

Oxford Food Hub

England & Wales · Charity number 1131738

Details

Other names OXFORD FOOD BANK

Status Registered

Legal form Charitable company

Company number [06719987](#)

Registered 2009-09-22

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

Contact

Address Oxford Food Hub
Unit 12
Curtis Industrial Estate
North Hinksey Lane
Oxford
OX2 0LX

Phone 01865236420

Email admin@oxfordfoodhub.org

Website www.oxfordfoodhub.org

Activities

Objects: THE RELIEF OF SICK-POOR LIVING IN THE COUNTY OF OXFORDSHIRE AND SURROUNDING AREA EITHER GENERALLY OR INDIVIDUALLY THROUGH THE PROVISION OF GRANTS, GOODS OR SERVICES.THE ADVANCEMENT OF EDUCATION AND TRAINING FOR THE PUBLIC IN NUTRITIONAL, FOOD HYGIENE PRACTICE, ENVIRONMENTAL ISSUES AND IN THE NEED OF POOR AND MARGINALIZED PEOPLE.THE PROTECTION AND PRESERVATION OF THE ENVIRONMENT FOR THE PUBLIC BENEFIT BY THE PROMOTION OF WASTE REDUCTION, USE OF RECYCLED PRODUCTS AND THE USE OF SURPLUS.

Activities: Collection of food from major food suppliers and delivery to providers of meals for the homeless and poorer sections of the community.

Classification

- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** OXFORDSHIRE
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-10-31	£546,554	£498,171	£570,961	6
2023-10-31	£445,085	£427,120	-	-
2022-10-31	£267,739	£226,080	-	-
2021-10-31	£299,452	£238,551	-	-
2020-10-31	£284,954	£145,309	-	-

Trustees

Name	Role	Appointed
David Richard Parkes	Chair	2022-05-01
Harry Matthew Fletcher		2017-01-18
Matthew Lebus		2019-09-04
Nicholas John Moore		2024-03-04
Richard Law		2023-06-05
Susie Brand		2024-03-18
Tabitha Serle		2023-11-06

Oxford Food Hub

England & Wales - Charity number 1131738

Accounts

The Oxford Food Hub Ltd

Company number : 06719987

Charity number : 1131738

Unaudited Financial Statements

for the year ended

31st October 2024

Wenn Townsend

Chartered Accountants

Oxford

The Oxford Food Hub Ltd

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The Oxford Food Hub Ltd

Legal and Administration Information for the year ended 31st October 2024

Charity Registration Number:	1131738
Company Registration Number:	06719987
Trustees	Mr D Parkes – Chair Ms S Brand (appointed 18/03/24) Mr H Fletcher Mr R Hopestone (resigned 27/11/23) Mr R Law (appointed 20/11/23) Mr M Lebus Mr N Moore (appointed 04/03/24) Ms T Serle (appointed 20/11/23) Mr P Taylor (resigned 31/12/23) Ms R Thompson Mrs E Tinker (resigned 29/02/24)
Company Secretary	Ms T Serle (appointed 20/11/23)
Registered Office & Principal Office	Unit 12 Curtis Industrial Estate North Hinksey Lane Botley Oxford OX2 0LX
Bankers	HSBC 65 Cornmarket Street Oxford OX1 3HY
Independent Examiner	Wenn Townsend Chartered Accountants 30 St Giles Oxford OX1 3LE

The Oxford Food Hub Ltd
Trustees' Report
for the year ended 31st October 2024

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st October 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

Our aims and objectives

Our charity's objects as set out in the Memorandum of Association and registered with the Charity Commission are (1) the relief of sick – poor living in the county of Oxfordshire and surrounding area either generally or individually through the provision of grants, goods or services, (2) the advancement of education and training for the public in nutritional, food hygiene practice, environmental issues and in the need of poor and marginalized people, and (3) the protection and preservation of the environment for the public benefit by the promotion of waste reduction, use of recycled products and the use of surplus

Since incorporation in 2008, Oxford Food Hub has been at the centre of surplus food redistribution in Oxfordshire, providing food to thousands of people via an extensive network of charities and community organisations.

Our mission is to:

- *Minimise food waste* - save surplus food from producers and retailers, reducing carbon emissions and protecting the environment.
- *Alleviate food poverty* - provide free food to Oxfordshire charities and community groups and increase access to healthy food.

How our activities deliver public benefit

Reducing food waste and reducing the carbon impact of the food system is central to what Oxford Food Hub does. Once collected, we sort and store the food, ensuring 96% of what we receive is shared across Oxfordshire for human consumption. With the cost-of-living crisis deepening, the demand for free food has increased significantly, as more people are unable to buy food. Most of our surplus is fresh food, so sharing this helps ensure that people are able to access fruit and vegetables.

We receive much positive feedback from the groups we supply about the impact cooking or food-based activities provides to people in their community. With energy and other costs increasing, front line charities say free food from Oxford Food Hub enables them to afford to keep running in difficult times.

Our activity during the year

Oxford Food Hub strives to be the charity partner of choice for Oxfordshire food producers, retailers and community groups. We reduce food waste going to landfill and provide tasty fresh produce to those in need in Oxfordshire. We do not charge charities or suppliers for our work and are supported entirely by our donors and grant providers.

Our dedicated group of some 100 volunteers collect surplus food from wholesalers, supermarkets and other organisations and distribute this food to charities and community organisations from our two warehouses in Botley, near Oxford.

Early in the financial year we celebrated 15 years since Oxford Food Hub was incorporated with an event to thank our donors and supporters and to reflect on how our charity has grown and adapted over the years, in response to community needs and increasing demand for our services.

Throughout the year, Oxford Food Hub collected 518 tonnes of surplus fresh food from wholesalers, distributors, and supermarkets. The food was put to good use by over 200 charities and community groups, including homeless support services, food banks, community fridges, refugee groups, community centres, youth groups, children centres, lunch groups for the elderly and mental health projects.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2024

By keeping food out of landfill, we saved the equivalent of nearly six million car miles this financial year. The very small amount of food (less than 4%) that cannot be delivered in time is supplied free-of-charge to a local anaerobic digestion plant and converted into energy.

With increasing pressures on public and voluntary sectors' budgets and increasing demand for food, we have been expanding our networks and sharing ideas about how to save even more surplus, as well as working with partners to get food to where it can benefit the community most.

We are part of the Good Food Oxfordshire Steering Group and are active participants in the development of Food Action Plans for each district in Oxfordshire. These are cross-sector plans setting out how we will increase sustainability and access to healthy food, as well as support people with cooking and other food-based skills.

There is more information about the impact we are having across Oxford in our 2024 - <https://oxfordfoodhub.org/about/our-impact>.

Financial review

During the year, the funds of the charity increased by £48,383 (2023: £17,965) to £570,961 (2023: £522,578) at the year end. The charity received the majority of its funds from private donors. An increase in donations, together with grants made by charitable trusts, meant that our overall income increased by £101,469 (2023: increased by £176,346) to £546,554 (2023: £445,085).

The expenditure of the charity also increased by £71,051 (2023: increased by £201,040) to £498,171 (2023: £427,120). Funds were at an historically high level at the end of October 2024, reflecting increased efforts to attract grants and other funding.

Expenditure includes general office expenses, staff costs, rent and maintenance of our two warehouses, running and maintenance of our cold and freezer rooms, as well as insurance, servicing costs and fuel for our vans (now including one hybrid and two fully electric vehicles) in use six days a week.

Oxford Food Hub receives no central government funding, so relies on charitable donations and charitable or local council grants for all projects and core costs. We are incredibly grateful for the ongoing support of the generous individuals, local companies and other organisations that give to us each year.

Investment policy

Although the charity currently has cash in the bank, the Trustees have decided not to invest this other than as bank deposits.

Reserves policy

All charities are required to develop a policy on reserves which establishes a level that is right for the charity and clearly explains why holding these reserves is necessary. Oxford Food Hub holds financial reserves to support the organisation through unforeseen events which may adversely affect income or expenditure within a financial year. Such funds will provide adequate working capital, cover unexpected shortfalls in income and better enable the charity to cope with negative unforeseen circumstances.

The Trustees have set a reserves policy which requires reserves to be maintained at a level equivalent to at least nine months' running costs. A proportion of those reserves are to be maintained in a readily realisable form. In this period we have been able to meet our reserves target.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2024

Plans for 2024/25

With the cost-of-living crisis continuing to result in high demand for free food and increased public awareness of the climate emergency, the work of Oxford Food Hub remains crucial. Key priorities for 2024/25 are:

- Identifying new sources of large supplies of surplus food, bringing in industry expertise to help us develop new approaches.
- Checking the level of support we provide to our network of charities and how we might serve those in North Oxfordshire more effectively.
- Streamlining our data systems and our processes to ensure we remain efficient.
- Increasing the support and engagement we have with our volunteers, donors, suppliers and other key stake holders to ensure everyone is aware of the contribution we are making to communities.
- Applying for more grants to support our increasing operational costs.
- Reviewing our premises requirements and securing leases to ensure Oxford Food Hub can continue operating as we near the end of our current warehouse leases.
- Adopting a new Strategic Business Plan to determine the future direction of Oxford Food Hub.

Structure, governance and management

Oxford Food Hub is a charitable company limited by guarantee, incorporated on 9th October 2008 and registered as a charity on 22nd September 2009. 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.

For the first few years the charity was run entirely by volunteers, but we now employ five staff, including a CEO, Operations Manager and Outreach and Administrative Coordinator, to manage our services and volunteers.

The board of Trustees meets every month to scrutinise and help guide the work of the CEO and staff team and there are subcommittees led by Trustees focusing in key areas of our work – including fundraising, property and HR.

Contribution from volunteers

One of Oxford Food Hub's strongest assets is our team of loyal and committed volunteers. Volunteer drivers and base volunteers carry out at least one-half day shift a week; many do more. Some of our volunteers have been with us from the very start and there is a great 'feel-good' factor associated with the work and the communal endeavour, fostering a strong team spirit. We have some volunteers who act as advisors on Board's sub-committees, volunteers who help with administrative and communication tasks and volunteers who attend events and festivals to represent Oxford Food Hub around the community.

Recruitment and appointment of Directors and Trustees

The Directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles. The process for the election of Trustees is laid down in the Articles of Association.

The Trustees are appointed by the membership at our Annual General Meeting. One third of the Trustees must resign before the AGM (based on the length of service since first appointed) and offer themselves for re-election. Any member of the charity may also offer themselves for election as a Trustee. Following the Annual General Meeting, the Board of Trustees will appoint a Chairman, Secretary and Treasurer as well as the directors of the company.

