



**SALFORD FOODBANK LTD**

(A Company Limited by Guarantee)

Charity Number: 1150870

Company Registration Number: 08290270

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST MARCH 2022**

Prepared by:



**SALFORD FOODBANK LTD**

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**FOR THE YEAR ENDED 31ST MARCH 2022**

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# **SALFORD FOODBANK LTD**

## **GENERAL INFORMATION**

**FOR THE YEAR ENDED 31ST MARCH 2022**

**CHARITY NAME:** Salford Foodbank Ltd

**DATE OF INCORPORATION:** 12th November 2012

**DIRECTORS/TRUSTEES:** Mr Kenneth BROWN (appointed 7th May 2021)  
Mr James Anthony WOOD (appointed 18th March 2021)  
Mr Peter CLEGG (appointed 3rd February 2020)  
Captain Alistair J. C. FEAKIN (appointed 7th July 2020)  
Mr Joshua James KAPP (appointed 15th November 2021)  
Mrs Tina Mary KAPP (appointed 3rd February 2020)  
Mr Thomas Peter KINSEY (resigned 13th April 2021)  
Mrs Mojdeh SOLEIMANABADI (resigned 2nd November 2022)

**SECRETARY:** Mr James Anthony WOOD (appointed 25th March 2021)

**FOODBANK MANAGER:** Emma Rapley

**OFFICE ADDRESS:** 4 Kansas Avenue  
Salford  
M50 2GL

**COMPANY REGISTRATION NO.:** 8290270

**CHARITY NUMBER:** 1150870

**BANKERS:** Barclays Bank  
United Trust Bank

**INDEPENDENT EXAMINER:** SUNEX CONSULTING  
Chartered Certified Accountants  
23 Beverley Street  
M9 4ED

**SALFORD FOODBANK LTD**  
**TRUSTEES/DIRECTORS REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

The Trustees present their report and unaudited financial statements for the year ended 31<sup>st</sup> March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing documents, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland published in October 2019.

**TRUSTEES OF THE CHARITY**

The Directors of the charitable company are its Trustees for the purposes of charity law. Details of the Trustees who have served during the year and since the year end can be found on page one.

**OBJECTS AND ACTIVITIES**

The principal object of the charity is the relief of financial hardship for the public benefit amongst people in Salford and the surrounding area or in other parts of the United Kingdom in such ways as the Trustees from time to time think fit, in particular, but not exclusively by:

- (A) Providing emergency food, essential toiletries and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty.
- (B) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

We provide such services with a Christian ethos, supported by several churches in Salford. We also work with Salford Council and other partners who are part of the Salford Foodbank shared network.

**STATEMENT OF ETHOS**

- (1) We believe in God in three persons:

- the Father, who has made men and women in His image, giving them identity and dignity;
- the Son, Jesus Christ, who came to show Gods love equally to every person; and
- the Holy Spirit, who enables men and women to reach their full God given potential.

- (2) We believe in the Bible as the inspired word of God, and it is our guide on all matters of doctrine and practice.

- (3) We are committed to serve our community without discrimination of religion, race, nationality, culture, age or any other basis.

- (4) We do not require any of our clients to affirm or ascent to any of the above ethos statements.

The Trustees regularly review the objectives and activities of the Charity and as part of this review, have considered the Charity Commission's general guidance on public benefit.



# **SALFORD FOODBANK LTD**

## **TRUSTEES/DIRECTORS REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

### **ACHIEVEMENTS AND PERFORMANCE**

The charity's main activity in the year under review has been the continued provision of emergency food parcels through Salford Foodbank. The foodbank is part of the Trussell Trust national network and has been distributing food in the area since 2012.

The main focus for 2021/2022 was the continuing development of the warehouse operations and the recruitment of new staff, as well as the promotion of existing staff to run the operations. We have taken full advantage of a number of grants being offered by Trussell Trust to help us with this during this year. The main one was the Financial Inclusion Grant, which was eventually renamed by us and launched as the 'LAMPS Project'. This project has allowed us to employ Financial Advisers from Citizens Advice and other agencies in each of our Distribution Centres. This in practice means that our clients can get professional financial advice at the same time as they collect their food parcel. It is still very early days but the first indications are showing this project to be most worthwhile.

This calendar year also saw the successful handing over of the Foodbank Manager role from Iain Wight to Emma Rapley from 1st January 2022. The Directors and Trustees would like to place on record their thanks to everyone concerned for this very smooth transition.

