

# NORWICH FOOD BANK

England & Wales · Charity number 1143528

## Details

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Other names	NORWICH FOODBANK
Status	Registered
Legal form	Charitable company
Company number	<a href="#">07051996</a>
Registered	2011-08-24
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Norwich foodbank Henderson Trust 51 Ivy Road Norwich NR5 8BF
Phone	01603251733
Email	<a href="mailto:admin@norwich.foodbank.org.uk">admin@norwich.foodbank.org.uk</a>
Website	<a href="https://norwich.foodbank.org.uk/">https://norwich.foodbank.org.uk/</a>

## Activities

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**Objects:** TO RELIEVE PERSONS IN THE UNITED KINGDOM AND ELSEWHERE IN THE WORLD WHO ARE IN CONDITIONS OF NEED, HARDSHIP OR DISTRESS (BENEFICIARIES) IN SUCH WAYS AS THE TRUSTEES SHALL FROM TIME TO TIME THINK FIT

**Activities:** The principle activity will be the collection of non perishable food by public donation at supermarkets, from churches and elsewhere eg. schools and harvest festivals. the produce will be distributed as emergency parcels sufficient for an individual or family to cover a period of three days. Nobody in need will be turned away. We plan to imitate the model created by the Trussell Trust.

## Classification

- **How:** Other Charitable Activities
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** The General Public/mankind

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-10-31	£771,638	£669,648	£596,327	5
2023-10-31	£589,872	£653,248	£494,337	4
2022-10-31	£600,958	£427,264	£557,713	4
2021-10-31	£200,440	£99,415	-	-
2020-10-31	£203,299	£81,791	-	-

## Trustees

Name	Role	Appointed
<b>KEIR ROBERT HOUNSOME</b>	Chair	2015-01-21
David John Osborne		2023-09-21
Fiona Heather Haworth		2020-02-01
Guy Warner Beckingham		2022-07-05
Katherine Davies		2021-03-23
Rachael Graham		2019-11-19
Rebecca Joyce Paraschivu		2023-09-21

**NORWICH FOOD BANK**

England & Wales - Charity number 1143528

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# Accounts

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**NORWICH FOODBANK**

**(A company limited by guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 OCTOBER 2024**



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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

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<b>Trustees</b>	G W Beckingham K Davies R Graham F Haworth K Hounsome J Thorne D J Osborne R J Paraschivu
<b>Company registered number</b>	07051996
<b>Charity registered number</b>	1143528
<b>Registered office</b>	Henderson Business Centre Ivy Road Norwich Norfolk NR5 8BF
<b>Accountants</b>	Larking Gowen LLP Chartered Accountants 1st Floor, Prospect House Rouen Road Norwich NR1 1RE

**FOREWORD BY THE CHAIR OF TRUSTEES:**

As always, I want to begin this Foreword by thanking all those who have contributed so generously to our work, whether that be through donations of food or money or through their time. We are so grateful for everyone's contributions, without which we would not be able to provide the service we do for all those in Norwich and the surrounding area who need us.

Our primary activity is of course to provide food for those in need and in this respect the call on the Foodbank is not reducing. Realistically, this demand is unlikely to reduce in the near future as people continue to find it difficult to afford the basics of life. Support from the community is therefore as important as ever.

Increasingly, the Foodbank is doing more than simply providing food. This Annual Report will go into detail but just to say here that we are doing more and more to help people avoid the situations that can lead to them seeking our support in the first place. We now have workers from Age UK, British Red Cross, Citizens Advice, Shelter and Your Own Place based in our Distribution Centres ready to offer advice on resolving the financial and other problems that our clients may be facing. And we also want to engage more effectively with those who seek our help in order to understand their needs more fully.

I also want to recognise the continuing hard work and dedication of our staff: Hannah our Project Manager, Keith our Warehouse Manager, Rachel our Administrator, Kathryn as our Project Officer and Jon as our Volunteer and Campaigns Coordinator. They are an amazing team as are our band of volunteers in whatever role they have within the Foodbank, whether based in the Distribution Centres, the warehouse or the office or in helping with such as collections and deliveries. We are so grateful for the time you give so freely to the Foodbank.

And lastly to thank all my fellow trustees for their work and support. They all contribute in a range of ways to ensuring the effective management of the Foodbank and in maintaining the Christian ethos that is its foundation.



Keir Hounsome  
Chair of Trustees  
15th July 2025

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**STATEMENT:**

The Trustees present their annual report together with the financial statements of Norwich Foodbank for the year 1 November 2023 to 31 October 2024. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the Foodbank's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019). Since the Foodbank qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**OBJECTIVES AND ACTIVITIES:**

a. Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The objects of the Foodbank are to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress.

b. Strategies for achieving objectives

Norwich Foodbank operate a system of collecting non-perishable food by public donation at supermarkets, from churches and other sources. The produce is distributed as emergency parcels sufficient for an individual or family to cover a period of 3 days.

**PRINCIPLE RISKS AND UNCERTAINTIES:**

The principal risks facing the Foodbank and the steps to mitigate them are:

- ⇒ Donor fatigue. We therefore seek to maintain good relationships and communications with our donors, seek new donors through positive and ongoing publicity and also maintain a high level of reserves
- ⇒ Loss of key staff. We seek to be a good employer with an attractive employment package. We also have regular appraisals for staff
- ⇒ Failing income. We have detailed financial monitoring reports at all our Trustee meetings and maintain appropriately high level of reserves. As above, we also seek to maintain good relationships with donors
- ⇒ Volunteer fatigue. We have a large base of volunteers so seek to maintain thorough recruitment and induction processes and regular appreciation to maintain and grow relationships and encourage good communication

## RELATIONSHIP WITH TRUSSELL TRUST:

We continue to operate as a media centre for Trussell Trust, being a trusted Foodbank for local and national press or other media enquiries. We are among the thirty biggest Trussell Trust Foodbanks nationally—out of the network of approximately 420—which relates to the number of people we are feeding annually and the amount of food donated and redistributed.

The Project Manager and a Trustee attended the Trussell Trust national conference and the Project Manager, Project Officer and Volunteers and Campaigns Coordinator attended several online and face to face Norfolk cluster meetings and Pathfinder specific meetings during 2023 and 2024. Attendance was also at several 'Learning Labs' as part of the Pathfinder programme ending in 2025.

In November 2023, Norwich joined Trussell Trust's Organising and Local Mobilisation (OLM) programme with a newly appointed member of staff (Volunteer and Campaigns Coordinator) taking the lead in this. There have been several specific OLM meetings both online and in person and a dedicated WhatsApp group was set up to share learning.

During this reporting period, we continued to be part of Trussell Trust's Pathfinder programme, actively exploring how to move closer to a future without the need for Foodbanks. The Pathfinder programme formally ends in 2025 but Norwich are committed to continuing in it's learning and embedding of various projects that were started under this umbrella. In this reporting period, our Project Manager attended a dedicated Pathfinder conference in February 2024 and was on a speaker's panel to talk about the work Norwich had done with referral agencies. 55 Foodbanks are currently on the Pathfinder programme so these events were opportunities to discuss, learn and share ideas with each other among the themes of referral pathways, participation, church and school engagement and Financial Inclusion—all of which we are exploring.

Norwich Foodbank maintains an excellent relationship with neighbouring Foodbanks in Norfolk and Suffolk, as well as with Trussell Trust head office staff, including the East of England Area Manager.

In the period of 1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024, Trussell Trust Foodbanks in Norfolk distributed 41,297 parcels. Within that figure, Norwich Foodbank gave 13,276 parcels: 32% of the county's total.

## AREA SERVED:

Norwich Foodbank supports local people in crisis in the Greater Norwich area, covering approximately 479 square miles. We operated out of the warehouse, office and 11 distribution centres. We continued to utilise strong links with churches and volunteers in the Loddon and Poringland areas that hold emergency food parcels, delivering to local households referred to us.

Clients are issued a voucher by a care agency or care professional for 3 days of food. The warehouse is staffed with volunteers Monday – Friday to maintain the workload and professionals can attend on behalf of their clients to collect food. A few of our busiest care partners hold food parcels on their premises to distribute to clients, still using the voucher system.

The Rt Rev Graham Usher, Bishop of Norwich, visited in October 2024 and said, 'My prayer today, above all, is that this place shouldn't exist. If we did not need a Foodbank, my goodness we would be in a better place as a society.'

The Foodbank office is staffed Monday - Friday 9am – 4pm and the Project Manager has an on-call mobile which is available 9am – 5pm Monday – Friday, excluding Bank Holidays.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**FOOD COLLECTION:**

The majority of food received is from public donations through collection points across Greater Norwich. Over 127 tonnes (with an estimated value of £301,983) came into the warehouse during the financial year 2023/24, a small increase on 2022/23. Donations came from over 200 different donors including individuals and groups.

Trussell Trust values one kilogram of donations at £2.37 and we use this calculation in determining the value of our stock and donated food. It was increased from £1.75 in September 2022 following the monitoring and review of the cost of items used to make up a food parcel and increases to £2.77 from October 2024.

We are extremely grateful to the Trussell Trust, Tesco and Asda for the financial top-up we receive. This is based on donations made and equate to around £2,000 per quarter.

We collected ahead of the Norwich vs Rotherham match at Carrow Road in March 2024, generating over £600 in financial gifts and 231kg in physical donations. We held in-person collections at Morrisons Riverside, Tesco Sprowston, Waitrose Eaton and Asda Hall Road with customers and staff donating a combined total of over 1.9 tonnes and over £1,000 in financial gifts.

We have continued to receive deliveries, via Bankuet, an online charity that buys in bulk so each £1 spent buys more than £1 of produce. We have encouraged new donor support and have a large number of donors directly through Bankuet, collectively giving £1,150 per month. We also receive one-off gifts through Bankuet enabling us to buy more than £17,000 of products in this period. We have built on our relationship with Aldi, ordering in bulk, which has helped us keep low stocked items topped up.

**FOOD DISTRIBUTION:**

In our financial year 2023/24, over 121 tonnes of food went out of our warehouse. 89% of this was in the form of 3-day food parcels, toiletries and extra food items. The remainder went to other Norfolk Foodbanks, projects including FISH clubs and to other partners in the local area including councils and temporary accommodation settings.

During this reporting period, we have operated out of 11 distribution centres, strategically placed within our geographical patch:

- Alive church on Nelson Street\*
- Bowthorpe Church in Bowthorpe
- Mile Cross Methodist Church in Mile Cross
- New Hope Christian Centre in Lakenham\*
- Norwich Central Baptist Church in the city centre
- Oak Grove Community Church in Catton\*
- St Elizabeths Church in Earlham
- St Peter Mancroft's Chantry Hall in the city centre
- Witard Road Baptist Church in Heartsease
- Wroxham and Hoveton United Reformed Church in Wroxham
- Wymondham Baptist Church in Wymondham

Three centres (\*) provide a free hot meal to all those accessing the Foodbank at the point of delivery and all centres offer light refreshments. Chantry also offer toast and porridge pots to those accessing their session on a Wednesday and Saturday morning. We are incredibly grateful to all the venue hosts for their support, enabling us to deliver a face-to-face service within our community.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**PEOPLE SERVED:**

In this financial year, Norwich Foodbank gave out food parcels to enable 13,173 people (including 4,439 children) to be fed for 3 days each. This is an overall increase of 10% compared to our last financial year; the number of children equates to a 0.7% increase in the same period.

Emergency Foodbank vouchers were fulfilled by 6,108 households this year, with 1,977 coming for the first time during this period (a very small decrease on our 2022/23 data). On average, 59% of recipients needed to visit us once only and 19% came twice.

50% of people helped were in a household with at least one person aged 25-64 years old; 2% were over the age of 65 years; 25% were single adult households.

The primary reasons for client referrals this year were:

- ⇒ rising cost of essentials (21%)
- ⇒ ongoing impact of physical or mental health condition (13%)
- ⇒ combined reasons related to benefits (11%)
- ⇒ priority debts (9%)

**REFERRAL PARTNERS:**

We have over 200 partner agencies who can issue vouchers to clients they are working with and 5,752 vouchers were issued within this financial year. Norfolk Citizens Advice, Change Grow Live, Shelter, Probation, Cambridge Community Services (Health Visitors and 0-19 service) issued the most vouchers in this period. 185 vouchers were issued by staff / volunteers in the Foodbank; these vouchers account for a small proportion of self-referrals, but mainly agencies who aren't signed up to the Trussell Trust's online e-referral system.

Working with



Funding to continue partnerships with British Red Cross, Citizens Advice and Shelter has been secured up to March 2025. This goes alongside shorter-term funding (up to March / June 2025, at varying sites) for a partnership with Your Own Place to be present in centres. In the period immediately after this report, Your Own Place have been commissioned to help

lead on our Lived Experience work. We are pleased to continue to receive support from one further Shelter staff member who volunteers their time at 1 distribution centre. Between the paid partnerships, we now have advice and support representation across all 11 centres at least once a fortnight. A bi-monthly partnership meeting has continued and a new online 'Multi-disciplinary Team meeting' (MDT) has also been convened to discuss specific clients and issues. Both meetings help to build relationships between each service and more effectively co-work on cases ensuring the right advice and support is in place at the right time. All partners continue to make and accept referrals through NCAN (Norfolk Community Advice Network) and operate a 'no wrong door' approach—they work with and for the Foodbank and the mutual client, regardless of their specific employer, when present in distribution centres,



We have voluntary arrangements in place with 2 further partners: Age UK Norwich (which ended in the period immediately after this report due to an organisation restructure and their outreach service stopping), Norfolk County Council Early Family Help Hubs and Norfolk Community Law Service (NCLS). This combined support is invaluable, ensuring everyone who attends Foodbank can speak to a trained partner about issues they are facing and the agency can either work with them or signpost to another partner—often also in attendance or via NCAN so the client doesn't need to re-tell their story. We are also in discussion with other agencies around addiction and mental health, to ensure a broader wealth of expertise and support is available on-site at our distribution centres.

We have continued as an advocate of Christian charity Acts 435, to enable us to post requests for support for specific items for clients (anonymously) which donors can choose to donate towards. In this period, we were successful with all 22 requests totalling £4,245 including baby essentials, equipment and travel costs for a school trip, garden clearance, a new oven, travel and a hotel for attending a family funeral.



'...giving to anyone who has need.'  
www.acts435.org.uk

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**SUPPORTERS and DONORS:**

We have appreciated new supporters and existing ones continuing to give during this year, including private individuals, churches, companies and other charities for which we are very grateful.

In October 2024, we were pleased to partner with Norwich Theatre Royal for a two-week long collection, including 5 pre-show manned collection points for the musical 'Come From Away'. It talked about kindness and supporting strangers which fitted so well with our charity's work and we were very grateful for the donations received and the free tickets for volunteers who manned the collection points—it was an excellent show!

We have noticed a decrease in the amount of donations received throughout the year, especially when compared with the amount of food parcels going out, which has not reduced by the same amount. There has also been an increase in the costs of certain items—particularly tinned meat with percentage increases seen between October 2023 and May 2024 varying from 8%-37% across different supermarkets and suppliers. We have new relationships with the wholesaler arms at Morrisons and Iceland and a wholesale broker called Ankose meaning we can purchase items at a lower cost than on the shop-floor, alongside donations bought using financial gifts through Bankuet. We have budgeted a larger amount for food purchases in the coming financial year.

During the course of this year, we received food donations from 80 churches, benefices and religious groups, 52 businesses and 34 schools, as well as 40 different supermarket collection points and numerous private individuals. We are pleased that financial giving has remained reasonably stable, with monthly donors giving through PayPal, Local Giving, direct debit and cheque. Our quarterly Prayer and News letters go out to almost 200 people and we have good links with many local churches who support us with donations, gifts and prayer.

In May 2022, we joined 'Bank The Food' which is a free app we update with our most needed food and toiletries items and users who download it can immediately see what's top of the list. They can also choose to receive alerts when entering a supermarket that reminds them to donate to us. We now have 653 'followers' who are updated with our needs each week.

Following the change in shopping habits during and post pandemic, many donors converted their physical food donation to a financial one. Due to personal circumstances, we have heard from a few donors who have stopped giving financially, but have had new standing orders start during this period. We are incredibly grateful to all who give, in whatever capacity.

'I would like to thank all the [people] concerned and particularly [Citizens Advice worker] who I met for all the help and support he sent me. I am so appreciative to receive this info and advice that I really didn't have a clue was available.'  
Foodbank recipient

'Thanks for the news of what's been happening previously. I've enclosed my usual cheque plus Gift Aid. You're all still doing a grand job, well done and thanks to you.'  
Foodbank donor

'A couple of things I wanted to say, the first was thank you! I was in a horribly dark place that day [collecting a food parcel] and a simple conversation with a human made a real difference to me.'  
Foodbank recipient

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**PROJECTS:**

**FISH** – Food (and Fun) In School Holidays was launched in May 2014 providing a free hot meal and free fun activities to low-income families. In 2023/24 clubs in 4 areas took place during the various school holiday periods. Based on capacity and volunteer availability, FISH looked different in each location. Mousehold and Mile Cross took referrals from local schools and arranged home deliveries of packed lunches, recipe kits and activity packs. Thorpe and Queens Hill, arranged by school staff, did in-person provision of meals and activities.

**Christmas** – Since 2013, we have been a conduit between people wishing to give and people going without at Christmas. After a successful pilot in 2020, we used a digital Giving Tree where requests are listed on a website and donors could choose which gifts they would buy and then drop off at the warehouse. This worked very well with 197 individuals listed in 2023 and the majority were ‘taken’ by donors, with the remainder covered by financial donations which we used to purchase gifts. We received a large donation of stationery and fairy themed items from a local business which was closing and all products were donated to us to pass on. Gifts were distributed via 8 different agencies / partners including children’s centres, schools and young people’s services. Several donors pledged their support for future years too.

**Energy Bank**—This started in 2017 and supports clients with a one-off emergency gas / electricity payment, alongside a Foodbank parcel. Funding was received from Norfolk Community Foundation for the winter months (November—March) but due to ongoing emergency demand, private donations funded ongoing energy payments throughout 2022 and the start of 2023.

In May 2023, we joined Fuel Bank Foundation (FBF) who can provide assistance with gas and electricity vouchers, free of charge to ourselves. During this reporting period, we received 240 requests for support, with 55 refused due to being out of the Norwich Foodbank area or because the client is not in ‘fuel crisis’. Over £10,000 of grants were funded by Fuel Bank Foundation to clients, with amounts given varying from £30 to £89 as the amount given ‘flexed’ throughout the year. Norwich Foodbank funded an additional £3,200 for clients who were unable to use FBF.

‘You know I love what I am able to do for the Foodbank so it is a double blessing to be thanked for it.’  
Foodbank volunteer

**COMMUNITY ENGAGEMENT:**

We welcomed several groups into the warehouse during the course of this financial year. They included ‘regulars’ GoodGym, Sprowston Junior pupil ambassadors and various teams from Aviva, as well as new groups including several new Scouts, Cubs, Brownies and Guides groups.

Our Project Manager gave presentations to several groups throughout this financial year including at the Dean’s breakfast at Norwich Cathedral, U3A (University of the 3rd Age), Trefoil Guild, Women’s Institute, two church breakfast events and leading the service at Ipswich Road Methodist church. Our Volunteers and Campaigns Coordinator spoke at several school assemblies, attended a ‘poverty breakfast’ organised by the Bishop of Norwich, hosted a group of high school students at our warehouse and supported a group of singers in Wymondham who did a fundraiser for us. In the period immediately after this report, Trussell Trust commissioned a film for Norwich Foodbank and Farnworth and Kearsley Foodbank to visit each other and share their experiences of being in the Pathfinder project, in order to showcase Norwich Foodbank’s partnership working with agencies; this will be shared in the Spring of 2025.

2025 is the 15th anniversary of Norwich Foodbank and the Project Manager will seek to visit 15 other Foodbanks across Norfolk (and beyond) to gain insights into how they operate, what we could learn and develop in Norwich and to share good practice from our experiences.

We continue to enjoy positive relationships with local supermarkets who have boosted low-stocked items, as well as providing gift vouchers and support to FISH clubs.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**CHANGES AND CHALLENGES:**

In the period immediately after this report, Trussell Trust is going through a rebranding process—dropping 'Trust' and changing their logo—following concerns about online accessibility and how much the charity has changed and grown over its 30+ years of operation. As part of the Trussell Trust community of Foodbanks, we have made the branding changes too and will use this opportunity to remind and inform people of the services, partnerships and work we do that is 'beyond' the food parcel.

In the past 5 years, we have significantly grown our external partnership working, as detailed in 'Referral Partners', and in the next financial year will be seeking to bring on new partners in a voluntary capacity to further support our mutual clients with mental health and addiction in particular as we have seen an increase in people presenting with challenges in these areas.

Thanks to incredible generosity of financial gifts over the past few years especially, we are in a healthy position to continue our current services. However we must be mindful of the continued economic climate with increasing prices and how quickly funds can diminish particularly when buying in more stock than in previous years.

Within our staff and volunteer teams, we have the opportunity both locally and nationally to communicate our shared vision with Trussell Trust of an end to the need for Foodbanks. The joint campaign with Joseph Rowntree Foundation of 'Guarantee Our Essentials' has been running since early 2023, with different iterations of 'actions' throughout this time including writing to MPs, signing a national petition and, following the calling of the General Election in 2024, writing messages of hope or challenge to the incoming government on a tablecloth at the Foodbank. We will continue to align with Trussell Trust national campaigns for change, as well as listening and responding to our local community with regards to changes that are needed across the Norwich Foodbank area.

