

Bradford Metropolitan Food Bank

Charity number 1120018

Annual Report and Financial Statements for the period ended 31 December 2020



West Yorkshire Community Accounting Service

Bradford Metropolitan Food Bank

Annual Report and Financial Statements for the period ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

Bradford Metropolitan Food Bank

Trustees' report for the period ended 31 December 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Lashman Singh	Chair	Appointed July 2019
John Henkel	Treasurer	
Helen Lynskey	Secretary	
Frances Atkins		
Steven Barnbrook		
Kenneth Leach		
Graham Walker		
Julie Woodhurst		
Rob Edwards		Appointed May 2020
Charity number	1120018	Registered in England and Wales

Registered and principal address

Girlington Community Centre
Girlington Road
Bradford
West Yorkshire
BD8 9NN

Bankers

Co-operative Bank plc
1 Balloon Street
Manchester
M60 1GP

Independent examiner

Rhys North ACA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Bradford Metropolitan Food Bank

Trustees' report (continued) for the period ended 31 December 2020

Objectives and activities

The charity's objects

To provide relief from financial hardship and social and/or economic disadvantage among people living or working in the Metropolitan District of Bradford by providing such persons with goods and/or services which they could not otherwise afford through lack of means.

The charity's main activities

The Bradford Metropolitan Food Bank (BMFB) supports people across Bradford District who are experiencing food poverty through the provision of emergency food. BMFB supplements donated food with purchased food, funded through grants, donations and fund raising. Volunteers pack c11 food items into heavy duty plastics bags for collection by registered third parties, who then distribute food to end users. Each food bag (which may be vegetarian, halal or meat/fish based) will provide a balanced, healthy diet for three days. Each bag contains information about the food content and, at times, further information about other assistance available to people in poverty.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and, in particular, the relief of poverty through the collection and distribution of emergency food parcels to those requiring such assistance.

Achievements and performance

The role and function of the Food Bank has changed significantly as a result of the Covid-19 pandemic, its economic impact and the restrictions that have been in place since March 2020.

The demand for food increased significantly as a result of the economic impacts of Covid-19 as people came to rely on furlough payments and/or Universal Credit and experienced both a drop in income but also significant cash flow problems. Over 16,000 food bags were distributed during the 2020 calendar year, an increase of over 25% compared to the previous calendar year, with a weekly average of 370 bags of food.

Covid-19 also required very significant changes to the operation of the Food Bank, both because key personnel were required to shield and Covid-19 risk assessments required new operational procedures, most significantly meaning fewer volunteers at packing sessions and a stricter requirement for third parties to book collection times. It was deemed impossible to operate the food bank on the pre-Covid basis and Committee members adopted new roles and a third party (Youthtrain) were contracted to provide operational support in terms of food procurement, co-ordination of volunteers, third parties and supervision of packing sessions and ensuring application of new operational procedures arising from covid-19 risk assessment and reviews.

BMFB was able to both meet this increased demand, and increase its reserves, as a result of the incredible generosity of individuals, businesses and organisations as well as strong support from Bradford Council, individual councillors, the Area West Committee and Shipley Town Council. The requirement to buy food was reduced as a result of support from Bradford Council for centralised procurement. BMFB is also grateful for support from the Bradford Food Network.

Other changes arising from Covid-19 were requirement for virtual meetings, revision to financial procedures to reflect the greater use of online banking for payments with second authorisation and the use of a bank charge card to end the requirement for individuals to cash-flow Food Bank food purchases.

BMFB also completed the process of becoming a CIO (Charitable Incorporated Organisation), adopting a new financial year (being calendar years) with an initial transitional accounting period of 3 August 2019 to 31 December 2020. This change means that the Food Bank is no longer registered with Companies House.

The Food Bank also strengthened its online, social media presence and comms capabilities through the co-option of Rob Edwards, who also took a lead in respect of data sharing and GDPR compliance.

Bradford Metropolitan Food Bank

Trustees' report (continued) for the period ended 31 December 2020

Financial review

The net income for the year was £79,461, including net income of £73,461 on unrestricted funds and net income of £6,000 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £93,035.

The Committee has re-affirmed its policy to maintain reserves of at least £10,000 for the eventuality of being required to move to new premises. The Food Bank is in discussion with its current landlord regarding measures to increase its security as a tenant and thereby reduce this requirement for reserves.

The trustees recognise that its reserves significantly exceed the target reserves level. With this in mind a deficit budget of £46k has been agreed for 2021 and the level of reserves will continue to be monitored during 2021.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Signed on behalf of the board of trustees:

Signed: John Henkel

(Trustee)

Date: 17 May 2021

Bradford Metropolitan Food Bank

Independent examiner's report to the trustees of Bradford Metropolitan Food Bank

I report to the charity trustees on my examination of the accounts of the CIO for the period ended 31 December 2020, which are set out on pages 6 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the CIO's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Rhys North

Relevant professional qualification or body: ACA

Date: 3 June 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford Metropolitan Food Bank
Statement of Financial Activities
(including summary income and expenditure account)
for the period ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	157,205	6,847	164,052	52,177
Donated food for distribution	(3)	324,069	-	324,069	150,913
Bank interest		38	-	38	-
Rates refund		-	-	-	1,828
Total income		481,312	6,847	488,159	204,918
Expenditure on:					
Purchase of food for distribution		64,169	847	65,016	39,167
Donated food distributed	(3)	324,069	-	324,069	150,913
Materials and resources		3,934	-	3,934	2,163
Trade waste		808	-	808	-
Vehicle hire		87	-	87	-
Administration		312	-	312	200
Insurance		338	-	338	55
Independent examination		720	-	720	300
Rates		-	-	-	206
Food bank co-ordination fee		13,390	-	13,390	-
Volunteer expenses		24	-	24	-
Total expenditure		407,851	847	408,698	193,004
Net income / (expenditure)		73,461	6,000	79,461	11,914
Fund balances brought forward		19,574	-	19,574	7,660
Fund balances carried forward	(4)	93,035	6,000	99,035	19,574

All incoming resources and resources expended derive from continuing activities.