In addition to the above, we have successfully been granted a Strategic Purpose Grant. This facilitated us to recruit a Warehouse and Community Engagement Coordinator towards the end of the financial year. This resulted in the subsequent appointment of Paul Harris after this reporting period in May 2022. This worked out well, as it allows us to spend time on developing better community partnerships with churches, schools and businesses.

Sadly this last year has also been characterised by a huge 70% increase in demand for emergency food parcels. This has led to a level of unprecedented expenditure on food purchases, stretching our budget to the limits.

Fortunately, despite the worsening economic situation; the donations of food from the general public have remained good. In spite of high inflationary pressures and rising energy costs we have continued to see a steady supply of food donations coming into our collection bins and boxes. This is due in no small part to the continuing success of our Food Gift Box project, where we now have in excess of 80 locations around the city where people can donate food. Crucially this is in addition to the donations from the general public at main supermarket collection points. This year we surpassed the 20 tonne mark in food donations from the Food Gift Boxes!

### **FINANCIAL REVIEW**

The charity's total income for the year was £138,781 (2021: £334,805), generated from grants, donations and fundraising. The total resources expended were £130,036 (2021: £222,867) and represented the costs incurred to enable the charity to carry out its operations.

# **SALFORD FOODBANK LTD**

## **TRUSTEES/DIRECTORS REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

### **FINANCIAL REVIEW (continued)**

The charity made a surplus for the year of £8,745 due to a significant and welcome surge of financial support from the local community.

Reserves at the end of the year totalled £189,019 (2021: £180,274) of which £58,028 (2021: £22,843) were restricted and £130,991 (2021: £157,431) were unrestricted.

### **SUMMARY STATEMENT OF FINANCIAL ACTIVITIES**

		<b>2022</b>	<b>2021</b>
		<b>TOTAL</b>	<b>TOTAL</b>
		<b>Funds</b>	<b>Funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
Incoming Resources:	<b>8</b>	138,781	334,805
Resources Expended:	<b>9</b>	(130,036)	(222,867)
Net Movement in Funds		<b>8,745</b>	<b>111,938</b>

### **INVESTMENT POLICY**

The Trustees have power to invest any money not immediately required for the furtherance of the charity's objects in or upon such investments, securities (including the making of loans) or property as may be thought fit, subject to such conditions (if any) and such consent (if any) as may from time to time be imposed or required by law.

### **RESERVES POLICY**

To ensure the sustainability of the charity's mission and ongoing operations, the Trustees consider it appropriate to hold unrestricted reserves equivalent to at least six months' operating expenditure (excluding donated goods) to provide an internal source of funds for situations such as a sudden increase in expenses, one time unbudgeted expenses, unanticipated loss of funding, or uninsured losses. At 31st March 2022 the charity had total unrestricted reserves of £130,991 of which £90,018 were held in a 100 day notice account with United Trust Bank.

### **STRUCTURE GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The organisation is a charitable company, limited by guarantee, incorporated in England and Wales. It is governed by its Memorandum and Articles of Association dated 12 November 2012 (subsequently amended 1st February 2021) and was registered with the Charity Commission with effect from 18 February 2013. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

#### **Appointment of Trustees**

New Trustees are appointed on the recommendation of existing Directors/Trustees. There is a required minimum of three Trustees but no maximum number.



## **SALFORD FOODBANK LTD**

### **TRUSTEES/DIRECTORS REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

#### **Trustee's Induction and Training**

Trustees are already familiar with the work of the charity as they include regular volunteers who have been involved for a number of years. Trustees have induction procedures to ensure that new Trustees understand their roles and obligations. As part of these procedures, Trustees are also encouraged to attend appropriate external training events or to access online materials to facilitate the undertaking of their particular roles.

#### **Organisation**

The management and administration of the charity is under the full control of the Directors/Trustees who meet at least four times per year. However, the Day to day operational matters of the Foodbank are delegated to the Foodbank Manager and the staff serving under him/her. Occasionally it is necessary for Directors/Trustees to undertake Extraordinary meetings which will be arranged as and when and if required. These meetings are necessary to discuss governance or management needs or where there are urgent matters to resolve. In all cases the relevant details and decisions arising from Extraordinary Meetings will be recorded and minuted.

#### **Risk Management**

The Trustees have examined the major strategic, business and operational risks which the charity faces and we have robust systems in place to regularly monitor those risks and where it is deemed necessary take immediate action to mitigate or eliminate them.

