



BRAINTREE AREA FOODBANK LTD

TRUSTEES ANNUAL REPORT AND ACCOUNTS

YEAR ENDED

31ST MARCH 2023

Registered in England and Wales

Charity No: 1148782

Company No: 08183618



Financial Statements

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Charity Reference and Administrative Details

Year ended 31st March 2023

Charity Registration Number	1148782
Company Registration Number	08183618
Trustees and Directors who have served during the year and since the year end	<p>Rosemary Joy Bailey</p> <p>Jonathan Cherney Denison Cross</p> <p>Margaret Ann Drewett (stood down 30 April 2022)</p> <p>Lyndon John Hopkins (appointed 12 November 2022)</p> <p>Graham Charles Pateman</p> <p>Lisa Margaret Scott</p> <p>John Edward Vandome</p> <p>George Martin Wafula (appointed 25 June 2022)</p> <p>Robert Wakeman</p>
Company Secretary	<p>Vivian Salter (stood down 29 July 2022)</p> <p>Robert Wakeman (appointed 29 July 2022, stood down 28 November 2022)</p> <p>Zelma Holt (appointed 28 November 2022)</p>
Registered Office	<p>Unit 6</p> <p>Lakes Industrial Park</p> <p>Lower Chapel Hill</p> <p>Braintree</p> <p>CM7 3RU</p>
Independent Examiner	<p>Lisa Greenwood FCCA</p> <p>Lambert Chapman LLP</p> <p>3 Warners Mill</p> <p>Silks Way</p> <p>Braintree</p> <p>CM7 3GB</p>
Solicitor	<p>Holmes & Hills LLP</p> <p>9 Bocking End</p> <p>Braintree</p> <p>CM7 9AJ</p>
Bankers	<p>CAF Bank Ltd</p> <p>25 Kingshill Avenue</p> <p>Kingshill</p> <p>West Malling</p> <p>ME19 4JQ</p>

Trustees' Annual Report (including Directors' Report and Strategic Report)**Year ended 31st March 2023**

The Trustees present their report and financial statements of the charity for the year end 31st March 2023.

Objectives and Activities

The objectives of the charity are the relief of poverty in the Braintree area in particular, but not exclusively, by providing emergency food supplies to individuals in need and/or charities or other organisations working to prevent or relieve poverty.

Braintree Area foodbank supports local people in need of food through our distribution centres in Braintree, Halstead, Great Notley and Witham. We currently partner with 130 referral agencies who issue vouchers to those needing food. Vouchers are exchanged for food at our centres. In addition, our volunteers are able to signpost people to the agencies that may be able to help them address their underlying issues behind their crisis.

Public Benefit Statement

The charity has, during the year, run a foodbank within the Braintree district. The Trustees have had regard to the Charity Commission's guidance on public benefit. The results achieved by this are set out in the following sections.

Achievements and Performance

The rise in the cost of living has had a significant impact on the Braintree area. The charity has distributed 92.23 tonnes of food and personal hygiene items to beneficiaries during the year (last year 65.95 tonnes). This represents a 40% increase in food distributed and it is of great concern that the number of people fed in the first three months of 2023 was double that for the same period in 2022. Over the whole year food was provided for 5181 adults (last year 3108) and 4292 children (last year 2595). In addition to our food distribution, we have provided £10 supermarket food vouchers to enable clients to purchase fresh food items. The cost of these was £14,835 which has been met mainly by specific donations from donors and a donation of vouchers from the Cooperative Wholesale Society.

We have purchased £24,624 of food and personal hygiene items to maintain sufficient warehouse stock of which £11,985 used specific funding. In addition, a large grant from SGN Ltd Trading enabled us to also support Colchester Food bank by the purchase £5,034 of food.

We have also used our resources to assist other organisations, with the distribution of 4.1 tonnes of food to other local Foodbanks, charities, schools, and organisations to assist the alleviation of food poverty. This has included support for Community 360, Braintree who partnered with The Essex Child & Wellbeing Service to again provide holiday hunger packs in the summer holidays. In total, we gave 0.6 tonnes of food to 25 families.

St Paul's Church, Hay Lane, Braintree is our newest location and is now successfully operating as a distribution centre, which increases our accessibility within Braintree. With the diminished risk from Covid-19, our other centres have resumed normal working including face to face signposting to any other agencies which may be able to assist our clients. Since this is one of the core principles of The Trussell Trust, we are particularly pleased to have a representative from the Essex NHS Mental Health Employment Retention Service at Witham, representatives from Citizens Advice (CA) attending our Witham and St Paul's centres, with representatives from Peabody, Health in Mind and the Essex Wellbeing Service attend Christ Church Braintree. These organisations provide invaluable support for our clients.