**WEBSITE AND SOCIAL MEDIA:**

We continue to receive positive feedback and engagement on our social media content and, to date, have over 3,800 followers on Facebook, over 2,500 on Twitter and over 1,900 on Instagram. We have created a TikTok account and have 91 followers, with recent posts receiving over 1,900 views and a Blue Sky account now has 66 followers. We continue to keep updated news and information on our Trussell Trust template website at: [norwich.foodbank.org.uk](http://norwich.foodbank.org.uk) and utilise local press contacts including Greatest Hits Radio, EDP and Evening News and That's TV. Our website's 'Contact Us' function is working well with the equivalent of two messages per day coming through to the office, alongside phone calls and social media direct messages.

**VOLUNTEERS:**

During our financial year 2023/24 we were supported by approximately 180 volunteers. This number has remained steady and we are pleased to have good retention in all areas of the charity and new applications to join the volunteer team every month.

Our foodbank relies heavily on the dedication and hard work of our volunteers. Their contributions are invaluable and play a crucial role in our operations. Volunteers assist with a wide range of activities, including sorting and packing food donations, distributing food to those in need, and helping with administrative tasks. Whilst it is not possible to place a monetary value on the time and effort our volunteers contribute; their impact is significant and deeply appreciated. The commitment and compassion of our volunteers enable us to support our community effectively and ensure that no one goes hungry.

We did not hold our usual Volunteer Celebration meal during this reporting period, but this will resume during the next financial year.

A weekly update email to all volunteers – active or not involved actively – from the Project Manager began in April 2020 and this has continued in order to help volunteers have a better understanding of all that we are doing, including client feedback and news. Many ex-volunteers and non-volunteer supporters have continued to receive this update at their request and the mailing list is over 250 people.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**LOOKING FORWARD:**

We want to ensure we continue to speak to, listen to and speak up for those we serve at the Foodbank and are working more closely with Your Own Place on a new 'participation' thread of work, including gathering stories and testimonies of those we have supported and planning the inclusion of a 'Lived Experience Panel' to inform our Foodbank's services and ideas for campaigns that would make the biggest impact on ending the need for Foodbanks. Change is possible, but only if we act together.

We will continue to provide emergency food and other essentials (including toiletries, pet food and Energy Bank payments) to those in need in Greater Norwich and seek other options and partnerships to enable people to move out of their crisis as quickly, smoothly and easily as possible, as well as ensuring their story is heard and learnt from with the idea that we could save someone else from going through a similar situation and needing the Foodbank.

In 'Changes and Challenges', the Guarantee Our Essentials campaign will continue throughout the next financial year, with a lobby day in Westminster in June 2025 at which Norwich Foodbank will be represented and expected follow-up action through debates and votes in the period after.

As mentioned in our 2022/23 report, a new social supermarket in the NR5 area opened during this last period and the Project Manager is a Director, with the aim of ensuring help and support is available alongside low-cost food. We are looking at how best we can work together, inter-referring clients across our projects to ensure we help those in emergency need while the social supermarkets help those on a limited income but who are 'just about managing'.

**INDUCTION AND TRAINING OF TRUSTEES:**

Following positive interview and prior to appointment, prospective Trustees are invited to attend a meeting of the Trustees to see the board operate. Then, and following formal appointment, there is an induction programme that involves meetings with the Project Manager and Chair of Trustees to explain how the Foodbank works, our governance and other processes. Trustees are also encouraged to visit the warehouse and a distribution centre. Ongoing training is mainly provided through Trussell Trust online sessions designed for Trustees.

**SETTING PAY AND RENUMERATION:**

Along with other Foodbank staff, the Project Manager's salary is reviewed annually in May (as well as in November in times of high inflation). Increases at least reflect changes in the CPI and regard is also had to the advertised salaries for similar roles in Trussell Trust Foodbanks and in other charities in the eastern region.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**FINANCIAL REVIEW:**

a. Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Foodbank has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves Policy

The Trustees have adopted a reserves policy to determine a minimum level of reserves that will ensure the Foodbank can adapt to future changes in patterns of income, and also react to unexpected significant expenditure demands. The Trustees have set a free reserves target to hold reserves of no less than 12 months of operational expenditure. Operational expenditure is defined as total unrestricted expenditure less the cost of donated food given out. The target at the year end was £150,000.

Free reserves at 31 October 2024, excluding general reserves designated by trustees, amounted to £195,157 which exceeds the reserves target.

During 2024 the Pathfinder funding for the Financial Inclusion Project came to an end. The trustees aim is to continue to fund these projects internally for the next three years, and as such have designated £364,000 to cover projected expenditure.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

**STRUCTURE, GOVERNANCE AND MANAGEMENT:**

a. Constitution

Norwich Foodbank is registered as a charitable company limited by guarantee and was set up by a Trust deed.

b. Methods of appointment or election of Trustees

The management of the Foodbank is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed. Trustees are appointed by a resolution of the Trustees. They are chosen with regard to their skills, knowledge and experience needed for the effective administration of the Foodbank.

c. Statement of Trustees' Responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Foodbank and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Foodbank will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Foodbank's transactions and disclose with reasonable accuracy at any time the financial position of the Foodbank and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Foodbank and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees on 15th July 2025

and signed on their behalf: Keir Hounsborne

Keir Hounsborne

(Chair of Trustees)

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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**Independent examiner's report to the Trustees of Norwich Foodbank ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 October 2024.

**Responsibilities and basis of report**

As the Trustees of the Company (and 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 the Company's accounts 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:

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.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

Dated: 18 July 2025

Giles Kerkham FCA DChA

**Larking Gowen LLP**

Chartered Accountants

1st Floor, Prospect House

Rouen Road

Norwich

NR1 1RE

**NORWICH FOODBANK**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 OCTOBER 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	3	158,187	589,587	747,774	584,483
Investments	4	-	23,864	23,864	5,389
<b>Total income</b>		<b>158,187</b>	<b>613,451</b>	<b>771,638</b>	<b>589,872</b>
<b>Expenditure on:</b>					
Charitable activities	5	180,374	489,274	669,648	653,248
<b>Total expenditure</b>		<b>180,374</b>	<b>489,274</b>	<b>669,648</b>	<b>653,248</b>
<b>Net (expenditure)/income</b>		<b>(22,187)</b>	<b>124,177</b>	<b>101,990</b>	<b>(63,376)</b>
Transfers between funds	14	172	(172)	-	-
<b>Net movement in funds</b>		<b>(22,015)</b>	<b>124,005</b>	<b>101,990</b>	<b>(63,376)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		59,185	435,152	494,337	557,713
Net movement in funds		(22,015)	124,005	101,990	(63,376)
<b>Total funds carried forward</b>		<b>37,170</b>	<b>559,157</b>	<b>596,327</b>	<b>494,337</b>

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

The notes on pages 18 to 31 form part of these financial statements.

**NORWICH FOODBANK**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07051996**

**BALANCE SHEET**  
**AS AT 31 OCTOBER 2024**

	Note	2024 £	2023 £
<b>Current assets</b>			
Stocks	10	43,206	22,920
Debtors	11	64,496	6,464
Current asset investments	12	450,000	200,000
Cash at bank and in hand		90,144	272,567
		647,846	501,951
Creditors: amounts falling due within one year	13	(51,519)	(7,614)
<b>Net current assets</b>		<b>596,327</b>	<b>494,337</b>
<b>Total net assets</b>		<b>596,327</b>	<b>494,337</b>
<b>Charity funds</b>			
Restricted funds	14	37,170	59,185
Unrestricted funds	14	559,157	435,152
<b>Total funds</b>		<b>596,327</b>	<b>494,337</b>


The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

  
.....  
**K Hounsome**  
(Chair of Trustees)  
Date: 15<sup>th</sup> July 2025

The notes on pages 18 to 31 form part of these financial statements.

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**NORWICH FOODBANK**  
(A company limited by guarantee)

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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	2024 £	2023 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	46,538	(26,706)
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Purchase of current asset investments	(250,000)	(100,000)
Interest received	23,864	5,389
	<hr/>	<hr/>
<b>Net cash used in investing activities</b>	(226,136)	(94,611)
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
Interest paid	(2,825)	(3,006)
	<hr/>	<hr/>
<b>Net cash used in financing activities</b>	(2,825)	(3,006)
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	(182,423)	(124,323)
Cash and cash equivalents at the beginning of the year	272,567	396,890
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<u>90,144</u>	<u>272,567</u>

The notes on pages 18 to 31 form part of these financial statements

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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**1. General information**

Norwich Food Bank is a registered charity limited by shares domiciled in England and Wales, charity registration number 1143528 and company registration number 07051996. The registered office is Henderson Business Centre, Ivy Road, Norwich, NR5 8DF.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Norwich Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income on receipt of the goods.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Stocks**

Stocks are valued using the price per kilogram recommended by Trussell Trust. The price per kilogram increased from £2.37 to £2.77 during the year.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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**2. Accounting policies (continued)**

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.10 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**2.11 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**3. Income from donations and legacies**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
General donations	-	258,976	<b>258,976</b>
Donated goods for distribution	-	309,588	<b>309,588</b>
Grants	158,187	21,023	<b>179,210</b>
	<b>158,187</b>	<b>589,587</b>	<b>747,774</b>
	<b>158,187</b>	<b>589,587</b>	<b>747,774</b>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
General donations	-	235,900	235,900
Donated goods for distribution	-	261,043	261,043
Grants	76,740	10,800	87,540
	<b>76,740</b>	<b>507,743</b>	<b>584,483</b>
	<b>76,740</b>	<b>507,743</b>	<b>584,483</b>

**4. Investment income**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Investment income - bank interest	23,864	<b>23,864</b>
	<b>23,864</b>	<b>23,864</b>

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Investment income - bank interest	5,389	5,389
	<b>5,389</b>	<b>5,389</b>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total 2024 £</b>
Total costs	180,374	489,274	<b>669,648</b>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total 2023 £</i>
Total costs	139,140	514,108	653,248

**6. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2024 £</b>	<b>Support costs 2024 £</b>	<b>Total funds 2024 £</b>
Support	518,474	151,174	<b>669,648</b>

	<i>Activities undertaken directly 2023 £</i>	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Support	489,573	163,675	653,248

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**6. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Food given out	<b>332,666</b>	341,087
Transport and travel	<b>2,845</b>	2,410
Energy Bank	<b>2,582</b>	10,959
FISH holiday project	<b>2,929</b>	3,623
Financial Inclusion Project	-	6,108
Citizens Advice project	<b>36,813</b>	33,612
Volunteer/staff expenses	<b>770</b>	2,047
Warehouse supplies	<b>6,630</b>	6,478
Distribution centres	<b>7,476</b>	13,660
Shelter project	<b>39,738</b>	69,589
Your own place project	<b>46,020</b>	-
British Red Cross project	<b>40,005</b>	-
	<b>518,474</b>	<i>489,573</i>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**6. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Staff costs	111,032	72,203
Training/development	1,854	1,082
Office rent and admin charges	19,017	68,415
Office running expenses	2,958	5,662
Insurance	2,345	727
Subscriptions	1,299	1,103
Advertising and publicity	1,007	4,986
Acts 435	3,287	843
Sundry expenses	306	-
Professional fees	814	1,568
Examiners fees	4,430	4,080
Bank charges	2,825	3,006
	<u>151,174</u>	<u>163,675</u>

**7. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £4,080 (2023 - £3,900).

**8. Staff costs**

	<b>2024 £</b>	<i>2023 £</i>
Wages and salaries	101,816	67,880
Social security costs	1,412	-
Contribution to defined contribution pension schemes	7,804	4,323
	<u>111,032</u>	<u>72,203</u>

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**NORWICH FOODBANK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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**8. Staff costs (continued)**

The average number of persons employed by the Company during the year was as follows:

	<b>2024</b>	2023
	<b>No.</b>	No.
Staff	<b>5</b>	4

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers that the key management personnel comprise the trustees and senior management team. The total employee benefits of key management personnel of the charity were £32,901 (2022: £28,443)

**9. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 October 2024, no Trustee expenses have been incurred (2023 - £NIL).

**10. Stocks**

	<b>2024</b>	2023
	<b>£</b>	£
Food for distribution	<b>43,206</b>	22,920

**11. Debtors**

	<b>2024</b>	2023
	<b>£</b>	£
<b>Due within one year</b>		
Other debtors	<b>9,500</b>	6,300
Prepayments and accrued income	<b>54,996</b>	164
	<b>64,496</b>	6,464

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**NORWICH FOODBANK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

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**12. Current asset investments**

	<b>2024</b>	<i>2023</i>
	£	£
Cash held on deposit	<b>450,000</b>	<i>200,000</i>

**13. Creditors: Amounts falling due within one year**

	<b>2024</b>	<i>2023</i>
	£	£
Accruals and deferred income	<b>51,519</b>	<i>7,614</i>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 November 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 October 2024 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Financial Inclusion Project	-	-	-	364,000	364,000
<b>General funds</b>					
General Funds	435,152	613,451	(489,274)	(364,172)	195,157
<b>Total Unrestricted funds</b>	<b>435,152</b>	<b>613,451</b>	<b>(489,274)</b>	<b>(172)</b>	<b>559,157</b>
<b>Restricted funds</b>					
Financial Inclusion Project	45,577	146,379	(165,201)	-	26,755
Trussel Trust Pathfinder	-	6,375	(6,375)	-	-
Energy Bank	-	750	(2,582)	1,832	-
FISH Holiday Project	12,433	-	(2,929)	-	9,504
Norfolk Household Support Fund	1,175	485	-	(1,660)	-
Acts 435	-	4,198	(3,287)	-	911
	59,185	158,187	(180,374)	172	37,170
<b>Total of funds</b>	<b>494,337</b>	<b>771,638</b>	<b>(669,648)</b>	<b>-</b>	<b>596,327</b>

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**NORWICH FOODBANK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

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**14. Statement of funds (continued)**

**Financial Inclusion Project** - Grant funding from Trussell Trust to employ advisors from Citizen's Advice, Shelter and British Red Cross to support foodbank clients and those at risk of needing the foodbank with income maximisation, debt management and related matters.

**Trussell Trust Pathfinder** - Grant funding from Trussell Trust as a contribution towards the salary of the administration role, connected to the Financial Inclusion Project.

**FISH Holiday Project** - FISH is 'Food (and Fun) In School Holidays'; Norwich foodbank partners with local churches, schools and community groups to provide free food and activities to low income families in the school holidays.

**Acts 435** - A collaborative partnership with Acts 435 connecting donors with individuals in need. This enhances the charity's ability to provide comprehensive support to those facing hardship

**Designated funds** - Following the funding ceasing for the Financial Inclusion Project, the trustees aim to fund the project internally for the next three years. This transfer represents an estimate of the costs for that period.

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**14. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 November 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 October 2023 £</i>
<b>Unrestricted funds</b>				
General Funds	436,128	513,132	(514,108)	435,152
<b>Restricted funds</b>				
Financial Inclusion Project	91,886	63,000	(109,309)	45,577
Trussel Trust Pathfinder	-	9,000	(9,000)	-
Energy Bank	3,788	2,595	(6,383)	-
FISH Holiday Project	15,661	395	(3,623)	12,433
Norfolk Household Support Fund	8,250	1,000	(8,075)	1,175
Acts 435	-	750	(750)	-
NCC heating grant	2,000	-	(2,000)	-
	<u>121,585</u>	<u>76,740</u>	<u>(139,140)</u>	<u>59,185</u>
<b>Total of funds</b>	<u><u>557,713</u></u>	<u><u>589,872</u></u>	<u><u>(653,248)</u></u>	<u><u>494,337</u></u>

**15. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Current assets	37,170	610,676	<b>647,846</b>
Creditors due within one year	-	(51,519)	<b>(51,519)</b>
<b>Total</b>	<u><u>37,170</u></u>	<u><u>559,157</u></u>	<u><u>596,327</u></u>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**15. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Current assets	59,185	442,766	501,951
Creditors due within one year	-	(7,614)	(7,614)
<b>Total</b>	<u>59,185</u>	<u>435,152</u>	<u>494,337</u>

**16. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2024 £</b>	<b>2023 £</b>
Net income/expenditure for the period (as per Statement of Financial Activities)	<u>101,990</u>	<u>(63,376)</u>
<b>Adjustments for:</b>		
Interest paid	2,825	3,006
Interest received	(23,864)	(5,389)
Decrease/(increase) in stocks	(20,286)	35,448
Decrease/(increase) in debtors	(58,032)	477
Increase in creditors	43,905	3,128
<b>Net cash provided by/(used in) operating activities</b>	<u>46,538</u>	<u>(26,706)</u>

**17. Analysis of cash and cash equivalents**

	<b>2024 £</b>	<b>2023 £</b>
Cash in hand	<u>90,144</u>	<u>272,567</u>
<b>Total cash and cash equivalents</b>	<u>90,144</u>	<u>272,567</u>

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**NORWICH FOODBANK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

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**18. Analysis of changes in net debt**

	At 1 November 2023 £	Cash flows £	At 31 October 2024 £
Cash at bank and in hand	272,567	(182,423)	90,144
	<u>272,567</u>	<u>(182,423)</u>	<u>90,144</u>

**19. Pension commitments**

The Charity operates a defined contribution scheme in respect of certain employees of the Charity.

Employer contributions are charged in the accounts as incurred and totalled £7,804 (2023: £4,323). There were outstanding contributions at the balance sheet date of 31 October 2024 of £673 (2023: £387).

**20. Related party transactions**

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 October 2024.

Norwich Foodbank is a local Christian charity and is part of the Trussell Trust's UK-wide foodbank network that helps local churches and communities to open Foodbanks, providing emergency food to thousands of people every year.

**PATRONS**

**Rt Revd. Graham Usher, Bishop of Norwich**

**Delia Smith CBE**

**Susan Hill DBE**



**CONTACT US:**

**Norwich Foodbank  
Henderson Business Centre  
51 Ivy Road  
Norwich, Norfolk, NR5 8BF**

**Tel: 0300 365 1123**

**Email: [admin@norwich.foodbank.org.uk](mailto:admin@norwich.foodbank.org.uk)**

**Website: <https://norwich.foodbank.org.uk/>**

**Like us on Facebook: Norwich Foodbank UK**

**Follow us on Twitter: @norwichfoodbank**

**Follow us on Instagram: @norwichfoodbank**

**Follow us on TikTok: @norwichfoodbank**

**Follow us on Blue Sky @norwichfoodbank.bsky.social**

**Registered charity number: 1143528**

**NORWICH FOOD BANK**

England & Wales - Charity number 1143528

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# Accounts

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**NORWICH FOODBANK**

**(A company limited by guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**



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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**Trustees**

G W Beckingham  
K Davies  
R Graham  
F Haworth  
K Hounsome  
J Thorne  
A M Stone (resigned 16 March 2023)  
D J Osborne (appointed 21 September 2023)  
R J Paraschivu (appointed 21 September 2023)

**Company registered number** 07051996

**Charity registered number** 1143528

**Registered office**

Henderson Business Centre  
Ivy Road  
Norwich  
Norfolk  
NR5 8BF

**Accountants**

Larking Gowen LLP  
Chartered Accountants  
1st Floor, Prospect House  
Rouen Road  
Norwich  
NR1 1RE

## **FOREWORD BY THE CHAIR OF TRUSTEES:**

As always, I want to begin this Foreword by thanking all those who have contributed so generously to our work, whether that be through donations of food or money or through their time. We are so grateful for everyone's contributions, without which we would not be able to provide the service we do for all those in Norwich and the surrounding area who need us.

Our primary activity is of course to provide food for those in need and in this respect the call on the foodbank is sadly increasing again. This increase seems certain to continue as people find it more and more difficult to afford the basics of life so that support from the community is as important as ever.

Increasingly, though, the foodbank is doing more than simply providing food. This Annual Report will go into detail but just to say here that we are doing more and more to help people avoid the situations that can lead to them seeking our support in the first place. We now have workers from Age UK, British Red Cross, Citizens Advice, Shelter and Your Own Place based in our Distribution Centres ready to offer advice and support on resolving the financial and other problems that our clients may be facing. And we also want to engage more effectively with those who seek our help in order to understand their needs more fully.

I also want to recognise the continuing hard work and dedication of our staff: Hannah our Project Manager, Keith our Warehouse Manager, Rachel our Administrator and, from the second half of 2023, now Katherine as our Project Officer and Jon as our Volunteer and Campaigns Coordinator. They are an amazing team as are all our volunteers in whatever role they have within the foodbank, whether based in the Distribution Centres, the warehouse or the office or in helping with such as collections and deliveries. We are so grateful for the time you give so freely to the foodbank.

And lastly to thank all my fellow Trustees for their work and support. Since the last Annual Report, we have recruited two new Trustees in Rebecca Paraschivu and David Osborne. All our Trustees contribute in many ways to ensuring the effective management of the foodbank.

Keir Hounsome  
Chair of Trustees.

## STATEMENT:

The Trustees present their annual report together with the financial statements of Norwich Foodbank for the year 1 November 2022 to 31 October 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the Foodbank's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019). Since the Foodbank qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

## OBJECTIVES AND ACTIVITIES:

### a. Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The objects of the Foodbank are to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress.

### b. Strategies for achieving objectives

Norwich Foodbank operate a system of collecting non-perishable food by public donation at supermarkets, from churches and other sources. The produce is distributed as emergency parcels sufficient for an individual or family to cover a period of 3 days.