All Trustees give their time voluntarily and receive no benefits from the charity except for the reimbursement of expenses.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2024

Responsibilities of the Board of Trustees

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

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

In accordance with company law, as the company directors and trustees, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 19th February 2025 and signed on its behalf by

D Parkes
Chair of Trustees

The Oxford Food Hub Ltd

Independent Examiner's Report to the Trustees of The Oxford Food Hub Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st October 2024 which are set out on pages 7 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company'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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

A Rodzynski

Andrew Rodzynski, FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE

..... 20 May 2025

The Oxford Food Hub Ltd

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st October 2024

	Notes	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Income from:					
Donations		337,483	196,430	533,913	439,342
Investments	2	12,641	-	12,641	5,743
Total income		<u>350,124</u>	<u>196,430</u>	<u>546,554</u>	<u>445,085</u>
Expenditure on:					
Raising funds		6,510	-	6,510	6,291
Charitable activities	3	288,828	202,833	491,661	420,829
Total expenditure		<u>295,338</u>	<u>202,833</u>	<u>498,171</u>	<u>427,120</u>
Net income / (expenditure)		54,786	(6,403)	48,383	17,965
Transfer between funds		-	-	-	-
Reconciliation of funds:					
Total funds brought forward		<u>513,578</u>	<u>9,000</u>	<u>522,578</u>	<u>504,613</u>
Total funds carried forward		<u><u>568,364</u></u>	<u><u>2,597</u></u>	<u><u>570,961</u></u>	<u><u>522,578</u></u>

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

The notes on pages 10 to 15 form part of these financial statements

The Oxford Food Hub Ltd

**Balance Sheet
31st October 2024**

	Notes	2024 £	2023 £
Fixed Assets			
Tangible assets	7	76,605	116,160
Current Assets			
Cash at bank and in hand		502,840	444,426
Prepayments		5,802	-
Creditors			
Amounts falling due within one year	8	(14,286)	(38,008)
Net current assets		<u>494,356</u>	<u>406,418</u>
Net assets		<u>570,961</u>	<u>522,578</u>
Funds			
Unrestricted funds		568,364	513,578
Restricted funds		2,597	9,000
Total funds		<u>570,961</u>	<u>522,578</u>

For the year ending 31st October 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- the members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board on 19th February 2025 and signed on its behalf by

D Parkes
Trustee

Company Number: 06719987

The notes on pages 10 to 15 form part of these financial statement

The Oxford Food Hub Ltd

**Cash Flow
31st October 2024**

	2024	2023
	£	£
Net cash used in operating activities		
Movement in funds in reporting period	48,383	17,965
Adjustments for:		
Depreciation charges	40,022	30,581
(Increase)/decrease in debtors	(5,802)	-
Increase/(decrease) in creditors	(23,722)	33,984
Loss/(profit) on the sale of fixed assets	-	651
	58,881	83,181
Cash flows from investing activities		
Purchase of property, plant and equipment	(467)	(39,947)
Proceeds from the sale of property, plant and equipment	-	1,200
	(467)	(38,747)
Change in cash and cash equivalents in the reporting period	58,414	44,434
Cash and cash equivalents at the beginning of the reporting period	444,426	399,992
Cash and cash equivalents at the end of the reporting period	502,840	444,426

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2024

1. Accounting policies

(a) General information and basis of information

Oxford Food Hub is a charitable company limited by guarantee in England. 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 address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the trustees' report.

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

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably, and it is probable that the income will be received.

(c) Donated goods and volunteers

The charity receives surplus food donations and supplies this to its beneficiaries in accordance with its charitable objective and free of charge. Measuring the value of the donations at fair value would not be practical and therefore no income or expenditure is recognised in these financial statements.

The charity is also supported by the efforts of volunteers however reliably estimating the monetary value of their contribution would be impractical in the opinion of the trustees.

Further detail of the positive impact is given in the Trustees' Report.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at The Hub.

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2024 (continued)

1. Accounting policies (continued)

Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

(e) **Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance

(f) **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

(h) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(i) **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

(j) **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(k) **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Income from investments

	2024	2023
	£	£
Bank deposit interest	12,641	5,743

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2024 (continued)

3a. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Support costs				
Staff costs	130,650	62,566	193,216	151,866
Rent	18,947	4,428	23,375	29,242
Food purchases	3,836	104,750	108,586	97,310
Insurance	5,068	-	5,068	3,300
Light and heat	2,232	26,706	28,938	21,765
Telephone	1,582	-	1,582	1,417
Postage and stationery	3,034	-	3,034	2,720
Sundries	3,113	-	3,113	1,394
Motor expenses	24,265	-	24,265	25,889
Repairs and renewals	4,332	-	4,332	6,129
Bank charges	79	-	79	51
Donations	-	3,094	3,094	30,000
Depreciation of tangible fixed assets	38,733	1,289	40,022	30,581
Contractor costs	18,000	-	18,000	-
Recruitment costs	3,900	-	3,900	-
Loss on disposal of tangible fixed assets	-	-	-	651
Governance costs (see note 3b)	29,920	-	29,920	17,932
	<u>287,691</u>	<u>202,833</u>	<u>490,524</u>	<u>420,247</u>
Other	1,137	-	1,137	582
	<u>288,828</u>	<u>202,833</u>	<u>491,661</u>	<u>420,829</u>

3b. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Subscriptions	6,153	-	6,153	5,427
Independent examiner's fees	3,888	-	3,888	2,406
Legal and surveyors fees	3,255	-	3,255	3,004
Consultancy	16,624	-	16,624	7,095
	<u>29,920</u>	<u>-</u>	<u>29,920</u>	<u>17,932</u>

4. Net income for the year

Net income is stated after charging:

	2024 £	2023 £
Depreciation of tangible fixed assets	40,022	30,581
Loss on disposal of tangible fixed assets	-	651
Operating leases - rent	23,375	29,242
	<u>63,397</u>	<u>60,474</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2024 (continued)

5. Trustees' remuneration and expenses

There was no trustees' remuneration or other benefits for the year ended 31st October 2024 nor for the year ended 31st October 2023.

There were no trustees' expenses reimbursed for the years ended 31st October 2024 and 31st October 2023.

6. Staff costs

	2024 £	2023 £
Wages and salaries	176,671	138,699
Social security	11,210	9,258
Defined contribution pension costs	5,334	3,909
	<u>193,215</u>	<u>151,866</u>

The average monthly number of employees during the year was as follows:

2024	2023
6	5
<u>6</u>	<u>5</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000 in either of the financial years disclosed.

7. Tangible fixed assets

	Motor Vehicles £	Plant and Machinery £	Total £
Cost			
At 1st November 2023	204,117	67,547	271,664
Additions	-	467	467
Disposals	-	-	-
	<u>204,117</u>	<u>68,014</u>	<u>272,131</u>
At 31st October 2024	204,117	68,014	272,131
Depreciation			
At 1st November 2023	116,180	39,324	155,504
Charge for year	36,641	3,381	40,022
Eliminated on disposal	-	-	-
	<u>152,821</u>	<u>42,705</u>	<u>195,526</u>
At 31st October 2024	152,821	42,705	195,526
Net book value			
At 31st October 2024	<u>51,296</u>	<u>25,309</u>	<u>76,605</u>
At 31st October 2023	<u>87,937</u>	<u>28,223</u>	<u>116,160</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2024 (continued)

8. Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	7,477	3,925
Accruals	4,789	1,590
Other tax and social security	-	4,888
Deferred income (see note 12)	-	27,605
Other creditors	2,000	-
	<u>14,286</u>	<u>38,008</u>

9. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2024	2023
	£	£
Not later than one year	29,070	20,927
Later than one and not later than five years	48,686	23,479
	<u>77,756</u>	<u>44,406</u>

10. Analysis of funds

Income and expenditure from restricted funds in the year relates to restricted grant income and related expenditure.

11. Analysis of assets by funds

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Fixed assets	71,989	4,617	76,606	116,160
Current assets	508,641	-	508,641	444,426
Creditors	(12,266)	(2,020)	(14,286)	(38,008)
	<u>568,364</u>	<u>2,597</u>	<u>570,961</u>	<u>522,578</u>

The Oxford Food Hub Ltd

Detailed Statement of Financial Activities
for the year ended 31st October 2024

12. Restricted donations

	Brought forward £	Income £	Expenditure £	Carried forward £
OCC Food Support 2022/23	-	-	-	-
OCC Food Support 2023/24	17,200	-	(17,200)	-
OCC Energy Support 2023/24	1,500	-	(1,500)	-
Other restricted donations	8,905	148,165	(157,070)	-
OCC Food Support 2024/25	-	22,200	(22,200)	-
OCC Energy Support 2024/25	-	1,500	(1,500)	-
	<u>27,605</u>	<u>171,865</u>	<u>(175,770)</u>	<u>-</u>

13. Related party transactions

There were no related party transactions during the year (2023: £nil).

Oxford Food Hub

England & Wales - Charity number 1131738

Accounts

The Oxford Food Hub Ltd

Company number : 06719987

Charity number : 1131738

Unaudited Financial Statements

for the year ended

31st October 2023

Wenn Townsend

Chartered Accountants

Oxford

The Oxford Food Hub Ltd

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The Oxford Food Hub Ltd

**Legal and Administration Information
for the year ended 31st October 2023**

Charity Registration Number: 1131738

Company Registration Number: 06719987

Trustees

Mr D Parkes – Chair
Ms S Brand (appointed 18/03/24)
Mr H Fletcher
Mr N Heaven (resigned 11/01/23)
Mr R Hopstone (resigned 27/11/23)
Ms R Koya (resigned 30/6/23)
Mr R Law (appointed 20/11/23)
Mr M Lebus
Mr N Moore (appointed 04/03/24)
Ms T Serle (appointed 20/11/23)
Mr P Taylor (resigned 31/12/23)
Ms R Thompson
Mrs E Tinker (resigned 29/02/24)

Company Secretary

Ms T Serle (appointed 20/11/23)

Registered Office & Principal Office

Unit 12 Curtis Industrial Estate
North Hinksey Lane
Botley
Oxford
OX2 0LX

Bankers

HSBC
65 Cornmarket Street
Oxford
OX1 3HY

Independent Examiner

Wenn Townsend
Chartered Accountants
30 St Giles
Oxford
OX1 3LE

The Oxford Food Hub Ltd

Trustees' Report for the year ended 31st October 2023

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st October 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

Our aims and objectives

Our charity's objects as set out in the Memorandum of Association and registered with the Charity Commission are (1) the relief of sick – poor living in the county of Oxfordshire and surrounding area either generally or individually through the provision of grants, goods or services, (2) the advancement of education and training for the public in nutritional, food hygiene practice, environmental issues and in the need of poor and marginalized people, and (3) the protection and preservation of the environment for the public benefit by the promotion of waste reduction, use of recycled products and the use of surplus

Since incorporation in 2008, Oxford Food Hub has been at the centre of surplus food redistribution in Oxfordshire, providing food to thousands of people via an extensive network of charities and community organisations.

Our mission is to:

- *Minimise food waste* - save surplus food from producers and retailers, reducing carbon emissions and protecting the environment.
- *Alleviate food poverty* - provide free food to Oxfordshire charities and community groups and increase access to healthy food.

How our activities deliver public benefit

Reducing food waste and reducing the carbon impact of the food system is central to what Oxford Food Hub does. Once collected, we sort and store the food, ensuring 96% of what we receive is shared across Oxfordshire for human consumption. With the cost-of-living crisis deepening, the demand for free food has increased significantly, as more people are unable to buy food. Most of our surplus is fresh food, so sharing this helps ensure that people are able to access fruit and vegetables.

We receive much positive feedback from the groups we supply about the impact cooking or food-based activities provides to people in their community. With energy and other costs increasing, front line charities say free food from Oxford Food Hub enables them to afford to keep running in difficult times.

Our activity during the year

Oxford Food Hub strives to be the charity partner of choice for Oxfordshire food producers, retailers and community groups. We reduce food waste going to landfill and provide tasty fresh produce to those in need in Oxfordshire. We do not charge charities or suppliers for our work and are supported entirely by our donors and grant providers.

Our dedicated group of some 100 volunteers collect surplus food from wholesalers, supermarkets and other organisations and distribute this food to charities and community organisations from our two warehouses in Botley, near Oxford.

This year we celebrated 15 years since Oxford Food Hub was incorporated with an event to thank our donors and supporters and to reflect on how our charity has grown and adapted over the years, in response to community needs and increasing demand for our services.

Throughout the year, Oxford Food Hub collected 518 tonnes of surplus fresh food from wholesalers, distributors, and supermarkets. The food was put to good use by over 200 charities and community groups, including homeless support services, food banks, community fridges, refugee groups, community centres, youth groups, children centres, lunch groups for the elderly and mental health projects.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2023

By keeping food out of landfill, we saved the equivalent of nearly six million car miles this financial year. The very small amount of food (less than 4%) that cannot be delivered in time is supplied free-of-charge to a local anaerobic digestion plant and converted into energy.

