

Registered number : 8175815  
Charity number: 1149883

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**THE CAMBRIDGE CITY FOODBANK**  
(A company limited by guarantee)

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**THE CAMBRIDGE CITY FOODBANK**  
(A company limited by guarantee)

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# **THE CAMBRIDGE CITY 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 30 SEPTEMBER 2020**

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<b>Trustees</b>	Mr M R Evans Dr S P Johnson Dr S O'Brien Ms J C Preston Mr S Thornton, Chair Mrs D M Hargreaves (appointed 5 February 2021) Mr R K Johnson (appointed 5 February 2021) Dr P J C Sarkies (appointed 5 February 2021)
<b>Company secretary</b>	Dr D A Livesey
<b>Registered number</b>	8175815
<b>Charity number</b>	1149883
<b>Registered office</b>	2 Orwell House Cowley Road Cambridge CB4 0PP
<b>Independent Examiner</b>	Mrs J Coplowe FCA Peters, Elworthy & Moore Chartered Accountants Salisbury House Cambridge CB1 2LA

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# THE CAMBRIDGE CITY FOODBANK

(A company limited by guarantee)

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## TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of The Cambridge City Foodbank for the year ended 30 September 2020. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (second edition of the Charities SORP October 2019, 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.

The principal activities of the charity are the relief of poverty by providing food to the needy and destitute in particular within a 25 mile radius of Cambridge.

#### b. Activities for achieving objectives

Cambridge City Foodbank is a straightforward system of collection, collation and distribution of basic food items to support people in times of crisis. The main purpose of the Charity is to give 3 days' worth of food, packed according to family unit size, to identified people who find themselves in crisis need and unable to buy food.

### ACHIEVEMENTS AND PERFORMANCE

#### a. Review of Activities

During the reporting year under review we operated with the cooperation of 125 active voucher distributing agencies with a roughly equal number of statutory agencies and voluntary bodies (including charities and churches). These agencies are able to identify their clients who are in crisis, needing food, and refer them to us. This ensures that our services are available to those most in need. In the period under review we have supplied 4,020 (4,005) boxes of food providing meals to around 9,772 (9,046) people, with around 38% being children (the numbers in brackets refer to the previous financial year). Overall we see a rise in demand for services continuing into the near term future.

In the same period we have collected 133.2 (91.4) metric tonnes of food through supermarket collections and donations from churches, businesses, individuals and community groups in the City, including food purchased by cash donations. Food was also purchased directly using charity funds to supplement the donations. This has enabled us to distribute 125.8 (96.7) tonnes of food to people in crisis, an increase of 30%. In addition to the distribution centres we have been providing food to our Fairbite foodclub shop and the Community food hubs.

The Fairbite foodclub is an initiative started in 2018 to provide longer term support for people struggling to afford food. It operates as a small shop. It has around 80 members, referred by support agencies. Members are able to shop once or twice a week, depending on the size of their family. They can choose items off the shelves, together with a selection of fresh fruit and vegetables. Members pay £2 per visit, for which they receive around £10 worth of food. The membership fee gives people the dignity of being shoppers. Food comes either from FareShare, our warehouse or a local fruit and vegetable wholeseller.

We have been operating a scheme to give electricity and gas top-ups to people, referred by agencies. During the year the cost of this came to £10,975.

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## THE CAMBRIDGE CITY FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### a. Review of Activities (cont.)

Our operations were impacted by Coronavirus. In mid-March 2020, we made the decision to close 4 quieter distribution centres, allowing us to focus on the 3 busiest city centres and the centre in Cambourne. Following appropriate risk assessments, we reopened 2 of the closed centres and a third has joined another Foodbank. The fourth centre will remain closed until the pandemic has eased as it is not possible to operate it in a Covid-safe way. Most of our centres are not allowing people into the building but are serving clients across a table placed in the doorway. Many of our agencies stopped meeting clients face-to-face. Some of our larger agencies were already issuing electronic vouchers. We have seen the proportion of electronic vouchers increase from 50% to 72%, as agencies switched to this method of supporting their service-users. We restructured our warehouse teams to have more, smaller teams. We added additional evening and weekend teams. During lockdowns, we have stopped allowing members into the Fairbite shop but are issuing pre-packed bags. We have added an extra session to reduce crowding and the time people may have to wait.