In April we marked the tenth anniversary of the foodbank with a thanksgiving service, at which Rebekah Hill, The Trussell Trust Area Manager for Essex joined us to recognise the achievements of the past decade and to look towards the future of the organisation, with its emphasis on campaigning to reduce, and eventually

eliminate, the need for Foodbanks. This was a great opportunity for us to welcome back a number of our volunteers from across the years, and a chance to thank them for their commitment to the Foodbank, especially through the Covid pandemic. Additionally, in November we had a quiz night which raised £337 to fund warm packs.

We have continued our partnership with Acts 435, an organisation that enables advocates based in a church or charity to post requests for essential items, on behalf of individuals in need, which are then paid for by crowdfunding. While the demand for their services has not been as high as we had anticipated we were able to source £235 to help a client who had been without a working cooker for many months.

We have continued to publicise the work of the Foodbank through our social media output and educational visits. These included talks to community groups, attending the Braintree Community Showcase and visits to the warehouse by 140 schoolchildren and scouts.

Funding

The charity continued to seek donations and grants to ensure the continuity of its service to beneficiaries. The main activity of the charity is the distribution of food and other essential groceries, which are usually generously donated by individuals through collection points in supermarkets, schools, churches, and other community facilities. Overall, we collected a total of 78.6 tonnes of food (last year 62.6 tonnes), valued at £177,898. Our substantial core costs, for which we require funding, have been met in part through individual donations from our supporters, through webpage donating, and grants from local organisations, commercial sources and from philanthropic organisations.

The Trustees are grateful to the many people and organisations who made donations or provided grants to enable the foodbank to continue to operate.

Staffing the Foodbank

The Foodbank benefits from the services of our two employees, Lee Ranson our Project Manager and Henry Hopkins our Warehouse Supervisor without whom the foodbank could not operate.

Additionally, the charity gains from the input of 127 volunteers (last year 132), working across the distribution centres, office, transport, and warehouse. These people, who give freely of their time and effort, are also essential to the running of the foodbank.

Structure, Governance and Management

The Company is limited by guarantee and registered in England.

The Company is affiliated to the Trussell Trust who provide support and advice for the establishment and running of foodbanks nationwide and who collect and disseminate statistics regarding the use of foodbanks. The Trussell Trust has prescribed procedures and processes which apply to all foodbanks which are affiliated to their network. Volunteer Managers are appointed to oversee various areas of the operation of the Foodbank including Transport and each Distribution Centre. Regular meetings are held which are attended by the various Managers, plus the Directors, at which day to day operational matters regarding the efficient running of the foodbank are discussed and agreed.

Trustees of the Charity

The Directors of the charitable company are its Trustees for the purpose of charity law. They are elected by the charity's annual general meeting, according to the procedure set out in the Memorandum and Articles of Association. Where there is a vacancy for the appointment of a new Trustee/Director this is advised to all company members and nominations are invited, with an emphasis on attracting applications from individuals with appropriate skills and training, to complement our existing trustees. The trustees receive a local induction

along with training courses provided by Community 360. The Trustees meet on a regular basis and are responsible for the overall management and the direction of the Company. This year saw the departure of both Maggie Drewett (Trustee) and Vivian Salter (Company Secretary), both of whom had served the charity from its earliest days. We are immensely grateful for all that they contributed over the past ten years.

Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Company for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are also responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for the prevention and detection of fraud and other irregularities.

In the past year the Trustees have approved updated policies and procedures covering the following:

- Risk management Policy
- Safeguarding Policy and Statement
- Data Protection Policy
- Data Privacy Policy and Statements
- Volunteering IT and communications Policy
- Volunteer Expenses Policy
- Hygiene Policy
- Health and Safety Policy and Personal Health and Safety and Escalation Policy
- Equal Opportunities Policy
- Driving Policy
- Food Reserves Policy
- Problem solving Policy
- Financial control Policy
- Disaster recovery Policy
- Social Media Policy

Third Party Indemnity Provisions

The Company maintains Directors and Officers insurance for the benefit of the Trustees/Directors.