With increasing pressures on public and voluntary sectors' budgets and increasing demand for food, we have been expanding our networks and sharing ideas about how to save even more surplus, as well as working with partners to get food to where it can benefit the community most.

We are part of the Good Food Oxfordshire Steering Group and are active participants in the development of Food Action Plans for each district in Oxfordshire. These are cross-sector plans setting out how we will increase sustainability and access to healthy food, as well as support people with cooking and other food-based skills.

There is more information about the impact we are having across Oxford in our 2023 - <https://oxfordfoodhub.org/about/our-impact>.

Financial review

During the year, the funds of the charity increased by £17,965 (2022: £41,659) to £522,578 (2022: £504,613) at the year end. The charity received the majority of its funds from private donors. An increase in donations, together with grants made by charitable trusts, meant that our overall income increased by £176,346 (2022: decreased by £31,713) to £445,085 (2022: £267,739).

The expenditure of the charity also increased by £201,040 (2022: decreased by £12,471) to £427,120 (2022: £226,080). Funds were at an historically high level at the end of October 2023, reflecting increased efforts to attract grants and other funding.

Expenditure includes general office expenses, staff costs, rent and maintenance of our two warehouses, running and maintenance of our cold and freezer rooms, as well as insurance, servicing costs and fuel for our vans (now including one hybrid and two fully electric vehicles) in use six days a week.

Oxford Food Hub receives no central government funding, so relies on charitable donations and charitable or local council grants for all projects and core costs. We are incredibly grateful for the ongoing support of the generous individuals, local companies and other organisations that give to us each year.

Investment policy

Although the charity currently has cash in the bank, the Trustees have decided not to invest this other than as bank deposits.

Reserves policy

All charities are required to develop a policy on reserves which establishes a level that is right for the charity and clearly explains why holding these reserves is necessary. Oxford Food Hub holds financial reserves to support the organisation through unforeseen events which may adversely affect income or expenditure within a financial year. Such funds will provide adequate working capital, cover unexpected shortfalls in income and better enable the charity to cope with negative unforeseen circumstances.

The Trustees have set a reserves policy which requires reserves to be maintained at a level equivalent to at least nine months' running costs. A proportion of those reserves are to be maintained in a readily realisable form. In this period we have been able to meet our reserves target.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2023

Plans for 2023/24

With the cost-of-living crisis continuing to result in high demand for free food and increased public awareness of the climate emergency, the work of Oxford Food Hub remains crucial. Key priorities for 2023/24 are:

- Identifying new sources of large supplies of surplus food, bringing in industry expertise to help us develop new approaches.
- Checking the level of support we provide to our network of charities and how we might serve those in North Oxfordshire more effectively.
- Streamlining our data systems and our processes to ensure we remain efficient.
- Increasing the support and engagement we have with our volunteers, donors, suppliers and other key stake holders to ensure everyone is aware of the contribution we are making to communities.
- Applying for more grants to support our increasing operational costs.
- Reviewing our premises requirements and securing leases to ensure Oxford Food Hub can continue operating as we near the end of our current warehouse leases.
- Adopting a new Strategic Business Plan to determine the future direction of Oxford Food Hub.

Structure, governance and management

Oxford Food Hub is a charitable company limited by guarantee, incorporated on 9th October 2008 and registered as a charity on 22nd September 2009. 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.*

For the first few years the charity was run entirely by volunteers, but we now employ five staff, including a CEO, Operations Manager and Outreach and Administrative Coordinator, to manage our services and volunteers.

The board of Trustees meets every month to scrutinise and help guide the work of the CEO and staff team and there are subcommittees led by Trustees focusing in key areas of our work – including fundraising, property and HR.

Contribution from volunteers

One of Oxford Food Hub's strongest assets is our team of loyal and committed volunteers. Volunteer drivers and base volunteers carry out at least one-half day shift a week; many do more. Some of our volunteers have been with us from the very start and there is a great 'feel-good' factor associated with the work and the communal endeavour, fostering a strong team spirit. We have some volunteers who act as advisors on Board's sub-committees, volunteers who help with administrative and communication tasks and volunteers who attend events and festivals to represent Oxford Food Hub around the community.

Recruitment and appointment of Directors and Trustees

The Directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles. The process for the election of Trustees is laid down in the Articles of Association.

The Trustees are appointed by the membership at our Annual General Meeting. One third of the Trustees must resign before the AGM (based on the length of service since first appointed) and offer themselves for re-election. Any member of the charity may also offer themselves for election as a Trustee. Following the Annual General Meeting, the Board of Trustees will appoint a Chairman, Secretary and Treasurer as well as the directors of the company.

All Trustees give their time voluntarily and receive no benefits from the charity except for the reimbursement of expenses.

The Oxford Food Hub Ltd

**Trustees' Report (continued)
for the year ended 31st October 2023**

Responsibilities of the Board of Trustees

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

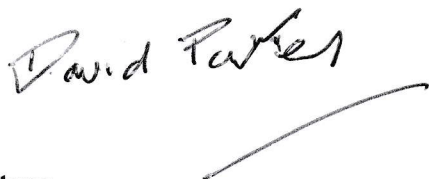
The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible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

In accordance with company law, as the company directors and trustees, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 20th March 2024 and signed on its behalf by



**D Parkes
Chair of Trustees**

The Oxford Food Hub Ltd

Independent Examiner's Report to the Trustees of The Oxford Food Hub Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st October 2023 which are set out on pages 7 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company'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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Andrew Rodzynski, FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE

..... 22/03/2024

The Oxford Food Hub Ltd

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st October 2023

	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
Income from:					
Donations		341,004	98,338	439,342	267,350
Investments	2	5,743	-	5,743	389
Total income		<u>346,747</u>	<u>98,338</u>	<u>445,085</u>	<u>267,739</u>
Expenditure on:					
Raising funds		6,291	-	6,291	5,367
Charitable activities	3	327,397	93,432	420,829	220,713
Total expenditure		<u>333,688</u>	<u>93,432</u>	<u>427,120</u>	<u>226,080</u>
Net income / (expenditure)		<u>13,059</u>	<u>4,906</u>	<u>17,965</u>	<u>41,659</u>
Transfer between funds		(1,000)	1,000	-	-
Reconciliation of funds:					
Total funds brought forward		<u>501,519</u>	<u>3,094</u>	<u>504,613</u>	<u>462,954</u>
Total funds carried forward		<u><u>513,578</u></u>	<u><u>9,000</u></u>	<u><u>522,578</u></u>	<u><u>504,613</u></u>

In 2022, there was no restricted income. After expenditure of £5,500 on charitable activities, there was a deficit of £5,500 on restricted funds. The restricted fund balance at 1st November 2021 of £8,594 therefore decreased to £3,094 at 31st October 2022.

All income and expenditure derives from continuing activities.

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

The notes on pages 9 to 14 form part of these financial statements

The Oxford Food Hub Ltd

Balance Sheet
31st October 2023

	Notes	2023 £	2022 £
Fixed Assets			
Tangible assets	7	116,160	108,645
Current Assets			
Cash at bank and in hand		444,426	399,992
Creditors			
Amounts falling due within one year	8	(38,008)	(4,024)
Net current assets		<u>406,418</u>	<u>395,968</u>
Net assets		<u>522,578</u>	<u>504,613</u>
Funds			
Unrestricted funds		513,578	501,519
Restricted funds		9,000	3,094
Total funds		<u>522,578</u>	<u>504,613</u>

For the year ending 31st October 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- the members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board on 20th March 2024 and signed on its behalf by



D Parkes
Trustee

Company Number: 06719987

The notes on pages 9 to 14 form part of these financial statements

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2023

1. Accounting policies

(a) General information and basis of information

Oxford Food Hub is a charitable company limited by guarantee in England. 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 address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the trustees' report.

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

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably, and it is probable that the income will be received.

(c) Donated goods and volunteers

The charity receives surplus food donations and supplies this to its beneficiaries in accordance with its charitable objective and free of charge. Measuring the value of the donations at fair value would not be practical and therefore no income or expenditure is recognised in these financial statements.

The charity is also supported by the efforts of volunteers however reliably estimating the monetary value of their contribution would be impractical in the opinion of the trustees.

Further detail of the positive impact is given in the Trustees' Report.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at The Hub.

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2023 (continued)

1. Accounting policies (continued)

Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

(e) **Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance

(f) **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

(h) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(i) **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

(j) **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(k) **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Income from investments

	2023	2022
	£	£
Bank deposit interest	5,743	389

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2023 (continued)

3a. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Support costs				
Staff costs	151,866	-	151,866	101,572
Rent	29,242	-	29,242	24,283
Food purchases	39,010	58,300	97,310	5,500
Insurance	3,300	-	3,300	3,549
Light and heat	19,265	2,500	21,765	9,469
Telephone	1,417	-	1,417	1,479
Postage and stationery	2,720	-	2,720	481
Sundries	1,394	-	1,394	1,421
Motor expenses	25,889	-	25,889	24,019
Repairs and renewals	6,129	-	6,129	6,528
Bank charges	51	-	51	110
Donations	5,000	25,000	30,000	-
Depreciation of tangible fixed assets	30,044	537	30,581	36,213
Loss on disposal of tangible fixed assets	651	-	651	-
Governance costs (see note 3b)	10,837	7,095	17,932	6,059
	<u>326,815</u>	<u>93,432</u>	<u>420,247</u>	<u>220,683</u>
Other	582	-	582	30
	<u>327,397</u>	<u>93,432</u>	<u>420,829</u>	<u>220,713</u>

3b. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Subscriptions	5,427	-	5,427	2,961
Independent examiner's fees	2,406	-	2,406	1,440
Legal and surveyors fees	3,004	-	3,004	1,658
Consultancy	-	7,095	7,095	-
	<u>10,837</u>	<u>7,095</u>	<u>17,932</u>	<u>6,059</u>

4. Net income for the year

Net income is stated after charging:

	2023 £	2022 £
Depreciation of tangible fixed assets	30,581	36,213
Loss on disposal of tangible fixed assets	651	-
Operating leases - rent	29,242	24,283

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2023 (continued)

5. Trustees' remuneration and expenses

There was no trustees' remuneration or other benefits for the year ended 31st October 2023 nor for the year ended 31st October 2022.

There were no trustees' expenses reimbursed for the years ended 31st October 2023 and 31st October 2022.

6. Staff costs

	2023 £	2022 £
Wages and salaries	138,699	95,630
Social security	9,258	3,949
Defined contribution pension costs	3,909	1,993
	<u>151,866</u>	<u>101,572</u>

The average monthly number of employees during the year was as follows:

2023	2022
5	4
<u>5</u>	<u>4</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000 in either the current or preceding year.

7. Tangible fixed assets

	Motor Vehicles £	Plant and Machinery £	Total £
Cost			
At 1st November 2022	177,717	63,594	241,311
Additions	35,994	3,953	39,947
Disposals	(9,594)	-	(9,594)
	<u>204,117</u>	<u>67,547</u>	<u>271,664</u>
At 31st October 2023	204,117	67,547	271,664
Depreciation			
At 1st November 2022	102,180	30,486	132,666
Charge for year	21,743	8,838	30,581
Eliminated on disposal	(7,743)	-	(7,743)
	<u>116,180</u>	<u>39,324</u>	<u>155,504</u>
At 31st October 2023	116,180	39,324	155,504
Net book value			
At 31st October 2023	<u>87,937</u>	<u>28,223</u>	<u>116,160</u>
At 31st October 2022	<u>75,537</u>	<u>33,108</u>	<u>108,645</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2023 (continued)

8. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	3,925	-
Accruals	1,590	1,440
Other tax and social security	4,888	2,584
Deferred income (see note 12)	27,605	-
	<u>38,008</u>	<u>4,024</u>

9. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Not later than one year	20,927	20,927
Later than one and not later than five years	23,479	35,729
	<u>44,406</u>	<u>56,656</u>

10. Analysis of funds

Income and expenditure from restricted funds in the year relates to restricted grant income and related expenditure.