The Foodbank has 2 employees and around 200 volunteers. Volunteers help at the distribution centres, in the Fairbite foodclub, in the warehouse, and with management and administration. At the start of the pandemic, a large number of volunteers stepped down, primarily due to age or health concerns. They were replaced by younger volunteers, who had time available and felt they were at low risk from the virus. We introduced smaller teams and have been able to maintain the service throughout the pandemic.

#### FINANCIAL REVIEW

##### a. Financial Results

The accounts for the year ended 30 September 2020 have been prepared on the accruals basis and appear on pages 9 - 21. These accounts show the following results:

- an increase in the value of the food distributed to £220,220 (2019: £169,225)
- an operating surplus of £413,242 (2019: £24,437) which results in
  - designated reserves of £150,000 (2019: £150,000), restricted reserves of £13,000 (2019: £845),
  - general reserves of £547,169 (2019: £146,082) and food stocks of £28,576 (2019: £21,705)
- an increase in the value of the food donated to £238,780 (2019: £159,950)
- an increase in charitable donations to £550,769 (2019: £150,064)

##### b. Reserves policy

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of current unrestricted charitable expenditure, £70,000. Since the charity is currently run by over 120 volunteers and one paid employee, the trustees consider that in addition to the £70,000, which will provide sufficient funds to enable the charity to maintain its provision of food and energy to those in crisis need for its support, £30,000 is required to mitigate for employing a coordinator in event that the voluntary role cannot be filled. Also, the trustees have designated £150,000 for the development of a community centre. For so long as the charity has reserves above this level of £250,000 the trustees have agreed to rely on the generosity of existing and new donors drawn to support the charity through local and national awareness of the need for its services rather than to campaign actively for funds.

##### c. Risk Management

The Trustee Board has approved the risk management strategy and reviews the risk assessment regularly.

Regular reviews are performed by the Trustee Board to assess the likelihood and impact, relevance of risks, current strategies applied and the strength of the strategies. The residual risk is identified and action plans are created to further mitigate risk.

There are no areas which caused immediate concern and there are no factors for which a high or medium risk is combined with a high or medium impact.

The Trustee Board is responsible for monitoring external developments that may impact on the organisation.

Comprehensive budgeting systems and financial reporting, which indicate financial performance against the budget, and forecasts are reviewed and agreed at the Trustee Board.

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## THE CAMBRIDGE CITY FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### c. Risk Management (cont.)

The most significant risks faced by the charity have been identified by the Trustee Board and relate to the following:

Loss of Key Trustees leading to ineffective governance, which is well mitigated by succession planning for board membership, and by having an appropriately sized board with a documented audit of its skills.

Loss of key members of the management team, which is mitigated by cover from other team members, including paid staff, and the trustee board.

Public perception leading to a loss of influence and loss of morale with its consequential impact of the charity's funding. This is well mitigated by the impact of its communication strategy and policy as well as good reporting including the complaints procedure.

Crisis management strategy, which has been robustly tested by the covid pandemic, is effective.

#### PLANS FOR THE FUTURE

For the last 10 years Cambridge City Foodbank has provided 3 day emergency food parcels to people in need. The number of people using the service has increased year on year. The majority of visitors only come once or twice but there are some habitual users. Through our work with professional agencies and signposting by volunteers, we aim to reduce reliance on the Foodbank. The Covid-19 pandemic has forced more people to use the Foodbank, or to use it more often. Cambridge has been fortunate in the number of community food hubs that have started during the pandemic. Initially, these were open to all but most now carry out some assessment of need. Through these hubs, people have come to expect unlimited food without the need to obtain a referral from a professional agency. This will present a challenge for the Foodbanks when the hubs close down. Cambridge City Foodbank has been supporting these hubs with food. We ask them to assess their visitors to determine that they are in need of help. Over the next year, as the effects of the pandemic continue, Cambridge City Foodbank expects to have an increase in the number of visitors. We are looking at ways to offer a broader range of support, besides the 3 day emergency food parcels.