Forward Plans

A generous private donation and a potential, substantial grant from Braintree District Council have enabled us to plan for a significant expansion in our services to the community. Firstly, we are in the position of being able

to purchase a second van which will enable us to offer a delivery service to clients who have restricted access to our centres, particularly in the more rural parts of the district. It is our intention that this service should start operating in June 2023. Secondly, we will be developing a town centre presence that will allow us to extend our food parcel distribution to Saturdays and which will give us a location at which we can host charities and other organisations which offer services to people in need. Finally, we will be appointing a Community Outreach Officer who will offer support to those clients that have opted for a delivery and who will support high dependency users while also seeking to make our services better known in areas that appear underrepresented. We anticipate that the centre will be open, with the Community Outreach Officer in post, by the autumn.

Our provision for clients in rural areas is also being enhanced by the establishment of a distribution centre at Hedingham Baptist Church, commencing in May 2023.

Investment Policy

Aside from a prudent amount in a cash account, the balance of funds has been invested in one 120-day variable rate account with the balance in one-year fixed rate bank bonds which will mature at periodic intervals.

Financial Review

The Company achieved an overall surplus of income over expenditure for the year to enable it to continue to build up a reserve fund.

Reserves Policy

The Directors have set an objective of building cash reserves at the end of each financial year to provide financial resources sufficient to cover six months expenditure which is estimated to be £92,007 in 2023-24. Our available reserve fund (excluding unrestricted fixed assets) at the year ended 31st March 2023 is £267,579 and this objective has therefore been met.

Disclosure of information to independent review

We, the Directors of the company who held office at the date of approval of these financial statements as set out above each confirm, so far as we are aware, that

- there is no relevant information of which the independent examiners are unaware; and
- we have taken all steps that we ought to have taken as Directors in order to make ourselves aware of any such relevant information and to establish that the Company's independent examiner is aware of that information.

In approving the Trustees' Annual Report, we also approve the Strategic Report included therein in our capacity as Company Directors. The report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

On behalf of the board

Trustee signature 

Trustee Name J.E. VANDOME

Date 12/10/23

Trustee signature 

Trustee Name GRAHAM PATEMAN

Date 12/10/23

Independent Examiner's Report to the Trustees of Braintree Area Foodbank Ltd

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31st March 2023, which are set out on pages 8 to 20.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ACCA, which is one of the listed bodies.

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

- 1) accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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

Signed

A handwritten signature in black ink that reads "LK Greenwood".

Lisa Greenwood FCCA
Lambert Chapman LLP
3 Warners Mill
Silks Way
Braintree
CM7 3GB

Date 12.10.2023

Statement of Financial Activities (including summary Income and Expenditure Account)
Year Ended 31 March 2023

	Notes	Unrestricted Funds £	This Year Restricted Funds Revenue £	Restricted Funds Capital £	Total £	Last year Total £
Income from:						
Grants and Donations	3	104,288	80,062	0	184,350	136,390
Investment Income	3	1,646	0	0	1,646	359
Gift Card donations & Gifts in Kind	4	14,982	0	0	14,982	4,221
Food donated and distributed to beneficiaries	4	177,898	0	0	177,898	165,321
Fund Raising Activities	3	1,248	0	0	1,248	0
Total Income		300,062	80,062	0	380,124	306,291
Expenditure on:						
Charitable activities	5	43,706	25,325	2,237	71,268	52,760
Food distributed to beneficiaries	5	190,537	11,985	0	202,522	165,321
Support activities	5	22,013	14,304	0	36,317	30,553
Fund raising activities	5	297	0	0	297	0
Total Expenditure		256,553	51,614	2,237	310,404	248,634
Net Income/(Expenditure)		43,509	28,448	-2,237	69,720	57,657
Transfers between Funds		0	0	0	0	0
		43,509	28,448	-2,237	69,720	57,657
Reconciliation of funds						
Total Funds brought forward		227,803	6,049	10,391	244,243	186,586
Total Funds carried forward	13	271,312	34,497	8,154	313,963	244,243



Braintree Area Foodbank Limited

Balance Sheet

Year Ended 31 March 2023

	Note	This year £	£	Last year £	£
Fixed Assets					
Tangible Assets	15				
Unrestricted Funds		3,733		5,120	
Restricted Funds		<u>8,154</u>	11,887	<u>10,650</u>	15,770
Current Assets					
Debtors	9	3,100		3,727	
Short term Investments	11	231,729		150,359	
Cash at bank and in hand	11	57,170		74,125	
Stock	8	<u>12,900</u>		<u>1,782</u>	
		304,899		229,993	
Creditors					
Amounts falling due within one year	10	<u>2,823</u>	302,076	<u>1,520</u>	228,473
Net Assets			<u>313,963</u>		<u>244,243</u>
Charity Funds	12,13				
Unrestricted Funds			271,312		227,803
Restricted Funds			42,651		16,440
Total Charity Funds			<u>313,963</u>		<u>244,243</u>

The Company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. The Members have not required the Company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small company's regime and in accordance with FRS102 SORP.