11. Analysis of assets by funds

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Fixed assets	110,254	5,906	116,160	108,645
Current assets	413,727	30,699	444,426	399,992
Creditors	(10,403)	(27,605)	(38,008)	(4,024)
	<u>513,578</u>	<u>9,000</u>	<u>522,578</u>	<u>504,613</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2023 (continued)

12. Restricted donations

	Brought forward £	Income £	Expenditure £	Carried forward £
OCC Food Support 2022/23	-	25,000	(25,000)	-
OCC Food Support 2023/24	-	17,200	-	17,200
OCC Energy Support 2023/24	-	1,500	-	1,500
Other restricted donations	1,000	82,243	(74,338)	8,905
	<u>1,000</u>	<u>125,943</u>	<u>(99,338)</u>	<u>27,605</u>

The remaining balance on the above restricted donations has been moved to deferred income and will be released to income to match expenditure.

13. Related party transactions

There were no related party transactions during the year (2022: £nil).

The Oxford Food Hub Ltd

Detailed Statement of Financial Activities
for the year ended 31st October 2023

This page does not form part of the statutory accounts.

	2023 £	2022 £
<u>Income from:</u>		
Donations	436,342	267,350
Investments:		
Deposit account interest	5,743	389
Total income	<u>445,085</u>	<u>267,739</u>
<u>Expenditure on:</u>		
<u>Raising funds</u>		
Advertising and marketing	6,291	5,367
<u>Charitable activities</u>		
Support costs		
Staff costs	151,866	101,572
Rent	29,242	24,283
Food purchases	97,310	5,500
Insurance	3,300	3,549
Light and heat	21,765	9,469
Telephone	1,417	1,479
Postage and stationery	2,720	481
Sundries	1,394	1,421
Motor expenses	25,889	24,019
Repairs and renewals	6,129	6,528
Bank charges	51	110
Donations	30,000	-
Depreciation of tangible fixed assets	30,581	36,213
Loss on disposal of tangible fixed assets	651	-
Governance costs		
Subscriptions	5,427	2,961
Independent examiner's fees	2,406	1,440
Legal and surveyors' fees	3,004	1,658
Consultancy	7,095	-
Total support costs	<u>420,247</u>	<u>220,683</u>
Other		
Cleaning	-	30
Volunteer party	582	-
	<u>582</u>	<u>30</u>
Total expenditure on charitable activities	<u>420,829</u>	<u>220,713</u>
Total expenditure	<u>427,120</u>	<u>226,080</u>
Net income	<u>17,965</u>	<u>41,659</u>

Oxford Food Hub

England & Wales - Charity number 1131738

Accounts

The Oxford Food Hub Ltd

Company number : 06719987

Charity number : 1131738

Unaudited Financial Statements

for the year ended

31st October 2022

Wenn Townsend

Chartered Accountants

Oxford

The Oxford Food Hub Ltd

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The Oxford Food Hub Ltd

Legal and Administration Information for the year ended 31st October 2022

Charity Registration Number:	1131738
Company Registration Number:	06719987
Trustees	Mr D Parkes - Chair (appointed 01/05/22) Mr N Heaven (resigned 11/01/23) Mr H Fletcher Mr R Hopestone Ms R Koya (resigned 30/6/23) Mr R Law (appointed 5/6/23) Mr M Lebus Ms D Lewis (resigned 1/10/22) Mr P Taylor Ms R Thompson Mrs E Tinker
Company Secretary	Mr N Heaven (resigned 11/01/23)
Registered Office & Principal Office	Unit 12 Curtis Industrial Estate North Hinksey Lane Botley Oxford OX2 0LX
Bankers	HSBC 65 Cornmarket Street Oxford OX1 3HY
Independent Examiner	Wenn Townsend Chartered Accountants 30 St Giles Oxford OX1 3LE

The Oxford Food Hub Ltd

Trustees' Report for the year ended 31st October 2022

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st October 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

Our aims and objectives

Our charity's objects as set out in the Memorandum of Association and registered with the Charity Commission are (1) the relief of sick – poor living in the county of Oxfordshire and surrounding area either generally or individually through the provision of grants, goods or services, (2) the advancement of education and training for the public in nutritional, food hygiene practice, environmental issues and in the need of poor and marginalized people, and (3) the protection and preservation of the environment for the public benefit by the promotion of waste reduction, use of recycled products and the use of surplus

Since our incorporation in 2008, Oxford Food Hub is at the centre of surplus food redistribution in Oxfordshire, providing food to almost 200 charities. In 2022, we supplied over 497 tonnes of produce to local charities and community groups and with your help, we can keep providing this service without charge to suppliers and charities.

Our mission is to:

- **Minimise food waste** - save surplus food from producers and retailers, reducing carbon emissions and protecting the environment;
- **Alleviate food poverty** - provide free food to Oxfordshire charities and community groups, and increase access to healthy food.

How our activities deliver public benefit

All our charitable activities focus on the reduction of food waste and the provision of food to other organisations who can use the food for people in need across Oxfordshire, and are undertaken to further our charitable purposes for the public benefit.

Our activity during the year

Oxford Food Hub strives to be the charity partner of choice for Oxfordshire food producers, retailers and community groups – transforming food waste into food security.

Our dedicated group of volunteers collect surplus food from wholesalers, supermarkets and other organisations and distribute this food to charities and community organisations. Everyone wins – we reduce food waste going to landfill and provide tasty fresh produce to those in need in Oxfordshire. We do not charge charities or suppliers for our work and are supported entirely by our donors.

We provided the equivalent of 1.1 million meals in 2022 by collecting food otherwise destined for landfill.

Throughout the year Oxford Food Hub collected 497 tonnes of surplus fresh food from wholesalers, distributors, and supermarkets. The food was put to good use by 197 charities and community groups, including day centres for the homeless, night shelters, refugee groups, community centres, youth groups, groups addressing rural poverty, children and family projects, soup kitchens, church groups, lunch groups for the elderly and mental health projects.

By keeping food out of landfill, we save 1,243 tonnes of CO₂ and methane from being emitted. The very small amount of food (less than 5%) that cannot be delivered in time is either used by a local farmer for animal feed or taken free-of-charge to a local anaerobic digestion plant where it is converted into methane for electricity and compost.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2022

Financial review

During the year, the funds of the charity increased by £41,659 (2021: £60,901) to £504,613 (2021: £462,954) at the year end. The charity received the majority of its funds from private donors. A decrease in donations, together with grants made by charitable trusts, meant that our overall income decreased by £31,713 (2021: increased by £14,598) to £267,739 (2021: £299,452).

The expenditure of the charity also decreased by £12,471 (2021: increased by £91,004) to £226,080 (2021: £238,551). Funds were at an historically high level at the end of October 2021, following the community inspired increase in donations during the Covid pandemic. With additional donations received we were able to increase our direct support to charities and vulnerable groups facing food poverty. We were able also to increase capacity through much needed investment in more environmentally friendly vehicles and additional premises.

Expenditure includes general office expenses, staff costs, rent and maintenance of our two warehouses, running and maintenance of our cold and freezer rooms, our insurance, plus servicing costs and fuel for our vans (now including one hybrid and one fully electric vehicle) in use seven days a week.

Oxford Food Hub receives no central government funding, so relies on charitable donations and charitable or local council grants for all projects and core costs. We are incredibly grateful for the ongoing support of the generous individuals and local companies that give to us each year.

Investment policy

Although the charity currently has cash in the bank, the Trustees decided not to invest this during the Covid-19 pandemic. This is now under review as the financial health of the organisation is more stable.

Reserves policy

All charities are required to develop a policy on reserves which establishes a level that is right for the charity and clearly explains why holding these reserves is necessary. Oxford Food Hub holds financial reserves to support the organisation through unforeseen events which may adversely affect income or expenditure within a financial year. Such funds will provide adequate working capital, cover unexpected shortfalls in income, and better enable the charity to cope with negative unforeseen circumstances.

The Trustees have set a reserves policy which requires reserves to be maintained at a level equivalent to at last nine months' running costs. A proportion of those reserves are to be maintained in a readily realisable form. In this period we have been able to meet our reserves target.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

Plans for 2022/23

With the cost of living crisis biting, and increased public awareness of the climate emergency the work of Oxford Food Hub remains as important as ever. Over the coming year we will be working to

- Expand the range of suppliers and farmers who work with us to reduce food waste
- Continue to supply a wide range of community organisations who can make good use of the food provided to serve their communities
- Make the most of our new freezer facility to enable the safe collection and distribution of meat and dairy produce
- Improve the support available to our dedicated staff and volunteers
- Improve our name recognition across Oxfordshire to promote the organisation and increase the range of partnerships to which we belong
- Develop our fundraising and donor engagement to ensure the financial stability of the organisation
- Work on a new 3 year Strategic Business Plan to guide our work in light of economic and social change, and refresh our priorities for Oxford Food Hub in the coming years.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2022

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 9th October 2008 and registered as a charity on 22nd September 2009. 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.

For the first few years the charity was run entirely by volunteers but as we expanded operations, the co-ordination of the teams of volunteers became so crucial that we needed a dedicated and paid central co-ordinator. Food safety requirements are stringent, and it was no longer feasible to rely on volunteers to assume such high levels of responsibility. In 2013 we employed 2 part-time co-ordinators to take responsibility for the smooth running of the daily collections and deliveries, oversee storage of food at the base, and ensure that we comply with all Food Safety and Hygiene regulations. We now employ five staff including a CEO, Operations Manager and Outreach and Administrative Coordinator.

Contribution from volunteers

One of Oxford Food Hub's strongest assets is our team of loyal and committed volunteers. Volunteers carry out at least one half day shift a week; many do more. Some of our volunteers have been with us from the very start, and there is a great 'feel-good' factor associated with the work and the communal endeavour fostering a strong team spirit. We estimate there were over 10,467 volunteer hours contributed over the year.

Departing Trustees

In this report we note our appreciation for the work of Deborah Lewis, Noel Heaven and Rani Koya. Deborah and Noel were long-standing Trustees (and Deborah was a previous Chair of the organisation). They stepped down during the year or subsequently, but their commitment over many years to the Oxford Food Hub helped it grow and flourish and placed it firmly at the centre of food distribution in Oxfordshire.

Recruitment and appointment of directors and trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles. The process for the election of trustees is laid down in the Articles of Association.

The Trustees are appointed by the membership at our Annual General Meeting. One third of the Trustees must resign before the AGM (based on the length of service since first appointed) and offer themselves for re-election. Any member of the charity may also offer themselves for election as a Trustee. Following the Annual General Meeting the Board of Trustees will appoint a Chairman, Secretary and Treasurer as well as the directors of the company.

All Trustees give their time voluntarily and receive no benefits from the charity except for the reimbursement of expenses.

