

STOKE-ON-TRENT FOODBANK ANNUAL REPORT

1ST APRIL 2020 TO 31ST MARCH 2021

Stoke-on-Trent foodbank

Registered address:

Magdalen Road, Blurton, Stoke-on-Trent, ST3 3HS

Charity Registration Number:

1150820

Company Number:

8334798

Trustees of Stoke-on-Trent foodbank for the year 01.04.2020 – 31.03.2021

- Mr Keith Stubbs (Chair)
- Mrs Jacqueline Ambler
- Mrs Lilian Dodd
- Mr Andy Godfrey
- Mrs Susan Simcoe (Secretary)

Structure, Governance and Management

- Our structure is shown in Appendix A.
- Our Memorandum and Articles of Association can be found on the Companies House website www.gov.uk/government/organisations/companies-house
- Trustees aim to meet every two months or as and when required. This provides a robust system of governance and management. During Lockdown, meetings have continued to take place online where strategic business and decision making continued as normal.
- Stoke-on-Trent foodbank operates to the Trussell Trusts model of running a foodbank by following their guidelines and governance. Our Regional Trussell Trust Area Manager representative provides ongoing support including; advice for the annual audit, policy advice, fundraising advice, national issues guidance etc.
- We have partnership agreements with all our 16 food distribution centres ensuring that consistency and good practice is maintained.
- Stoke-on-Trent foodbank is a Registered Charity and a Company Limited by Guarantee; this means that we are registered with both Companies House and the Charity Commission. Annual Accounts and an Annual Report are submitted to comply with their guidelines.
- The Statement of Accounts for the year 2020-21 is attached - see Appendix B.
- Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.
- Operational management for the foodbank is delegated to the Operations Manager.
- The Independent Examiner of the Financial Statements of Stoke-on-Trent foodbank is Mr Glenn Parkes, Parkes & Co. LLP, Accountants, The Manse, Temple Street, Fenton, Stoke-on-Trent, ST4 4NW.
- All risks to which the charity is exposed, as identified by Trustees and the Operations Manager, are reviewed at regular intervals and procedures have been established to manage risks to an acceptable level. For example: Insurances, Risk Assessments, Financial Matters, Public Liability and Employee Liability, Safeguarding, Health & Safety, Covid Safe Risk Assessments, Policies and Standards of Practice.
- Trustees aim to ensure that the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. All financial matters are reviewed at every Trustee meeting against the backdrop of income and forward commitments.
- Income is primarily in the form of individual donations, corporate donations, funding applications and under normal circumstances - fundraising events.

- Trustees have considered the level of reserve funds they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments. Trustees will endeavour not to set aside funds unnecessarily and will ensure that we maintain sufficient reserve funds to fulfil staff salaries and general outgoings for a minimum period of 3 calendar months. This is to be reviewed for the 2021/22 reporting period.

Aim

The Objects of Stoke-on-Trent foodbank are recorded in our Memorandum and Articles as:

'the prevention and relief of poverty in Stoke-on-Trent and the surrounding area, by providing food to local people who are in need of emergency supplies, and by such other means as the Trustees may determine'.

The Stoke-on-Trent Foodbank operates to Trussell Trust guidelines for food distribution via a standard picking list. Every person with a voucher code presenting themselves at one of our food distribution centres will receive a three days' emergency food parcel. Food is given out to all individuals experiencing temporary food crisis either due to; poverty, sudden loss of employment, reduction in hours of employment, benefit related issues, or other crises within their household. Individuals can receive up to 3 vouchers per crisis as a general principle, however this is reviewed at regular intervals and throughout the pandemic was increased to 8. The Stoke-on-Trent Foodbank supports people who are referred by a wide range of front-line agencies operating across the city including: Citizens Advice, schools, Social Care & Health and statutory and voluntary sector organisations. Again, under normal circumstances, clients would receive a warm welcome at distribution centres and in addition to being signposted for further support to ensure clients receive the best help to resolve their issues/crisis, they would also be offered benefit and debt advice. However, during this reporting period, our operating model needed to be altered to comply with Covid 19 Government social distancing regulations. The Stoke-on-Trent Foodbank works with partners in order to reduce the requirement for foodbank clients having to make return visits.

Words of introduction from Keith Stubbs Chair of Foodbank Trustees

Hello Friends of Foodbank

This is my fourth year as Chair of Trustees and how time has flown, however when I took over from Sue Simcoe at the 2017 AGM I could never have imagined how things would pan out over the coming years leading up to the present day.

At that time, our unofficial five-year goal was for the need for a Foodbank across Stoke-on-Trent to come to an end by approx. 2021/22, how naïve we all were.

None of us could have predicted what has taken place over the past 3/4 years and how poverty and hardship would become such a hot topic, even high-profile footballers shouting up and campaigning for those most in need.

Yet here we are, now more than halfway through 2021 and such issues are as important today as they have ever been and certainly the need to have a Foodbank charity operating across our city has never been more essential.

It is during exceptional times of difficulty that we also get to see the best in people and that is what we at the Foodbank have experienced in the past 18 months, with unprecedented levels of assistance from local individuals and organisations who have stepped up to support our work, without which we would not have been in a position to continue serving those in need to the level that we were able to.

For those reading this report who represent one of the many local organisations and businesses that have been and continue to support our activity, can I offer my sincere thanks for your support, and for those reading this report who are one of the many volunteers that give of your time day in day out, again on behalf of all Trustees and staff a huge thanks for your ongoing support without which we could not continue.