Bradford Metropolitan Food Bank

Balance sheet

as at 31 December 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(5) 4,755	-	4,755	223
Cash at bank	96,838	6,000	102,838	19,717
Total current assets	<u>101,593</u>	<u>6,000</u>	<u>107,593</u>	<u>19,940</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 8,558	-	8,558	366
Total current liabilities	<u>8,558</u>	<u>-</u>	<u>8,558</u>	<u>366</u>
Net current assets / (liabilities)	<u>93,035</u>	<u>6,000</u>	<u>99,035</u>	<u>19,574</u>
Net assets	<u>93,035</u>	<u>6,000</u>	<u>99,035</u>	<u>19,574</u>
Funds				
Unrestricted funds	93,035	-	93,035	19,574
Restricted funds	-	6,000	6,000	-
Total funds	<u>93,035</u>	<u>6,000</u>	<u>99,035</u>	<u>19,574</u>

The financial statements were approved by the board of trustees on

Date: 17 May 2021

Signed: John Henkel

(Trustee)

Bradford Metropolitan Food Bank

Notes to the accounts

for the period ended 31 December 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements 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) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Bradford Metropolitan Food Bank

Notes to the accounts continued

for the period ended 31 December 2020

2 Grants and donations	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
City of Bradford Metropolitan District Council	10,667	6,847	17,514	-
Groundworks Tesco	500	-	500	-
Martin Lewis	6,000	-	6,000	-
Morrisons	10,000	-	10,000	-
Sovereign Health	2,500	-	2,500	-
Donations	127,538	-	127,538	52,177
	<u>157,205</u>	<u>6,847</u>	<u>164,052</u>	<u>52,177</u>

3 Donated food for redistribution

Most of the food distributed by the charity is donated in kind and its value is calculated on the assumption that, on average, each food bag prepared is worth £15. The calculation for 2018-19 is shown in the accounts and is as follows :

	2020 £	2019 £
Number of food bags prepared	25,939	12,672
Estimated value at £15 per bag	389,085	190,080
Less food purchased for distribution	<u>(65,016)</u>	<u>(39,167)</u>
Estimated value of donated food stuffs	<u>324,069</u>	<u>150,913</u>

The charity also benefits from the free use of premises in which to sort and prepare food for distribution. No financial amount is included in the accounts for this donation, as it is not considered to be material.

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Bradford West	-	847	847	-	-
Covid Winter Support	-	6,000	-	-	6,000
	<u>-</u>	<u>6,847</u>	<u>847</u>	<u>-</u>	<u>6,000</u>

Fund name

Purpose of restriction

Bradford West

For the purchase of food.

Covid Winter Support

For the provision of food bags to third party organisations working with individuals and families.

Bradford Metropolitan Food Bank
Notes to the accounts continued
for the period ended 31 December 2020

5 Debtors and prepayments	2020	2019
	£	£
Debtors	4,551	-
Prepayments	204	223
	<u>4,755</u>	<u>223</u>

6 Creditors and accruals	2020	2019
	£	£
Creditors	7,838	66
Accruals	720	300
	<u>8,558</u>	<u>366</u>

7 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties			2020	2019
			£	£
Name of related party	Relationship to charity	Description of transaction		
Youthtrain Limited	Julie Woodhurst is a trustee of the CIO and a director with significant influence of Youthtrain Limited	Provision of Food Bank co-ordination services	13,390	-
			<u>13,390</u>	<u>-</u>

Included in the above amount is £2,100 that was owing to Youthtrain Limited at 31 December 2020.

Bradford Metropolitan Food Bank

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the period ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	157,205	52,177	6,847	-	164,052	52,177
Donated food for distribution	324,069	150,913	-	-	324,069	150,913
Bank interest	38	-	-	-	38	-
Rates refund	-	1,828	-	-	-	1,828
Total income	481,312	204,918	6,847	-	488,159	204,918
Expenditure						
Purchase of food for distribution	64,169	39,167	847	-	65,016	39,167
Donated food distributed	324,069	150,913	-	-	324,069	150,913
Materials and resources	3,934	2,163	-	-	3,934	2,163
Trade waste	808	-	-	-	808	-
Vehicle hire	87	-	-	-	87	-
Administration	312	200	-	-	312	200
Insurance	338	55	-	-	338	55
Independent examination	720	300	-	-	720	300
Rates	-	206	-	-	-	206
Food bank co-ordination fee	13,390	-	-	-	13,390	-
Volunteer expenses	24	-	-	-	24	-
Total expenditure	407,851	193,004	847	-	408,698	193,004
Net income / (expenditure)	73,461	11,914	6,000	-	79,461	11,914
Fund balances brought forward	19,574	7,660	-	-	19,574	7,660
Fund balances carried forward	93,035	19,574	6,000	-	99,035	19,574