During the year, we engaged a communications consultancy to carry out a study into how the Foodbank was perceived by local organisations, including local government and Citizens Advice. This helped to identify areas where people felt the Foodbank was doing well and areas where people felt there were needs that were not being met. Building on their report, we are looking at increasing our profile with local government and at how we can meet the needs of a wider range of people, especially those with dietary requirements. To identify additional ways of alleviating food poverty and providing relief for the needy, we have asked the same consultancy to investigate other forms of help and support we could offer and to review the approach of other charities working for the relief of poverty, especially food poverty. This is likely to lead to an increase in our capacity for signposting and on-site support of people in need. We will continue to work with Trussell Trust under their Together For Change strategy.

In 2018, we opened the Fairbite foodclub in Arbury. Members pay a small subscription, per visit, and can choose items from the shelves. We are investigating moving the existing shop to larger premises, providing some space for signposting and for supporting agencies to meet members. We are also looking to open a second Fairbite in the south of the City.

We have identified the new town of Northstowe as an area which could benefit from a Foodbank and are working with the local churches and South Cambridge District Council to open a new centre. This will serve the new town and the surrounding villages, helping people who have difficulty accessing the centres in Cambridge.

We have a diesel Transit van, used for deliveries and stock movements. In order to improve support for the centres and Fairbite, we are looking at leasing a small electric van. This will allow us to top-up centres during sessions, deliver food to Fairbite and move stock between warehouses.

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## THE CAMBRIDGE CITY FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### a. Constitution

The company is a registered charity (Charity no. 1149883) and is limited by guarantee.

The company is constituted by its Memorandum & Articles of Association dated 21 June 2012, and was registered at Companies House, company no. 08175815, on 10 August 2012.

##### b. Methods of appointment or election of Trustees

Trustees are appointed by a resolution of the trustees at a special meeting. They are chosen with regard to the skills, knowledge and experience needed for the effective administration of the charity and their having personal values which accord with but not necessarily subscribe to those of the charity's founders and of the Trussell Trust.

The trustees who served the charity during the year were as follows:

Mr C G Brown - Resigned 6 June 2020  
Mr N Emery - Resigned 27 October 2020  
Mr M R Evans - Appointed 25 February 2020  
Dr S P Johnson  
Mrs B Kettel - Resigned 8 September 2020  
Dr D A Livesey - Resigned 8 September 2020 2020  
Dr S O'Brien - Appointed 22 February 2020  
Ms J C Preston - Appointed 25 February 2020  
Ms S A Reynolds - Resigned 6 June 2020  
Mr S Thornton

##### c. Organisational structure and decision-making policies

The Cambridge City Food Bank is a member of the Trussell Trust Foodbank Network, and operates as an independent social franchise of their foodbank model. Our relationship with the Trussell Trust is based on mutual undertakings agreed when we took on the franchise. This was for an initial period of 3 years and has been extendable annually. The mutual undertakings in place are contained in the Trussell Trust's Foodbank Operating Manual.

##### d. Recruitment and Appointment of New Trustees

New trustees are recruited to fill gaps in the skill set of the continuing trustees. Trustees are either elected at the annual general meeting or co-opted until the annual general meeting. The practice is for trustees to retire from office at the third annual general meeting following their election but may be re-elected normally for one a further term.

In addition to the above trustees, the following attend the board meetings as non-voting members:

Margaret Saner Chief Executive  
Merrilyn Fry Deputy Co-ordinator  
David Livesey Company Secretary

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## THE CAMBRIDGE CITY FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

##### e. Governance

The organisation has role descriptions for the trustees, the chairman, the treasurer, and the company secretary and these are reviewed from time to time.

Good governance is achieved through regularly quarterly meetings of the trustees which receive comprehensive, concise and timely reports on the charity's strategic direction together with occasional meetings focussed only on strategy as well as urgent decisions taken by electronic circulation and/or additional meetings when required.