Looking forward to this autumn and winter, with the continued effects of the pandemic, the changes to Universal Credit benefits and with the increased costs for food and fuel, I cannot help feeling that this next chapter for the Foodbank is going to be more challenging than ever. However, to end on a positive note, I feel confident that the Stoke-on-Trent Foodbank charity have never been more prepared and motivated to face whatever comes our way.

I commend to you this 2020/2021 annual report and trust that your support will continue into 2022 and beyond.

Kind Regards

Keith Stubbs

Chair of Trustees

Activity

During the 2020/21 reporting period: local schools, businesses, faith groups, individuals and over 250 volunteers have continued to provide vital support to the Stoke-on-Trent Foodbank despite the impact of the pandemic. Local people and organisations have donated a record amount of food and other essential items.

This has enabled Foodbank to provide 13,594 three-day emergency food parcels through the usual referral route (8,292 adults and 5,302 children). However, in addition to normal operations an additional 3,397 Covid emergency food parcels were also delivered, taking the grand total to record figure of 16,991 for individuals and families supported during this reporting period. The additional home delivery service was introduced for those most affected by Covid who were required to shield or self isolate which enabled these individuals and families to have access to food provisions and other essentials which were delivered to their door step.

The top three reasons for foodbank referral were:

low income (47%); benefit delay (12%); benefit changes (8 %):

Summary of achievements & developments during 2020/21 operating period

All Stoke-on-Trent Foodbank activity indicated below should be read against the backdrop of the exceptional circumstances presented as a result of the pandemic. Trustees wish to formally express their thanks and appreciation to all individuals who have worked tirelessly to ensure that operational activity continued throughout this difficult period.

1. Trustees and staff have focused an enormous amount of effort during the past 12 months to ensure that the Foodbanks two priorities are achieved, these include:
 - Ensuring that the charity can meet its financial obligations
 - Ensuring that sufficient items of food and other essentials continue to be received in order to meet growing demand

2. Emergency food continues to be issued out via the 16-food distribution centres located across the city including Biddulph. However, since April 2020 an amended way of working was introduced at all centres which involved clients receiving their emergency food parcel whilst waiting outside of each centre, thereby maintaining social distancing. This system of operating is still in place as of the 31st March 2021. In addition, during lockdown periods, the warehouse introduced a home delivery service to support residents who were shielding or sick and were supported by Foodbank staff and volunteer drivers as well as drivers from British Gas and Stoke City Community Team. The office team introduced new operating systems as a result of the suspension of direct support that would normally be delivered by frontline professionals. This meant that red foodbank vouchers were no longer being issued. Staff worked from the main office/home over extended hours to pick up direct and indirect referrals from referral agents for individuals who were without access to foodbank vouchers. This represented a massive change in roles performed, together with a huge increase in the number of calls and emails received, however it has been a great success which triggered and accelerated the transition to e-referral across our network of referral partners which started in October 2020, and we now deliver a Foodbank based Referral Service Monday - Friday 9am - 2pm.
3. A number of new roles were created to meet growing demands for our services and to further improve working relationships with businesses, schools, communities and referral agencies. These include: Caroline Wolfe in the role of Business and Community Liaison and Nicola Shaw in the role of Referral Agencies Coordinator. Both joined the team September 2020. Maggie Bradley joined the team in November 2020 to support E-referral and the fundraising team and took on the role of Centre Lead Coordinator in February 2021. This makes a total of 10 staff members.
4. Two years ago, the Foodbank started to receive regular monthly donations from the Macari Foundation. I am pleased to report that this arrangement is still in place. Special thanks are extended to Lou Macari for the extremely generous support given to the SOT Foodbank.
5. IT support is now in place from ARC.
6. A virtual AGM was delivered last September where the annual report and accounts were shared with all SOT Foodbank friends, partners and supporters.
7. In March 2019 the Stoke South Methodist Circuit met to discuss the long-term use of their church building in Blurton. They overwhelmingly voted to grant a 5-year lease to the SOT Foodbank for continued use of the building as our main warehouse/office. Money has now been spent on the warehouse to ensure that it is fit for purpose with further development work planned for 2021 (see 11 below).
Thanks, are extended to the Stoke South Methodist Circuit for their ongoing support.
8. The warehouse has again been the centre of an enormous amount of activity with a huge turnover of stock. Despite operating under social distancing and lockdown conditions, Trustees are pleased to report that the amount of food donated has increased significantly.
Demand during this same period also increased.

Total food donated; 2020/21 – 146,836.30 kg up 33.52% on the previous year
Total food distributed; 2020/21 – 125,983.10 kg up 15.32% on the previous year

In September the 2019/20 annual stock audit took place and I am pleased to report that this audit was extremely successful with 48 tonnes of food in the warehouse at that time, the audit showed that there was only 223kg difference which is a negligible discrepancy. This clearly indicates the efficiency and effectiveness of those running the warehouse. The September audit took place because of the delayed audit that was to

have taken place in March 2020 due to Covid-19 restrictions and the 2020/21 audit took place on the 31st March 2021. The discrepancy shows a 1.32% gain which equates to: 745kg

December 2020 saw record food donations from local individuals, groups and businesses.

The total incoming stock donations for December 2020 was an incredible 23 tonnes compared to 16.3 tonnes the previous December.