The Oxford Food Hub Ltd

**Trustees' Report (continued)
for the year ended 31st October 2021**

Responsibilities of the Board of Trustees

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

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

In accordance with company law, as the company directors and trustees, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 2023 and signed on its behalf by

D Parkes
Chair of Trustees

The Oxford Food Hub Ltd

Independent Examiner's Report to the Trustees of The Oxford Food Hub Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st October 2022 which are set out on pages 7 to 13.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company'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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Andrew Rodzynski, FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE

..... 2023

The Oxford Food Hub Ltd

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st October 2022

	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:					
Donations		267,350	-	267,350	299,416
Investments	2	389	-	389	36
Total income		<u>267,739</u>	<u>-</u>	<u>267,739</u>	<u>299,452</u>
Expenditure on:					
Raising funds		5,367	-	5,367	7,725
Charitable activities	3	215,213	5,500	220,713	230,826
Total expenditure		<u>220,580</u>	<u>5,500</u>	<u>226,080</u>	<u>238,551</u>
Net income / (expenditure)		47,159	(5,500)	41,659	60,901
Reconciliation of funds:					
Total funds brought forward		<u>454,360</u>	<u>8,594</u>	<u>462,954</u>	<u>402,053</u>
Total funds carried forward		<u><u>501,519</u></u>	<u><u>3,094</u></u>	<u><u>504,613</u></u>	<u><u>462,954</u></u>

In 2021, there was no restricted income. After expenditure of £6,761 on charitable activities, there was a deficit of £6,761 on restricted funds. The restricted fund balance at 1st November 2020 of £15,355 therefore decreased to £8,594 at 31st October 2021.

All income and expenditure derives from continuing activities.

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

The notes on pages 9 to 13 form part of these financial statements

The Oxford Food Hub Ltd

**Balance Sheet
31st October 2022**

	Notes	2022 £	2021 £
Fixed Assets			
Tangible assets	7	108,645	108,870
Current Assets			
Cash at bank and in hand		399,992	357,472
Creditors			
Amounts falling due within one year	8	(4,024)	(3,388)
Net current assets		<u>395,968</u>	<u>354,084</u>
Net assets		<u>504,613</u>	<u>462,954</u>
Funds			
Unrestricted funds		501,519	454,360
Restricted funds		3,094	8,594
Total funds		<u>504,613</u>	<u>462,954</u>

For the year ending 31st October 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- the members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board on 2023 and signed on its behalf by

D Parkes
Trustee

Company Number: 06719987

The notes on pages 9 to 13 form part of these financial statements

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2022 (continued)

1. Accounting policies

(a) General information and basis of information

Oxford Food Hub is a charitable company limited by guarantee in England. 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 address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the trustees' report.

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

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably, and it is probable that the income will be received.

(c) Donated goods and volunteers

The charity receives surplus food donations and supplies this to its beneficiaries in accordance with its charitable objective and free of charge. Measuring the value of the donations at fair value would not be practical and therefore no income or expenditure is recognised in these financial statements.

The charity is also supported by the efforts of volunteers however reliably estimating the monetary value on their contribution would be impractical in the opinion of the trustees.

Further detail of the positive impact is given in the Trustees' Report.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2022 (continued)

1. Accounting policies (continued)

Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

(d) **Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance

(e) **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(f) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

(g) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(h) **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

(i) **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(j) **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Income from investments

	2022	2021
	£	£
Bank deposit interest	389	36
	<u> </u>	<u> </u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2022 (continued)

3a. Expenditure on charitable activities

	2022	2021
	£	£
Support costs		
Staff costs	101,572	92,422
Rent	24,283	12,250
Food purchases	5,500	28,067
Insurance	3,549	2,522
Light and heat	9,469	3,434
Telephone	1,479	892
Postage and stationery	481	768
Sundries	1,421	480
Motor expenses	24,019	27,434
Repairs and renewals	6,528	6,339
Bank charges	110	-
Depreciation of tangible fixed assets	36,213	37,069
Loss on disposal of tangible fixed assets	-	2,238
Governance costs (see note 3b)	6,059	9,684
	<u>220,683</u>	<u>223,599</u>
Other	30	7,227
	<u>220,713</u>	<u>230,826</u>

3b. Governance costs

	2022	2021
	£	£
Subscriptions	2,961	4,738
Independent examiner's fees	1,440	1,440
Legal and surveyors fees	1,658	3,506
	<u>6,059</u>	<u>9,684</u>

4. Net income for the year

Net income is stated after charging:

	2022	2021
	£	£
Depreciation of tangible fixed assets	36,213	37,069
Loss on disposal of tangible fixed assets	-	2,238
Operating leases - rent	24,283	12,250
	<u>24,283</u>	<u>12,250</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2022 (continued)

5. Trustees' remuneration and expenses

There was no trustees' remuneration or other benefits for the year ended 31st October 2022 nor for the year ended 31st October 2021.

There were no trustees' expenses reimbursed for the years ended 31st October 2022 and year ended 31st October 2021.

6. Staff costs

	2022 £	2021 £
Wages and salaries	95,630	83,838
Social security	3,949	6,957
Defined contribution pension costs	1,993	1,627
	<u>101,572</u>	<u>92,422</u>

The average monthly number of employees during the year was as follows:

2022	2021
4	4
<u>4</u>	<u>4</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000 in either the current or preceding year.

7. Tangible fixed assets

	Motor Vehicles £	Plant and Machinery £	Total £
Cost			
At 1st November 2021	177,717	27,606	205,323
Additions	-	35,988	35,988
	<u>177,717</u>	<u>63,594</u>	<u>241,311</u>
At 31st October 2022	177,717	63,594	241,311
Depreciation			
At 1st November 2021	77,002	19,451	96,453
Charge for year	25,178	11,035	36,213
	<u>102,180</u>	<u>30,486</u>	<u>132,666</u>
At 31st October 2022	102,180	30,486	132,666
Net book value			
At 31st October 2022	<u>75,537</u>	<u>33,108</u>	<u>108,645</u>
At 31st October 2021	<u>100,715</u>	<u>8,155</u>	<u>108,870</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2022 (continued)

8. Creditors: amounts falling due within one year

	2021 £	2021 £
Accruals	1,440	1,440
Other tax and social security	2,584	1,948
	<u>4,024</u>	<u>3,388</u>

9. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Not later than one year	20,927	12,250
Later than one and not later than five years	35,729	58,187
	<u>56,656</u>	<u>70,437</u>

10. Analysis of funds

Expenditure from restricted funds in the year relates to purchases of food from Bankuet.

11. Analysis of assets by funds

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Fixed assets	108,645	-	108,645	108,870
Current assets	396,898	3,094	399,992	375,472
Creditors	(4,024)	-	(4,024)	(3,388)
	<u>501,519</u>	<u>3,094</u>	<u>504,613</u>	<u>462,954</u>

All 2021 funds were unrestricted, except for an amount of restricted funds of £8,594 represented by current assets.

12. Related party transactions

There were no related party transactions during the year (2021: £nil).

The Oxford Food Hub Ltd

Detailed Statement of Financial Activities
for the year ended 31st October 2022

	2022 £	2021 £
<u>Income from:</u>		
Donations	267,350	299,416
Investments:		
Deposit account interest	389	36
Total income	<u>267,739</u>	<u>299,452</u>
<u>Expenditure on:</u>		
<u>Raising funds</u>		
Advertising and marketing	5,367	7,725
<u>Charitable activities</u>		
Support costs		
Staff costs	101,572	92,422
Rent	24,283	12,250
Food purchases	5,500	28,066
Insurance	3,549	2,522
Light and heat	9,469	3,434
Telephone	1,479	892
Postage and stationery	481	768
Sundries	1,421	480
Motor expenses	24,019	27,433
Repairs and renewals	6,528	6,339
Bank charges	110	-
Depreciation of tangible fixed assets	36,213	37,069
Loss on disposal of tangible fixed assets	-	2,238
Governance costs		
Subscriptions	2,961	4,738
Independent examiner's fees	1,440	1,440
Legal and surveyors fees	1,658	3,506
Total support costs	<u>220,683</u>	<u>223,599</u>
Other		
Cleaning	30	466
Waste2Taste	-	6,761
	<u>30</u>	<u>7,227</u>
Total expenditure on charitable activities	<u>220,713</u>	<u>230,826</u>
Total expenditure	<u>226,080</u>	<u>238,551</u>
Net income	<u>41,659</u>	<u>60,901</u>

This page does not form part of the statutory accounts.

Oxford Food Hub

England & Wales - Charity number 1131738

Accounts

**The Oxford Food Hub Ltd
(previously the Oxford Food Bank)**

**Company number : 06719987
Charity number : 1131738**

Unaudited Financial Statements

for the year ended

31st October 2021

Wenn Townsend

Chartered Accountants

Oxford

The Oxford Food Hub Ltd

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The Oxford Food Hub Ltd

Legal and Administration Information for the year ended 31st October 2021

Charity Registration Number:	1131738
Company Registration Number:	06719987
Trustees	Ms D Lewis (Interim Chair) Mr N Heaven (Treasurer) Mr H Fletcher Mr R Hopestone Ms R Koya Mrs M Lebus Mr P Taylor Ms R Thompson Mrs E Tinker (appointed 24/01/22) Mr P Medley (resigned 23/04/21) Mr J Boylan (resigned 24/01/2022)
Company Secretary	Mr N Heaven
Registered Office	30 Bankside Court Stationfields Kidlington Oxfordshire OX5 1JE
Principal Office	Unit 12 Curtis Industrial Estate North Hinksey Lane Botley Oxford OX2 0LX
Bankers	HSBC 267 Prama House Banbury Road Oxford OX2 7HY
Independent Examiner	G L Cole BA FCA Wenn Townsend Chartered Accountants 30 St Giles Oxford OX1 3LE

The Oxford Food Hub Ltd
Trustees' Report
for the year ended 31st October 2021

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st October 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

Our aims and objectives

Our charity's objects as set out in the Memorandum of Association and registered with the Charity Commission are (1) the relief of sick – poor living in the county of Oxfordshire and surrounding area either generally or individually through the provision of grants, goods or services, (2) the advancement of education and training for the public in nutritional, food hygiene practice, environmental issues and in the need of poor and marginalized people, and (3) the protection and preservation of the environment for the public benefit by the promotion of waste reduction, use of recycled products and the use of surplus

In pursuing our charitable objectives our strategic goals are to:

- Reduce food waste: encourage recycling and the use of surplus
- Work with others to tackle food poverty: in Oxfordshire and surrounding areas through support and services
- Provide education and training: in nutrition, food and environmental issues

Ensuring our work delivers our aims

The aims, objectives and activities of the charity are reviewed on a regular basis. The review helps us to 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 aim and objectives and in planning our future activities.

Oxford Food Hub is at the centre of surplus food redistribution in Oxfordshire. Our dedicated group of volunteers collect surplus food from wholesalers, supermarkets and other organisations and distribute this food to charities and community organisations. Everyone wins – we reduce food waste going to landfill and provide tasty fresh produce to those in need in Oxfordshire. We do not charge charities or suppliers for our work and are supported entirely by our donors.

Our change of name – from Oxford Food Bank to Oxford Food Hub

In February 2021, after carrying out a thorough review and consultation, we changed our name from Oxford Food Bank to Oxford Food Hub. We have always been at the centre of surplus food redistribution in Oxfordshire, distributing food so that other groups can do their important work supporting families, individuals and those in need. We don't work directly with individuals facing food poverty – but we work with a wide range of local groups and charities that do just that. That's why we need a name that is clearer about what we do: Oxford Food Hub. What we do has not changed at all. Our determination to prevent food waste and reduce food poverty remain the same – and our work remains more important than ever before.

We used the change to Oxford Food Hub as an opportunity to launch our new website and carry out a publicity campaign to highlight our contribution to tackling food waste and food poverty in Oxfordshire. The feedback from our supporters to our new name and new look has been very positive and provides us with a great base to further develop our work.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on the reduction of food waste and the provision of food to other organisations who can use the food for the disadvantaged in Oxford and Oxfordshire and are undertaken to further our charitable purposes for the public benefit.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2021

Our activity during the year

Now in its 12th year, Oxford Food Hub is at the centre of surplus food redistribution in Oxfordshire. We provide the equivalent of 20,000 meals a week to over 150 Oxfordshire charities, simply by collecting food destined for landfill. In 2020/21 we supplied over 600 tonnes of produce to local charities and community groups. Everyone wins – we reduce food waste going into landfill and provide tasty fresh produce to those in need.