## PRINCIPLE RISKS AND UNCERTAINTIES:

The principal risks facing the foodbank and the steps to mitigate them are:

- ⇒ Donor fatigue. We therefore seek to maintain good relationships and communications with our donors, seek new donors through positive and ongoing publicity and also maintain a high level of reserves
- ⇒ Loss of key staff. We seek to be a good employer with an attractive employment package. We also have regular appraisals for staff
- ⇒ Failing income. We have detailed financial monitoring reports at all our Trustee meetings and maintain appropriately high level of reserves. As above, we also seek to maintain good relationships with donors
- ⇒ Volunteer fatigue. We have a large base of volunteers so seek to maintain thorough recruitment and induction processes and regular appreciation to maintain and grow relationships and encourage good communication

## RELATIONSHIP WITH TRUSSELL TRUST:

We continue to operate as a media centre for the Trussell Trust, being a trusted foodbank for local and national press or other media enquiries. We are among the thirty biggest Trussell Trust foodbanks nationally—out of the network of 459—which relates to the number of people we are feeding annually and the amount of food donated and redistributed.

The Project Manager and a Trustee attended the Trussell Trust national conference and the Project Manager, Project Officer and Administrator attended several online Norfolk cluster meetings and Pathfinder specific meetings during 2022 and 2023. A new Warehouse Manager cluster meeting was set up for Norfolk and Suffolk foodbanks and the Warehouse Manager has both attended and hosted. Trustees have attended various online Trussell meetings aimed at Trustee boards, which have been useful for networking and sharing good practice.

Our Project Manager also attended several dedicated Financial Inclusion meetings with other foodbanks looking to recruit or partner with agencies to provide advice and support to clients. Due to our experience of this with Citizens Advice, Shelter and British Red Cross, Trussell asked for our input and experience for foodbanks interested in this work.

We continue to be part of the Trussell Trust's Pathfinder programme, actively exploring how to move closer to a future without the need for foodbanks. In this reporting period, our Project Officer and Project Manager attended a dedicated Pathfinder conference in February 2023. 59 foodbanks make up the Pathfinder programme so these events were opportunities to discuss, learn and share ideas with each other among the themes of referral pathways, participation, church and school engagement and Financial Inclusion—all of which we are exploring.

Norwich foodbank maintains an excellent relationship with neighbouring foodbanks in Norfolk and Suffolk, as well as with the Trussell Trust head office and local Trussell Trust including the East of England Area Manager.

In the period of 1<sup>st</sup> April 2022 - 31<sup>st</sup> March 2023, Trussell Trust foodbanks in Norfolk distributed 40,174 parcels. Within that figure, Norwich foodbank gave 11,797 parcels, 29% of the county's total.

## AREA SERVED:

Norwich foodbank supports local people in crisis in the Greater Norwich area, covering approximately 479 square miles. We operated out of the warehouse, office and 11 distribution centres. We continued to utilise strong links with churches and volunteers in the Loddon and Poringland areas that hold emergency food parcels, delivering to local households referred to us.

Clients are issued a voucher by a care agency or care professional for 3 days of food. The warehouse is staffed with volunteers Monday – Friday to maintain the workload and professionals can attend on behalf of their clients to collect food. A few of our busiest care partners hold food parcels on their premises to distribute to clients, still using the voucher system.

A recipient said, 'To everyone who has helped us we would like to thank you for all your generous support these weeks, it has really helped.'

The foodbank office is staffed Monday - Friday 9am – 4pm and the Project Manager has an on-call mobile which is available 9am – 5pm Monday – Friday, excluding Bank Holidays.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**FOOD COLLECTION:**

The majority of food received is from public donations through collection points across Greater Norwich. Over 118 tonnes (with an estimated value of £280,362) came into the warehouse during the financial year 2022/23, a small decrease on 2021/22. Donations came from just over 200 different donors including individuals and groups.

Trussell Trust values one kilogram of donations at £2.37 and we use this calculation in determining the value of our stock and donated food. It was increased from £1.75 in September 2022 following the monitoring and review of the cost of items used to make up a food parcel.

We are extremely grateful to the Trussell Trust, Tesco and Asda for the financial top-up we receive. This is based on donations made and equate to around £2,000 per quarter.

We collected ahead of the Norwich vs Sheffield United match at Carrow Road in April 2023, generating over £600 in financial gifts and 229kg in physical donations. We held in-person collections at Tesco Sprowston in December 2022 and Waitrose Eaton in March 2023, with customers and staff donating a combined total of over 1.2 tonnes and over £1,000 in financial gifts.

We have continued to receive deliveries, via Bankuet, an online charity that buys in bulk so each £1 spent buys more than £1 of produce. We have encouraged new donor support and have a large number of donors directly through Bankuet, collectively giving £1,150 per month. We also receive one-off gifts through Bankuet enabling us to buy more than £30,000 of products in this period. We have built on our relationship with Aldi, ordering in bulk, which has helped us keep low stocked items topped up.

We shared in the 2021/22 Annual Report about the new Morrisons 'Foodbank Pick Up Bag' which continue to have a positive impact on donations from the supermarket with our most needed items being selected by the Community Champions for these pre-packed bags. This idea has been used by Tesco during the annual in-store collections.

**FOOD DISTRIBUTION:**

In our financial year 2022/23, over 142 tonnes of food went out of our warehouse. 82% of this was in the form of 3-day food parcels, toiletries and extra food items. 7% went to other Norfolk foodbanks and projects including FISH clubs and the remainder went to other partners in the local area including councils and temporary accommodation settings.

During this reporting period, we have operated out of 11 distribution centres, strategically placed within our geographical patch:

- Alive church on Nelson Street\*
- Bowthorpe Church Hall in Bowthorpe
- Mile Cross Methodist Church in Mile Cross
- New Hope Christian Centre in Lakenham\*
- Norwich Central Baptist Church in the city centre
- Oak Grove Community Church in Old Catton\*
- St Elizabeths Church in Earlham
- St Peter Mancroft's Chantry Hall in the city centre
- Witard Road Baptist Church in Heartsease
- Wroxham and Hoveton United Reformed Church in Wroxham
- Wymondham Baptist Church in Wymondham

Three centres (\*) provide a free hot meal to all those accessing the foodbank at the point of delivery and all centres offer light refreshments. Chantry also offer toast and porridge pots to those accessing their session on a Wednesday and Saturday morning. We are incredibly grateful to all the venue hosts for their support, enabling us to deliver a face-to-face service within our community.

**PEOPLE SERVED:**

In this financial year, Norwich foodbank gave out food parcels to enable 11,828 people (including 4,405 children) to be fed for 3 days each. This is an overall increase of 39% compared to our last financial year; the number of children equates to a 45% increase in the same period.

Emergency foodbank vouchers were fulfilled by 5,934 households this year. 1,957 only needed to visit us once, alongside receiving advice and support from their referral agency.

90% of people helped were in a household with at least one person aged 25-64 years old. 6% were over the age of 65 years.

The primary reasons for client referrals this year were:

- ⇒ low income (55%)
- ⇒ benefit delays and benefit changes (11%)
- ⇒ debt (9%)
- ⇒ sickness (5%)

**REFERRAL PARTNERS:**

We have over 200 partner agencies who can issue vouchers to clients they are working with and 5,093 vouchers were issued within this financial year. Norfolk Citizens Advice, SEETEC, Change Grow Live, Baseline and Shelter issued the most vouchers in this period. 98 vouchers were issued by ourselves, enabling 288 people to be fed; these vouchers account for self-referrals and agencies who aren't signed up to the Trussell Trust's online e-referral system.

Working with



Funding to continue partnerships with British Red Cross, Citizens Advice and Shelter have been secured using grants and donations up to March 2026. This goes alongside shorter-term funding (up to March 2025) for a partnership with Your Own Place (Community Interest Company). We are pleased to continue to receive support from two Shelter staff

members who volunteer their time at 2 distribution centres to give advice and support to those attending. Between the paid partnerships, we now have advice and support representation across all 11 centres at least once a fortnight. A bi-monthly partnership meeting has been introduced following the period this report covers, helping to build relationships between each service and effectively co-work on cases ensuring the right advice and support is in place at the right time. All partners continue to make and accept referrals through NCAN (Norfolk Community Advice Network) from the centres where they are not physically present.



We also have voluntary arrangements in place with 2 further partners: Age UK Norwich and Family Hubs within Norfolk County Council offer outreach support, attending 4 centres between them during a fortnightly rotation. This combined support is invaluable, ensuring everyone who attends foodbank can speak to a trained partner about any issues they are facing and the agency can either continue working with them or signpost to another partner—often also in attendance so the client doesn't need to re-tell their story.



We have continued as an advocate of Christian charity Acts 435, to enable us to post requests for support for specific items for clients (anonymously) which donors can choose to donate towards. In this period, we were successful with all 13 requests totalling £1,720 including a new wardrobe, a cooker hood and microwave and children's clothing.

'...giving to anyone who has need.'  
[www.acts435.org.uk](http://www.acts435.org.uk)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**SUPPORTERS and DONORS:**

There have been countless new and growing supporters during this year, including private individuals, churches, companies and other charities for which we are very grateful.

Smurfit Kappa have continued to support us with regular donations of boxes to pack food parcels in and we greatly appreciate this. We are also thankful to our volunteer driver team who collect from the depot in Diss.

In November 2021, we were introduced to a company called 'Earth Breeze' who sell laundry sheets on a postal subscription. Their charitable arm donates products to foodbanks, shelters and animal charities and we were offered 1,000 packets and have since requested 2 more deliveries which have been honoured. They have been very well received as both an eco-product and for their ease of storage / transportation due to their size.

During the course of this year, we received food donations from 85 churches, benefices and religious groups, 44 businesses and 35 schools, as well as 39 different supermarket collection points and numerous private individuals. In our last reporting period, we saw a significant increase in standing orders and other regular giving through PayPal and Local Giving and this has remained steady. Our quarterly Prayer and News letters go out to over 200 people and we have good links with many local churches who support us with donations, gifts and prayer.

In May 2022, we joined 'Bank The Food' which is a free app we update with our most needed food and toiletries items and users who download it can immediately see what's top of the list. They can also choose to receive alerts when entering a supermarket that reminds them to donate to us. We now have 526 'followers' following online promotions of the app.

Following the change in shopping habits during and post pandemic, many donors converted their physical food donation to a financial one and this has continued throughout the current reporting period. We are incredibly grateful to all who give, in whatever capacity.

'I went to the foodbank for the first time ever and they are so lovely. I unpacked the boxes at home and I was crying and there were even bits for my son in there. I've just moved out of a refuge and have no friends, the people there were so lovely.'

Foodbank recipient

'Thank you all so much. I'm sorry we need you but I'm so very glad you are all there.'

Foodbank referrer

'You've helped me when I didn't even know where my next meal was coming from; I'm so thankful to you.'

Foodbank recipient

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**PROJECTS:**

**FISH** – Food (and Fun) In School Holidays was launched in May 2014 providing a free hot meal and free fun activities to low-income families. In 2022/23 clubs in 4 areas took place during the various school holiday periods. Based on capacity and volunteer availability, FISH looked different in each location. Mousehold and Mile Cross took referrals from local schools and arranged home deliveries of packed lunches, recipe kits and activity packs. Thorpe and Queens Hill, arranged by school staff, did in-person provision of meals and activities.

**Christmas** – Since 2013, we have been a conduit between people wishing to give and people going without at Christmas. After a successful pilot in 2020, we used a digital Giving Tree where requests are listed on a website and donors could choose which gifts they would buy and then drop off at the warehouse. This worked very well with 149 individuals listed in 2022 and all were 'taken' by donors. We received knitted items (jumpers, hats and scarves) from the Norfolk Knitters and various other donations, including a great selection of books, from groups and private individuals. Gifts were distributed via 7 different agencies / partners including children's centres and young people's services. Several donors pledged their support for future years too.

**Energy Bank**—This started in 2017 and supports clients with a one-off emergency gas / electricity payment, alongside a foodbank parcel. Funding was received from Norfolk Community Foundation for the winter months (November—March) but due to ongoing emergency demand, private donations funded ongoing energy payments throughout 2022 and the start of 2023.

In May 2023, we joined Fuel Bank Foundation who can provide assistance with gas and electricity vouchers, free of charge to ourselves. During this reporting period, we have made 47 referrals to Fuel Bank Foundation and they have gifted a total of £1,410 to these households. We have funded a further 261 households using donated funds, totalling £10,257.

‘One of the clients from last week came back today. They had spoken to our Citizens Advice worker last week and said it was such a relief to speak to someone and get help they didn't know was available and wanted to share that with us today.’  
Foodbank volunteer

**COMMUNITY ENGAGEMENT:**

We welcomed several groups into the warehouse during the course of this financial year. They included 'regulars' GoodGym and Aviva, as well as new groups including several new Scouts, Cubs, Brownies and Guides groups. After an open invitation to all Norwich MPs and election candidates, we welcomed a visit from Alice Macdonald Labour candidate. Sprowston Junior pupil ambassadors made termly visits in this financial year once again.

In September 2023, we held an Open Morning at our warehouse with the opportunity to speak to staff, Trustees and volunteers and see the workings of the foodbank, as well as promoting the 'Guarantee Our Essentials' campaign launched by Trussell Trust and Joseph Rowntree Foundation.

Our Project Manager gave presentations to 8 groups throughout this financial year including the Norfolk Disabled Christian Fellowship, WI and Earlham Library Friends. The Project Officer and Manager led church services at Neatishead Baptist and Ipswich Road URC. The Project Manager spoke at a Trussell organised 'Anti-Poverty Round Table' event at the UEA, where leaders of charities, community groups and councillors attended to discuss our collective concerns and agree on action. Tile Media were contracted to create 3 films, showcasing the work of Norwich foodbank which can be shared remotely or as part of in-person presentations.

Norwich foodbank was chosen as 'Charity of the Year' by law firm Mills and Reeve and also for the second year in a row by Lakenham Townswomen Guild.

We continue to enjoy positive relationships with local supermarkets who have boosted low-stocked items, as well as providing gift vouchers and support to FISH clubs.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**CHANGES AND CHALLENGES:**

In our 2021/22 report, we shared the impact of many factors on both demand of our services and donations from our supporters and a similar challenge remains with more being spent on food stocks than ever before. Thanks to incredible generosity of financial gifts over the past few years, we are in a healthy position to continue in this way, however we must be mindful of the continued economic climate with increasing prices and how quickly funds can diminish.

Within our staff and volunteer teams, we have the opportunity both locally and nationally to communicate our shared vision with Trussell Trust of an end to the need for foodbanks. The joint campaign with Joseph Rowntree Foundation of 'Guarantee Our Essentials' has been running since February 2023, with different iterations of 'actions' throughout this time including writing to one's MP, signing a national petition and, following the calling of a General Election in 2024, writing messages of hope or challenge to the incoming government on a tablecloth at the foodbank.

We want to ensure we continue to speak to, listen to and speak up for those we serve at the foodbank and are working more closely with Your Own Place on a new 'participation' thread of work, including gathering stories and testimonies of those we have supported and planning workshops for feedback in the Autumn of 2024. Change is possible, but only if we act together.

**WEBSITE AND SOCIAL MEDIA:**

We continue to receive positive feedback and engagement on our social media content and, to date, have over 3,800 followers on Facebook, over 2,700 on Twitter and over 1,800 on Instagram. We have created a TikTok account and have 32 followers, with recent posts receiving over 800 views. We continue to keep updated news and information on our Trussell Trust template website at: [norwich.foodbank.org.uk](http://norwich.foodbank.org.uk) and utilise local press contacts including Greatest Hits Radio, EDP and Evening News and That's TV. Our website's 'Contact Us' function is working well with the equivalent of two messages per day coming through to the office.

In June, the Project Manager was interviewed by the Your Own Place Advisory Board for their audio podcast and in August, the Project Manager was filmed for Thetford Foodbank's YouTube podcast, alongside Kings Lynn Project Manager about the challenges, similarities and difference between all 3 foodbanks.

**VOLUNTEERS:**

During our financial year 2022/23 we were supported by approximately 180 volunteers. This number has grown steadily as we have recruited new volunteers, who found us through word of mouth, social media, our website and press articles.

We held a Volunteer's Celebration Meal in September 2023 at The Chantry at which 80 volunteers attended for a meal and presentation on the past year by our Project Manager. During the course of this financial year, two volunteers received external awards: Barry, part of our Loddon team, was given the 'Freedom of Loddon' award for his service to the community through his church and foodbank roles. Angela, a founding Trustee and distribution centre leader, was awarded the Benemerenti Medal, a Papal honour for outstanding charitable services. Norwich foodbank is proud to work with such an amazing team of volunteers.

A weekly update email to all volunteers – active or not involved actively – from the Project Manager began in April 2020 and this has continued in order to help volunteers have a better understanding of all that we are doing, including client feedback and news. Many ex-volunteers and non-volunteer supporters have continued to receive this update at their request and the mailing list is over 250 people.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**LOOKING FORWARD:**

During the last reporting period, we partnered with researchers at the University of East Anglia (UEA) to help us evaluate our Energy Bank and Financial Inclusion services. As a result of this work, we had an open meeting for volunteers to give their feedback on the findings and put on two Wellbeing workshops for volunteers to attend. Immediately following the period covered in this report, Your Own Place (a local social enterprise) has been commissioned to run volunteer training and upskilling, as well as implementing a participation workshop for people with lived experience of using the foodbank. This will run alongside their existing workshops offering practical help and support on topics such as debt, budgeting and bills.

In November 2023, a new role was created and recruited to—a Volunteers and Campaigns Coordinator—in order to maximise support of our incredible volunteer workforce and use their interest and voices within our campaigning for change for our beneficiaries.

We wholeheartedly support the Trussell Trust in their vision to see an end to the need for foodbanks. In March 2023, a joint campaign was launched with Joseph Rowntree Foundation called 'Guarantee The Essentials', calling on government to increase and guarantee a minimum level of benefits a person receives. Over 150,000 signatures have been received and, ahead of an expected election in 2024, we want to ensure that existing and prospective candidates have the information needed to support an end to the need for foodbanks.

We will continue to provide emergency food and other essentials (including toiletries and Energy Bank payments) to those in need in Greater Norwich and seek other options and partnerships to enable people to move out of their crisis as quickly, smoothly and easily as possible.

As mentioned in our 2021/22 report, a number of social supermarkets in the Norwich area opened and were overwhelmed with membership sign ups. A new social supermarket in the NR5 area opened immediately following the period of this report and the Project Manager is a Director, with the aim of ensuring help and support is available alongside low-cost food. We are looking at how best we can work together, inter-referring clients across our projects to ensure we help those in emergency need while the social supermarkets help those on a limited income but who are 'just about managing'.

**INDUCTION AND TRAINING OF TRUSTEES:**

Following positive interview and prior to appointment, prospective Trustees are invited to attend a meeting of the Trustees to see the board operate. Then, and following formal appointment, there is an induction programme that involves meetings with the Project Manager and Chair of Trustees to explain how the foodbank works, our governance and other processes. Trustees are also encouraged to visit the warehouse and a distribution centre. Ongoing training is mainly provided through Trussell Trust online sessions designed for Trustees.

**SETTING PAY AND REMUNERATION:**

Along with other foodbank staff, the Project Manager's salary is reviewed annually in May (as well as in November in times of high inflation). Increases at least reflect changes in the CPI and regard is also had to the advertised salaries for similar roles in Trussell Trust foodbanks and in other charities in the eastern region.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**FINANCIAL REVIEW:**

a. Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Foodbank has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves Policy

The Trustees have adopted a reserves policy to determine a minimum level of reserves that will ensure the Foodbank can adapt to future changes in patterns of income, and also react to unexpected significant expenditure demands. The Trustees have set a free reserves target to hold reserves of no less than 12 months of operational expenditure. Operational expenditure is defined as total unrestricted expenditure less the cost of donated food given out. The target at the year end was £175,000.

Free reserves at 31 October 2023 amounted to £435,152 which exceeds the reserves target.

In the exceptional circumstances brought on by the pandemic and followed by the cost of living crisis, the volume of donations and other income received has risen significantly, leading to the Foodbank's free reserves becoming higher than the policy target. Since the year end, the Trustees are working on plans for the best use of these reserves.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

**STRUCTURE, GOVERNANCE AND MANAGEMENT:**

a. Constitution

Norwich Foodbank is registered as a charitable company limited by guarantee and was set up by a Trust deed.

b. Methods of appointment or election of Trustees

The management of the Foodbank is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed. Trustees are appointed by a resolution of the Trustees. They are chosen with regard to their skills, knowledge and experience needed for the effective administration of the Foodbank.

c. Statement of Trustees' Responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Foodbank and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Foodbank will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Foodbank's transactions and disclose with reasonable accuracy at any time the financial position of the Foodbank and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Foodbank and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees on: 9th July 2024

and signed on their behalf: Keir Hounsome

Keir Hounsome  
(Chair of Trustees)

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**Independent examiner's report to the Trustees of Norwich Foodbank ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 October 2023.