Thanks, must once again be recorded to those who manage and volunteer in the warehouse for their hard work during what was a very challenging time and for keeping this vital element of the Foodbank activity working smoothly.

9. Leading up to last year's harvest festival period Sept/Oct, Trustees were not sure if schools would be able to support the SOT Foodbank as a result of the pandemic. However, I am very pleased to report that as a result of Foodbank producing a promotional harvest video which was sent out to all schools last September, an enormous amount of food was subsequently donated by participating schools, far beyond our expectations. A total of 6,857.10 kg was received during the harvest festival period. However, it is important that we continue to work hard to secure the support from even more schools in order to further increase the amount of food donated as a result of ever-increasing demand.
10. A partnership was established November 2019 with Steelite International which involved the Foodbank storing some of our long dated non-perishable food at their warehouse in Chesterton. This resulted in extra space being made available at our warehouse during the last 15 months. The arrangements have been extended for a further 12 months and currently there are approx. 1,575 crates being stored at this facility. Thanks to managers at Steelite for allowing us to use this warehouse facility. However, Trustees are keen to explore the possibility of securing an additional storage unit approx. 10m x 15m to further relieve the pressure on the main warehouse during those periods in the year when larger amounts of food donations are received.
11. Plans were put in place to further improve the warehouse facilities and will be completed spring 2021;
 - the internal stage was removed to provide additional storage space
 - a container unit has been located to the rear of the premises to provide additional storage capacity
 - plans have been put in place to locate a portacabin to the side of the warehouse. This will increase office accommodation space and will include a meeting room
 - one of the toilet blocks is to be removed and the space converted into additional food storage
 - a new carparking facility is to be provided to the front of the building
 - the driveway surface up the side of the building where the vans load and unload stock is to be renewed
 - improvements for accessing the building to the front is to be provided with a new disabled ramp
12. Foodbank is a member of several city-wide groups that oversee, monitor and scrutinise local welfare reforms and hardship issues. Foodbank continues to work closely with key partners to both highlight and address the impact and consequences of poverty and hardship.
13. Trustees met with all three local MPs in December to talk about issues that affect the lives of those living in poverty and hardship. Discussions included the matter of free school meals where Trustees registered their disappointment regards the vote that took place in the House of Commons last October to not extend free meals during school holidays until Easter 2021. It was agreed to continue to maintain positive links with the aim of working with all three MPs on matters that affect the lives of struggling individuals and families.
14. Christmas 2020
In order to ensure that as many individuals and families as possible would be able to enjoy a festive meal on Christmas day, discussions took place last Autumn with a number of local businesses which resulted in an amazing response meaning that hundreds of Christmas dinners were sent out to struggling families across Stoke-on-Trent.

During the month of December, Foodbank clients were issued with retail vouchers which they could exchange at Farm Foods outlets and purchase a Christmas day festive meal. Each voucher was issued in addition to clients receiving their 3-day food parcel.

The Farm Foods vouchers were sponsored by local businesses;

100 x £15 family vouchers & 100 x £10 couples vouchers by Altechnic Ltd,

100 x £5 individuals' vouchers by Roy Evans & Sons

In addition, 100 Christmas turkey crowns, Christmas puddings and full Christmas dinner ingredients were provided and distributed in wrapped gift boxes.

McLaughlin's Surveyors provided 100 Christmas Dinners which were delivered to the doorstep of clients on December 23rd together with toys for those families with children, which were provided from our toy donations appeal.

With churches and other community centres prevented from hosting dinners on Christmas day for vulnerable and isolated families due to the restrictions imposed by the pandemic, Foodbank partnered with Swan Bank Methodist church to ensure that just over 300 Christmas dinners were provided and delivered to families across the city.

Finally, Foodbank worked in collaboration with Stoke City Community Trust and Stoke-on-Trent College to provide cooked Christmas dinners for 130 homeless people. These meals were distributed through one of our Trustee - Jackie Ambler at the Stoke-on-Trent Community Night Shelter.

15. The foodbank website is regularly updated. You are encouraged to have a look at the site which will keep you informed of all activities and plans and also ways that you can support the charity.

www.stokeontrent.foodbank.org.uk

16. E-referrals remain the most effective way of issuing vouchers and a decision was made to further extend e-vouchers issued by referrers. Foodbank needed to change to the e-referral system because of the pandemic, which enabled us to meet clients' needs directly. This was as a result of little or no face-to-face activity being delivered across the city.
17. Food drives - Tesco, Sainsburys and Asda continued with this activity on our behalf without the need for Foodbanks involvement. Lidl and Morrisons have introduced collection points instore.
18. Money Matters - Benefit and Debt Advice has continued to be offered during the period of amended working. Advice delivered: one off advice 511, further advice 617, energy related advice 256, fuel vouchers 313, debt advice support 253, new benefit cases 5 and new debt cases 17.
19. The Trussell Trust continues to promote the Stoke-on-Trent Foodbank as a centre of excellence for a number of reasons including: strong governance, partnership working and proactive approach to issues/challenges. As a result, we have contributed to the Trussell Trust newly formed Strategic Consultation Group; the aim of the Group is to bring together those foodbanks from across the UK that are recognised as operating effectively and efficiently with the use of smart operational systems, as well as being a key partner with local organisations who are addressing poverty & hardship issues. Stoke-on-Trent Foodbank is one of twenty Foodbanks contributing to the Consultation Group with the aim of sharing best practice nationally. This involved one of our Trustees attending several focus group meetings which has helped to develop a new and ground breaking National Strategy to:

'challenge the structural economic issues that lock people in poverty, and campaign to end the need for foodbanks in the UK' (*Trussell Trust Web Site, 09.2020*).