The financial statements were approved and authorised for issue by the Board on

Signed by one trustee on behalf of all the trustees.

Trustee signature

Trustee Name: Rosemary Bailey

Date of Approval

12.10.23

The notes on pages 10 to 20 form part of these financial statements.

Notes to Financial Statements
Year Ended 31st March 2023

Note 1) Summary of significant accounting policies

a) General information and basis of accounting

Braintree Area Foodbank Ltd is a company limited by guarantee registered in England. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting of Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16th July 2014 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

The Charity constitutes a public benefit entity as defined by FRS 102

(b) Going Concern

The financial statements are prepared on an ongoing concern basis under the historical cost convention as the reserves held and the funding agreed for the next financial year gives financial stability. The financial statements are presented in sterling which is the functioning currency of the Charity rounded to the nearest £1.

(c) Accounting Policies

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 1a.

(d) Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.44 FRS102 SORP)

Note 2) Accounting Policies

2.1 Income

Recognition of Income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

It is impractical to assess the fair value of food donated for distribution to the beneficiaries of the Foodbank at receipt as the cost of such valuation would outweigh the benefits. The value has therefore been assessed and the donation recognised as a component of donations when distributed and an equivalent amount recognised as charitable expenditure.

The valuation is calculated on the number and weight of boxes distributed during the year, based on the usual contents included, costed at supermarket own goods prices.

(a) Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

(b) Grants and donations

These are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP)

(c) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

(d) Other donated goods and services

Other donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impracticable to do so.

The cost of these stocks donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed they are recognised as an expense at the carrying amount of the stocks at distribution.

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

Donated services are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably. Donated services that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading of the SoFA.

(e) Investment income

The charity receives income from short term investments. This is recognised when received.

(f) Volunteer help

The value of voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2 Expenditure and Liabilities**(a) Liability recognition**

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

(b) Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprises all costs involving public accountability of the Charity and its compliance with regulation and good practise.

(c) Redundancy cost

The Charity has made no redundancy payments during the reporting period.

(d) Deferred income

No material item of deferred income has been included in the accounts.

(e) Creditors

The Charity has creditors which are measured at settlement amounts.

(f) Provisions for liabilities

A liability is measured on recognition at its historic cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

(g) Charitable activity

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

(h) Raising funds

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

(i) Cost of food distribution

These costs are directly related to the donations of food received by the Charity and is realised when distributed to beneficiaries.

2.3 Assets

(a) Tangible fixed assets for use by the Charity

These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost. Depreciation is charged on a straight-line basis, plant and machinery over 9 years and furniture, fittings and equipment over 5 years

(b) Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

(c) Current asset investments

The charity has cash held on deposit with a maturity of less than one year which are held for investment purposes. They are valued at fair value.

Note 3) Income

		This year Unrestricted	This year Restricted	This year Total	Last year Total
Donations	Specific Donations and Gifts		79,990	79,990	24,442
	Gift Aid	6,403	72	6,475	4,001
	General Donations	97,885	0	97,885	107,947
	Food donations	177,898	0	177,898	165,321
	Other donated goods and services	14,982	0	14,982	4,221
		<u>297,168</u>	<u>80,062</u>	<u>377,230</u>	<u>305,932</u>
Charitable	Fund raising activities	<u>1,248</u>	<u>0</u>	<u>1,248</u>	<u>0</u>
Investment Income		<u>1,646</u>	<u>0</u>	<u>1,646</u>	<u>359</u>
TOTAL INCOME		<u>300,062</u>	<u>80,062</u>	<u>380,124</u>	<u>306,291</u>

All income in the prior year was unrestricted except for Specific Donations of £24,442

Note 4) Donated goods and services

	This year	Last year
Food donated	177,898	165,321
Gifts of items	11,767	4,066
IT software data transfer	362	0
Supermarket gift cards	2,853	155
	<u>192,880</u>	<u>169,542</u>

Accounting policies for donated goods and services are described above.