The Chief Executive is responsible to the Board:

- management, development and strategic planning
- to show vision and leadership in the continuing development of the charity
- to serve and advise the trustee board of Directors in carrying out their responsibilities, in maintaining an overview of the organisation and in making appropriate strategic, policy and financial decisions.

##### f. Induction and Training of New Trustees

New trustees are provided with an 'Induction Pack' covering such topics as legal status and governance, structure, organisation and staffing, governance, policy, and strategy. They are invited to attend the induction event for new volunteers and to visit the office and warehouse and to observe at the distribution centres and at FairBite. In addition to familiarise themselves with the charity and the context within which it operates, new trustees are invited and encouraged to attend meetings organised by the Trussell Trust and to attend specialised training where it is considered to be appropriate.



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## THE CAMBRIDGE CITY FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charity 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 Charity 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity 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 and signed on their behalf by:

**Mr S Thornton**

Trustee

Date: 9 March 2021

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## **THE CAMBRIDGE CITY FOODBANK**

**(A company limited by guarantee)**

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### **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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#### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CAMBRIDGE CITY FOODBANK ('THE COMPANY')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2020.

#### **RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity 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 Charity 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 Charity'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 Charity'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

1. accounting records were not kept in respect of the Charity 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.

This report is made solely to the Charity'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.

**Mrs J Coplowe FCA**

4 May 2021

**For and on behalf of Peters Elworthy & Moore  
Chartered Accountants  
Cambridge, CB1 2LA**

# THE CAMBRIDGE CITY FOODBANK

(A company limited by guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNTS) FOR THE YEAR ENDED 30 SEPTEMBER 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
	Note				
<b>INCOME FROM:</b>					
Donations	2	529,866	20,903	550,769	150,064
Interest received (2019 - unrestricted)		1,583	-	1,583	1,078
Other income	3	45,000	-	45,000	-
<b>TOTAL INCOME</b>		<b>576,449</b>	<b>20,903</b>	<b>597,352</b>	<b>151,142</b>
<b>EXPENDITURE ON:</b>					
Raising funds (2019 - unrestricted)		562	-	562	245
Charitable activities	4	167,414	16,134	183,548	126,460
<b>TOTAL EXPENDITURE</b>		<b>167,976</b>	<b>16,134</b>	<b>184,110</b>	<b>126,705</b>
<b>NET INCOME BEFORE TRANSFERS</b>		<b>408,473</b>	<b>4,769</b>	<b>413,242</b>	<b>24,437</b>
Transfers between funds	11	(7,386)	7,386	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>401,087</b>	<b>12,155</b>	<b>413,242</b>	<b>24,437</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		296,082	845	296,927	272,490
Net movement in funds		401,087	12,155	413,242	24,437
<b>TOTAL FUNDS CARRIED FORWARD</b>	11	<b>697,169</b>	<b>13,000</b>	<b>710,169</b>	<b>296,927</b>

The notes on pages 12 to 21 form part of these financial statements.

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**THE CAMBRIDGE CITY FOODBANK****(A company limited by guarantee)****REGISTERED NUMBER 8175815**

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**BALANCE SHEET  
AS AT 30 SEPTEMBER 2020**

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	Note	£	2020 £	£	2019 £
<b>FIXED ASSETS</b>					
Tangible assets	7		<b>1,796</b>		2,191
			<hr/>		<hr/>
			<b>1,796</b>		2,191
<b>CURRENT ASSETS</b>					
Debtors	9	<b>25,366</b>		13,049	
Cash at bank and in hand		<b>692,007</b>		295,187	
		<hr/>		<hr/>	
		<b>717,373</b>		308,236	
<b>CREDITORS:</b> amounts falling due within one year	10	<b>(9,000)</b>		<b>(13,500)</b>	
		<hr/>		<hr/>	
<b>NET CURRENT ASSETS</b>			<b>708,373</b>		294,736
			<hr/>		<hr/>
<b>TOTAL NET ASSETS</b>			<b>710,169</b>		296,927
			<hr/>		<hr/>
<b>CHARITY FUNDS</b>					
Restricted funds	11		<b>13,000</b>		845
Unrestricted funds:	11		<b>697,169</b>		296,082
			<hr/>		<hr/>
<b>TOTAL FUNDS</b>			<b>710,169</b>		<b>296,927</b>
			<hr/>		<hr/>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

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

**Mr S Thornton**

Date: 9 March 2021

The notes on pages 12 to 21 form part of these financial statements.