Stoke-on-Trent foodbank is now in the process of becoming a 'Pathfinder Foodbank' working with the Trussell Trust to make a difference to the circumstances of people experiencing hardship in our local area.

Three Priorities have been established for year one of the Pathfinder Project:

PRIORITY 1: To be sustainable, effective and fit for purpose for as long as we are needed

- As part of this priority we are accessing a new Volunteer Management tool which will enable us to strengthen our relationship and communicate effectively with our 200 plus volunteers. We will also be developing closer links with people who have 'lived experience of poverty' to learn the valuable lessons they can teach us and ensure that our service is 'fit for purpose' and fulfilling their needs.

PRIORITY 2: Last resort: The Foodbank is working with partners to re-design local referral pathways to help ensure that people have access to all available support before they need to be referred to the food bank

- Our Referral Agency Coordinator is building strong links with the many Referral Agencies who enable people in crisis to receive food support. We will therefore learn from each other and be able to make our referral pathways robust and 'fit for purpose'.

PRIORITY 3: Financial Inclusion: The Foodbank is enabling people referred to them to access income maximisation advice and support in order to reduce second visits

- We will continue to work closely with Money Matters and to engage with the key local forums and groups to achieve this priority.

20. Training and development

Staff: All staff up to date

Volunteers;

Induction Training	101 new volunteers101
Health & Safety	101
Safeguarding	101
Data protection	101
Food Hygiene	10

21. All policy documents are in place and are reviewed annually by the Operations Manager.

22. In order to create positive links with educational settings and youth groups across the city a new initiative was devised and created in house by a staff member in May 2020 called the Stoke on Trent Foodbank Young Ambassadors Programme [YAP]. Lilian Dodd joined Foodbank as a new Trustee around that time and agreed to represent the Trustee Board on this programme. Caroline Wolfe has worked tirelessly to maintain and develop foodbank links throughout the pandemic, particularly through Harvest 2020 and Christmas 2020 initiatives. We invited Imogen age 10, who fuelled the inspiration behind [YAP] when she climbed Snowdon in July 2020 to raise funds for the foodbank, and Charlotte a pupil at Trentham High School who worked voluntary hours with her friend Gemma at the warehouse to support their Duke of Edinburgh Gold Award, supported by Lilian Dodd to become the first Stoke on Trent Foodbank Young Ambassadors, and we are so happy they agreed. Caroline and Lilian will resume their liaison and interaction with schools in the new term 2021 so we can invite many more new Stoke on Trent Young Ambassador Programme children and young people to work with us.

23. During this challenging time, it has been extremely encouraging for all at the Foodbank to see how incredibly blessed we have been by the amazing generosity shown by a wide range local business and organisations who have supported our work by providing both financial gifts and food donations.

- £25,000 donated from a local company who wished to remain anonymous
- AASHA £3,210
- £5,250 D&G Buses
- £10,000 Seven Trent Water Board
- £58,000 SCFC
- £60,800 DEFRA
- £3,000 Cobra Biologics
- Jim Bradbury who has continued to coordinate frozen food deliveries from DHL Nissa
- Water Plus
- Dunelm
- Walkers Non-Such Toffees
- Bassetts Transport
- Baskervilles food
- Jones and Shuffs food
- Novus Property Solutions food
- Trentham Estate food
- XPO Logistics and Advanced Flooring Solutions food
- SOT Housing Society
- Midland Elements Ltd
- Cubis
- Arnold Clark Cars
- National Education Union
- Wizard of Drizzle football blog
- Big Lottery
- Co-op
- Albert Gubay
- Martin Lewis
- Baskervilles Demolition
- Ad Modular Portacabin
- Trust House Foundation

Community groups now supporting our work include;

Star Bikers, Blythe Bridge Rotary Club, Minhaj Welfare Foundation, Unison, Douglas Macmillan Hospice, Ward 79 UHNM, Keele University, schools including: Ash Green, Biddulph High, Forsbrook Primary, Maple Court Academy, Meir Heath Academy, Thomas Moore Catholic Academy and for churches: Breathe New Life Church, English Martyrs RC Church, Swan Bank Methodist Church (including a Food Drive from Radwell Ltd), Temple Street Methodist Church, Trentham Methodist Church, Trentham Parish Church, Trent vale, Penkhill and Hartshill Churches, Werrington Methodist Church and West End Methodist Church. One Bomb Boxing Gym are a new community group/enterprise based in Longton who collected and donated a large quantity of food. Trentham Parish Church have been regularly collecting on a Saturday morning since November 2020. They collect the Foodbank van then parking it on the Man in Space carpark so that local people living in Trentham could donate food. Total so far is **4,025.05kg**

24. Stoke-on-Trent Foodbank granted £2,000 to the Night Shelter in order to help them with food provision for rough sleepers and other individuals who were housed during the covid restrictions and lockdowns. Night Shelter used this gift to provide hot meals which were collected by individuals from the shelter and to provide other basic essential supplies for those in need. It has enabled Night Shelter to provide meals twice a week to individuals who had been placed in bed and breakfast accommodation as well as providing snacks, coffee, tea and milk. In addition, they gave out food parcels to those moving in to new accommodation after their emergency placements have ended.