Throughout the year the Oxford Food Hub has worked to collect surplus fresh food from wholesalers, distributors and supermarkets. The majority of this food consists of fresh fruit and vegetables, dairy, and bakery produce which would otherwise end up in landfill. The food has then been delivered, seven days a week, to over 100 registered charities and 50 other community groups including day centres for the homeless, night shelters, refugee groups community centres, youth groups, groups addressing rural poverty, children and family projects, soup kitchens, church groups, lunch groups for the elderly, and mental health projects. Just four examples are:

- Supporting the growth of local community larder and food banks across the county including the 'Cherwell Larder': supporting over 450 people a week, many of them children, with food parcels in the Cherwell district.
- Continuing to supply the 'Kitchen Collective' providing cooked meals to those in need during the Covid-19 crisis. They have used surplus from Oxford Food Hub and delivered over 20,000 meals in the past year.
- Providing all the food for the 500 guests at Christmas Day event for people from a wide range of community groups at the Kings Centre.
- Working in partnership with 'Waste2Taste' supporting food preparation workshops and cookery training

In 2020/21 we expanded the number of food distributors, catering agencies and supermarkets that work with us and support our work. This included both universities in Oxford, small bakeries, cinemas, pubs and manufacturers as well as most supermarket chains and several large food distributors.

We have supported the DEFRA & FareShare scheme distributing 200 tonnes of non-perishable food to charities and community groups.

The 600 tonnes of surplus produce which we redistribute translates into more than £1.5m worth of food which can be brought back into the food chain and made available to people and organisations struggling to provide a good quality diet. By keeping food out of landfill we save around five tonnes of CO2 every day. The very small amount of food (less than 5%) that cannot be delivered in time is taken free-of-charge to a local anaerobic digestion plant where it is converted into methane for electricity and compost.

And in a step to further reduce our own environmental impact we modernised our fleet of vehicles with a move away from diesel. First with a hybrid van which turned out to be a great success and now we have taken the leap and invested in a fully electric van to comply with the Oxford city centre Zero Emission Zone.

Responding to the Coronavirus Crisis

The Coronavirus crisis continued through 2021/22 and brought many additional challenges. Trustees took their responsibilities to staff, volunteers and beneficiaries very seriously and continued to meet via teleconferencing. We reviewed all our operational activity to ensure it was in line with government and health guidance. We engaged with new charities and groups (including refugee groups) that emerged during this time. And we used our funds to ensure that those groups most in need (like the Gatehouse project providing emergency help to homeless people) continued to be supplied with the food they need.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2021

Responding to the Coronavirus Crisis (continued)

Supporters of our work have continued to be extremely generous and this meant we were able to increase the support to several charities working directly with homeless people and other vulnerable groups. We also increased our staffing to enable us to sustain this support and manage our expanded level of operation. We now employ four staff in a range of part-time and full-time roles.

In considering the status of the organisation as a 'going concern' the Trustees have every confidence that the charity can continue for 12 months from the date of signature of these accounts.

Financial review

During the year, the funds of the charity increased by £63,239 (2020: £139,645) to £465,292 (2020: £402,053) at the year end. The charity received the majority of its funds from private donors. The increase in donations, together with grants made by charitable trusts, meant that our overall income increased £14,598 (2020: £65,432) to £299,552 (2020: £284,954).

The expenditure of the charity also increased by £91,004 (2020: £22,672) to £236,313 (2020: £145,309). Funds were at an historically high level at the end of October 2021, following the community inspired increase in donations during the pandemic. With additional donations received we were able to increase our direct support to charities and vulnerable groups facing food poverty. And we were able to increase capacity through much needed investment in more environmentally friendly vehicles and additional premises.

Another key area we have improved our work is through entering a contract with eTapestry for a CRM data system to manage fundraising data and integrate donations with the website. This has been used as our main donation system from July 2020, and now enables us to capture contact and Gift Aid data on donors wherever appropriate. In future this will also be a tool for outreach and marketing, as we are building a GDPR-compliant list of donors who have asked to stay in contact with news of our work.

The Oxford Food Hub receives no government funding, so relies on charitable donations for all projects and core costs. Expenditure includes general office expenses, staff costs, rent and maintenance of our two warehouses, running and maintenance of our cold and freezer rooms, our insurance, plus servicing costs and fuel for our transit vans (now including one hybrid and one fully electric vehicle) in use 7 days a week.

Investment policy

Although the charity currently has cash in the bank, the Trustees have decided not to invest this on a long-term basis due to the imminent increase in expenditure. It has been decided to keep the money in an interest bearing deposit account so that it is readily available if required.

Reserves policy

All charities are required to develop a policy on reserves which establishes a level that is right for the charity and clearly explains why holding these reserves is necessary. The Oxford Food Hub holds financial reserves to support the organisation through unforeseen events which may adversely affect income or expenditure within a financial year. Such funds will provide adequate working capital, cover unexpected shortfalls in income, and better enable the charity to cope with negative unforeseen circumstances.

The Trustees have set a reserves policy which requires reserves to be maintained at a level equivalent to nine months running costs. A proportion of those reserves are to be maintained in a readily realisable form. In this period we have been able to meet our reserves target.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2021

Plans for 2020/2021

The work of Oxford Food Hub remains as important as ever. Over the coming year we will be working to

- Expand the number and range of suppliers who work with us to reduce food waste
- Continue to supply a wide range of community organisations who can make good use of the food provided to serve their communities
- Make the most of the new freezer facility to enable the safe collection and distribution of meat and dairy produce
- Continue to support our dedicated staff and volunteers
- Improve our marketing and use the name change to the Oxford Food Hub to promote the organisation and raise awareness of our role in ending food waste and tackling food poverty
- Provide education and training in nutrition, food and environmental issues – including work in schools and more work with Waste2Taste
- Review our staffing needs and strengthen our governance through bringing in additional expertise to the Trustee Board
- Develop our fundraising to underpin the future success of the charity (including being a charity partner for the Oxford Half Marathon in 2022).

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 9th October 2008 and registered as a charity on 22nd September 2009. 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.

For the first few years the charity was entirely run by volunteers but as we expanded operations, the co-ordination of the teams of volunteers became so crucial that we needed a dedicated and paid central co-ordinator. Food safety requirements are stringent, and it was no longer feasible to rely on volunteers to assume such high levels of responsibility. In 2013 we employed 2 part-time co-ordinators to take responsibility for the smooth running of the daily collections and deliveries, oversee storage of food at the base, and ensure that we comply with all Food Safety and Hygiene regulations. We now employ four staff including a part time Manager, a full-time Operations Coordinator and an administrator/ outreach co-ordinator.

Contribution from volunteers

One of the Oxford Food Hub's strongest assets is our team of eighty loyal and committed volunteers. Volunteers carry out at least one half day shift a week; many do more. Some of our volunteers have been with us from the very start, and there is a great 'feel-good' factor associated with the work and the communal endeavour fostering a strong team spirit. We estimate there were over 15,000 volunteer hours contributed over the year.

In recognition of our role in the community and the contribution of all our volunteers, the Charity was awarded the Queen's Award for Voluntary Services in July 2018. This was a magnificent reward for the many hours of unpaid labour our volunteers put in every week.

Departing Trustees

In this report we want to note our appreciation for the work of Paul Medley and James Boylan. Both Paul and James were long-standing Trustees (and previous Chairs of the organisation). Both stepped down this year but their commitment over many years to the Oxford Food Hub helped it grow and flourish and placed it firmly at the centre of food distribution in Oxfordshire.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2021

Recruitment and appointment of directors and trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles. The process for the election of trustees is laid down in the Articles of Association.

The Trustees are appointed by the membership at our Annual General Meeting. One third of the Trustees must resign before the AGM (based on the length of service since first appointed) and offer themselves for re-election. Any member of the charity may also offer themselves for election as a Trustee. Following the Annual General Meeting the Board of Trustees will appoint a Chairman, Secretary and Treasurer as well as the directors of the company.

All Trustees give their time voluntarily and receive no benefits from the charity except for the reimbursement of expenses.

Responsibilities of the Board of Trustees

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

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

In accordance with company law, as the company directors and trustees, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on2022 and signed on its behalf by

D Lewis
Chair of Trustees

The Oxford Food Hub Ltd

Independent Examiner's Report to the Trustees of The Oxford Food Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st October 2021 which are set out on pages 8 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company'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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

G L Cole BA, FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE

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The Oxford Food Hub Ltd

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st October 2021

	Notes	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Income from:					
Donations		299,416	-	299,416	284,567
Investments	2	36	-	36	387
Total income		<u>299,452</u>	<u>-</u>	<u>299,452</u>	<u>284,954</u>
Expenditure on:					
Raising funds		7,725	-	7,725	4,941
Charitable activities – Food Bank	3	224,065	6,761	230,826	140,368
Total expenditure		<u>231,790</u>	<u>6,761</u>	<u>238,551</u>	<u>145,309</u>
Net income / (expenditure)		67,662	(6,761)	60,901	139,645
Reconciliation of funds:					
Total funds brought forward		<u>386,698</u>	<u>15,355</u>	<u>402,053</u>	<u>262,408</u>
Total funds carried forward		<u><u>454,360</u></u>	<u><u>8,594</u></u>	<u><u>462,954</u></u>	<u><u>402,053</u></u>

In 2020, there was restricted income of £3,000 from donations. There was no expenditure on restricted funds activities, so there was a surplus of £3,000 on restricted funds. The restricted fund balance at 1st November 2019 of £12,355 therefore increased to £15,355 at 31st October 2020.

All income and expenditure derives from continuing activities.

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

The notes on pages 10 to 14 form part of these financial statements

The Oxford Food Hub Ltd

**Balance Sheet
31st October 2021**

	Notes	2021 £	2020 £
Fixed Assets			
Tangible assets	7	108,870	28,812
Current Assets			
Cash at bank and in hand		357,472	375,782
Creditors			
Amounts falling due within one year	8	(3,388)	(2,541)
Net current assets		<u>354,084</u>	<u>373,241</u>
Net assets		<u>462,954</u>	<u>402,053</u>
Funds			
Unrestricted funds		454,360	386,698
Restricted funds		8,594	15,355
Total funds		<u>462,954</u>	<u>402,053</u>

For the year ending 31st October 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- the members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board on 2022 and signed on its behalf by

**N Heaven
Trustee**

Company Number: 06719987

The notes on pages 10 to 14 form part of these financial statements

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2021 (continued)

1. Accounting policies

(a) General information and basis of information

Oxford Food Bank is a charitable company limited by guarantee in England. 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 address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the trustees' report.

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

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably, and it is probable that the income will be received.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

(c) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2021 (continued)

1. Accounting policies (continued)

(d) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance

(e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(f) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

(g) Taxation

The charity is exempt from corporation tax on its charitable activities.

(h) Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

(i) Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(j) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Income from investments

	2021	2020
	£	£
Bank deposit interest	36	387
	<u> </u>	<u> </u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2021 (continued)

3a. Expenditure on charitable activities

	2021	2020
	£	£
Support costs		
Staff costs	92,422	64,733
Rent	12,250	12,250
Food purchases	28,067	2,476
Insurance	2,522	1,862
Light and heat	3,434	2,709
Telephone	892	601
Postage and stationery	768	129
Sundries	480	340
Motor expenses	27,434	19,260
Repairs and renewals	6,339	2,989
Depreciation of tangible fixed assets	37,069	9,621
Loss on disposal of tangible fixed assets	2,238	-
Governance costs (see note 3b)	9,684	2,002
	<u>223,599</u>	<u>118,972</u>
Other	7,227	21,396
	<u>230,826</u>	<u>140,368</u>

3b. Governance costs

	2021	2020
	£	£
Subscriptions	4,738	562
Independent examiner's fees	1,440	1,440
Legal and surveyors fees	3,506	-
	<u>9,684</u>	<u>2,002</u>

4. Net income for the year

Net income is stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets	37,069	9,621
Loss on disposal of tangible fixed assets	2,238	-
Operating leases - rent	12,250	12,250
	<u>51,557</u>	<u>21,871</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2021 (continued)

5. Trustees' remuneration and expenses

There was no trustees' remuneration or other benefits for the year ended 31st October 2021 nor for the year ended 31st October 2020.