**Responsibilities and basis of report**

As the Trustees of the Company (and 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 the Company's accounts 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:

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.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

Dated: 15 July 2024

Giles Kerkham FCA DChA

**Larking Gowen LLP**

Chartered Accountants

1st Floor, Prospect House

Rouen Road

Norwich

NR1 1RE

**NORWICH FOODBANK**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 OCTOBER 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Donations and legacies	3	76,740	507,743	584,483	600,694
Investments	4	-	5,389	5,389	264
<b>Total income</b>		<b>76,740</b>	<b>513,132</b>	<b>589,872</b>	<b>600,958</b>
<b>Expenditure on:</b>					
Charitable activities	5	139,140	514,108	653,248	427,264
<b>Total expenditure</b>		<b>139,140</b>	<b>514,108</b>	<b>653,248</b>	<b>427,264</b>
<b>Net movement in funds</b>		<b>(62,400)</b>	<b>(976)</b>	<b>(63,376)</b>	<b>173,694</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		121,585	436,128	557,713	384,019
Net movement in funds		(62,400)	(976)	(63,376)	173,694
<b>Total funds carried forward</b>		<b>59,185</b>	<b>435,152</b>	<b>494,337</b>	<b>557,713</b>

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

The notes on pages 18 to 30 form part of these financial statements.

**NORWICH FOODBANK**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07051996**

**BALANCE SHEET**  
**AS AT 31 OCTOBER 2023**

	Note		2023 £	2022 £
<b>Current assets</b>				
Stocks	10	<b>22,920</b>	58,368	
Debtors	11	<b>6,464</b>	6,941	
Current asset investments	12	<b>200,000</b>	100,000	
Cash at bank and in hand		<b>272,567</b>	396,890	
		<u>501,951</u>	<u>562,199</u>	
Creditors: amounts falling due within one year	13	<b>(7,614)</b>	(4,486)	
<b>Net current assets</b>			<b>494,337</b>	557,713
<b>Total net assets</b>			<b>494,337</b>	557,713
<b>Charity funds</b>				
Restricted funds	14	<b>59,185</b>	121,585	
Unrestricted funds	14	<b>435,152</b>	436,128	
<b>Total funds</b>			<b>494,337</b>	557,713

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Kent Hounsome*  
.....  
**K Hounsome**  
(Chair of Trustees)  
Date: 09/07/2024

The notes on pages 18 to 30 form part of these financial statements.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(26,706)	195,967
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Purchase of current asset investments	(100,000)	-
Interest received	5,389	264
	<hr/>	<hr/>
<b>Net cash (used in)/provided by investing activities</b>	<b>(94,611)</b>	<b>264</b>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
Interest paid	(3,006)	(173)
	<hr/>	<hr/>
<b>Net cash used in financing activities</b>	<b>(3,006)</b>	<b>(173)</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>(124,323)</b>	<b>196,058</b>
Cash and cash equivalents at the beginning of the year	396,890	200,832
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>272,567</b>	<b>396,890</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 18 to 30 form part of these financial statements

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**1. General information**

Norwich Food Bank is a registered charity limited by shares domiciled in England and Wales, charity registration number 1143528 and company registration number 07051996. The registered office is Henderson Business Centre, Ivy Road, Norwich, NR5 8DF.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Norwich Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income on receipt of the goods.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**2. Accounting policies (continued)**

**2.4 Expenditure (continued)**

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Stocks**

Stocks are valued using the price per kilogram recommended by Trussell Trust. During this year and the prior year the price per kilogram was £1.75.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.10 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**2. Accounting policies (continued)**

**2.11 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
<b>Donations</b>			
General donations	-	235,900	<b>235,900</b>
Donated goods for distribution	-	261,043	<b>261,043</b>
Donated services	-	-	-
<b>Total donations</b>	<b>-</b>	<b>496,943</b>	<b>496,943</b>
Grants	76,740	10,800	<b>87,540</b>
	<b>76,740</b>	<b>507,743</b>	<b>584,483</b>



**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total 2023 £</b>
Total costs	139,140	514,108	<b>653,248</b>

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total 2022 £</i>
Total costs	71,708	355,556	427,264

**6. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>
Providing food	489,573	163,675	<b>653,248</b>

	<i>Activities undertaken directly 2022 £</i>	<i>Support costs 2022 £</i>	<i>Total funds 2022 £</i>
Providing food	326,914	100,350	427,264

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**6. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Food given out	<b>341,087</b>	241,856
Transport and travel	<b>2,410</b>	3,083
Energy Bank	<b>10,959</b>	16,305
FISH holiday project	<b>3,623</b>	5,118
Financial Inclusion Project	<b>6,108</b>	6,020
Citizens Advice project	<b>33,612</b>	40,807
Volunteer/staff expenses	<b>2,047</b>	3,074
Warehouse supplies	<b>6,478</b>	3,824
Distribution centres	<b>13,660</b>	6,827
Shelter project	<b>69,589</b>	-
	<hr/> <b>489,573</b> <hr/>	<hr/> 326,914 <hr/>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

**6. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Staff costs	<b>72,203</b>	58,236
Training/development	<b>1,082</b>	415
Office rent and admin charges	<b>68,415</b>	26,848
Office running expenses	<b>5,662</b>	3,339
Insurance	<b>727</b>	617
Subscriptions	<b>1,103</b>	578
Advertising and publicity	<b>4,986</b>	1,623
Acts 435	<b>843</b>	1,984
Professional fees	<b>1,568</b>	2,637
Examiners fees	<b>4,080</b>	3,900
Bank charges	<b>3,006</b>	173
	<b>163,675</b>	100,350

**7. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £4,080 (2022 - £3,900).

**8. Staff costs**

	<b>2023 £</b>	<i>2022 £</i>
Wages and salaries	<b>67,880</b>	56,762
Contribution to defined contribution pension schemes	<b>4,323</b>	1,474
	<b>72,203</b>	58,236

The average number of persons employed by the Company during the year was as follows:

	<b>2023 No.</b>	<i>2022 No.</i>
Staff	<b>4</b>	4

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**8. Staff costs (continued)**

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers that the key management personnel comprise the trustees and senior management team. The total employee benefits of key management personnel of the charity were £32,901 (2022: £28,443)

**9. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 October 2023, no Trustee expenses have been incurred (2022 - £NIL).

**10. Stocks**

	2023	2022
	£	£
Food for distribution	<u>22,920</u>	<u>58,368</u>

**11. Debtors**

	2023	2022
	£	£
<b>Due within one year</b>		
Other debtors	6,300	5,500
Prepayments and accrued income	164	1,441
	<u>6,464</u>	<u>6,941</u>

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**12. Current asset investments**

	2023	2022
	£	£
Cash held on deposit	<u>200,000</u>	<u>100,000</u>

**13. Creditors: Amounts falling due within one year**

	2023	2022
	£	£
Accruals and deferred income	<u>7,614</u>	<u>4,486</u>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 November 2022 £	Income £	Expenditure £	Balance at 31 October 2023 £
<b>Unrestricted funds</b>				
General Funds	436,128	513,132	(514,108)	435,152
<b>Restricted funds</b>				
Financial Inclusion Project	91,886	63,000	(109,309)	45,577
Trussel Trust Pathfinder	-	9,000	(9,000)	-
Energy Bank	3,788	2,595	(6,383)	-
FISH Holiday Project	15,661	395	(3,623)	12,433
Norfolk Household Support Fund	8,250	1,000	(8,075)	1,175
Norwich West Lions - Christmas presents	-	750	(750)	-
NCC heating grant	2,000	-	(2,000)	-
	<u>121,585</u>	<u>76,740</u>	<u>(139,140)</u>	<u>59,185</u>
<b>Total of funds</b>	<u><u>557,713</u></u>	<u><u>589,872</u></u>	<u><u>(653,248)</u></u>	<u><u>494,337</u></u>

**Financial Inclusion Project & Citizens Advice** - Grant funding from Trussell Trust to employ advisors from Citizen's Advice, Shelter and British Red Cross to support foodbank clients and those at risk of needing the foodbank with income maximisation, debt management and related matters. Further details can be found on page #.

**FISH Holiday Project** - FISH is 'Food (and Fun) In School Holidays'; Norwich foodbank partners with local churches, schools and community groups to provide free food and activities to low income families in the school holidays. Further details can be found on page 8.

**Norfolk Household Support Fund** - Funding for households in Norfolk to help with food and utility bills.

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

**14. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 November 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 October 2022 £</i>
<b>Unrestricted funds</b>				
General Funds	363,072	428,612	(355,556)	436,128
<b>Restricted funds</b>				
Financial Inclusion Project	-	97,906	(6,020)	91,886
Trussel Trust Pathfinder	-	38,515	(38,515)	-
Energy Bank	3,193	6,900	(6,305)	3,788
FISH Holiday Project	17,754	3,025	(5,118)	15,661
Norfolk Household Support Fund	-	14,000	(5,750)	8,250
Norwich West Lions - Christmas presents	-	5,000	(5,000)	-
Norfolk County Council - Winter Allowance	-	5,000	(5,000)	-
NCC heating grant	-	2,000	-	2,000
	<u>20,947</u>	<u>172,346</u>	<u>(71,708)</u>	<u>121,585</u>
<b>Total of funds</b>	<u><u>384,019</u></u>	<u><u>600,958</u></u>	<u><u>(427,264)</u></u>	<u><u>557,713</u></u>

**15. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Current assets	59,185	442,766	<b>501,951</b>
Creditors due within one year	-	(7,614)	<b>(7,614)</b>
<b>Total</b>	<u><u>59,185</u></u>	<u><u>435,152</u></u>	<u><u><b>494,337</b></u></u>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

**15. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Current assets	121,585	440,614	562,199
Creditors due within one year	-	(4,486)	(4,486)
<b>Total</b>	<u>121,585</u>	<u>436,128</u>	<u>557,713</u>

**16. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2023 £</b>	<b>2022 £</b>
Net income/expenditure for the year (as per Statement of Financial Activities)	<b>(63,376)</b>	173,694
<b>Adjustments for:</b>		
Interest paid	3,006	173
Interest received	(5,389)	(264)
Decrease in stocks	35,448	21,124
Decrease/(increase) in debtors	477	(3,041)
Increase in creditors	3,128	4,281
<b>Net cash provided by/(used in) operating activities</b>	<b>(26,706)</b>	195,967

**17. Analysis of cash and cash equivalents**

	<b>2023 £</b>	<b>2022 £</b>
Cash in hand	272,567	396,890
<b>Total cash and cash equivalents</b>	<b>272,567</b>	396,890

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

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**18. Analysis of changes in net debt**

	At 1 November 2022	Cash flows	At 31 October 2023
	£	£	£
Cash at bank and in hand	396,890	(124,323)	272,567
	<u>396,890</u>	<u>(124,323)</u>	<u>272,567</u>

**19. Pension commitments**

The Charity operates a defined contribution scheme in respect of certain employees of the Charity.

Employer contributions are charged in the accounts as incurred and totalled £4,323 (2022: £1,474). There were outstanding contributions at the balance sheet date of 31 October 2023 of £387 (2022: £293).

**20. Related party transactions**

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 October 2023.

**Norwich foodbank is a local Christian charity and is part of the Trussell Trust's UK-wide foodbank network that helps local churches and communities to open foodbanks, providing emergency food to thousands of people every year.**

**PATRONS**

**Rt Revd. Graham Usher, Bishop of Norwich**

**Delia Smith CBE**

**Susan Hill DBE**



**CONTACT US:**

**Norwich foodbank  
Henderson Business Centre  
51 Ivy Road  
Norwich, Norfolk, NR5 8BF**

**Tel: 0300 365 1123**

**Email: [admin@norwich.foodbank.org.uk](mailto:admin@norwich.foodbank.org.uk)**

**Website: <https://norwich.foodbank.org.uk/>**

**Like us on Facebook: Norwich foodbank UK**

**Follow us on Twitter: [@norwichfoodbank](https://twitter.com/norwichfoodbank)**

**Follow us on Instagram: [@norwichfoodbank](https://www.instagram.com/norwichfoodbank)**

**Follow us on TikTok: [@norwichfoodbank](https://www.tiktok.com/@norwichfoodbank)**

**Registered charity number: 1143528**



**NORWICH FOOD BANK**

England & Wales - Charity number 1143528

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# Accounts

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**NORWICH FOODBANK**

**(A company limited by guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**



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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

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**Trustees**                    G W Beckingham (appointed 5 July 2022)  
                                     K Davies  
                                     R Graham  
                                     F Haworth  
                                     K Hounsome  
                                     J Thorne  
                                     J J Payne (resigned 13 September 2022)  
                                     A M Stone (resigned 16 March 2023)

**Company registered  
number**                    07051996

**Charity registered  
number**                    1143528

**Registered office**        Henderson Business Centre  
                                     Ivy Road  
                                     Norwich  
                                     Norfolk  
                                     NR5 8BF

**Accountants**              Larking Gowen LLP  
                                     Chartered Accountants  
                                     1st Floor, Prospect House  
                                     Rouen Road  
                                     Norwich  
                                     NR1 1RE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**FOREWORD BY THE CHAIR OF TRUSTEES:**

As always, I want to begin this Foreword by thanking all those who have contributed so generously to our work, whether that be through donations of food, money, prayer and through their time. We are so grateful for everyone's contributions, without which we would not be able to provide the service we do for all those in Norwich and the surrounding area who need us.

Our primary activity is of course to provide food for those in need and in this respect the call on the foodbank is sadly increasing again. This increase seems certain to continue as people find it more and more difficult to afford the basics of life so this support from the community becomes more important than ever.

Increasingly, though, the foodbank is doing more than simply providing food. This Annual Report will go into detail but it is important to recognise that we are doing more and more to help people avoid the situations that can lead to them seeking our support in the first place. We now have Citizens Advice and Shelter workers based in our Distribution Centres ready to offer advice on resolving the financial problems that our clients may be facing. We also seek to engage more effectively with those who seek our help in order to understand their needs more fully.

In doing so, we recognise that many of those who volunteer for us, particularly in the Distribution Centres, can sometimes face distressing situations and we are working to do more to ensure that they are equipped to deal with them and provide the support they require.

I cannot finish without recognising the continuing hard work and commitment of Hannah our Project Manager, Keith our Warehouse Manager, Iain our Project Officer and Rachel our Administrator. They are an amazing team as are all our volunteers in the varied roles they have within the foodbank.

And lastly to thank all my fellow Trustees for their work and support. Since the last Annual Report, John Payne and Angela Stone, both Trustees since the setting up of the foodbank, have stood down and we owe them special thanks. In John's place, as Treasurer, we are pleased to be joined by Guy Beckingham.

Keir Hounsome

On behalf of the Trustees.

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022**

**STATEMENT:**

The Trustees present their annual report together with the financial statements of the Company for the year 1 November 2021 to 31 October 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019). Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**OBJECTIVES AND ACTIVITIES:**

a. Policies and objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The principal activities of the charity are to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress.

b. Strategies for achieving objectives

Norwich Foodbank operate a system of collecting non-perishable food by public donation at supermarkets, from churches and other sources. The produce is distributed as emergency parcels sufficient for an individual or family to cover a period of 3 days.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**RELATIONSHIP WITH TRUSSELL TRUST:**

We continue to operate as a media centre for the Trussell Trust, being a trusted foodbank for local and national press or other media enquiries. We are among the thirty biggest Trussell Trust foodbanks nationally—out of the network of 424—which relates to the number of people we are feeding annually and the amount of food donated and redistributed.

Due to COVID-19, the Trussell Trust National Conference was cancelled, but the Project Manager and Project Officer attended several online Norfolk cluster meetings during 2021 and 2022. Trustees have attended various online Trussell meetings aimed at Trustee boards, which have been useful for networking and sharing good practice.

Our Project Manager also attended several dedicated Financial Inclusion meetings with other foodbanks looking to recruit or partner with agencies to provide advice and support to clients. Due to our experience of this with Citizen's Advice and, more recently, Shelter and British Red Cross, Trussell asked for our input and experience for foodbanks interested in this work.

We continue to be part of the Trussell Trust's 'Pathfinder Project', exploring how to move closer to a future without the need for foodbanks. In this reporting period, two dedicated Pathfinder conferences (one in November 2021 and one in April 2022) took place, with Iain our Project Officer attending both and Hannah, Project Manager, attending the latter. Approximately 60 foodbanks make up the Pathfinder programme so these events were opportunities to discuss, learn and share ideas with each other among the themes of referral pathways, participation, church and school engagement and Financial Inclusion—all of which we are exploring.

Norwich foodbank maintains an excellent relationship with neighbouring foodbanks in Norfolk and Suffolk, as well as with the Trussell Trust head office and the Regional Area Manager.

In the period of 1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022, Trussell Trust foodbanks in Norfolk distributed 23,302 parcels. Within that figure, Norwich foodbank gave 8,537 parcels, 36.6% of the county's total.

**AREA SERVED:**

Norwich foodbank supports local people in crisis, in the Greater Norwich area, covering approximately 479 square miles. During the first half of our financial year 2021/22, we operated out of the warehouse, office and 9 distribution centres and by May 2022 we had re-opened the 10th centre and a new 11th centre in Bowthorpe. We continued to utilise strong links with churches and volunteers in the Loddon and Poringland areas that hold emergency food parcels, delivering to local households referred to us.

Clients are issued a voucher by a care agency or care professional for 3 days of food. The warehouse is staffed with volunteers Monday – Friday to maintain the workload and professionals can attend on behalf of their clients to collect food. A few of our busiest care partners hold food parcels on their premises to distribute to clients, still using the voucher system.

A recipient said, 'I can't express in words how thankful I am for your generosity and I am genuinely feeling blessed for the fantastic souls who have helped.'

The foodbank office is staffed Monday - Friday 9am – 4pm and the Project Manager has an on-call mobile which is available 9am – 5pm Monday – Friday, excluding Bank Holidays.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**FOOD COLLECTION:**

The majority of food received is from public donations through collection points across Greater Norwich. Over 119 tonnes (with an estimated value of £208,250) came into the warehouse during the financial year 2021/22, a 12% decrease on 2020/21. Donations came from just under 220 different donors including churches, individuals, schools and groups; significantly less than the previous year, but several switched to financial giving following the pandemic.

We are extremely grateful to the Trussell Trust, Tesco and Asda for the financial top-up we receive, based on donations made, equating to around £2,000 per quarter.

In January 2022 we paused several large supermarket collection points after a very busy Christmas period and this worked well, restarting in February without issues. We held an 'in-person' in-store collection at Tesco Blue Boar in Sprowston in July 2022 as part of the Trussell Trust and FareShare national summer campaign. Customers and staff were very supportive donating over 400kg and £247 in cash.

We have continued to receive bulk deliveries, via Bankuet, an online charity that buys in bulk so each £1 spent buys more than £1 of produce. This has encouraged new donor support and ensures we receive what is most needed at the time. We have a large number of monthly donors through Bankuet, collectively giving £1,190.

We shared in the 2020/21 Annual Report about the new Morrisons 'Foodbank Pick Up Bag' which continue to have a positive impact on donations from the supermarket with our most needed items being selected by the Community Champions for these pre-packed bags.

**FOOD DISTRIBUTION:**

In our financial year 2021/22, over 131 tonnes of food went out of our warehouse. 71% of this was in the form of 3-day food parcels, toiletries and extra food items. 17% went to other Norfolk foodbanks and projects including FISH clubs and the remainder went to other partners in the local area including councils and temporary accommodation settings.

Following the UK lockdown and COVID-19 related restrictions, Norwich foodbank moved to a 100% delivery model in March 2020 and this continued until June 2021. Distribution centres began to open up one by one to trial safe collections and to see how volunteers and clients felt. From 2<sup>nd</sup> October 2021, 9 distribution centres were opened and the last planned home deliveries took place. The Wymondham distribution centre reopened in May 2022.



Discussions between 'Connecting Bowthorpe' and Norwich foodbank started early in 2022 after the stopping of weekly deliveries to the community from Soul Church and FareShare. The community group and Bowthorpe Community church (picture) made the decision to join Norwich foodbank as an official distribution centre and their first session took place in May 2022. It has proved to be one of the busiest centres and we are pleased to have a presence in this area.

'Now having some marmalade on toast; I'm just so happy right now and its down to you thank you from the bottom of my heart'

Foodbank recipient

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**CLIENTS:**

For the financial year ending 31<sup>st</sup> October 2022, Norwich foodbank gave out food parcels to enable 9,169 people (including 3,413 children) to be fed for 3 days each. The overall total is a 15% decrease on the same period 2020/21. The number of children is an 8% decrease in the same period. See 'CHANGES AND CHALLENGES' for more insight.

With regards to the referral reasons for clients in the Norwich area, 'low income' accounted for 54% of all referrals in our financial year 2021/22 (a 10% decrease on 2020/21), benefit delays were 7% of the total (a 1% decrease), debt 8% (a 2% decrease) and benefit changes were 5% (the same percentage as 2020/21).

During the financial year, 50% of those we helped were of working age (25-64 years) and only 2.2% were over the age of 65 years. 49% of households helped were single adults aged at least 17 years.

During this financial year, 42% of clients were given a food parcel once, 24% twice, 15% three times and 19% more than three times. The last two categories (3 and 4+) are significantly higher than in the previous year. This, we believe, is largely due to the cost of living crisis and many people not having enough to make ends meet, rather than a one-off issue that can be 'resolved' as has been the case previously.

**PARTNERS:**

We have over 200 partner agencies who can issue vouchers to clients they are working with and 3,481 vouchers were issued within this financial year. Norfolk Citizen's Advice, SEETEC, Change Grow Live, Baseline and Probation issued the most vouchers in this period, enabling 2,959 people to receive food parcels. 280 vouchers were issued by ourselves, enabling 682 people to be fed; these vouchers account for self-referrals and agencies who aren't signed up to the Trussell Trust's online e-referral system.