This new arrangement has successfully supported many individuals who have found lockdown to be particularly challenging and the Foodbank looks forward to further supporting the Night Shelter.

25. Successful funding applications are as follows:

- £10,000 Awards for All to employ a van driver for a further 12 months
- £1,542.29 Co-op Community Fund going towards the purchase of food items
- £23,251.74 ASDA for staffing costs
- £5,000 Community Foundation for driver and volunteer expenses
- £25,000 Community Investment Fund allowing Foodbank to make the additional improvements to the warehouse indicated 11 above.
- £30,500 Lottery for funding the new porta-cabin
- £18,000 AG Foundation general running costs
- £16,275 Christian Aid Foundation for general running costs
- £9,793 Trusthouse Charitable Foundation for staffing
- £400 Neighbourly Community Fund general running costs

The generosity, support and commitment provided by local individuals, companies and organisations to the Foodbank during 2020/21 has allowed Trustees to not only strengthen logistics and infrastructure, but also to launch a 'Financial Action Plan' covering the next three years' delivery. To realise and manage this ambition a small dedicated team has now been established to oversee financial planning, allowing the remaining Trustees and Operations Manager to concentrate their efforts on delivering the service effectively and efficiently to all our clients.

26. A new van was purchased in January with the support of TVC Vehicle Rentals Ltd who very kindly agreed to pay for all signage to the front, sides and rear of the van. This further increases operating capacity to meet growing demand both for collecting donated food as well as taking food out to all distribution centres.
27. One of the objectives given to Caroline as Business and Community Liaison, was to establish closer links with local businesses and companies. To that end, an initiative called '21 for 2021' was launched with the aim of securing the support from 21 businesses and inviting them to each pledge £1,000 to the Foodbank charity ensuring that Foodbank would be in a stronger position to continue to support people throughout 2021 and beyond. In addition, this project hopes to further raising the profile of the Foodbank city-wide.
28. Stoke City FC helped Foodbank last Christmas by carrying out a food collection at their ground. They also attended the warehouse to raise the profile for the work of the Foodbank.

Conclusion

I indicated at the start of this report that Trustees have been overwhelmed by the commitment and support for Foodbank shown by all staff, volunteers and local organisations during the past 12 months. Back in April 2020 during the first lockdown, it was a very real concern for Trustees that Foodbank activity may suffer as a result of a downturn in donations received at our warehouse and also problems with volunteers not being available to carry out Foodbank related work at both the main warehouse as well as at all distribution centres. However, 12 months on, centres remained open and our data shows that a record amount of food was donated to the Foodbank, meaning that the warehouse has never been so full of food and other essential items in addition to what is also being stored at the Chesterton warehouse. But sadly, data produced by local organisations including the City Council indicate that those in need across the City remains high, therefore the demand upon our services will no doubt continue.

So, in conclusion it is with mixed feelings and emotions that I commend this report to you and trust that you will continue to support our work and I invite you to also share with others about the work of the Foodbank, our aims and objectives and to highlight the impact that we are making city-wide for the most vulnerable members of our society.

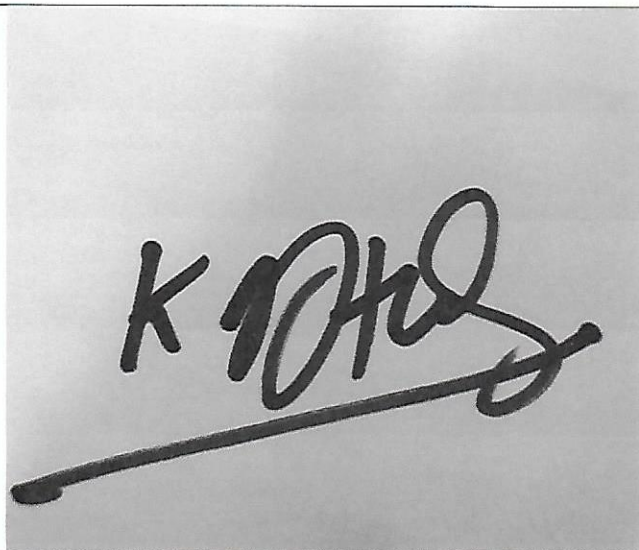
Trustees, staff and volunteers at the Foodbank must now ensure that we are well placed for the coming 12 months and beyond in order to meet the ever increasing demands we know are sadly coming our way.