Note 5) Expenditure on charitable activities

	This year Unrestricted	This year Restricted	This year Total	Last year Total
Expense on raising funds				
Staging fundraising events	297	0	297	0
Advertising, marketing, direct mail and publicity	0	0	0	0
	<u>297</u>	<u>0</u>	<u>297</u>	<u>0</u>
Expenditure on Charitable activities				
Van running cost	2,496	645	3,141	2,648
Warehouse costs (including Warehouse supervisor salary, rental and service charges)	29,266	478	29,744	30,205
Donated Food & Laundry items distributed	177,898	0	177,898	164,785
Purchased food & Laundry items distributed	12,639	11,985	24,624	536
Activities undertaken	3,760	18,909	22,669	17,411
Distribution centres contribution to building costs	7,155	0	7,155	700
Food purchased for Colchester Foodbank	0	5,034	5,034	
Depreciation of tangible fixed assets	1,029	2,496	3,525	2,496
	<u>234,243</u>	<u>39,547</u>	<u>273,790</u>	<u>218,781</u>
Support costs				
Administrative and office costs	19,121	14,304	33,425	28,952
Governance costs: ICO fees	35	0	35	35
Independent Examiner Fee	1,350	0	1,350	700
Depreciation of tangible fixed assets	1,507	0	1,507	866
	<u>22,013</u>	<u>14,304</u>	<u>36,317</u>	<u>30,553</u>
Total Expenditure	<u>256,553</u>	<u>53,851</u>	<u>310,404</u>	<u>248,634</u>

Analysis of expenditure on charitable activities

Activity or programme	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Total prior year
	£	£	£	£	£
Food & Laundry items distributed	190,537	11,985	0	202,522	161,075
Food in School Holidays	0	0	0	0	4,246
Administration staff costs	12,412	14,304	0	26,716	25,193
Warehouse staff costs	10,759	208	0	10,967	8,852
Gt Notley centre	0	0	0	0	178
Halstead centre update	0	0	0	0	82
Distribution centre contributions to building costs	7,155	0	0	7,155	700
Warm Packs	705	4,147	0	4,852	1,089
Food Gift Cards	73	14,762	0	14,835	8,654
Support costs	0	0	32,154	32,154	35,839
Food purchase for Colchester Foodbank	0	5,034	0	5,034	0
Fuel cost	0	645	0	645	0
Warehouse maintenance	222	270	0	492	230
Total	221,863	51,355	32,154	305,372	246,138

Note 6) Details of certain types of expenditure

Staff costs

	This year £	Last year £
Salaries and wages	36,255	32,962
Social security costs	0	0
Pension costs (defined contribution pension plan)	708	539
Other employee benefits	0	0
Total staff costs	36,963	33,501

Amount paid to key management personnel

25,524	24,755
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Average head count for the year (WTE)

1.53	1.46
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The parts of the charity in which the employees work

Charitable Activities

1.53	1.46
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Defined Contribution Pension Scheme

	This year £	Last year £
Amount of contributions recognised in the SOFA as an expense	<u>708</u>	<u>539</u>
Pension costs relate to an employee working on the charity activities apportioned on the basis of the salary costs covered by grants obtained	Restricted Funds	Unrestricted Funds
	<u>299</u>	<u>409</u>

Note 7) Tangible fixed assets

	Plant, machinery, and motor vehicles £	Fixtures, fittings, and equipment £	Total £
(a) Cost or valuation			
At the beginning of the year	17,755	25,146	42,901
Additions	0	1,360	1,188
Disposals	0	-916	-916
Transfers	0	0	0
At end of the year	<u>17,755</u>	<u>25,590</u>	<u>43,345</u>
(b) Depreciation and impairments			
At beginning of the year	7,892	19,239	27,131
Disposals	0	-877	-877
Depreciation	1,973	3,231	5,032
At end of the year	<u>9,865</u>	<u>21,593</u>	<u>31,458</u>
(c) Net book value			
NBV at the beginning of the year	11,836	5,907	15,770
NBV at the end of the year	<u>7,890</u>	<u>3,997</u>	<u>11,887</u>

Note 8) Stock

Gift Cards and Gifts in Kind for distribution

	£
Charitable activities:	
Opening	1,782
Added in period	29,743
Expensed in period	<u>-18,625</u>
Closing	<u>12,900</u>

Note 9) Debtors and prepayments

Analysis of debtors

	This year	Last year
	£	£
Trade debtors	0	0
Prepayments and accrued income	1,553	2,166
Other debtors	1,547	1,561
Total	<u>3,100</u>	<u>3,727</u>