In the summer of 2022, our Citizen's Advice worker went on maternity leave and a new Advisor was recruited and trained to continue the service. Funding was secured from a Trussell Trust grant for the next 2 years (until 2024). This complements funding awarded for a full-time Shelter worker, who started in July 2022. We are pleased to have the support of a Shelter volunteer who attends 2 distribution centres a week to give advice and support to those attending. Between them, the two paid advisors attend 5 centres weekly and 3 fortnightly and are able to use the remaining time to do case-work, follow up with clients and take telephone or electronic referrals through



NCAN (Norfolk Community Advice Network) from the centres where they are not physically present.



We have continued as an advocate of Christian charity Acts 435, to enable us to post requests for support for specific items for clients (anonymously) which donors can choose to donate towards. In this period, we were successful with all 16 requests totalling £1,660 including debt repayment, new bedding, car repairs and childcare.

'...giving to anyone who has need.'  
[www.acts435.org.uk](http://www.acts435.org.uk)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**SUPPORTERS and DONORS:**

There have been countless new and growing supporters during this year, including private individuals, churches, companies and other charities for which we are very grateful.



Smurfit Kappa have continued to support us with regular donations of boxes to pack food parcels in and we are very grateful for this. We are also thankful to our volunteer driver team who collect from the depot in Diss.

In November 2021, we were introduced to a company called 'Earth Breeze' who sell laundry sheets on a postal subscription. Their charitable arm donates product to foodbanks, shelters and animal charities and we were offered 1,000 packets with the promise of more when required. They have been very well received as both an eco-product and for their ease of storage / transportation due to their size.

During the course of this year, we received food donations from 81 churches, benefices and religious groups, 27 businesses and 36 schools, as well as 38 different supermarket collection points and numerous private individuals. In our last reporting period, we saw a significant increase in standing orders and other regular giving through PayPal and Local Giving and this has remained steady. Our quarterly Prayer and News letters go out to over 200 people and we have good links with many local churches who support us with donations, gifts and prayer.

In May 2022, we joined 'Bank The Food' which is a free app we update with our most needed food and toiletries items and users who download it can immediately see what's top of the list. They can also choose to receive alerts when entering a supermarket that reminds them to donate to us. We now have 158 'followers' which is very encouraging.

Due to the change in shopping habits and church buildings being closed, many donors converted their regular food donation to a financial one and this has continued throughout the current reporting period. We are incredibly grateful to all who give, in whatever capacity.

'We know we have both been very lucky in not having to worry about rising prices and therefore are in a position to help others.'

Foodbank donor

'I am a midwife and rang about my client who had no food and I do mean NO food. I had a wonderful conversation with one of your volunteers. She was so kind and funny and helpful—she made my stressful clinic bearable.'

Foodbank referrer

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**PROJECTS:**

**FISH** – Food (and Fun) In School Holidays was launched in May 2014 providing a free hot meal and free fun activities to low-income families. In 2021/22 four separate clubs took place. Based on capacity and volunteer availability, FISH looked different in each location. Mousehold, Taverham, Wymondham and Mile Cross took referrals from local schools and arranged home deliveries of packed lunches, dinner recipe kits and activity packs. Thorpe and Queens Hill, arranged by school staff, did in-person provision of meals and activities.

**Christmas** – Since 2013, we have been a conduit between people wishing to give and people going without at Christmas. After a successful pilot in 2020, we used a digital Giving Tree once again, where requests were listed on a website and donors could choose which gifts they would buy and then drop off at the warehouse. This worked very well with 179 individuals (children and parents) listed and all were 'taken'. We received a lot of knitted items (jumpers, hats and scarves) from the Norfolk Knitters and various other donations from groups and private individuals. Gifts were distributed via different agencies / partners including children's centres and young people's services. Several donors pledged their support for future years too.

**Energy Bank** – This started in 2017 and supports clients with a one-off emergency gas / electricity payment, alongside a foodbank parcel. Funding was received from Norfolk Community Foundation for the winter months (November – March) but due to ongoing emergency demand, private donations funded ongoing energy payments throughout 2021 and 2022. Gifts were given to 180 separate households in this financial year, totalling £6,528. Funding has been set aside for November 2022 onwards.

'Thank you so much I can finally go home; I stayed away as it was so cold. You don't know how much this means. Was nice to be able to somewhat relax in my own walls.'  
Energy Bank Recipient

**COMMUNITY ENGAGEMENT:**

We welcomed several groups into the warehouse during the course of this financial year. They included 'regulars' GoodGym and Aviva, as well as new groups from BrandBank, Enterprise Car Rental and Nutricia UK. We also welcomed visits from Clive Lewis Labour MP, Carla Denyer (co-leader of the Green Party) and Alice Macdonald Labour candidate after an open invitation to all Norwich MPs. A zoom with Chloe Smith, the then Secretary for State for DWP also took place. Sprowston Junior pupil ambassadors made termly visits and several Scouts, Beavers, Guides and Brownies groups visited as part of their 'Community Action' badges.

In September 2022, we held an Open Morning at our warehouse with the opportunity to speak to staff, Trustees and volunteers and see the workings of the foodbank. We were pleased with the turnout and feedback which included financial donors, referrers, people interested in volunteering and city councillors.

Our Project Manager gave presentations to 10 groups throughout this financial year including Probus, UEA Retired Association and Acle Trefoil. In November 2021, the Project Officer and Manager led the church service at Gage Road Chapel and have one further church service booked for Spring 2023. This supports our Pathfinder values of 'Changing Communities' and 'Changing Minds' through talking about our work in a new and informative way.

We continue to enjoy positive relationships with local supermarkets who have boosted low-stocked items, as well as providing gift vouchers and support to FISH clubs.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**CHANGES AND CHALLENGES:**

As this report is being written, the UK is suffering a 'Cost of Living Crisis' due to inflation and other external factors and this has followed closely after the impact of COVID-19. Both have contributed to a change in demand for our help and in the help provided, with the current circumstances seeing a decrease in physical donations and the items that are being donated now being cheaper brands. We are pleased to report that we are currently meeting demand, but we know that foodbanks across the UK are running out of supplies on a weekly basis and are buying in stock which is concerning as demand, and prices, continue to increase.

We reported in our 2020/21 news about pop-up foodbanks across our area, some of which are still in operation. During this reporting period, a new network called 'Nourishing Norfolk', set up by Norfolk Community Foundation, has been developed to set up and support Social Supermarkets and Pantries. Aimed at people on low income, these organisations offer a membership scheme and reduced prices on all the products available, alongside advice and support. We see this as a step up from foodbank use and a way of moving forwards to independence and resilience. We are seeking to work closely with those within Norwich, referring people from our service to theirs and vice versa.

**PUBLIC BENEFIT:**

We indicate throughout this report how, during the period covered, we have applied our funds in furtherance of our charitable objectives for the public benefit.

We have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

**WEBSITE AND SOCIAL MEDIA:**

We continue to receive positive feedback and engagement on our social media content and, to date, have over 3,700 followers on Facebook, over 2,700 on Twitter and over 1,600 on Instagram. We have updated our website in line with the Trussell Trust template and this is now <https://norwich.foodbank.org.uk/> We add weekly news to our website as well as continuing to use Network Norfolk and press opportunities to share our message. Our new website's 'Contact Us' function is working well with the equivalent of two messages per day coming through to the office.

**VOLUNTEERS:**

During our financial year 2021/22 we were supported by approximately 180 volunteers. This number has grown steadily following the pandemic in which our team was reduced by about 50% - some people have returned but we have also recruited new volunteers, who found us through word of mouth, social media, our website and press articles.



After two years away, we were able to hold a Volunteer's Celebration Meal in September 2022 at Norwich Central Baptist Church at which 80 volunteers attended for a meal and presentation on the past 3 years by our Project Manager. We are very grateful to local dessert restaurant FigBar for donating 'thank you' gifts for all volunteers (see picture).

A weekly update email to all volunteers – active or not involved actively – from the Project Manager began in April 2020 and this has continued in order to help volunteers have a better understanding of all that we are doing, including client feedback and news.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**LOOKING FORWARD:**

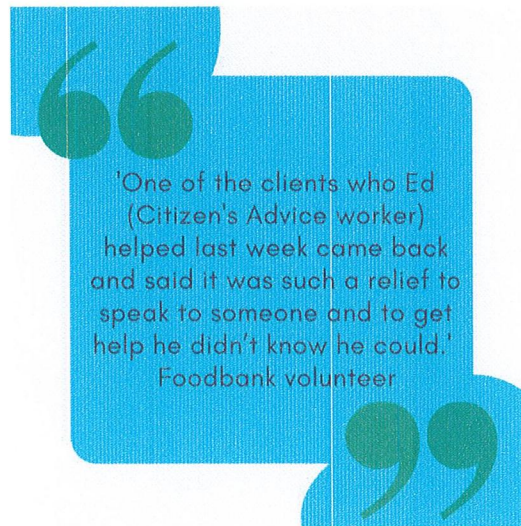
During this reporting period, we have partnered with researchers at the UEA (University of East Anglia) to help us evaluate two specific projects within the foodbank's service: Energy Bank and Financial Inclusion (our work with Citizen's Advice and Shelter, specifically). With Pathfinder grant funding, interviews with staff, volunteers and a limited number of clients (due to difficulties with engagement) were conducted and two reports produced. Both complimented the services the foodbank provides, but queried how much support is given to volunteers who, whilst not necessarily experiencing the difficult situations clients are talking about, through hearing these stories could suffer 'vicarious trauma'. As a result, we are giving more consideration to wellbeing and resilience needs, with three workshops planned for summer 2023 with NHS Wellbeing and Flagship Housing.

We also partnered with local social enterprise Your Own Place who, through their own grant funding, visited five distribution centres and one social supermarket to chat with clients about what they were experiencing and what support—through workshops and one-to-ones—Your Own Place could offer. This resulted in budgeting, debt, benefits and cost of living workshops being delivered in various locations, but also reiterated the need to provide wellbeing support to volunteers.

We wholeheartedly support the Trussell Trust in their vision to see an end to the need for foodbanks. In March 2023, a joint campaign was launched with Joseph Rowntree Foundation called 'Guarantee The Essentials', calling on government to increase and guarantee a minimum level of benefits a person receives. Currently, deductions and sanctions can mean the current allowance is eroded far below what is 'needed' for essentials such as food, utilities and toiletries.

We will continue to provide emergency food and other essentials (including toiletries and Energy Bank payments) to those in need in Greater Norwich and seek other options and partnerships to enable people to move out of their crisis as quickly, smoothly and easily as possible.

As mentioned in 'Challenges and Changes', a number of social supermarkets in the Norwich area – Lakenham, Mile Cross and Russell Street—have opened and been overwhelmed with membership sign ups. A fourth is due to open during 2023 in the NR5 area. We are looking at how best we can work together, inter-referring clients across our projects to ensure we help those in emergency need while the social supermarkets help those on a limited income but who are 'just about managing'.



**TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022**

**FINANCIAL REVIEW:**

a. Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves Policy

The Trustees have adopted a reserves policy to determine a minimum level of reserves that will ensure the charity can adapt to future changes in patterns of income, and also react to unexpected significant expenditure demands. The Trustees have set a free reserves target to hold reserves of no less than 12 months of operational expenditure. Operational expenditure is defined as total unrestricted expenditure less the cost of donated food given out. The target at the year end was £110,000.

Free reserves at 31 October 2022 amounted to £363,072. which exceeds the reserves target.

In the exceptional circumstances brought on by the pandemic and followed by the cost of living crisis, the volume of donations and other income received has risen significantly, leading to the charity's free reserves becoming higher than the policy target. Since the year end, the Trustees are working on plans for the best use of these reserves.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

**STRUCTURE, GOVERNANCE AND MANAGEMENT:**

a. Constitution

Norwich Foodbank is registered as a charitable company limited by guarantee and was set up by a Trust deed.

b. Methods of appointment or election of Trustees

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed. Trustees are appointed by a resolution of the Trustees. They are chosen with regard to their skills, knowledge and experience needed for the effective administration of the charity.

c. Statement of Trustees' Responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on: 18<sup>th</sup> July 2023

and signed on their behalf: Keir Hounsome

Keir Hounsome

(Chair of Trustees)

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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**Independent examiner's report to the Trustees of Norwich Foodbank ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 October 2022.

**Responsibilities and basis of report**

As the Trustees of the Company (and 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 the Company's accounts 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:

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.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated:

25 July 2023

Giles Kerkham FCA DChA

**Larking Gowen LLP**

Chartered Accountants

1st Floor, Prospect House

Rouen Road

Norwich

NR1 1RE

**NORWICH FOODBANK**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 OCTOBER 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	<i>As restated</i> Total funds 2021 £
<b>Income from:</b>					
Donations and legacies	4	172,346	428,348	600,694	463,098
Investments	5	-	264	264	37
<b>Total income</b>		<b>172,346</b>	<b>428,612</b>	<b>600,958</b>	<b>463,135</b>
<b>Expenditure on:</b>					
Charitable activities	6	71,708	355,556	427,264	347,864
<b>Total expenditure</b>		<b>71,708</b>	<b>355,556</b>	<b>427,264</b>	<b>347,864</b>
<b>Net movement in funds</b>		<b>100,638</b>	<b>73,056</b>	<b>173,694</b>	<b>115,271</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		20,947	363,072	384,019	268,748
Net movement in funds		100,638	73,056	173,694	115,271
<b>Total funds carried forward</b>		<b>121,585</b>	<b>436,128</b>	<b>557,713</b>	<b>384,019</b>

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

The notes on pages 18 to 30 form part of these financial statements.

**NORWICH FOODBANK**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07051996**

**BALANCE SHEET**  
**AS AT 31 OCTOBER 2022**

	Note		2022 £	As restated 2021 £
<b>Current assets</b>				
Stocks	11	58,368	79,492	
Debtors	12	6,941	3,900	
Current asset investments	13	100,000	100,000	
Cash at bank and in hand		396,890	200,832	
		562,199	384,224	
Creditors: amounts falling due within one year	14	(4,486)	(205)	
<b>Net current assets</b>			557,713	384,019
<b>Total net assets</b>			557,713	384,019
<b>Charity funds</b>				
Restricted funds	15	121,585	20,947	
Unrestricted funds	15	436,128	363,072	
<b>Total funds</b>			557,713	384,019

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Kate Hounsborne*  
.....  
**K Hounsborne**  
(Chair of Trustees)  
Date: 18<sup>th</sup> 3<sup>rd</sup> 2023

The notes on pages 18 to 30 form part of these financial statements.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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	<b>2022</b>	<i>As restated</i>
	<b>£</b>	<b>2021</b>
		<b>£</b>
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	<b>195,967</b>	<b>112,795</b>
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Interest received	<b>264</b>	<b>37</b>
	<hr/>	<hr/>
<b>Net cash provided by investing activities</b>	<b>264</b>	<b>37</b>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
Interest paid	<b>(173)</b>	<b>-</b>
	<hr/>	<hr/>
<b>Net cash (used in)/provided by financing activities</b>	<b>(173)</b>	<b>-</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>196,058</b>	<b>112,832</b>
Cash and cash equivalents at the beginning of the year	<b>300,832</b>	<b>188,000</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>496,890</b>	<b>300,832</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 18 to 30 form part of these financial statements

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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**1. General information**

Norwich Food Bank is a registered charity limited by shares domiciled in England and Wales, charity registration number 1143528 and company registration number 07051996. The registered office is Henderson Business Centre, Ivy Road, Norwich, NR5 8DF.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Norwich Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income on receipt of the goods.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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**2. Accounting policies (continued)**

**2.4 Expenditure (continued)**

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Stocks**

Stocks are valued using the price per kilogram recommended by Trussell Trust. During this year and the prior year the price per kilogram was £1.75.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.10 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**2. Accounting policies (continued)**

**2.11 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Change of accounting basis and prior year adjustment**

During the prior period the accounts were prepared on the receipts and payments basis, which is not permitted for charitable companies under the Companies Act 2006. These accounts adopt the accruals basis for both current year and comparative figures, applying the accounting policies set out in Note 2.

In restating the 2021 comparatives figures, additional bank accounts have been included, increasing cash at bank and in hand by £22,051, income by £26,058 and expenditure by £14,251.

**4. Income from donations and legacies**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>
<b>Donations</b>			
General donations	-	181,477	<b>181,477</b>
Donated goods for distribution	-	208,044	<b>208,044</b>
Donation services	-	7,375	<b>7,375</b>
<b>Total donations</b>	<b>-</b>	<b>396,896</b>	<b>396,896</b>
Grants	172,346	31,452	<b>203,798</b>
	<b>172,346</b>	<b>428,348</b>	<b>600,694</b>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

**4. Income from donations and legacies (continued)**

	<i>Restricted funds 2021 £</i>	<i>As restated Unrestricted funds 2021 £</i>	<i>As restated Total funds 2021 £</i>
<b>Donations</b>			
General donations	-	209,699	209,699
Donated goods for distribution	-	235,123	235,123
<b>Total donations</b>	-	444,822	444,822
Grants	14,342	3,934	18,276
	<u>14,342</u>	<u>448,756</u>	<u>463,098</u>

**5. Investment income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Investment income - bank interest	264	264
	<u>264</u>	<u>264</u>
	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Investment income - bank interest	37	37
	<u>37</u>	<u>37</u>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total 2022 £</b>
Total costs	71,708	355,556	<b>427,264</b>

	<i>Restricted funds 2021 £</i>	<i>As restated Unrestricted funds 2021 £</i>	<i>As restated Total 2021 £</i>
Total costs	12,211	335,653	<b>347,864</b>

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2022 £</b>	<b>Support costs 2022 £</b>	<b>Total funds 2022 £</b>
Providing food	326,914	100,350	<b>427,264</b>

	<i>Activities undertaken directly 2021 £</i>	<i>Support costs 2021 £</i>	<i>Total funds 2021 £</i>
Providing food	274,299	73,565	<b>347,864</b>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**7. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2022 £</b>	<i>As restated Total funds 2021 £</i>
Food given out	<b>241,856</b>	246,925
Transport and travel	<b>3,083</b>	1,486
Energy Bank	<b>16,305</b>	7,602
FISH holiday project	<b>5,118</b>	4,609
Financial Inclusion Project	<b>6,020</b>	-
Citizens Advice project	<b>40,807</b>	1,301
Fuel poverty payments	-	1,127
Volunteer/staff expenses	<b>3,074</b>	1,015
Warehouse supplies	<b>3,824</b>	5,288
Extra christmas food	-	3,815
Distribution centres	<b>6,827</b>	1,131
	<b>326,914</b>	274,299

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Total funds 2022 £</b>	<i>As restated Total funds 2021 £</i>
Staff costs	<b>58,236</b>	44,730
Training/development	<b>415</b>	807
Office rent and admin charges	<b>26,848</b>	15,610
Office running expenses	<b>3,339</b>	5,704
Insurance	<b>617</b>	593
Subscriptions	<b>578</b>	395
Advertising and publicity	<b>1,623</b>	168
Acts 435	<b>1,984</b>	-
Covid expenses and food	-	2,957
Gifts, donations and subs	-	522
Professional fees	<b>2,637</b>	1,784
Examiners fees	<b>3,900</b>	295
Bank charges	<b>173</b>	-
	<b>100,350</b>	73,565

**8. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £3,900 (2021 - £295).

**9. Staff costs**

	<b>2022 £</b>	<i>2021 £</i>
Wages and salaries	<b>56,762</b>	43,366
Contribution to defined contribution pension schemes	<b>1,474</b>	1,364
	<b>58,236</b>	44,730

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**9. Staff costs (continued)**

The average number of persons employed by the Company during the year was as follows:

	<b>2022</b>	<i>2021</i>
	<b>No.</b>	<i>No.</i>
Staff	<b>4</b>	<i>3</i>

No employee received remuneration amounting to more than £60,000 in either year.

The charity considers that the key management personnel comprise the trustees and senior management team. The total employee benefits of key management personnel of the charity were £28,443 (2021: £27,255)

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 October 2022, no Trustee expenses have been incurred (2021 - £NIL).

**11. Stocks**

	<b>2022</b>	<i>As restated</i>
	<b>£</b>	<i>2021</i>
		<i>£</i>
Food for distribution	<b>58,368</b>	<i>79,492</i>

**12. Debtors**

	<b>2022</b>	<i>As restated</i>
	<b>£</b>	<i>2021</i>
		<i>£</i>
<b>Due within one year</b>		
Other debtors	<b>5,500</b>	<i>3,900</i>
Prepayments and accrued income	<b>1,441</b>	<i>-</i>
	<b>6,941</b>	<i>3,900</i>

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**NORWICH FOODBANK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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**13. Current asset investments**

	<b>2022</b>	<i>2021</i>
	£	£
Cash held on deposit	<b>100,000</b>	<i>100,000</i>

**14. Creditors: Amounts falling due within one year**

	<b>2022</b>	<i>As restated</i>
	£	<i>2021</i>
Accruals and deferred income	<b>4,486</b>	<i>205</i>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**15. Statement of funds**

**Statement of funds - current year**

	Balance at 1 November 2021 £	Income £	Expenditure £	Balance at 31 October 2022 £
<b>Unrestricted funds</b>				
General Funds	363,072	428,612	(355,556)	436,128
<b>Restricted funds</b>				
Financial Inclusion Project	-	97,906	(6,020)	91,886
Citizen Advice	-	38,515	(38,515)	-
Energy Bank	3,193	6,900	(6,305)	3,788
FISH Holiday Project	17,754	3,025	(5,118)	15,661
Norfolk Household Support Fund	-	14,000	(5,750)	8,250
Surviving Winter	-	5,000	(5,000)	-
Norfolk County Council - Winter Allowance	-	5,000	(5,000)	-
NCC heating grant	-	2,000	-	2,000
	<u>20,947</u>	<u>172,346</u>	<u>(71,708)</u>	<u>121,585</u>
<b>Total of funds</b>	<u><u>384,019</u></u>	<u><u>600,958</u></u>	<u><u>(427,264)</u></u>	<u><u>557,713</u></u>

**Financial Inclusion Project & Citizens Advice** - Grant funding from Trussell Trust to employ advisors from Citizen's Advice, Shelter and British Red Cross to support foodbank clients and those at risk of needing the foodbank with income maximisation, debt management and related matters. Further details can be found on page 6.