Signature of Chair of Trustees,

Mr Keith Stubbs,

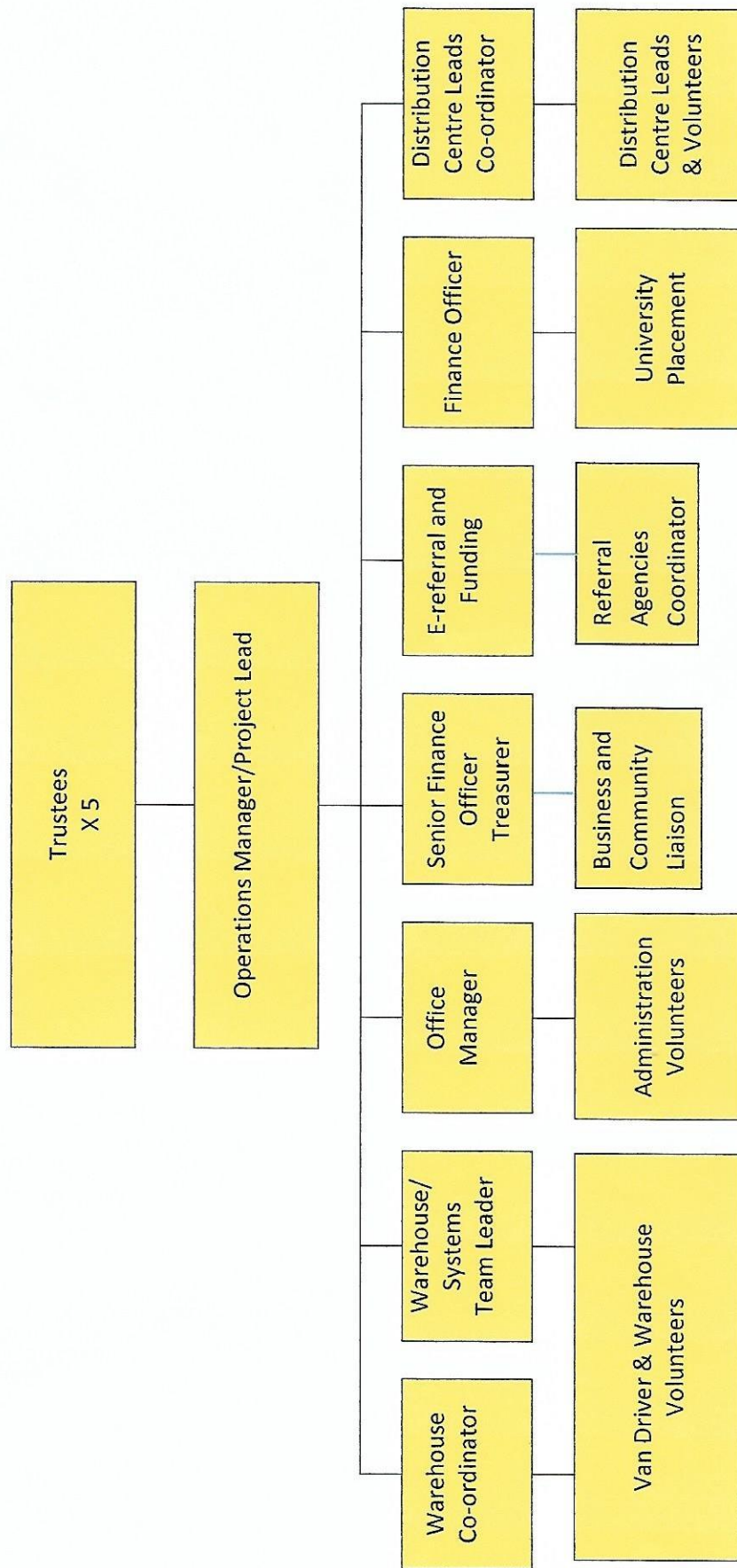
15th October 2021

*Thank-you for supporting the
Stoke-on-Trent foodbank*

A black and white photograph of a handwritten signature in dark ink on a light-colored background. The signature is stylized, starting with a large 'K' followed by several loops and ending with a long horizontal stroke.

Appendix A

Structure Chart - Stoke-on-Trent Foodbank



Appendix B

Statement of Accounts 01.04.2020 to 31.03.2021

**Independent Examiner's Report to the Trustees of
Stoke-on-Trent Foodbank Ltd
for the period ended 31st March 2021**

I report on the accounts of the Charity, which are set out on pages 1 to 7.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- . examine the accounts under section 145 of the 2011 Act.
- . follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- . state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the 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 you as 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.

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 2011 Act; and
- . to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed.....

Date.....

5th October 2021

Glenn Parkes, CPAA
Glenn Parkes & Co Ltd
The Manse
Temple Street
Stoke-on-Trent
ST4 4NW

STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Incoming Resources							
Incoming resources from generated funds							
Voluntary income	3	252,173.37	8,226.07	260,399.44	112,042.05	2,430.00	114,472.05
Investment income	4	347.59	-	347.59	696.08	-	696.08
Incoming resources from charitable activities	5	81,848.54	133,213.49	215,062.03	1,129.00	83,555.53	84,684.53
Total Incoming Resources		334,369.50	141,439.56	475,809.06	113,867.13	85,985.53	199,852.66
Resources Expended							
Charitable activities	6	114,532.50	113,896.40	228,428.90	64,275.11	88,074.83	152,349.94
Governance costs	7	380.00	-	380.00	380.00	-	380.00
Total Resources Expended		114,912.50	113,896.40	228,808.90	64,655.11	88,074.83	152,729.94
Net Incoming Resources before Transfers		219,457.00	27,543.16	247,000.16	49,212.02	(2,089.30)	47,122.72
Transfer between funds		-	-	-	-	-	-
Net income		219,457.00	27,543.16	247,000.16	49,212.02	(2,089.30)	47,122.72
Reconciliation of Funds							
Total Funds at the Start of the Year		143,362.99	34,287.10	177,650.09	94,150.97	36,376.40	130,527.37
Total Funds at the End of the Year		362,819.99	61,830.26	424,650.25	143,362.99	34,287.10	177,650.09