There were no trustees' expenses reimbursed for the years ended 31st October 2021 and year ended 31st October 2020.

6. Staff costs

	2021 £	2020 £
Wages and salaries	83,838	58,956
Social security	6,957	4,621
Defined contribution pension costs	1,627	1,156
	<u>92,422</u>	<u>64,733</u>

The average monthly number of employees during the year was as follows:

	2021	2020
	<u>4</u>	<u>3</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000 in either the current or preceding year.

7. Tangible fixed assets

	Motor Vehicles £	Plant and Machinery £	Total £
Cost			
At 1st November 2020	79,146	19,852	98,998
Additions	111,711	7,754	119,465
Disposals	(13,140)	-	(13,140)
	<u>177,717</u>	<u>27,606</u>	<u>205,323</u>
At 31st October 2021			
Depreciation			
At 1st November 2020	53,453	16,733	70,186
Charge for year	34,351	2,718	37,069
Eliminated on disposals	(10,802)	-	(10,802)
	<u>77,002</u>	<u>19,451</u>	<u>96,453</u>
At 31st October 2021			
Net book value			
At 31st October 2021	<u>100,715</u>	<u>8,155</u>	<u>108,870</u>
At 31st October 2020	<u>25,693</u>	<u>3,169</u>	<u>28,812</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2021 (continued)

8. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	1,440	1,440
Other tax and social security	1,948	1,101
	<u>3,388</u>	<u>2,541</u>

9. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than one year	12,250	12,250
Later than one and not later than five years	58,187	20,417
	<u>70,437</u>	<u>32,667</u>

10. Analysis of funds

Restricted funds relate to one donation received in the year to be used for Waste2Taste to provide cooking classes.

11. Analysis of assets by funds

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Fixed assets	108,870	-	108,870	28,812
Current assets	348,878	8,594	357,472	375,782
Creditors	(3,388)	-	(3,388)	(2,541)
	<u>454,360</u>	<u>8,594</u>	<u>462,954</u>	<u>402,053</u>

All 2020 funds were unrestricted, except for an amount of restricted funds of £15,355 represented by current assets.

12. Related party transactions

There were no related party transactions during the year (2020: £nil).

The Oxford Food Hub Ltd

Detailed Statement of Financial Activities
for the year ended 31st October 2021

	2021 £	2020 £
<u>Income from:</u>		
Donations	299,416	284,567
Investments:		
Deposit account interest	36	387
	<hr/>	<hr/>
Total income	299,452	284,954
	<hr/> <hr/>	<hr/> <hr/>
<u>Expenditure on:</u>		
<u>Raising funds</u>		
Advertising and marketing	7,725	4,941
<u>Charitable activities</u>		
Support costs		
Staff costs	92,422	64,733
Rent	12,250	12,250
Food purchases	28,066	2,476
Insurance	2,522	1,862
Light and heat	3,434	2,709
Telephone	892	601
Postage and stationery	768	129
Sundries	480	340
Motor expenses	27,433	19,260
Repairs and renewals	6,339	2,989
Depreciation of tangible fixed assets	37,069	9,621
Loss on disposal of tangible fixed assets	2,238	-
Governance costs		
Subscriptions	4,738	562
Independent examiner's fees	1,440	1,440
Legal and surveyors fees	3,506	-
	<hr/>	<hr/>
Total support costs	223,599	118,972
Other		
Cleaning	466	389
Waste2Taste	6,761	21,007
	<hr/>	<hr/>
	7,227	21,396
	<hr/>	<hr/>
Total expenditure on charitable activities	230,826	140,368
	<hr/>	<hr/>
Total expenditure	238,551	145,309
	<hr/> <hr/>	<hr/> <hr/>
Net income	60,901	139,645
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory accounts.

Oxford Food Hub

England & Wales - Charity number 1131738

Accounts

**The Oxford Food Hub Ltd
(previously the Oxford Food Bank)**

**Company number : 06719987
Charity number : 1131738**

Unaudited Financial Statements

for the year ended

31st October 2020

Wenn Townsend

Chartered Accountants

Oxford

The Oxford Food Hub Ltd

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The Oxford Food Hub Ltd

**Legal and Administration Information
for the year ended 31st October 2020**

Charity Registration Number: 1131738

Company Registration Number: 06719987

Trustees
Mr J Boylan (Chair)
Mr N Heaven (Treasurer)
Mrs D Lewis
Mr R Hopestone
Mr H Fletcher
Mr P Taylor
Mr M Lebus
Ms R Thompson
Ms R Koya (appointed 09/10/2020)
Mr P Medley (resigned 23/04/2021)

Company Secretary Mr N Heaven

Registered Office
30 Bankside Court
Stationfields
Kidlington
Oxfordshire
OX5 1JE

Principal Office
Unit 12 Curtis Industrial Estate
North Hinksey Lane
Botley
Oxford
OX2 0LX

Bankers
HSBC
267 Prama House
Banbury Road
Oxford
OX2 7HY

Independent Examiner
G L Cole BA FCA
Wenn Townsend
Chartered Accountants
30 St Giles
Oxford
OX1 3LE

The Oxford Food Hub Ltd

Trustees' Report for the year ended 31st October 2020

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st October 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

Our aims and objectives

Our charity's objects as set out in the Memorandum of Association and registered with the Charity Commission are (1) the relief of sick – poor living in the county of Oxfordshire and surrounding area either generally or individually through the provision of grants, goods or services, (2) the advancement of education and training for the public in nutritional, food hygiene practice, environmental issues and in the need of poor and marginalized people, and (3) the protection and preservation of the environment for the public benefit by the promotion of waste reduction, use of recycled products and the use of surplus

In pursuing our charitable objectives our strategic goals are to:

- Reduce food waste: encourage recycling and the use of surplus
- Work with others to tackle food poverty: in Oxfordshire and surrounding areas through support and services
- Provide education and training: in nutrition, food and environmental issues

Ensuring our work delivers our aims

The aims, objectives and activities of the charity are reviewed on a regular basis. The review helps us to 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 aim and objectives and in planning our future activities.

Oxford Food Hub is at the centre of surplus food redistribution in Oxfordshire. Our dedicated group of volunteers collect surplus food from wholesalers, supermarkets and other organisations and distribute this food to charities and community organisations. Everyone wins – we reduce food waste going to landfill and provide tasty fresh produce to those in need in Oxfordshire. We do not charge charities or suppliers for our work and are supported entirely by our donors.

Our change of name – from Oxford Food Bank to Oxford Food Hub

In February 2021, after carrying out a thorough review and consultation, we changed our name from Oxford Food Bank to Oxford Food Hub. We have always been at the centre of surplus food redistribution in Oxfordshire, distributing food so that other groups can do their important work supporting families, individuals and those in need. We don't work directly with individuals facing food poverty – but we work with a wide range of local groups and charities that do just that. That's why we need a name that is clearer about what we do: Oxford Food Hub. What we do has not changed at all. Our determination to prevent food waste and reduce food poverty remain the same – and our work remains more important than ever before.

We used the change to Oxford Food Hub as an opportunity to launch our new website and carry out a publicity campaign to highlight our contribution to tackling food waste and food poverty in Oxfordshire. The feedback from our supporters to our new name and new look has been very positive and provides us with a great base to further develop our work.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on the reduction of food waste and the provision of food to other organisations who can use the food for the disadvantaged in Oxford and Oxfordshire and are undertaken to further our charitable purposes for the public benefit.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2020

Our activity during the year

Now in its 11th year, Oxford Food Hub is at the centre of surplus food redistribution in Oxfordshire, providing food to over 150 charities. In 2020, we supplied over 600 tonnes of produce, to local charities and community groups. Everyone wins – we reduce food waste going into landfill and provide tasty fresh produce to those in need.

Throughout the year the Oxford Food Hub has worked to collect surplus fresh food from wholesalers, distributors and supermarkets in the Oxfordshire area. The majority of this food consists of fresh fruit and vegetables, dairy, and bakery produce which would otherwise end up in landfill. The food has then been delivered, usually seven days a week, to over 100 registered charities and 50 community groups including day centres for the homeless, night shelters, community centres, youth groups, refugee centres, children and family projects, soup kitchens, church groups, lunch groups for the elderly, and mental health projects. Just four examples are:

- 'Kitchen Collective': supplying cooked meals to those in need during the Covid-19 crisis. They have used surplus from Oxford Food Hub and delivered over 20,000 meals in the past year.
- 'Cherwell Larder': supporting over 450 people a week, many of them children, with food parcels in the Cherwell district.
- 'Oxford Community Action': focussing on Black, Asian and Minority Ethnic communities, supporting around 400 families a week.
- 'Waste2Taste': supporting food preparation workshops and cookery training by Waste2Taste who opened a small café close to Cowley Centre which allowed these workshops to be run from fixed premises.

Over 2020 we have worked to expand the number of food distributors, catering agencies and supermarkets that work with us and support our work. This included both universities in Oxford, small bakeries and manufacturers as well as most supermarket chains and several large food distributors.

We have supported the DEFRA & FareShare scheme distributing 200 tonnes of non-perishable food to charities and community groups.

Over the year we collected more than 600 tons of surplus produce which translates into more than £1.5m worth of food which can be brought back into the food chain and made available to people and organisations struggling to provide a good quality diet. This is the equivalent of around 20,000 meals a week. By keeping food out of landfill we save around five tons of CO₂ every day. The very small amount of food (less than 5%) that cannot be delivered in time is taken free-of-charge to a local anaerobic digestion plant where it is converted into methane for electricity and compost.

In addition to the daily work of collecting and distributing surplus food we undertook a number of additional activities over the year. When national lockdowns forced the temporary (and often sudden) closure of non-essential businesses, we worked to ensure that nothing would go to waste. We collected food from sources as diverse as museum shops, tourist information centres, university college kitchens, vending machine companies, cinemas and theatres, as well as a wide range of shops, pubs and restaurants.

Responding to the Coronavirus Crisis

The outbreak of the Coronavirus crisis in the Spring of 2020 was, as for all organisations, a challenging time. Trustees took their responsibilities to staff, volunteers and beneficiaries very seriously and continued to meet via teleconferencing. In order to comply with Government requirements the base was closed for just under three weeks. During that time staff and volunteers deep-cleaned the base, continued to connect surplus food with potential beneficiaries and developed new procedures for operating under social distancing. The base was reopened after 3 weeks with a pool of 20 volunteer drivers supplying over 30 beneficiary groups.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2020

Responding to the Coronavirus Crisis (continued)

Supporters of our work continued to be extremely generous, donations increased and we were able to increase the support to several charities working directly with homeless people and other vulnerable groups. To make this possible we employed an additional full time worker at the Food Hub base to co-ordinate the extra numbers of newly formed community groups making collections. With many volunteers shielding we needed continuity of stock control which was only really possible through taking on a permanent employee.

As Government guidance changed we were able to re-start a full range of activity adapting working practices to ensure that the base was Covid secure. The Trustees and staff have kept activity under close review throughout this period and we are pleased that operations have been able to continue.

In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts.

Financial review

During the year, the funds of the charity increased by £139,645 to £402,053 at the year end. The charity received the majority of its funds from private donors. These donations, together with grants made by charitable trusts, increased the income during the year by £65,432 (2019: £54,278).