**FISH Holiday Project** - FISH is 'Food (and Fun) In School Holidays'; Norwich foodbank partners with local churches, schools and community groups to provide free food and activities to low income families in the school holidays. Further details can be found on page 8.

**Norfolk Household Support Fund** - Funding for households in Norfolk to help with food and utility bills.

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**15. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 November 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 October 2021 £</i>
<b>Unrestricted funds</b>				
General Funds	245,556	452,415	(334,899)	363,072
<b>Restricted funds</b>				
Energy Bank	531	7,271	(4,609)	3,193
FISH Holiday Project	18,285	7,071	(7,602)	17,754
	<u>18,816</u>	<u>14,342</u>	<u>(12,211)</u>	<u>20,947</u>
<b>Total of funds</b>	<u><u>264,372</u></u>	<u><u>466,757</u></u>	<u><u>(347,110)</u></u>	<u><u>384,019</u></u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Current assets	121,585	440,614	<b>562,199</b>
Creditors due within one year	-	(4,486)	<b>(4,486)</b>
<b>Total</b>	<u><u>121,585</u></u>	<u><u>436,128</u></u>	<u><u>557,713</u></u>

**NORWICH FOODBANK**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2022**

**16. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Current assets	20,947	363,277	384,224
Creditors due within one year	-	(205)	(205)
<b>Total</b>	<u>20,947</u>	<u>363,072</u>	<u>384,019</u>

**17. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2022 £</b>	<b>2021 £</b>
Net income for the year (as per Statement of Financial Activities)	<u>173,694</u>	<u>115,271</u>
<b>Adjustments for:</b>		
Interest paid	173	-
Interest received	(264)	(37)
Decrease/(increase) in stocks	21,124	(1,884)
Increase in debtors	(3,041)	(760)
Increase in creditors	4,281	205
<b>Net cash provided by operating activities</b>	<u>195,967</u>	<u>112,795</u>

**18. Analysis of cash and cash equivalents**

	<b>2022 £</b>	<b>2021 £</b>
Cash in hand	<u>496,890</u>	<u>300,832</u>
<b>Total cash and cash equivalents</b>	<u>496,890</u>	<u>300,832</u>

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**NORWICH FOODBANK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

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**19. Analysis of changes in net debt**

	At 1 November 2021	Cash flows £	At 31 October 2022 £
Cash at bank and in hand	£ 200,832	196,058	396,890
	<u>200,832</u>	<u>196,058</u>	<u>396,890</u>

**20. Pension commitments**

The Charity operates a defined contribution scheme in respect of certain employees of the Charity.

Employer contributions are charged in the accounts as incurred and totalled £1,474 (2021: £1,364). There were outstanding contributions at the balance sheet date of 31 October 2022 of £293 (2021: £205).

**21. Related party transactions**

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 October 2022.

**NORWICH FOODBANK (A company limited by guarantee)**

**Norwich foodbank is a local Christian charity and is part of the Trussell Trust's UK-wide foodbank network that helps local churches and communities to open foodbanks, providing emergency food to thousands of people every year.**

**PATRONS**

**Rt Revd. Graham Usher, Bishop of Norwich**

**Delia Smith CBE**

**Susan Hill CBE**



**CONTACT US:**

**Norwich foodbank**

**Henderson Business Centre**

**51 Ivy Road**

**Norwich, Norfolk, NR5 8BF**

**Tel: 01603 251733**

**Email: [admin@norwich.foodbank.org.uk](mailto:admin@norwich.foodbank.org.uk)**

**Website: <http://norwich.foodbank.org.uk/>**

**Like us on Facebook: Norwich foodbank UK**

**Follow us on Twitter: [@norwichfoodbank](https://twitter.com/norwichfoodbank)**

**Follow us on Instagram: [@norwichfoodbank](https://www.instagram.com/norwichfoodbank)**

**Registered charity number: 1143528**



**NORWICH FOOD BANK**

England & Wales - Charity number 1143528

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# Accounts

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# Annual Report & Accounts

For the year ending 31st October 2021



## **FOREWORD BY THE CHAIR OF TRUSTEES:**

Throughout the year we have continued to be blessed by the generosity of those who support us, whether that be with food or financial contributions. Without this support we could not provide the service we do for those in Norwich and the surrounding area. So, I want to begin this Foreword by thanking all the organisations and individuals who have been so kind with their support. It is greatly appreciated by all the Trustees.

The period covered by this report saw us at various stages of lockdown, and it was only in the Autumn that our Distribution Centres began to re-open. Also, the warehouse continued to operate on a socially distanced basis. I therefore want to thank all our volunteers for their patience and the way they have continued to adapt to the new ways of working. So, to all our volunteers, thank you.

Looking back to last year, the major development within the foodbank was the decision to participate in the Trussell Trust's Pathfinder project. The overall aim of this project is to reduce the need for foodbanks and for us in Norwich this involves, amongst other things, ensuring (through Citizen's Advice) the availability of specialist financial advice to those we help; working more closely with local churches so that they are confident and equipped to help with achieving this objective; closer working with statutory agencies and charities; and engaging with those with a lived experience of food poverty in order to understand how we can be more effective in the support we seek to provide. This is all the more important given the increasing pressures on household spending and the devastating consequences that these can bring.

I want to recognise the continuing hard work and commitment of Hannah our Project Manager, Keith, our Warehouse Manager, Iain, our Project Officer, Rachel our Administrator and all those who volunteer in the office.

And finally I want to thank all my fellow Trustees for their work and support. They make my role so much easier.

To everyone, a massive and heartfelt Thank You.

Keir Hounsome

On behalf of the Trustees.

## RELATIONSHIP WITH TRUSSELL TRUST:

We continue to operate as a media centre for the Trussell Trust, being a trusted foodbank for local and national press or media enquiries. We are among the thirty biggest Trussell Trust foodbanks nationally out of the network of 428, which relates to the number of people we are feeding annually and the amount of food donated and redistributed.

Due to COVID-19, the Trussell Trust National Conference was cancelled, but the Project Manager attended several online Norfolk cluster meetings during 2021. Trustees have attended various online Trussell meetings aimed at Trustee boards, which have been useful for networking and sharing good practice.

We continue to be part of the Trussell Trust's 'Pathfinder Project', exploring how to move closer to a future without the need for foodbanks. To aid with this, the appointment of a Project Officer (Iain) was made in March 2021 and there have been several meetings online with other Pathfinder foodbanks and with the Trussell Pathfinder team.

Norwich foodbank maintains an excellent relationship with neighbouring foodbanks in Norfolk and Suffolk, as well as with the Trussell Trust head office and the Regional Area Manager.

In the period of 1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022, Trussell Trust foodbanks in Norfolk distributed 23,302 parcels. Within that figure, Norwich foodbank gave 8,537 parcels, 36.6% of the county's total.

## AREA SERVED:

Norwich foodbank supports local people in crisis, in the Greater Norwich area, covering approximately 479 square miles. During the majority of our financial year 2020/21 we operated out of the warehouse and office only, with all 10 distribution centres closed due to COVID-19 restrictions. Our centre in Lakenham opened in June and a few others began opening in September 2021 (city centre, Catton and Heartsease). By the 2<sup>nd</sup> October, 8 centres had safely re-opened. We continued to utilise strong links with churches and volunteers in the Loddon and Poringland areas that hold emergency food parcels who were very supportive throughout the change in service, delivering to local households referred to us. We also added in a delivery team in Wymondham and Lakenham during the early part of 2021 due to offers of help from volunteers, churches and local councillors.

Clients are issued a voucher by a care agency or care professional for 3 days of food. The warehouse was staffed with volunteers Monday – Friday to maintain the workload and social distancing guidelines and professionals could attend on behalf of their clients to collect food. A few of our busiest care partners hold food parcels on their premises to distribute to clients, still using the voucher system, although many were closed for face-to-face contact during the first part of our financial year.

A recipient said, 'Thank you so much for all our food ... In fact thank you doesn't sound grateful enough! We are in tears, overwhelmed by people's generosity and the kindness you have shown.'

The foodbank office is staffed by volunteers Monday - Thursday 9am – 1pm and the Project Manager has an on-call mobile which is available 9am – 5pm Monday – Friday, excluding Bank Holidays. During the pandemic, the office was supported by a number of volunteers working remotely.

## FOOD COLLECTION:

The majority of food received is from public donations through collection points across Greater Norwich. Over 134 tonnes (with an estimated value of £235,837) came into the warehouse during the financial year 2020/21, a 19% decrease on 2019/20. Donations came from just under 250 different donors including churches, individuals, schools and groups; significantly down on the previous year, but several have switched to financial giving.

We are extremely grateful to the Trussell Trust and Tesco for the financial top-up we receive, based on donations made, equating to around £1,500 per quarter.

In January 2021 we paused several large supermarket collection points after a very busy Christmas period and this worked well and restarted in February with no issues. We held an 'in-person' in-store collection at Tesco Blue Boar in Sprowston in July 2021 as part of the Trussell Trust and FareShare national summer campaign. Customers and staff were very supportive donating over 500kg and £259 in cash.

We have continued to receive bulk donations, via Bankuet, an online charity that buys in bulk so each £1 spent buys more than £1 of produce. This has encouraged new donor support and ensures we receive what is most needed at the time. We have 46 monthly donors through Bankuet giving collectively £1,180.



Morrisons at Riverside (pictured) and Morrisons Old Catton implemented 'Foodbank Pick Up Bag' in the summer of 2021 – we give the store's Community Champion a list of our most needed items each week and they put a few of these products in a bag, price it, and customers take one to the checkout to purchase and then donate. It has worked very well, ensuring we get what we need and saving the customer time finding specific items in the shop.

## FOOD DISTRIBUTION:

In our financial year 2020/21, over 133 tonnes of food went out of our warehouse. 83% of this was in the form of 3-day food parcels, toiletries and extra food items. 17% went to other Norfolk foodbanks and projects.



Following the UK lockdown and COVID-19 related restrictions, on 30<sup>th</sup> March 2020, Norwich foodbank moved from a collection model to a 100% delivery model; taking food parcels and requested extras direct to the client's address. Deliveries were made 6 days a week, on weekday afternoons and Saturday mornings. This continued until June 2021, when distribution centres began to open up one by one to trial safe collections and to see how volunteers and clients felt. From 2<sup>nd</sup> October 2021, all centres were opened and the last planned home deliveries took place.

Home deliveries included requested toiletries, baby items and pet food and, when available, fresh items too. During the pandemic, FareShare donations continued to be received.

'I've just received a food parcel thank you so much I'm so excited there are some lovely items in there'

Foodbank recipient

## CLIENTS:

For the financial year ending 31<sup>st</sup> October 2021, Norwich foodbank gave out food parcels to enable 10,612 people (including 3,709 children) to be fed for 3 days each. The overall total is a 28% decrease on the same period 2019/20, which saw a significant increase due to the pandemic causing a lot more people to be in need due to employment, shielding and childcare issues. The number of children is a 31% decrease in the same period. Please see 'CHANGES AND CHALLENGES' for more insight into why we have seen less demand.

With regards to the referral reasons for clients in the Norwich area, 'low income' accounted for 44.5% of all referrals in our financial year 2020/21 (a rise of 11% on 2019/20), benefit delays were 8% of the total (a 2% decrease), debt 6% (a 3% decrease) and benefit changes were 5% (a 3% decrease). We also received a significant proportion of 'other' referrals which accounted for 21% of all referral reasons. This is due to complex or unknown issues, in the main relating to COVID-19.

During the financial year, 51% of those we helped were of working age 25-64 years old and only 1.8% were over the age of 65 years old. 49% of households helped were single adults aged at least 17 years old.

For Norwich foodbank, in a six month period during 2021, 64% of clients were given a food parcel once, 23% twice, 6% three times and 5% more than three times.

'Thanks to you not only do we have food but treats as well! Treats that we haven't been able to afford for months. I can't put into words the relief we feel that we have food in the cupboard and we don't have to worry for a while. We are all three of us just about to tuck into hot soup and fresh bread, we feel truly blessed.'

Foodbank recipient, via email

## PARTNERS:

We have over 330 partner agencies who can issue vouchers to clients they are working with and 4,848 vouchers were issued within this financial year. South Norfolk Council, Norwich Citizen's Advice, Baseline, Change Grow Live, Help Through Hardship and Probation issued the most vouchers in this period, enabling 3,649 people to receive food parcels. 496 vouchers were issued by ourselves, enabling 1,131 people to be fed; these vouchers account for self-referrals and agencies who aren't signed up to the Trussell Trust's online e-referral system.

Following a successful joint bid between Norwich, Kings Lynn and Hunstanton foodbanks to employ 1.5 FTE Citizen's Advice workers through Norfolk CA, a full time worker was employed in October 2020 to work exclusively in Norwich. Referrals were received and actioned over the phone or via online referral system NCAN (Norfolk Community Advice Network). As distribution centres opened up, our worker attended in-person to provide advice and support to those accessing the foodbank. In the period following this report, a funding bid was submitted to Trussell Trust for two further posts – a Shelter advisor for housing and debt and a British Red Cross worker for advocacy and befriending support.



We have continued as an advocate of Christian charity Acts 435, to enable us to post requests for support for specific items for clients (anonymously) which donors can choose to donate towards. In this period, we were successful with 13 requests; including for a new fridge, school uniform, work boots and a wardrobe.



'...giving to anyone who has need.'  
[www.acts435.org.uk](http://www.acts435.org.uk)

## **SUPPORTERS and DONORS:**

There have been countless new and growing supporters during this year, including private individuals, churches, companies and other charities.

Between March 2020 and August 2021, Aviva PLC funded 50 daily copies of the Eastern Daily Press to be included with each delivery. We also received bags of bread and cakes from BreadSource, a local artisan bakery which were given out daily with food parcels. Bramerton Christadelphians gave us regular gifts of fresh items including eggs, potatoes, apples and carrots. We received specific gifts for Christmas and gave all clients a local £5 supermarket voucher, as well as fresh fruit, vegetables and treats during December 2020.

Smurfit Kappa have continued to support us with regular donations of boxes to pack food parcels in and increased their giving during the COVID-19 pandemic for which we are very grateful.

During the course of this year, we received food donations from 79 churches, benefices and religious groups, 32 businesses and 34 schools, as well as from supermarket collection points and private individuals. We have seen a significant increase in standing orders and other regular giving – through PayPal and Local Giving – with over 120 regular financial supporters. Our quarterly Prayer and News letters go out to over 200 people and we have good links with many local churches who support us with donations, gifts and prayer.

We are incredibly grateful to all who support us in a number of ways. This financial year we have had the opportunity to speak at 3 events – a local Women's Institute, a Rotary club and an East of England Coop live online event.

As so many church buildings closed during 2020, many donors converted their regular food donation to a financial one. Since 2019, we have seen a 102% increase in new direct debit donors, increasing regular monthly gifts to over £2,000 (excluding Gift Aid). This shows the incredible generosity of so many and we are thankful to all those who give.

'In view of the various lockdowns with pubs being closed (and almost everything else) I am saving a reasonable amount of money. I feel I must share some of it with people who are not so fortunate'. Donor

'It's been some years now that we at Bramerton Christadelphian church have been collecting for the foodbank and we have been supporting FISH throughout the pandemic and the café in Nelson Street since it re-opened.

God willing, while there is the need, we shall continue to support you where we can. With all the problems that we are all facing today as Christians we feel we should help others and thank you all for giving us that opportunity.' Donor

## PROJECTS:

**FISH** – Food (and Fun) In School Holidays was launched in May 2014 providing a free hot meal and free fun activities to low-income families. In 2020/21 four separate clubs took place.

Based on capacity and volunteer availability, FISH looked different in each location. Mousehold, Taverham, Wymondham and Mile Cross took referrals from local schools and arranged home deliveries of packed lunch, dinner recipe kits and activity packs. Thorpe, arranged by school staff, did in-person provision with outdoor meals and activities.

**Christmas** – Since 2013, we have been a conduit between people wishing to give and people going without at Christmas. In 2020, we trialled a digital Giving Tree, where requests were listed on a website and donors could choose which gifts they would buy and drop off at the warehouse. This worked very well with 284 individuals (children and parents) listed and all were 'taken'! We received a lot of knitted items (jumpers, hats and scarves) from the Norfolk Knitters and various other donations from groups and private individuals. Gifts were distributed via seven different agencies / partners including children's centres and young people's services. Several donors pledged their support for future years too.

**Energy Bank** – This started in 2017 and supports clients with a one-off emergency gas / electricity payment, alongside a foodbank parcel. Funding was received from Norfolk Community Foundation for the winter months (November – March) but due to ongoing emergency demand, private donations funded ongoing energy payments throughout 2020. Gifts were given to 186 separate households totalling of £5,734. Funding has been secured for November 2021 onwards.

'We thank everybody for your care ... Due to circumstances, we are a family with cash flow problems and therefore not enough money to go around. It has been eat or heat. Thanks to your generosity we can now do both. When things get better we will repay your kindness. God bless you all' Recipient

## COMMUNITY ENGAGEMENT:

We had just two different groups in the warehouse during the financial year, due to COVID restrictions – a primary school year 3 class from Erpingham (see photo) and a childminder with three of her group. We have been to speak to a year 6 class in Bawburgh school as part of their Religious Education topic looking at people who help others in the community.



We have had several offers for support in our warehouse when restrictions allow and expect to be able to run shifts for these groups in the financial year 2021-2022.

We continue to enjoy positive and longstanding relationships with many local supermarkets who have helped to boost low-stocked items when appropriate, as well as providing gift vouchers and support to FISH clubs during the year.

## **CHANGES AND CHALLENGES:**

As this report is being written all restrictions in England have been lifted and there is a 'living with COVID-19' plan in place. Our service provision dramatically changed in March 2020 and continued during this reporting period, but we are seeing a shift both nationally and locally to pre-covid life. The challenge this brings is to not 'go back' to how things were, but to ensure we are moving forward—reviewing, refreshing and adapting our ways of working to be both safe and effective in our work.

We have seen a rise in the amount of pop-up foodbanks across our area; run by churches, community groups and some by individuals. A small amount have closed during this reporting period, but some are continuing provision. This has brought challenges in relation to our recipient's expectations and most don't operate a referral process which may result in the underlying issues not being addressed. However, we want to acknowledge the incredible work of the community by meeting a vital need for so many who are struggling to afford the essentials.

## **PUBLIC BENEFIT:**

We indicate throughout this report, how during the period covered, we have applied our funds in furtherance of our charitable objectives for the public benefit.

We have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **WEBSITE AND SOCIAL MEDIA:**

We continue to receive positive feedback and engagement on our social media content and, to date, have over 3,400 followers on Facebook, over 2,600 on Twitter and over 1,500 on Instagram. We continue to run our website as part of 'Network Norfolk' and this includes at least one article each month appearing on their front page. We are very grateful to Keith Morris and his team at Network Norfolk for their support with our website. During the COVID-19 pandemic, we received a lot more messages through our facebook account than in previous times, asking how to get help or where to donate.

## **VOLUNTEERS:**

During our financial year 2020/21 we were supported by approximately 180 volunteers. At the start of the pandemic in March 2020 nearly 50% of our regular volunteers had to shield, had concern over meeting with others, or had childcare commitments. Thankfully we had an overwhelming response from the general public in relation to volunteering including those who had been furloughed and those who were involved in other aspects of our work (i.e. distribution centres) and were able to change roles. As distribution centres re-opened from June 2021 volunteers returned or changed roles, for which we are very grateful.

We were unable to hold our annual volunteer celebration evening for the second year running. However a weekly update email to all volunteers – active or not involved actively – from the Project Manager began in April 2020 and this has continued in order to help volunteers have a better understanding of all that the charity is doing, including client feedback and news.

A local artist was commissioned to create 'thank you' stones for all active volunteers during 2021 as a token of appreciation. Trussell Trust gave us bars of Cadburys chocolate to distribute to volunteers during December 2020.



## LOOKING FORWARD:

We join with the Trussell Trust in their vision to see an end to the need for foodbanks. However, with the numbers we are currently supporting and the knowledge of other food based support within our foodbank's operational area, it seems unlikely that this will happen within the next few years. For this reason, we will continue to both provide emergency food and other essentials (including toiletries and Energy Bank payments) to those in need in Greater Norwich and seek other options and partnerships to enable people to move out of their crisis as quickly, smoothly and easily as possible.

As explained in 'PARTNERS' we will continue to look at other ways of supporting those who come to us. In the period immediately following this report, we applied for and received funding for two new case workers – one with Shelter and one with British Red Cross – both employed by the relevant charity but to work exclusively with and for our clients. This will complement the Citizens Advice worker we have in place and provide more holistic and wide-ranging support to those we serve with the aim of reducing repeat visits to the foodbank and building more resilience.