The company made no recognised gains and losses other than those reported in the income and expenditure account

STOKE-ON-TRENT FOODBANK LIMITED
BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		29,627.15		12,076.32
CURRENT ASSETS					
Debtors	9	12,062.38		3,442.47	
Cash at bank and in hand		396,700.82		168,218.55	
		<u>408,763.20</u>		<u>171,661.02</u>	
CREDITORS: Amounts falling due within one year	10	<u>13,740.10</u>		<u>6,087.25</u>	
NET CURRENT ASSETS			395,023.10		165,573.77
NET ASSETS			<u>424,650.25</u>		<u>177,650.09</u>
FINANCED BY:					
Restricted funds		61,830.26		34,287.10	
Designated Funds		341,000.00		-	
Unrestricted funds		<u>21,819.99</u>		<u>143,362.99</u>	
			<u>424,650.25</u>		<u>177,650.09</u>

In approving these financial statements as trustees, and directors, of the company we hereby confirm the following:
For the year ending 31 March 2021 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 accounts for the year in question in accordance with section 476 of the Companies Act 2006
The trustees/directors acknowledge their responsibilities 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 companies' regime and in accordance with FRS102 SORP.

The accounts were approved by the board of trustees on

5th October 2021

K. Stubbs KEITH STUBBS

(Chair of Trustees)

1. ACCOUNTING POLICIES

1a. Basis of accounting

The 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 by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1b. Tangible fixed assets

Fixed assets are shown at historical cost

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

Fixtures and Fittings	25%
Computer Equipment	33.33%
Motor Vehicles	25%

1c. Taxation

The charitable company is exempt from taxation under sections 466 to 493 of the Corporation Tax Act 2010

The charity is exempt from taxation under section 521 to 536 of the Income Tax Act 2007 (ITA 2007)

1d. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1. ACCOUNTING POLICIES (CONTINUED)

1e. Funds

The Restricted Funds are restricted income funds given to the charity for specific purposes. They are expendable by the trustees in furtherance of particular projects within the charity objects.

The Unrestricted Funds are funds expendable at the discretion of the trustees in furtherance of the objects of the charity.

2. EMPLOYMENT COSTS

	2021	2020
	£	£
Employee costs during the year amounted to		
Wages and salaries	100,914.83	68,923.52
Social security costs	813.93	205.94
	<u>101,728.76</u>	<u>69,129.46</u>

The average monthly numbers of employees during the year was 5.8.

3 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Donations						
AASHA	3,210.00	-	3,210.00	-	-	-
Amazon	-	-	-	35.93	-	35.93
Asda Top Up	1,556.88	-	1,556.88	-	-	-
Charities Aid Foundation	4,765.00	-	4,765.00	-	-	-
D&G Buses	5,250.00	-	5,250.00	-	-	-
Food	-	5,476.07	5,476.07		2,430.00	2,430.00
Justgiving	50,310.59	750.00	51,060.59	9,083.78	-	9,083.78
Lord Mayor's Charity	-	-	-	12,600.00	-	12,600.00
Macari Foundation	29,000.00	-	29,000.00	22,000.00	-	22,000.00
Monetary	134,289.24	2,000.00	136,289.24	29,766.41	-	29,766.41
Paypal	1,941.11	-	1,941.11	190.00	-	190.00
Sainsburys	1,866.83	-	1,866.83	-	-	-
Sodexo	-	-	-	4,905.25	-	4,905.25
Special Fundraising Events	338.64	-	338.64	1,125.30	-	1,125.30
Stoke-on-Trent City Council	-	-	-	20,000.00	-	20,000.00
Tesco Fooddrive	-	-	-	1,869.99	-	1,869.99
Tesco Top Up	911.45	-	911.45	5,443.74	-	5,443.74
Gift Aid	18,733.63	-	18,733.63	5,021.65	-	5,021.65
	<u>252,173.37</u>	<u>8,226.07</u>	<u>260,399.44</u>	<u>112,042.05</u>	<u>2,430.00</u>	<u>114,472.05</u>

4 INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Bank interest receivable	<u>347.59</u>	<u>-</u>	<u>347.59</u>	<u>696.08</u>	<u>-</u>	<u>696.08</u>

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Grants						
Albert Gubay Charitable Foundation	-	18,000.00	18,000.00	-	-	-
Asda/Trussell Trust	6,398.54	16,853.20	23,251.74	-	25,803.70	25,803.70
Awards for All	-	10,000.00	10,000.00	-	-	-
Charities Aid Foundation	-	11,275.00	11,275.00	-	-	-
Community Foundation for Staffs.	-	5,000.00	5,000.00	-	-	-
Co-op	-	1,542.29	1,542.29	-	2,751.83	2,751.83
National Lottery Covid-19 Response	-	30,500.00	30,500.00	-	-	-
Martin Lewis	-	5,000.00	5,000.00	-	-	-
Masonic Charitable Fund	3,750.00	-	3,750.00	-	-	-
Neighbourly Community Fund	400.00	-	400.00	-	-	-
Severn Trent Water	10,000.00	-	10,000.00	-	-	-
Stoke-on-Trent City Council - DEFRA	60,800.00	-	60,800.00	-	-	-
SOTCC Community Investment Fund	-	25,000.00	25,000.00	-	50,000.00	50,000.00
SOTCC Councillors Ward Budget	-	250.00	250.00	1,129.00	-	1,129.00
Tesco Bags for Life	500.00	-	500.00	-	-	-
Trust House Foundation	-	9,793.00	9,793.00	-	-	-
Trussell Trust	-	-	-	-	5,000.00	5,000.00
	<u>81,848.54</u>	<u>133,213.49</u>	<u>215,062.03</u>	<u>1,129.00</u>	<u>83,555.53</u>	<u>84,684.53</u>