Note 10) Creditors and accruals

	Amounts falling due within one year	
	This year	Last year
	£	£
Accruals and deferred income	1,646	381
Taxation, social security and pension	1,177	1,139
Total	<u>2,823</u>	<u>1,520</u>

Note 11) Cash at bank and in hand

	This year	Last year
	£	£
Short term cash investments (less than 3 months maturity date)	0	70,119
Short term deposits	231,729	80,240
Cash at bank and on hand	57,170	74,125
Total	<u>288,899</u>	<u>224,484</u>

Note 12) Charity Funds

Details of material funds held and movements during the CURRENT reporting period

Fund names	Type	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Fund balances carry forward £
Van replacement Fund	Restricted	Capital purchase of van	9,863	0	1,973	7,890
EWSL equipment Fund	Restricted	Purchase of equipment for EWSL	255	0	255	0
CCTV Fund	Restricted	Capital purchase of CCTV for warehouse	528	0	264	264
Project Manager	Restricted	Employment costs	5,524	10,000	14,308	1,216
Warehouse costs	Restricted	Warehouse cost	270	0	270	0
Purchases for clients including deliveries to other Foodbanks	Restricted	Purchases for clients	0	50,000	16,719	33,281
Food Purchase and Gift Cards	Restricted	Food Purchase and Gift Cards	0	15,062	15,062	0
Winter Pressures Funding	Restricted	Cold weather items, fuel and additional pay costs	0	5,000	5,000	0
Other funds ('balancing figure')	Unrestricted		227,803	300,062	256,553	271,312
Total Funds as per balance sheet			244,243	380,124	310,404	313,963

Note 12) Charity Funds

Details of material funds held and movements during the PREVIOUS reporting period

Fund names	Type	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Fund balances carry forward £
Halstead Centre update Fund	Restricted	Halstead centre refurbishment	82	0	82	0
EWSL Course Fund	Restricted	Permission given to use for Food vouchers during Covid restrictions	1,139	0	1,139	0
Van replacement Fund	Restricted	Capital purchase of van	11,836	0	1,973	9,863
EWSL equipment fund	Restricted	Capital purchase of equipment for EWSL	514	0	259	255
CCTV Fund	Restricted	Capital purchase of CCTV for warehouse	792	0	264	528
Project Manager	Restricted	Employment costs	2,713	23,052	20,241	5,524
Food purchases	Restricted	Food purchase & gift vouchers for clients	4,860	890	5,750	0
Warehouse Ladder	Restricted	Purchase of ladder	0	500	230	270
<i>Other funds (balancing figure)</i>	Unrestricted		164,650	281,849	218,696	227,803
Total Funds as per balance sheet			186,586	306,291	248,634	244,243

Note 13) Fund Reconciliation

		Balance	Income	Expenditure	Balance
		1st April			31st
		2022			March
		£	£	£	2023
					£
Unrestricted Fund		<u>227,803</u>	<u>300,062</u>	<u>256,553</u>	<u>271,312</u>
Restricted Fund	Revenue	6,049	80,062	51,614	34,497
	Capital	10,391		2,237	8,154
		<u>16,440</u>	<u>80,062</u>	<u>53,851</u>	<u>42,651</u>

Unrestricted Fund: This is available for use at the discretion of the Trustees in the furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted Funds: These are funds which are to be used in accordance with the specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of the restricted funds are set out in the notes to the financial statements.

Note 14) Transactions with trustees and related parties

In the period the charity has not paid any trustee remuneration and benefits.

Trustees' expenses

	This year	Last year
	£	£
Expense reimbursed	<u>136</u>	<u>8</u>

Transaction(s) with related parties

There have been no transactions with related parties in the period covered.

Note 15) Analysis of net assets between funds

	Unrestricted £	Restricted £	Total funds at 31st March 2023 £
<u>2023</u>			
Tangible Fixed Assets	3,733	8,154	11,887
Current Assets	270,402	34,497	304,899
Current Liabilities	-(2823)	-	(2,823)
Total Net Assets	<u>271,312</u>	<u>42,651</u>	<u>313,963</u>
	Unrestricted £	Restricted £	Total funds at 31st March 2022 £
<u>2022</u>			
Tangible Fixed Assets	5,120	10,650	15,770
Current Assets	224,203	5,790	229,993
Current Liabilities	-(1520)	-	-(1520)
Total Net Assets	<u>227,803</u>	<u>16,440</u>	<u>244,243</u>

