:									
Interest earned on cash deposits	6	1,536	-	-	1,536	103	-	-	103
Total income and endowments	7	153,370	232,615	120,709	506,694	212,519	356,583	70,000	639,102
EXPENDITURE ON									
Charitable activities	8	126,696	251,290	156,351	534,336	130,547	284,180	31,456	446,183
Raising funds	8d				-	568	-	-	568
Total expenditure		126,696	251,290	156,351	534,336	131,115	284,180	31,456	446,751
Net income/(expenditure)		26,674	(18,675)	(35,642)	(27,642)	81,404	72,403	38,544	192,351
Transfers between funds		(74,000)	74,000	-	-	-	-	-	-
Net movement in funds		(47,326)	55,325	(35,642)	(27,642)	81,404	72,403	38,544	192,351
Reconciliation of funds:									
Total funds brought forward		165,201	242,403	47,779	455,383	83,797	170,000	9,235	263,032
Total funds carried forward		117,875	297,728	12,138	427,741	165,201	242,403	47,779	455,383