The expenditure of the charity increased by £22,672 (2019: £966) during the year. Funds were at an historically high level at the end of October 2020, following the community inspired increase in donations during the pandemic. With additional donations received we were able to increase the direct support to charities working with homeless people and other vulnerable groups facing food poverty – and we were able to increase capacity through much needed investment for the future in both vehicles and premises.

Another key area we have improved our work is through entering a contract with eTapestry for a CRM data system to manage fundraising data and integrate donations with the website. This has been used as our main donation system from July 2020, and now enables us to capture contact and Gift Aid data on donors wherever appropriate. In future this will also be a tool for outreach and marketing, as we are building a GDPR-compliant list of donors who have asked to stay in contact with news of our work.

The Oxford Food Hub receives no government funding, so relies on charitable donations for all projects and core costs. Expenditure includes staff costs, rent and maintenance of the warehouse, servicing and insurances plus fuel for four transit vans in use 7 days a week and general office expenses.

Investment policy

Although the charity currently has cash in the bank, the Trustees have decided not to invest this on a long-term basis due to the imminent increase in expenditure. It has been decided to keep the money in a deposit account so that it is readily available if required.

Reserves policy

All charities are required to develop a policy on reserves which establishes a level that is right for the charity and clearly explains why holding these reserves is necessary. The Oxford Food Hub holds financial reserves to support the organisation through unforeseen events which may adversely affect income or expenditure within a financial year. Such funds will provide adequate working capital, cover unexpected shortfalls in income, and better enable the charity to cope with negative unforeseen circumstances.

The Trustees have set a reserves policy which requires reserves to be maintained at a level equivalent to nine months running costs. A proportion of those reserves are to be maintained in a readily realisable form. In this period we have been able to meet our reserves target.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2020

Plans for 2020/2021

The work of Oxford Food Hub remains as important as ever. Over the coming year we will be working to

- Expand the number and range of suppliers who work with us to reduce food waste
- Continue to supply a wide range of community organisations who can make good use of the food provided to serve their communities
- Continue to support our dedicated staff and volunteers
- Use the name change to the Oxford Food Hub to promote the organisation and raise awareness of our role in ending food waste and tackling food poverty
- Provide education and training in nutrition, food and environmental issues – including work together with Waste2Taste
- Develop our fundraising to underpin the future success of the charity

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 9th October 2008 and registered as a charity on 22nd September 2009. 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.

For the first few years the charity was entirely run by volunteers but as we expanded operations, the co-ordination of the teams of volunteers became so crucial that we needed a dedicated and paid central co-ordinator. Food safety requirements are stringent, and it was no longer feasible to rely on volunteers to assume such high levels of responsibility. So in 2013 we employed 2 part-time co-ordinators to take responsibility for the smooth running of the daily collections and deliveries, oversee storage of food at the base, and ensure that we comply with all Food Safety and Hygiene regulations. Following more growth, the team now consists of a Manager taking overall responsibility, a full-time Operations Coordinator responsible for implementing daily schedules from the base, and a part-time Administrator to oversee monthly cash-flow and aspects of our fundraising activities in the local area.

Contribution from volunteers

One of the Oxford Food Hub's strongest assets is our 120-strong team of loyal and committed volunteers. Volunteers carry out at least one half day shift a week; many do more. Some of our volunteers have been with us from the very start, and there is a great 'feel-good' factor associated with the work and the communal endeavour fostering a strong team spirit. We estimate there were over 15,000 volunteer hours contributed over the year.

In recognition of our role in the community and the contribution of all our volunteers, the Charity was awarded the Queen's Award for Voluntary Services in July 2018. This was a magnificent reward for the many hours of unpaid labour our volunteers put in every week.

Recruitment and appointment of directors and trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles. The process for the election of trustees is laid down in the Articles of Association.

The Trustees are appointed by the membership at our Annual General Meeting. One third of the Trustees must resign before the AGM (based on the length of service since first appointed) and offer themselves for re-election. Any member of the charity may also offer themselves for election as a Trustee. Following the Annual General Meeting the Board of Trustees will appoint a Chairman, Secretary and Treasurer as well as the directors of the company.

All Trustees give their time voluntarily and receive no benefits from the charity except for the reimbursement of expenses.

The Oxford Food Hub Ltd

**Trustees' Report (continued)
for the year ended 31st October 2020**

Responsibilities of the Board of Trustees

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

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

In accordance with company law, as the company directors and trustees, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

Appointment of independent examiners

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on2021 and signed on its behalf by

Chair of Trustees



**J Boylan
Chair of Trustees**

The Oxford Food Hub Ltd

Independent Examiner's Report to the Trustees of The Oxford Food Bank

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st October 2020 which are set out on pages 8 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company'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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

**G L Cole BA, FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE**

..... 2021

The Oxford Food Hub Ltd

Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st October 2020

	Notes	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Income from:					
Donations		281,567	3,000	284,567	219,101
Investments	2	387	-	387	421
Total income		<u>281,954</u>	<u>3,000</u>	<u>284,954</u>	<u>219,522</u>
Expenditure on:					
Raising funds		4,941	-	4,941	2,152
Charitable activities – Food Bank	3	140,368	-	140,368	120,485
Total expenditure		<u>145,309</u>	<u>-</u>	<u>145,309</u>	<u>122,637</u>
Net income		<u>136,645</u>	<u>3,000</u>	<u>139,645</u>	<u>96,885</u>
Reconciliation of funds:					
Total funds brought forward		<u>250,053</u>	<u>12,355</u>	<u>262,408</u>	<u>165,523</u>
Total funds carried forward		<u><u>386,698</u></u>	<u><u>15,355</u></u>	<u><u>402,053</u></u>	<u><u>262,408</u></u>

In 2019, there was restricted income of £20,000 from donations. After expenditure of £7,645 on charitable activities, there was a surplus of £12,355 on restricted funds. There was no restricted fund balance at 1st November 2018.

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

The notes on pages 10 to 14 form part of these financial statements

The Oxford Food Hub Ltd

Balance Sheet
31st October 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible assets	7	28,812	36,436
Current Assets			
Cash at bank and in hand		375,782	228,108
Creditors			
Amounts falling due within one year	8	(2,541)	(2,136)
Net current assets		<u>373,241</u>	<u>225,972</u>
Net assets		<u>402,053</u>	<u>262,408</u>
Funds			
Unrestricted funds		386,698	250,053
Restricted funds		15,355	12,355
Total funds		<u>402,053</u>	<u>262,408</u>

For the year ending 31st October 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- the members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board on 2021 and signed on its behalf by

N Heaven
Trustee

Company Number: 06719987

The notes on pages 10 to 14 form part of these financial statements

The Oxford Food Hub Ltd

**Notes to the Financial Statements
for the year ended 31st October 2020 (continued)**

1. Accounting policies

(a) General information and basis of information

Oxford Food Bank is a charitable company limited by guarantee in England. 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 address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the trustees' report.

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

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably, and it is probable that the income will be received.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Report.

(c) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2020 (continued)

1. Accounting policies (continued)

(d) **Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance

(e) **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(f) **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

(g) **Taxation**

The charity is exempt from corporation tax on its charitable activities.

(h) **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

(i) **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(j) **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Income from investments

	2020	2019
	£	£
Bank deposit interest	387	421

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2020 (continued)

3a. Expenditure on charitable activities		
	2020	2019
	£	£
Support costs		
Staff costs	64,733	53,636
Rent	12,250	12,250
Food purchases	2,476	-
Insurance	1,862	1,673
Light and heat	2,709	1,764
Telephone	601	540
Postage and stationery	129	489
Sundries	340	1,676
Motor expenses	19,260	24,712
Repairs and renewals	2,989	2,193
Depreciation of tangible fixed assets	9,621	12,151
Governance costs (see note 3b)	2,002	1,749
	<u>118,972</u>	<u>112,833</u>
Other	21,396	7,652
	<u>140,368</u>	<u>120,485</u>
3b. Governance costs		
	2020	2019
	£	£
Subscriptions	562	274
Independent examiner's fees	1,440	1,475
	<u>2,002</u>	<u>1,749</u>
4. Net income for the year		
Net income is stated after charging:		
	2020	2019
	£	£
Depreciation of tangible fixed assets	9,621	12,151
Operating leases - rent	12,250	12,250
	<u>21,871</u>	<u>24,401</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2020 (continued)

5. Trustees' remuneration and expenses

There was no trustees' remuneration or other benefits for the year ended 31st October 2020 nor for the year ended 31st October 2019.

There was no trustees' expenses reimbursed for the year ended 31st October 2020 nor for the year ended 31st October 2019.

6. Staff costs

	2020 £	2019 £
Wages and salaries	58,956	48,186
Social security	4,621	4,356
Defined contribution pension costs	1,156	1,094
	<u>64,733</u>	<u>53,636</u>

The average monthly number of employees during the year was as follows:

2020	2019
<u>3</u>	<u>2</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

7. Tangible fixed assets

	Motor Vehicles £	Plant and Machinery £	Total £
Cost			
At 1st November 2019	79,146	17,855	97,001
Additions	-	1,997	1,997
	<u>79,146</u>	<u>19,852</u>	<u>98,998</u>
At 31st October 2020			
Depreciation			
At 1st November 2019	44,888	15,627	60,565
Charge for year	8,565	1,056	9,621
	<u>53,453</u>	<u>16,683</u>	<u>70,186</u>
At 31st October 2020			
Net book value			
At 31st October 2020	<u>25,693</u>	<u>3,169</u>	<u>28,812</u>
At 31st October 2019	<u>34,258</u>	<u>2,178</u>	<u>36,436</u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2020 (continued)

8. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals	1,440	1,440
Other tax and social security	1,101	696
	<u>2,541</u>	<u>2,136</u>

9. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2020	2019
	£	£
Not later than one year	12,250	12,250
Later than one and not later than five years	20,417	32,667
	<u>32,667</u>	<u>44,917</u>

10. Analysis of funds

Restricted funds relate to one donation received in the year to be used for Waste2Taste to provide cooking classes.

11. Analysis of assets by funds

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Fixed assets	28,812	-	28,812	36,436
Current assets	360,427	15,355	375,782	228,108
Creditors	(2,541)	-	(2,541)	(2,136)
	<u>386,698</u>	<u>15,355</u>	<u>402,053</u>	<u>262,408</u>

All 2019 funds were unrestricted.

12. Related party transactions

There were no related party transactions during the year (2019: £nil).

The Oxford Food Hub Ltd

Detailed Statement of Financial Activities
for the year ended 31st October 2020

	2020 £	2019 £
<u>Income from:</u>		
Donations	284,567	219,101
Investments:		
Deposit account interest	387	421
Total income	<u>284,954</u>	<u>219,522</u>
<u>Expenditure on:</u>		
Raising funds		
Advertising and marketing	4,941	2,152
<u>Charitable activities</u>		
Support costs		
Staff costs	64,733	53,636
Rent	12,250	12,250
Food purchases	2,476	-
Insurance	1,862	1,673
Light and heat	2,709	1,764
Telephone	601	540
Postage and stationery	129	489
Sundries	340	1,676
Motor expenses	19,260	24,712
Repairs and renewals	2,989	2,193
Depreciation of tangible fixed assets	9,621	12,151
Governance costs		
Subscriptions	562	274
Independent examiner's fees	1,440	1,475
Total support costs	<u>118,972</u>	<u>112,833</u>
Other		
Cleaning	389	7
Waste2Taste	21,007	7,645
	<u>21,396</u>	<u>7,652</u>
Total expenditure on charitable activities	<u>140,368</u>	<u>120,485</u>
Total expenditure	<u>145,309</u>	<u>122,637</u>
Net income	<u>139,645</u>	<u>96,885</u>

This page does not form part of the statutory accounts.