As England emerged from restrictions and lockdowns during this reporting period, we have adopted guidance from Trussell Trust and the government to manage safely the re-opening of distribution centres. Our risk assessments are reviewed periodically.

There are plans for a number of social supermarkets in the Norwich area – in Lakenham, in Mile Cross and in the NR5 area – which will benefit those who are using the foodbank regularly, those who are 'just about managing' and those who don't use a foodbank due to the social stigma. We are looking forward to working collaboratively with these new projects to best serve our collective clients.

**'I have lost both my parents last year, within 15 weeks of each other, I have been ill, my husband was made redundant all of this made worse by Covid and since then I have felt that the world has been against me. What I am trying to say is that the kindness we have been shown today means more than just the food itself it has made me feel better about so much more!'**

- Norwich foodbank recipient.



**Annual Report and Financial Statements 31st October 2021**

**BALANCE SHEET as at 31<sup>st</sup> October 2021**

	<b>Total funds</b>	
	This Year	Last Year
<b>Current Assets</b>		
HSBC current account	£4,431	£3,441
HSBC instant access deposit	£174,350	£124,315
HSBC 6 month deposit bond	£100,000	£50,000
Voluntary Norfolk Float	£3,140	£3,140
<b>Total current assets</b>	<b>£281,921</b>	<b>£180,896</b>
Representing:		
<b>Total unrestricted funds</b>	<b>£260,973</b>	<b>£162,080</b>
<b>Total restricted funds</b>	<b>£20,947</b>	<b>£18,816</b>
Restricted funds at 31 <sup>st</sup> October 2021:		
Energy Bank (fuel poverty)	Nil	£531
FISH various donations less expended	£20,947	£18,285
<b>Balance remaining at 31<sup>st</sup> October 2021</b>	<b>£20,947</b>	<b>£18,816</b>

There were no outstanding debtors or creditors at this date.

**Annual Report and Financial Statements 31st October 2021**

**Statement of Financial Activities (including Receipts and Payments Account)**  
**for the year ending 31<sup>st</sup> October 2021**

Total unrestricted and restricted funds		
<b>Incoming Resources</b>	This year	Last Year
Church and School donations	£5,409	£11,800
Grants	£16,342	£35,301
CAF grants and donations	£1,844	
Local Giving donations	£26,846	£23,004
Corporate donations	£11,447	£9,457
Investment income	£37	£258
Cash gifts	£1,107	£797
Christmas card sales	£853	£797
Gift Aided donations	£105,635	£81,546
Internet giving including Virgin Money	£26,899	£28,295
Tesco and ASDA Top Up from Trussell Trust	£3,432	£2,015
Anon donations and one-offs		£7,698
Other donations	£589	£2,332
<b>Total incoming resources</b>	<b>£200,430</b>	<b>£203,299</b>
<b>Resources expended</b>	This year	Last Year
Charitable activities	£99,415	£81,791
<b>Net surplus (deficit) for the period</b>	<b>£101,025</b>	<b>£121,508</b>
<b>Fund brought forward from 2020</b>	<b>£180,896</b>	<b>£59,388</b>
<b>Fund carried forward at end of year</b>	<b>£281,921</b>	<b>£180,896</b>
Represented by:	This year	Last Year
HSBC current account	£4,431	£3,441
HSBC instant access deposit	£174,350	£124,315
HSBC 6 month deposit bond	£100,000	£50,000
Voluntary Norfolk Float	£3,140	£3,140

## Notes to the accounts

### 1. Accounting Policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities: Statement of Recommended Practice' published in March 2005 and applicable accounting standards and of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller entities ( April 2008)
- b) Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity
- c) All incoming resources are included in the statement of financial activities as they are received
  - i) Income received by way of grants is included when received. Future grants conditional on the delivery of specific performance by the charity are noted in the Trustees' report
  - ii) Donated services, facilities and services provided by volunteers are not included in this financial statement
  - iii) Investment income is included when received
- d) Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates
  - i) There are no costs associated with generating funds
  - ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
  - iii) All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are apportioned on an appropriate basis as set out in the notes

### 2 Taxation

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of goods and services on which it was charged.

### 3 Interest Income

	Notes	This year	Last Year
HSBC deposit acct		£87	£58

### 4 Food Donations

Donations of food given without charge to the charity have been measured by weight and have an estimated monetary value of £235,837 (2020: £292,026) being 134,764kg (2020: 166,872kg) at a value of £1.75 per kg. Food distributed to beneficiaries had an estimated monetary value of £232,869 (2020: £265,660 ) being 133,068kg (2020: 151,806kg ) at £1.75 per kg.

## 5 Charitable Expenditures

	Support costs	Other direct costs	Total funds	Previous year
<b>Resources expended</b>				
Insurance	£593		£593	£537
Warehouse supplies		£5,288	£5,288	£8,529
Extra Christmas food		£3,815	£3,815	
Office supplies and utilities	£4,409		£4,409	£2,785
Office rent & extra warehouse	£16,370		£16,370	£11,947
Audit costs	£260		£260	£250
COVID expenses and food	£2,957		£2,957	£483
Gifts, donations and subs	£522		£522	£757
Car mileage and travel	£1,486		£1,486	£4,408
Training and development	£807		£807	£428
Advertising (including website)	£168		£168	£63
Citizens Advice expenses	£1,301		£1,301	
Computers and internet	£869		£869	£722
Mobile phone	£150		£150	£156
Trussell Trust subscription	£360		£360	£360
Voluntary Norfolk subscription	£35		£35	£35
Distribution centre expenses	£1,131		£1,131	£297
FISH Club expenses		£4,609	£4,609	£5,503
Fuel Poverty payments		£8,729	£8,729	£7,969
Volunteer and staff expenses	£1,015		£1,015	£434
Wages paid (including pensions)	£44,525		£44,525	£35,950
Other misc including Revelation Café	£16		£16	£178
<b>Total:</b>	<b>£76,974</b>	<b>£22,441</b>	<b>£99,415</b>	<b>£81,791</b>

## **6 Trustee and employee information**

- a) No Trustees received any remuneration or benefits
- b) There were two part-time and one full-time paid employees during this period
- c) There were between 90-180 unpaid volunteers during this period

## **7 Balance Sheet**

The assets of foodbank are the HSBC bank accounts, a stock of food and a refundable float of £3,140 with Voluntary Norfolk to finance the monthly salary bill. There were no debtors or creditors at 31<sup>st</sup> October 2019. All purchases of equipment and supplies have been immediately expensed and have no residual value. Stocks of food are considered to have no realisable value.

The Trustees acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of the Charity Commissioners and the Registrar of Companies.

The accounts were approved by the Trustees on and signed on their behalf by:

Keir Hounsome, Chair of Trustees

**Norwich foodbank is a local Christian charity and is part of the Trussell Trust's UK-wide foodbank network that helps local churches and communities to open foodbanks, providing emergency food to thousands of people every year.**

**PATRONS**

**Rt Revd Graham Usher, Bishop of Norwich**

**Delia Smith CBE**

**Susan Hill CBE**



**CONTACT US:**

**Norwich foodbank  
Henderson Business Centre  
51 Ivy Road  
Norwich, Norfolk, NR5 8BF**

**Tel: 01603 251733**

**Email: [admin@norwich.foodbank.org.uk](mailto:admin@norwich.foodbank.org.uk)**

**Website: <http://norwichfoodbank.co.uk/>**

**Like us on Facebook: Norwich foodbank UK**

**Follow us on Twitter: [@norwichfoodbank](https://twitter.com/norwichfoodbank)**

**Follow us on Instagram: [@norwichfoodbank](https://www.instagram.com/norwichfoodbank)**



**Registered charity number: 1143528**



Norwich Foodbank		Charity No (if any)	1143528
<b>Annual accounts for the period</b>			
Period start date	01/11/20	To	Period end date 31-Oct-21

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year
			Unrestricted funds	income funds	Endowment funds	
			£	£	£	£
			F01	F02	F03	F04
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>			-	-	-	-
Voluntary income		S01	186,061	-	-	186,061
Activities for generating funds		S02	-	-	-	-
Investment income		S03	37	-	-	37
<b>Incoming resources from charitable activities</b>		S04	-	14,342	-	14,342
<b>Other incoming resources</b>		S05	-	-	-	-
<b>Total incoming resources</b>			<b>186,098</b>	<b>14,342</b>	<b>-</b>	<b>200,440</b>
<b>Resources expended (Notes 4-8)</b>						
<b>Costs of Generating Funds</b>			-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-
Fundraising trading costs		S08	-	-	-	-
Investment management costs		S09	-	-	-	-
<b>Charitable activities</b>		S10	<b>87,204</b>	<b>12,211</b>	-	<b>99,415</b>
<b>Governance costs</b>		S11	-	-	-	-
<b>Other resources expended</b>		S12	-	-	-	-
<b>Total resources expended</b>			<b>87,204</b>	<b>12,211</b>	<b>-</b>	<b>99,415</b>
<b>Net incoming/(outgoing) resources before transfers</b>			<b>98,894</b>	<b>2,131</b>	<b>-</b>	<b>101,025</b>
<b>Gross transfers between funds</b>					-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>			<b>98,894</b>	<b>2,131</b>	<b>-</b>	<b>101,025</b>
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-
<b>Net movement in funds</b>			<b>98,894</b>	<b>2,131</b>	<b>-</b>	<b>101,025</b>
<b>Total funds brought forward</b>			<b>162,080</b>	<b>18,816</b>	<b>-</b>	<b>177,756</b>

<b>Total funds carried forward</b>	S21	260,974	20,947	-	281,781
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**CC17a**



**Total last  
year  
£**

F05

-
185,581
-
258
17,460
-
203,299

-
-
-
-
81,791
-
-
81,791
121,508
-
121,508

-
-
121,508
56,248

177,756

## Section B Balance sheet

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04
<b>Fixed assets</b>					
Tangible assets (Note 9)	B01	-	-	-	-
	B02	-	-	-	-
Investments (Note 10)	B03	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-
<b>Current assets</b>					
Stock and work in progress	B05	-	-	-	-
Debtors (Note 11)	B06	3,140	-	-	3,140
(Short term) investments	B07	-	-	-	-
Cash at bank and in hand	B08	257,834	20,947	-	278,781
<b>Total current assets</b>	B09	260,974	20,947	-	281,921
<b>Creditors: amounts falling due within one year (Note 12)</b>	B10	-	-	-	-
<b>Net current assets/(liabilities)</b>	B11	260,974	20,947	-	281,921
<b>Total assets less current liabilities</b>	B12	260,974	20,947	-	281,921
<b>Creditors: amounts falling due after one year (Note 12)</b>	B13	-	-	-	-
<b>Provisions for liabilities and charges</b>	B14	-	-	-	-
<b>Net assets</b>	B15	260,974	20,947	-	281,921
<b>Funds of the Charity</b>					
<b>Unrestricted funds</b>	B16	260,974			260,974
	B17	-			-
<b>Restricted income funds (Note 13)</b>	B18		20,947		20,947
<b>Endowment funds (Note 13)</b>	B19			-	-
<b>Total funds</b>	B20	260,974	20,947	-	281,921

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

<i>K. Hounsome</i>	Keir Hounsome
<i>J. Easton</i>	John Easton (reviewer)



**Total last  
year  
£**

F05

-
-
-
-

-
3,140
-
177,756
180,896

-
---

180,896
---------

180,896
---------

-
-

180,896
---------

162,080
-
18,816
-

180,896
---------

Date of  
approval

24/08/2022
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<b>20/07/2022</b>
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## Section C Notes to the accounts

### Note 1 Basis of preparation

***This section should be completed by all charities.***

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (or fair value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice

• and with\*  Accounting Standards;

or  Financial Reporting Standards for Smaller Enterprises

- and with the Charities Act.

[\*\* except for the following].

***Give details in this box if a different standard has been followed***

\* -Tick as appropriate:

•  if all relevant disclosures shown in the pack have been completed

•  if disclosures completed in these accounts have been in accordance with the standards. If not, please tick "Financial Reporting Standards for Smaller Enterprises" and provide details in the box below.

\*\* - If no departures from the chosen standards have been made the boxes should be left blank.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation basis, depreciation, etc.)

***Give details in this box of any material changes that have been made***

§ if no changes have been made to accounting policies then delete this section

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

***Give details in this box of any material changes that have been made***

§§ if no changes have been made to accounts for previous periods then delete this section

[REDACTED]

ost (except that investments are shown at market

omended Practice (SORP 2005);

Smaller Enterprises (FRSSE);

**lowed.**

en given then please tick "Accounting Standards";

en restricted to those required by the FRSSE, then  
ises (FRSSE)".

n delete these words; otherwise give details of any

n rules and methods of accounting) since last year.

**been made.**

hese words.

**been made.**

hen delete these words.

## Section C Notes to the accounts (cont)

### Note 2 Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

### INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"><li>• της χηαριτη βεχομεσ εντιτλεδ το τη ρεσουρχεσ;</li><li>• τη τρυστεεσ αρε πιρτυαλλη χερταιν τηεψ ωιλλ ρεχειωε τηε ρεσουρχεσ; ανδ</li><li>• τη μονεταρη παλυε χαν βε μεασυρεδ ωιτη συφφιχιεντ ρελιαβιλιτη.</li></ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

--

**Section C Notes to the accounts (cont)**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the*

	<b>Analysis</b>
<b>Voluntary income</b>	Church, school and other donations
	Grants
	Corporate donations
	Anonymous donations and one offs
	Gift aided donations
	Gift Aid rebate from HMRC
	Christmas card sales
	Internet giving
	Interest income
	Cash donations including collections at events
	<b>Total</b>
<b>Activities for generating funds</b>	
	<b>Total</b>
<b>Investment income</b>	Interest on deposit account after tax deducted
	<b>Total</b>
<b>Incoming resources from charitable activities</b>	
	<b>Total</b>



**accounts.**

<b>This year £</b>	<b>Last year £</b>
5,409	11,800
16,342	35,301
11,447	11,472
-	7,698
105,635	81,546
-	
853	797
55,589	51,298
37	258
5,128	3,129
200,440	203,299

-	-
-	-
-	-
-	-
-	-
-	-
-	-

37	258
-	-
-	-
-	-
-	-
37	258

-	-
-	-
-	-
-	-
-	-
-	-

**Section C Notes to the accounts (cont)**

**Note 4 Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

	<b>Analysis</b>
<b>Costs of generating voluntary income</b>	
	<b>Total</b>
<b>Fundraising trading costs</b>	Salary of Fundraiser
	<b>Total</b>
<b>Investment management costs</b>	
	<b>Total</b>
<b>Charitable activities</b>	Warehouse supplies
	Office rent and extra warehouse
	Office supplies
	Car mileage
	Distribution centre expenses
	Christmas food purchased
	Advertising and website
	Cost of reviewing accounts
	Computers, software and printers and internet
	Fuel poverty payments
	Public liability insurance
	Wages paid
	Covid expenses
	FISH club expenses
	Gifts donations and subs
	Trussel Trust sub
	Training and development
	Other misc
	<b>Total</b>
<b>Governance costs</b>	
	<b>Total</b>



<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
-	-
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-

5,288	8,529
16,370	11,947
4,409	2,785
1,486	4,408
1,131	297
3,815	-
168	63
260	250
869	722
8,729	7,969
593	537
44,525	35,950
2,957	-
4,609	5,503
522	757
360	360
807	-
2,517	1,714
99,415	81,791

-	-
-	-
-	-
-	-

## Section C Notes to the accounts (cont)

### Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
<b>Total</b>	-	-	-	-

### Note 6 Details of certain items of expenditure

#### 6.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

	This year	Last year
Number of trustees who were paid expenses	nil	nil
Nature of the expenses		
Total amount paid	£	£

#### 6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts	260	250
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	nil	nil

## Section C Notes to the accounts (cont)

### Note 7 Paid employees

Please complete this note if the charity has any employees.

#### 7.1 Staff Costs

	This year £
Gross wages, salaries and benefits in kind	41,512
Employer's National Insurance costs	1,854
Pension costs	1,159
<b>Total staff costs</b>	<b>44,525</b>

#### 7.2 Average number of full-time equivalent employees in the year

	This year Number	
The parts of the charity in which the employees work	Fundraising	-
	Charitable Activities	3
	Governance	-
	Other	-
	<b>Total</b>	<b>3</b>

#### 7.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

Two employees has been enrolled for a workpl NEST since September 2015.

	This year £
The costs of the scheme to the charity for the year	1159
The amount of any contributions outstanding at the year end	
The amount of any contributions prepaid at the year end	



<b>Last year £</b>
32,335
2,578
1,037
35,950

<b>Last year Number</b>
-
2
-
-
2

<b>face pension with</b>
<b>Last year £</b>
468

## Section C Notes to the accounts (cont)

### Note 8 Grantmaking

*Please complete this note if the charity made any grants or donations which in aggregate part of the charitable activities undertaken.*

#### 8.1 Total value of grants

Purpose for which grants made	Grants to institutions Total amount £
	-
	-
	-
	-
	-
	-
<b>Total</b>	-

#### 8.1 Grantmaking costs

*If the charity's accounts are prepared on the "activity basis" please give details of any support costs associated with grantmaking. Please enter "Nil" if the charity does not identify and/or all costs.*

Support costs of grantmaking

#### 8.3 Grants made to institutions

*If the charity has made grants to particular institutions that are material in the context of the charity's activities please give details of the institution supported, purpose of the grant and total paid to each. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose

**Total grants to institutions**



*do not form a material*

<b>Grants to individuals Total amount £</b>
-
-
-
-
-
-
-
-

*support cost  
allocate support*

£
---

*its grantmaking  
each institution listed.  
range of institutions*

<b>Total amount of grants paid £</b>
-
-
-
-
-
-
-
-
-
-
-
-

## Section C Notes to the accounts (cont)

### Note 9 Tangible fixed assets

Please complete this note if the charity has any tangible fixed assets

#### 9.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
** Rate					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

#### 9.4 Revaluation

If any fixed assets have been revalued please give details of the valuer and method of valuation

*\* The "transfers" row is for movements between fixed asset categories.*

*\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.*

## Section C Notes to the accounts (cont)

### Note 10 Investment assets

Please complete this note if the charity has any investment assets.

#### 10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
<b>Add: additions to investments at cost</b>	-
<b>Less: disposals at carrying value</b>	-
<b>Add/(deduct): net gain/(loss) on revaluation</b>	-
Carrying (market) value at end of year	-

Please provide below:

**10.2 A breakdown of the market values of investments shown above agreeing with the box B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

#### Analysis of investments

	10.2 Market value at year end  £
Investment properties	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-
Investments in subsidiary or connected undertakings and companies	-
Securities not listed on a recognised Stock Exchange	-
Cash held as part of the investment portfolio	-
Other investments	-
<b>Total</b>	-

#### 10.4 Material investment holdings

If any single investment is material in terms of its value (for example represents more than 5% of the value of the charity's total investments) please provide details.

Investment held	
Market Value	



**Balance sheet**

<b>10.3</b>
<b>Income from</b>
<b>investments for</b>
<b>the year</b>
<b>£</b>
-
-
-
-
-
-
-
-

**Percentage of the**


## Section C Notes to the accounts (cont)

### Note 11 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

#### Analysis of debtors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Trade debtors	-	-	###
Amounts due from subsidiary and associated undertakings	-	-	###
Other debtors	-	-	3,140.0
Prepayments and accrued income	-	-	###
<b>Total</b>	-	-	3,140.0

### Note 12 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

#### 12.1 Analysis of creditors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Loans and overdrafts	-	-	###
Trade creditors	-	-	###
Amounts due to subsidiary and associated undertakings	-	-	###
Other creditors	-	-	###
Accruals and deferred income	-	-	###
<b>Total</b>	-	-	-

#### 12.2 Security over assets

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity, please provide details.

--



ing due after one year
Last year £
-
-
3,140.0
-
3,140.0

ing due after one year
Last year £
-
-
-
-
-
-
-

*arity please*

--

## Section C Notes to the accounts (cont)

### Note 13 Endowment and restricted income funds

Please complete this section if the charity has any endowment or restricted income funds.

#### 13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
FISH clubs	R	provision of 'Food In School Holidays' clubs

#### 13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £
FISH clubs	18,285	7,272	4,610	-	-
Car mileage and IT	-	-	-	-	-
Fuel Poverty fund	531	7,071	7,602	-	-
Grant for Office Expenses		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total Funds</b>	<b>18,816</b>	<b>14,343</b>	<b>12,212</b>	<b>-</b>	<b>-</b>

#### 13.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason




**Payment**

<b>Fund balances carried forward £</b>
20,947
-
-
-
-
-
-
20,947

<b>Amount</b>

## Section C Notes to the accounts (cont)

### Note 14 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 14.1) details of such transactions should be provided in this note. If there are no transactions to report enter "None" in the relevant boxes.*

#### 14.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to or for other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or received
		This year £
		nil

#### 14.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties at the year end.*

	Name of trustee or connected party	Legal authority	Amount
			This year £
Due to trustees and related parties			nil
Due from trustees and related parties			

#### 14.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £
			nil



*ained in note 6)  
eport, please*

*o a trustee or*

<b>or benefit value</b>
<b>Last year £</b>
<b>nil</b>

*arties by the*

<b>t owing</b>
<b>Last year £</b>
<b>nil</b>

*rustee or related*

<b>Last year £</b>
<b>nil</b>

## **Section C Notes to the accounts (cont)**

### **Note 15 Additional Disclosures**

**The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.**



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/ members of**

Charity Name  
Norwich Foodbank

**On accounts for the year ended**

31<sup>st</sup> October 2021

**Charity no (if any)**

1143528

**Set out on pages**

1 and 2

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
- have not been met; or

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**

**Section B Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

**NORWICH FOOD BANK**

England & Wales - Charity number 1143528

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# Accounts

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**Annual Report and Financial Statements 31st October 2020**

**BALANCE SHEET as at 31<sup>st</sup> October 2020**

	Notes	Total funds This Year	Last Year
<b>Current Assets</b>			
HSBC current account	8	3,441	1,191
HSBC instant access deposit	8	124,315	25,057
HSBC 6 month deposit bond	8	50,000	30,000
Voluntary Norfolk Float	8	3,140	3,140
<b>Total current assets</b>		<b>180,896</b>	<b>59,388</b>
Representing			
<b>Total unrestricted funds</b>		<b>162,080</b>	<b>44,560</b>
<b>Total restricted funds</b>		<b>18,816</b>	<b>14,828</b>
Restricted funds at 31 <sup>st</sup> Oct 2020 were			
Fuel Bank (fuel poverty)		531	
FISH various donations less expended		18,285	14,828
Total balance remaining at 31 <sup>st</sup> Oct 2020		£18,816	14,828

There were no outstanding debtors or creditors at this date.