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**THE CAMBRIDGE CITY FOODBANK****(A company limited by guarantee)**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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	<b>Note</b>	<b>2020 £</b>	<b>2019 £</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Net cash used in operating activities	13	<b>395,892</b>	29,587
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Dividends, interests and rents from investments		<b>1,583</b>	1,078
Purchase of tangible fixed assets		<b>(655)</b>	(1,673)
<b>NET CASH PROVIDED/(USED BY) BY INVESTING ACTIVITIES</b>		<b>928</b>	(595)
<b>CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR</b>		<b>396,820</b>	28,992
Cash and cash equivalents at the beginning of the year		<b>295,187</b>	266,195
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	13	<b>692,007</b>	295,187

The notes on pages 12 to 21 form part of these financial statements.

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**THE CAMBRIDGE CITY FOODBANK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**1 ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Cambridge City 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.

There were no significant estimates or judgements made by management in preparing these financial statements.

**1.2 COMPANY STATUS**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 GOING CONCERN**

The Trustees have reviewed the financial position of the charity, including the impact of the COVID-19 crisis on its activities and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

**1.4 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 Charity 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 Charity 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.

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**THE CAMBRIDGE CITY FOODBANK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**1.5 INCOME**

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and reference should be made to the Trustees' Report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Donated goods for distribution to beneficiaries are valued at the lower of deemed cost (£nil) and replacement cost.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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 Bank.

Donations are recognised on receipt.

**1.6 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.

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

All expenditure is inclusive of irrecoverable VAT.

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**THE CAMBRIDGE CITY FOODBANK**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**1.7 TANGIBLE FIXED ASSETS**

Tangible fixed assets costing £400 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Motor vehicles	-	25% straight line
Fixtures and fittings	-	25% straight line
Office equipment	-	25% straight line

**1.8 OPERATING LEASES**

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

**1.9 STOCKS**

The charity maintains a detailed food stock inventory system to record all food donations received, food purchased by Foodbank, food distributions made, damaged or obsolete items to be written off and closing stock at the period end.

Under FRS 102 the carrying value of donated food held for distribution is the lower of deemed cost and replacement cost. Deemed cost is £nil and accordingly, the stock values only reflect the food purchased.

The value of the donated food in stock at the year end has been disclosed in note 7. For the purpose of attributing a value to the food items, the Trussel Trust's advisory rate of £1.75 per kilogram is used after making due allowance for obsolete and slow-moving stocks.

**1.10 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.

**1.11 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.

**1.12 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 within interest payable and similar charges.

**1.13 FINANCIAL INSTRUMENTS**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.



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**2 INCOME FROM DONATIONS**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	529,866	20,903	550,769	150,064
Total 2019	123,140	26,924	150,064	

The value of donated food in 2020 was £238,780 (calculated as 133,268 tonnes valued at £1.75 per kilo adjusted for purchased food) (2019: £159,950).

**3 OTHER INCOME**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Government grants	45,000	-	45,000	-

Two grants of £10,000 each and one grant of £25,000 were received from Cambridge City Council during the year as Coronavirus Business grants. The money was given without restrictions on use, to support the Charity during the pandemic. There were no conditions attached to the grant.

**4 ANALYSIS OF CHARITABLE EXPENDITURE BY ACTIVITIES**

	Direct costs 2020 £	Support costs 2020 £	Total 2020 £	Total 2019 £
Special items	-	12,389	12,389	5,117
Food costs	5,159	3,938	9,097	8,344
Staff costs (including pension)	-	39,585	39,585	8,400
Administrative expenses	-	26,532	26,532	12,423
Premises expenses	-	39,686	39,686	28,722
Volunteer expenses	-	2,759	2,759	4,537
Depreciation	-	1,049	1,049	886
Fairbite premises expenses	-	14,066	14,066	18,755
Fairbite consumable expenses	-	2,165	2,165	4,525
Advocacy partnership expenses	-	17,500	17,500	30,000
Motor expenses	2,262	-	2,262	2,449
Grants to charities (see below)	13,500	-	13,500	-
Independent Examiner's and Accountancy fees (governance)	-	2,958	2,958	2,302
	20,921	162,627	183,548	126,460
Total 2019	24,310	102,150	126,460	

In 2019 £42,548 of the charitable expenditure was restricted and £83,912 was attributable to unrestricted funds.