6 CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Advertising & Promotion	10.00	1,381.68	1,391.68	80.00	181.40	261.40
Bank Service Charges	92.10	-	92.10	90.37	-	90.37
Community Outreach	734.92	3,000.00	3,734.92	14.00	-	14.00
Computer & I.T. Expenditure	2,310.60	823.50	3,134.10	235.02	-	235.02
Debt Advice Service	30,000.00	-	30,000.00	-	-	-
Depreciation	5,803.25	8,858.92	14,662.17	-	9,556.36	9,556.36
Distribution Centre Costs	12,028.90	2,285.90	14,314.80	-	-	-
Health & Safety	-	7,322.69	7,322.69	279.10	15.64	294.74
Insurance	1,303.23	-	1,303.23	1,308.82	-	1,308.82
Justgiving Charges	860.43	994.85	1,855.28	659.77	-	659.77
Office Expenses	938.42	815.48	1,753.90	491.85	422.00	913.85
Payroll Admin Costs	891.80	-	891.80	582.56	-	582.56
Pension - E'ers Costs	1,650.02	145.80	1,795.82	1,430.80	-	1,430.80
Postage and Delivery	32.17	117.42	149.59	62.50	64.25	126.75
Printing and Copying	533.81	466.36	1,000.17	1,761.69	436.32	2,198.01
Professional Fees	3,062.27	387.73	3,450.00	5,000.00	-	5,000.00
Repairs & Renewals	860.73	1,113.46	1,974.19	-	-	-
Salaries and Wages	41,429.32	60,299.44	101,728.76	45,131.43	23,998.03	69,129.46
Small Tools & Equipment	222.00	-	222.00	-	-	-
Software	-	-	-	498.14	8.76	506.90
Subscriptions	322.00	-	322.00	811.97	-	811.97
Telephone & Broadband	1,283.71	318.52	1,602.23	1,108.35	-	1,108.35
Travel, Conferences & Meetings	-	-	-	166.20	4.20	170.40
Utilities	881.52	2,269.88	3,151.40	2,332.83	-	2,332.83
Van Expenses	1,460.73	1,332.54	2,793.27	1,237.06	1,610.84	2,847.90
Volunteer Training & Expenses	14.30	6,036.88	6,051.18	-	1,513.96	1,513.96
Warehouse Costs	7,806.27	1,004.60	8,810.87	992.65	48,851.52	49,844.17
Food Top Up & Delivery Bags	-	14,920.75	14,920.75	-	1,411.55	1,411.55
	<u>114,532.50</u>	<u>113,896.40</u>	<u>228,428.90</u>	<u>64,275.11</u>	<u>88,074.83</u>	<u>152,349.94</u>

7 GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Independent examination	<u>380.00</u>	<u>-</u>	<u>380.00</u>	<u>380.00</u>	<u>-</u>	<u>380.00</u>

8. TANGIBLE FIXED ASSETS

	Year Ended 31st March 2021						Year Ended 31st March 2020					
	Fixtures & Fittings			I.T. Equipment			Totals			Fixtures & Fittings		
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Cost	£	£	£	£	£	£	£	£	£	£	£	£
At 1 April 2020	7,979.60	437.79	8,417.39	10,767.97	1,048.81	11,816.78	17,890.00	-	17,890.00	36,637.57	1,486.60	38,124.17
Additions	9,000.00	948.00	9,948.00	-	-	-	-	22,265.00	22,265.00	9,000.00	23,213.00	32,213.00
At 31 March 2021	16,979.60	1,385.79	18,365.39	10,767.97	1,048.81	11,816.78	17,890.00	22,265.00	40,155.00	45,637.57	24,699.60	70,337.17
Depreciation												
At 1 April 2020	4,989.80	437.79	5,427.59	10,626.45	1,048.81	11,675.26	8,945.00	-	8,945.00	24,561.25	1,486.60	26,047.85
Disposal	-	-	-	-	-	-	-	-	-	-	-	-
For the year	4,244.90	237.00	4,481.90	141.52	-	141.52	4,472.50	5,566.25	10,038.75	8,858.92	5,803.25	14,662.17
At 31 March 2021	9,234.70	674.79	9,909.49	10,767.97	1,048.81	11,816.78	13,417.50	5,566.25	18,983.75	33,420.17	7,289.85	40,710.02
Net Book Amounts												
At 31 March 2021	7,744.90	711.00	8,455.90	-	-	-	4,472.50	16,698.75	21,171.25	12,217.40	17,409.75	29,627.15
At 31 March 2020	2,989.80	-	2,989.80	141.52	-	141.52	8,945.00	-	8,945.00	12,076.32	-	12,076.32

9 DEBTORS

	2021	2020
£	£	£
Gift Aid	12,062.38	3,442.47

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
£	£	£
Other creditors including taxation and social security	7,275.30	5,707.25
Portacabin	6,064.80	-
Accruals	400.00	380.00
	13,740.10	6,087.25