**Annual Report and Financial Statements 31st October 2020**

**Statement of Financial Activities (including Receipts and Payments Account) for the year ending 31<sup>st</sup> October 2020**

	Notes	Total unrestricted and restricted funds This Year	Last Year
<b>Incoming Resources</b>			
Church and School Donations	3	11,800	4,395
Grants	9	35,301	26,578
CAF grants and donations	9		1,450
Local Giving donations	3	23,003	10,305
Corporate Donations	9	9,457	5,694
Investment income	4	258	236
Cash gifts	3	797	3,186
Christmas card sales	3	797	124
Gift Aided donations	3	81,546	16,959
Internet giving Inc Virgin Money	3/9	28,295	1,936
Tesco TopUp from Trussell	9	2,015	3,213
Anon donations and one offs	3	7,698	
Other donations	3	2,332	1,233
<b>Total incoming resources</b>		<b>203,299</b>	<b>75,309</b>
<b>Resources expended</b>			
Charitable activities	6	81,791	65,788
<b>Net surplus (deficit) for the period</b>		<b>121,508</b>	<b>9,521</b>
<b>Fund brought forward from 2019</b>		<b>59,388</b>	<b>49,867</b>
<b>Fund carried forward at end of year</b>		<b>180,896</b>	<b>59,388</b>
Represented by:			
HSBC current account	8	3,441	1,191
HSBC instant access deposit	8	124,315	25,057
HSBC 6 month deposit bond	8	50,000	30,000
Voluntary Norfolk Float	8	3,140	3,140



## **Trustees' Report and Financial Statements 31 October 2020**

### **Notes to the accounts**

#### **1 Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

a) The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities: Statement of Recommended Practice" published in March 2005 and applicable accounting standards and of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller entities ( April 2008)

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

c) All incoming resources are included in the statement of financial activities as they are received.

i) Income received by way of grants is included when received. Future grants conditional on the delivery of specific performance by the charity are noted in the trustees' report.

ii) Donated services, facilities and services provided by volunteers are not included in this financial statement.

iii) Investment income is included when received.

d) Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

i) There are no costs associated with generating funds.

ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

iii) All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are apportioned on an appropriate basis as set out in the notes.



## **Trustees' Report and Financial Statements 31 October 2020**

### **2 Taxation**

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of goods and services on which it was charged.

<b>3 Voluntary Income</b>	<b>Year to 31st October 2020</b>	<b>Previous Year</b>
	<b>£</b>	<b>£</b>
Cash donations	797	3,186
Donations from Churches	7,300	3,811
Personal donations	81,546	16,959
School donations	4,500	584
Christmas card sales	797	124
Internet Giving	29,979	1,936
Local Giving donations	23,003	10,305
Other public donations	270	1,233
<b>Total</b>	<b><u>148,102</u></b>	<b><u>38,138</u></b>

### **4 Interest income**

HSBC deposit bond/account	258	236
---------------------------	-----	-----

### **5 Food Donations**

The Trussell Trust has revised the value of donated food to £1.75 per kilo. Stocks of food do not have any realisable value

We have not been able to carry out a annual stock take this year because of Covid restrictions at the warehouse.

In this financial year we received 166,872 kilos (last year 120,731 kilos ) of food and toiletries.

We delivered 151,806 kilos (last year 127,381 kilos).

This gives a notional closing stock of 31,509 kilos.



## **Trustees' Report and Financial Statements 31 October 2020**

### **6 Charitable expenditure**

	Support Costs	Other direct costs	Total funds	Previous Year
	£	£	£	£
<b>Resources expended</b>				
Insurance	537		537	515
Warehouse supplies, pest control		8,529	8,529	1,314
Office supplies and utilities	2,785		2,785	2,202
Office rent & extra warehouse	11,947		11,947	8,988
Audit costs	250		250	250
Covid expenses and food	483		483	
Gifts, donations and subs	757		757	251
Car mileage and travel	4,408		4,408	3,905
Training and development	428		428	118
Advertising (inc website)	63		63	706
Volunteers supper				833
Computers and internet	722		722	
Mobile 'phone	156		156	140
Trussell Trust subscription	360		360	327
Sub to Voluntary Norfolk etc	35		35	35
Distribution centre expenses	297		297	1,733
Fish Club expenses		5,503	5,503	2,587
Fuel Poverty payments		7,969	7,969	8,111
Volunteer and staff expenses	434		434	133
Wages paid (inc pension)	35,950		35,950	33,632
Other misc inc Revelation Cafe	178		178	8
	<b>59,790</b>	<b>22,001</b>	<b>81,791</b>	<b>65,788</b>

### **7 Trustee and employee information**

- No trustees received any remuneration or benefits.
- There were one part time and one full time paid employees during this period.
- There were 170 unpaid volunteers during this period.

## 8 Balance Sheet

The assets of Foodbank are the HSBC bank accounts, a stock of food and a refundable float of £3,140 with Voluntary Norfolk to finance the monthly salary bill. There were no debtors or creditors at 31<sup>st</sup> October 2020. All purchases of equipment and supplies have been immediately expensed and have no residual value. Stocks of food are considered to have no realisable value.

## 9 GRANTS AND CORPORATE DONATIONS

The following were received.	This Year	Last Year
Henderson Trust (for rent)		
Virgin Money Fund	5,110	1,000
Geoffrey Watling		2,500
Norfolk Community Fund	8,500	
Refund of unused fuel grant		
Trussell Trust Tesco top up	1,684	3,213
TESCO grant for FISH		
The Feed		2,000
Persula (unrestricted)		
Covid related (Norwich CC)	10,820	11,187
Other grants for FISH	8,960	7,185
CAF anonymous	195	1,450
MacAuto Ltd	9,200	
Howes Percival	3,082	
SCS sofas	500	
Business mileage grant	400	2,106
The NOR Diet Ltd		1,842
The Boundary Pub		1,100
Other corporate donations	3,352	3,352
<b>Total</b>	<b>51,803</b>	<b>36,935</b>

The trustees acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of the Charity Commissioners and the Registrar of Companies. The accounts were approved by the trustees on and signed on their behalf by:

Keir Hounsome, Chair of Trustees

Trustee



Norwich Foodbank		Charity No (if any)	1143528
<b>Annual accounts for the period</b>			
Period start date	01/11/19	To	Period end date 31-Oct-20

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £
			Unrestricted funds £	income funds £	Endowment funds £	
			F01	F02	F03	F04
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>			-	-	-	-
Voluntary income		S01	185,581	-	-	185,581
Activities for generating funds		S02	-	-	-	-
Investment income		S03	258	-	-	258
<b>Incoming resources from charitable activities</b>		S04	-	17,460	-	17,460
<b>Other incoming resources</b>		S05	-	-	-	-
<b>Total incoming resources</b>			<b>185,839</b>	<b>17,460</b>	<b>-</b>	<b>203,299</b>
<b>Resources expended (Notes 4-8)</b>						
<b>Costs of Generating Funds</b>			-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-
Fundraising trading costs		S08	-	-	-	-
Investment management costs		S09	-	-	-	-
<b>Charitable activities</b>		S10	<b>68,319</b>	<b>13,472</b>	<b>-</b>	<b>81,791</b>
<b>Governance costs</b>		S11	-	-	-	-
<b>Other resources expended</b>		S12	-	-	-	-
<b>Total resources expended</b>			<b>68,319</b>	<b>13,472</b>	<b>-</b>	<b>81,791</b>
<b>Net incoming/(outgoing) resources before transfers</b>			<b>117,520</b>	<b>3,988</b>	<b>-</b>	<b>121,508</b>
<b>Gross transfers between funds</b>					-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>			<b>117,520</b>	<b>3,988</b>	<b>-</b>	<b>121,508</b>
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-
<b>Net movement in funds</b>			<b>117,520</b>	<b>3,988</b>	<b>-</b>	<b>121,508</b>
<b>Total funds brought forward</b>		S20	<b>44,560</b>	<b>14,828</b>	<b>-</b>	<b>56,248</b>

<b>Total funds carried forward</b>	S21	162,080	18,816	-	177,756
------------------------------------	-----	---------	--------	---	---------

**CC17a**



**Total last  
year  
£**

F05

-
56,701
-
236
18,372
-
75,309

-
-
-
-
65,788
-
-
65,788
9,521
-
9,521

-
-
9,521
46,727

56,248

## Section B Balance sheet

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04
<b>Fixed assets</b>					
Tangible assets (Note 9)	B01	-	-	-	-
	B02	-	-	-	-
Investments (Note 10)	B03	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-
<b>Current assets</b>					
Stock and work in progress	B05	-	-	-	-
Debtors (Note 11)	B06	3,140	-	-	3,140
(Short term) investments	B07	-	-	-	-
Cash at bank and in hand	B08	158,940	18,816	-	177,756
<b>Total current assets</b>	B09	162,080	18,816	-	180,896
<b>Creditors: amounts falling due within one year (Note 12)</b>	B10	-	-	-	-
<b>Net current assets/(liabilities)</b>	B11	162,080	18,816	-	180,896
<b>Total assets less current liabilities</b>	B12	162,080	18,816	-	180,896
<b>Creditors: amounts falling due after one year (Note 12)</b>	B13	-	-	-	-
<b>Provisions for liabilities and charges</b>	B14	-	-	-	-
<b>Net assets</b>	B15	162,080	18,816	-	180,896
<b>Funds of the Charity</b>					
<b>Unrestricted funds</b>	B16	162,080			162,080
	B17	-			-
<b>Restricted income funds (Note 13)</b>	B18		18,816		18,816
<b>Endowment funds (Note 13)</b>	B19			-	-
<b>Total funds</b>	B20	162,080	18,816	-	180,896

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

<i>K. Hounsome</i>	Keir Hounsome
<i>J. Easton</i>	John Easton (reviewer)



**Total last  
year  
£**

F05

-
-
-
-

-
3,140
-
56,248
59,388

-
---

59,388
--------

59,388
--------

-
-

59,388
--------

44,560
-
14,828
-

59,388
--------

Date of approval
24/08/2021
<b>24/08/2021</b>

## Section C Notes to the accounts

Note 1 Basis of preparation

***This section should be completed by all charities.***

### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (or value) in accordance with:

• Accounting and Reporting by Charities – Statement of Reconciliation

• and with\*  Accounting Standards;

or  Financial Reporting Standards for Smaller Enterprises

• and with the Charities Act.

[\*\* except for the following].

***Give details in this box if a different standard has been followed***

\* -Tick as appropriate:

•  if all relevant disclosures shown in the pack have been completed

•  if disclosures completed in these accounts have been in accordance with the standards. If not, please tick "Financial Reporting Standards for Smaller Enterprises" and provide details in the box below.

\*\* - If no departures from the chosen standards have been made the changes in the boxes.

### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation basis, etc.)

***Give details in this box of any material changes that have been made***

§ if no changes have been made to accounting policies then delete this section

### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

***Give details in this box of any material changes that have been made***

§§ if no changes have been made to accounts for previous periods then delete this section



ost (except that investments are shown at market

omended Practice (SORP 2005);

Smaller Enterprises (FRSSE);

**lowed.**

en given then please tick "Accounting Standards";

en restricted to those required by the FRSSE, then  
ises (FRSSE)".

n delete these words; otherwise give details of any

n rules and methods of accounting) since last year.

**been made.**

hese words.

**been made.**

hen delete these words.

## Section C Notes to the accounts (cont)

### Note 2 Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

### INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"><li>• της χηαριτη βεχομεσ εντιτλεδ το τη ρεσουρχεσ;</li><li>• τη τρυστεεσ αρε πικρυαλλη χερταιν τηεψ ωιλλ ρεχειωε τηε ρεσουρχεσ; ανδ</li><li>• τη μονεταρη παλυε χαν βε μεασυρεδ ωιτη συφφιχιεντ ρελιαβιλιτη.</li></ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Section C Notes to the accounts (cont)**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the*

	<b>Analysis</b>
<b>Voluntary income</b>	Church, school and other donations
	Grants
	Corporate donations
	Anonymous donations and one offs
	Gift aided donations
	Gift Aid rebate from HMRC
	Christmas card sales
	Internet giving
	Interest income
	Cash donations including collections at events
	<b>Total</b>
<b>Activities for generating funds</b>	
	<b>Total</b>
<b>Investment income</b>	Interest on deposit account after tax deducted
	<b>Total</b>
<b>Incoming resources from charitable activities</b>	
	<b>Total</b>



**accounts.**

<b>This year £</b>	<b>Last year £</b>
11,800	4,395
35,301	26,578
11,472	8,907
7,698	
81,546	16,959
-	
797	124
51,298	13,691
258	236
3,129	4,419
203,299	75,309

-	-
-	-
-	-
-	-
-	-
-	-
-	-

258	236
-	-
-	-
-	-
-	-
258	236

-	-
-	-
-	-
-	-
-	-
-	-

## Section C Notes to the accounts (cont)

### Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis
<b>Costs of generating voluntary income</b>	
	<b>Total</b>
<b>Fundraising trading costs</b>	Salary of Fundraiser
	<b>Total</b>
<b>Investment management costs</b>	
	<b>Total</b>
<b>Charitable activities</b>	Warehouse supplies and Big Yellow Storage
	Office rent
	Office supplies
	Car mileage
	Distribution centre expenses
	Christmas card printing
	Advertising and website
	Cost of reviewing accounts
	Computers, software and printers
	Fuel poverty payments
	Public liability insurance
	Wages paid
	Volunteers supper
	FISH club expenses
	Gifts donations and subs
	Trussel Trust sub
	Transfer to Voluntary Norfolk
	Other misc
	<b>Total</b>
<b>Governance costs</b>	
	<b>Total</b>



<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
-	-
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-

8,529	1,314
11,947	8,988
2,785	2,202
4,408	3,905
297	1,733
-	-
63	706
250	250
722	-
7,969	8,111
537	515
35,950	33,632
-	833
5,503	2,587
757	-
360	327
-	-
1,714	685
81,791	65,788

-	-
-	-
-	-
-	-

## Section C Notes to the accounts (cont)

### Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
<b>Total</b>	-	-	-	-

### Note 6 Details of certain items of expenditure

#### 6.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

	This year	Last year
Number of trustees who were paid expenses	nil	nil
Nature of the expenses		
Total amount paid	£	£

#### 6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts	250	250
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	nil	nil

## Section C Notes to the accounts (cont)

### Note 7 Paid employees

*Please complete this note if the charity has any employees.*

#### 7.1 Staff Costs

	This year £
Gross wages, salaries and benefits in kind	32,335
Employer's National Insurance costs	2,578
Pension costs	1,037
<b>Total staff costs</b>	<b>35,950</b>

#### 7.2 Average number of full-time equivalent employees in the year

	This year Number	
The parts of the charity in which the employees work	Fundraising	-
	Charitable Activities	2
	Governance	-
	Other	-
	<b>Total</b>	<b>2</b>

#### 7.3 Defined contribution pension scheme

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

One employee has been enrolled for a workplace NEST in September 2015.

	This year £
The costs of the scheme to the charity for the year	1037
The amount of any contributions outstanding at the year end	
The amount of any contributions prepaid at the year end	



## Section C Notes to the accounts (cont)

### Note 8 Grantmaking

*Please complete this note if the charity made any grants or donations which in aggregate part of the charitable activities undertaken.*

#### 8.1 Total value of grants

Purpose for which grants made	Grants to institutions Total amount £
	-
	-
	-
	-
	-
	-
<b>Total</b>	-

#### 8.1 Grantmaking costs

*If the charity's accounts are prepared on the "activity basis" please give details of any support costs associated with grantmaking. Please enter "Nil" if the charity does not identify and/or all costs.*

Support costs of grantmaking

#### 8.3 Grants made to institutions

*If the charity has made grants to particular institutions that are material in the context of the charity's activities please give details of the institution supported, purpose of the grant and total paid to each. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose

**Total grants to institutions**



*do not form a material*

<b>Grants to individuals Total amount £</b>
-
-
-
-
-
-
-
-

*support cost  
allocate support*

£
---

*its grantmaking  
each institution listed.  
range of institutions*

<b>Total amount of grants paid £</b>
-
-
-
-
-
-
-
-
-
-
-
-

## Section C Notes to the accounts (cont)

### Note 9 Tangible fixed assets

Please complete this note if the charity has any tangible fixed assets

#### 9.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
** Rate					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

#### 9.4 Revaluation

If any fixed assets have been revalued please give details of the valuer and method of valuation

*\* The "transfers" row is for movements between fixed asset categories.*

*\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.*

## Section C Notes to the accounts (cont)

### Note 10 Investment assets

Please complete this note if the charity has any investment assets.

#### 10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
<b>Add: additions to investments at cost</b>	-
<b>Less: disposals at carrying value</b>	-
<b>Add/(deduct): net gain/(loss) on revaluation</b>	-
Carrying (market) value at end of year	-

Please provide below:

**10.2 A breakdown of the market values of investments shown above agreeing with the box B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

#### Analysis of investments

	10.2 Market value at year end  £
Investment properties	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-
Investments in subsidiary or connected undertakings and companies	-
Securities not listed on a recognised Stock Exchange	-
Cash held as part of the investment portfolio	-
Other investments	-
<b>Total</b>	-

#### 10.4 Material investment holdings

If any single investment is material in terms of its value (for example represents more than 5% of the value of the charity's total investments) please provide details.

Investment held	
Market Value	



**Balance sheet**

<b>10.3</b>
<b>Income from</b>
<b>investments for</b>
<b>the year</b>
<b>£</b>
-
-
-
-
-
-
-
-

**Percentage of the**


## Section C Notes to the accounts (cont)

### Note 11 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

#### Analysis of debtors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Trade debtors	-	-	###
Amounts due from subsidiary and associated undertakings	-	-	###
Other debtors	-	-	3,140.0
Prepayments and accrued income	-	-	###
<b>Total</b>	-	-	3,140.0

### Note 12 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

#### 12.1 Analysis of creditors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Loans and overdrafts	-	-	###
Trade creditors	-	-	###
Amounts due to subsidiary and associated undertakings	-	-	###
Other creditors	-	-	###
Accruals and deferred income	-	-	###
<b>Total</b>	-	-	-

#### 12.2 Security over assets

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity, please provide details.

--



ing due after one year
Last year £
-
-
3,140.0
-
3,140.0

ing due after one year
Last year £
-
-
-
-
-
-
-

**arity please**

--

## Section C Notes to the accounts (cont)

### Note 13 Endowment and restricted income funds

Please complete this section if the charity has any endowment or restricted income funds.

#### 13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
FISH clubs	R	provision of 'Food In School Holidays' clubs

#### 13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £
FISH clubs	14,828	8,960	5,503	-	-
Car mileage and IT	-	-	-	-	-
Fuel Poverty fund	-	8,500	7,969	-	-
Grant for Office Expenses	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total Funds</b>	<b>14,828</b>	<b>17,460</b>	<b>13,472</b>	<b>-</b>	<b>-</b>

#### 13.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason




**Payment**

<b>Fund balances carried forward £</b>
18,285
-
531
-
-
-
18,816

<b>Amount</b>

## Section C Notes to the accounts (cont)

### Note 14 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained) details of such transactions should be provided in this note. If there are no transactions to report enter "None" in the relevant boxes.*

#### 14.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or received
		This year £
		nil

#### 14.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties at the charity at the year end.*

	Name of trustee or connected party	Legal authority	Amount
			This year £
Due to trustees and related parties			nil
Due from trustees and related parties			

#### 14.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £
			nil



*ained in note 6)  
eport, please*

*o a trustee or*

<b>or benefit value</b>
<b>Last year £</b>
<b>nil</b>

*arties by the*

<b>t owing</b>
<b>Last year £</b>
<b>nil</b>

*rustee or related*

<b>Last year £</b>
<b>nil</b>

## **Section C Notes to the accounts (cont)**

### **Note 15 Additional Disclosures**

**The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.**



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Norwich Foodbank

On accounts for the year  
ended

31<sup>st</sup> October 2020

Charity no  
(if any)

1143528

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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

\* Please delete the words in the brackets if they do not apply.

Signed:

*John Easton*

Date:

24/08/2021

**Name:** Mr John Easton

**Relevant professional qualification(s) or body (if any):** ICPA DMS

**Address:** 5 Park Avenue  
Barford. Norfolk  
NR9 4BA

**Section B Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**