The value of food (both donated and purchased) distributed to clients in 2020 was £220,220 (125.84 tonnes valued at £1.75) (2019: £169,225).

During the year ended 30 September 2020 13 grants of £1,000 each and 1 grant of £500 were paid to local charities and church groups to assist with their work to relieve the needs of those during the Coronavirus pandemic.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**5 NET INCOME/EXPENDITURE**

This is stated after charging:

	<b>2020</b>	2019
	<b>£</b>	£
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>375</b>	120
Fees payable to the Charity's independent examiner in respect of:		
Accountancy fees	<b>2,583</b>	2,182
Depreciation of tangible fixed assets owed by the charity	<b>1,049</b>	886

**6 STAFF COSTS**

	<b>2020</b>	2019
	<b>£</b>	£
Wages and salaries	37,700	8,000
Other pension costs	1,885	400
	<u>39,585</u>	<u>8,400</u>

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

	<b>2020</b>	2019
	<b>No.</b>	No.
Employees	<u>1</u>	<u>1</u>

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

The key management personnel of the charity comprises the Trustees. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2019: £nil).

During the year, no travel or subsistence expenses were reimbursed to Trustees or paid directly to third parties on their behalf (2019: £nil).

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**NOTES TO THE FINANCIAL STATEMENTS  
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**7 TANGIBLE FIXED ASSETS**

	Motor vehicles £	Fixtures and fittings £	Office equipment £	Total £
<b>COST</b>				
At 1 October 2019	12,825	7,623	3,607	<b>24,055</b>
Additions	-	-	655	<b>655</b>
Disposals	-	-	(488)	<b>(488)</b>
At 30 September 2020	<u><b>12,825</b></u>	<u><b>7,623</b></u>	<u><b>3,774</b></u>	<u><b>24,222</b></u>
<b>DEPRECIATION</b>				
At 1 October 2019	12,825	5,927	3,112	<b>21,864</b>
Charge for the year	-	721	329	<b>1,050</b>
On disposals	-	-	(488)	<b>(488)</b>
At 30 SEPTEMBER 2020	<u><b>12,825</b></u>	<u><b>6,648</b></u>	<u><b>2,953</b></u>	<u><b>22,426</b></u>
<b>NET BOOK VALUE</b>				
At 1 October 2019	<u><b>-</b></u>	<u><b>975</b></u>	<u><b>821</b></u>	<u><b>1,796</b></u>
At 30 September 2020	<u><b>-</b></u>	<u><b>1,696</b></u>	<u><b>495</b></u>	<u><b>2,191</b></u>

**8 STOCKS**

The value of donated stock as at 30 September 2020 was £28,576 (2019: £21,705) and in line with the accounting policy, this is valued in the accounts as £nil.

**9 DEBTORS**

	2020 £	2019 £
<b>DUE AFTER MORE THAN ONE YEAR</b>		
Rent deposit	<u><b>5,500</b></u>	5,500
	<b>5,500</b>	5,500
<b>DUE WITHIN ONE YEAR</b>		
Trade debtors	<b>968</b>	1,195
Other debtors	<b>7,471</b>	2,361
Prepayments and accrued income	<b>11,427</b>	3,993
	<u><b>25,366</b></u>	<u><b>13,049</b></u>

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**10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Trade creditors	3,980	11,479
Other taxation and social security	862	656
Accruals and deferred income	4,158	1,365
	<u>9,000</u>	<u>13,500</u>

**DEFERRED INCOME**

	2020 £	2019 £
At 1 October 2019	-	-
Resources deferred (rent rebate) during the year	1,563	-
Amounts releases from previous periods	-	-
At 30 September 2020	<u>1,563</u>	<u>-</u>

**11 STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 October 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2020 £
<b>UNRESTRICTED FUNDS</b>					
<b>DESIGNATED FUNDS</b>					
Future Development fund	150,000	-	-	-	150,000
<b>GENERAL FUNDS</b>					
General Funds	146,082	576,449	(167,976)	(7,386)	547,169
	<u>296,082</u>	<u>576,449</u>	<u>(167,976)</u>	<u>(7,386)</u>	<u>697,169</u>

**RESTRICTED FUNDS**

Other funds	845	20,903	(16,134)	7,386	13,000
	<u>845</u>	<u>20,903</u>	<u>(16,134)</u>	<u>7,386</u>	<u>13,000</u>
Total of funds	<u>296,927</u>	<u>597,352</u>	<u>(184,110)</u>	<u>-</u>	<u>710,169</u>

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**11 STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 October 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2019 £
<b>UNRESTRICTED FUNDS</b>					
<b>DESIGNATED FUNDS</b>					
Future Development fund	150,000	-	-	-	150,000
<b>GENERAL FUNDS</b>					
General Funds	108,616	124,218	(84,157)	(2,595)	146,082
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>258,616</u>	<u>124,218</u>	<u>(84,157)</u>	<u>(2,595)</u>	<u>296,082</u>
<b>RESTRICTED FUNDS</b>					
Advocacy project fund	11,774	18,023	(30,000)	203	-
Other funds	2,100	8,901	(12,548)	2,392	845
	<u>13,874</u>	<u>26,924</u>	<u>(42,548)</u>	<u>2,595</u>	<u>845</u>
Total of funds	<u>272,490</u>	<u>151,142</u>	<u>(126,705)</u>	<u>-</u>	<u>296,927</u>

**Other restricted funds**

Within other restricted funds there are several smaller funds (food, clothes, energy, and research) and when expenditure exceeds the brought forward funds and income then the deficit is covered by a transfer from general funds. This year a total of £7,386 (2019: £2,392) was transferred.

**Designated funds**

A transfer of £150,000 was made to the designated fund for future developments in 2017. This was unspent at 30 September 2020.

**12 ANALYSIS OF NET ASSETS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	1,796	-	1,796
Current assets	704,373	13,000	717,373
Creditors due within one year	9,000	-	9,000
	<u>715,169</u>	<u>13,000</u>	<u>728,169</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**12 ANALYSIS OF NET ASSETS (CONTINUED)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	2,191	-	2,191
Debtors due after more than one year	5,500	-	5,500
Current assets	301,891	845	302,736
Creditors due within one year	(13,500)	-	(13,500)
	<u>296,082</u>	<u>845</u>	<u>296,927</u>

**13 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2020 £	2019 £
Net expenditure for the year (as per Statement of Financial Activities)	413,242	24,437
<b>Adjustment for:</b>		
Depreciation charges	1,050	886
Dividends, interest and rents from investments	(1,583)	(1,078)
Decrease/(increase) in debtors	(12,317)	(2,722)
(Decrease)/increase in creditors	(4,500)	8,064
<b>Net cash provided by operating activities</b>	<u>395,892</u>	<u>29,587</u>

**ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2020 £	2019 £
Cash in hand	692,007	295,187
<b>Total</b>	<u>692,007</u>	<u>295,187</u>

**14 ANALYSIS OF NET DEBT**

	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
Cash at bank and in hand	295,187	396,820	692,007
	<u>295,187</u>	<u>396,820</u>	<u>692,007</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**15 OPERATING LEASE COMMITMENTS**

At 30 September 2020 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2020 £	2019 £
<b>AMOUNTS PAYABLE:</b>		
Within 1 year	<b>54,040</b>	17,716
Between 1 and 5 years	<b>37,813</b>	9,100
Total	<b><u>91,853</u></b>	<b><u>26,816</u></b>

**16 RELATED PARTY TRANSACTIONS**

There were no related party transactions in the year.