#### **Future Plans**

The charity's main focus for the next year remains primarily the operating of Salford Foodbank providing emergency food parcels and signposting through the 'LAMPS project'. We continue to encourage good working relationships with local churches, church partners, Salford Council, citizens advice, schools and other charities and volunteers working together to benefit everyone in Salford.

## **SALFORD FOODBANK LTD**

### **TRUSTEES' STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2022**

#### **STATEMENT OF APPRECIATION:**

The Trustees would like to put on record our huge indebtedness to the army of volunteers who unselfishly devote their time. Without these volunteer hours we simply could not operate at all. Thank you to everyone who gives of their time for which we are very grateful.

#### **STATEMENT OF TRUSTEES RESPONSIBILITY:**

The charity's Trustees are responsible for preparation of financial statements, and they consider audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to
- presume that the church will continue in operational service.
- the financial statements are prepared as required by law to give a true and fair view of the state of affairs of the company surplus or deficit for that period, and safeguard the assets of the company.

#### **INDEPENDENT EXAMINERS:**

The Trustees appointed Sunex Consulting (Chartered Certified Accountants) as its independent examiners. And, a resolution for re-appointment will be taken at the next general meeting of the Board of Trustees.

This report was approved by the Board of Trustees on 12th December 2022 and signed on their behalf by:

Name of Trustee: **Captain Alistair J. C. FEAKIN**

Signature: 



## **SALFORD FOODBANK LTD**

### **INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31ST MARCH 2022**

This report is made solely to the Charity Trustees' on examination of the accounts of the company for the year ended 31st March 2022, as presented in subsequent pages: 8 to 12.

#### **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 under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

#### **Basis of Independent Examiner's Statement:**

Examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts. 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 Examiners Statement:**

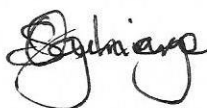
In compliance with Section 145 of the Charities Act 2011, in respect to company gross income exceeding £250,000, it is required that your examiner must be a member of a listed accounting body. I confirm that I am qualified and licensed to undertake the required examination by the Association of Chartered Certified Accountants, United Kingdom.

The examination of the company records is completed and no matter has come to my attention:

1. which gives me reasonable cause to believe in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Sunny O. EDJEMUARE, FCCA  
**SUNEX CONSULTING**  
Chartered Certified Accountants  
23 Beverley Street  
M9 4ED

Signature:



and dated 12 Dec /2022

**SALFORD FOODBANK LTD****BALANCE SHEET**

FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	2022	2021
		£	£
<b>FIXED ASSETS</b>			
Tangible Assets	4	21,573	3,876
<b>CURRENT ASSETS</b>			
Debtors	5	9,010	2,972
Prepayments	5	0	3,267
Cash at Bank		177,738	172,887
		<b>186,748</b>	<b>179,126</b>
Amount Due Within 1 Year	6	(19,302)	(2,728)
<b>NET CURRENT ASSETS</b>		<b>167,446</b>	<b>176,398</b>
Amount Due After 1 Year		(0)	(0)
<b>TOTAL NET ASSETS</b>		<b>189,019</b>	<b>180,274</b>
<b>TOTAL FUNDS</b>	7	<b>189,019</b>	<b>180,274</b>

The trustees are satisfied that the charitable company is entitled to exemption from audit under Section 475 and 477 of the Companies Act 2006 for the accounting year ended 31st March 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the accounting year ended 31st March 2022, in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each period and of its profit or loss for each financial period in accordance with the requirements of Section 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006, relating to small companies.

Approved by the Trustees on 12th/December 2022, and signed on their behalf by the trustees:



**Captain Alistair J. C. FEAKIN**

Trustee/Director



# **SALFORD FOODBANK LTD**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2022**

### **1. ACCOUNTING POLICIES**

Salford Foodbank Ltd is registered private company limited by guarantee which operates as a duly registered charity. Under section 1.2 of UK Financial Reporting Standards (FRS 102), Salford Foodbank satisfies conditions of a public benefit entity, as for those public benefit entities within the scope of a Statement of Recommended Practice (SORP), and its reporting permitted by the applicable SORP.

#### **(a) Basis of Preparation of Financial Statements;**

The financial statements are prepared on a going concern basis under the historic cost convention. The financial statements are presented in pounds sterling which is the functional currency of the charity and usually approximated to the nearest pound.

#### **(b) Income Recognition:**

All incomes is credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable.

#### **Grants, Donations & Gifts in Kind**

Any amount in receipt with specific requirements of use in future accounting period be deferred until relevant periods or with imposed conditions must be deferred until pre-conditions are met accordingly. Gifts in kind donations in material forms are valued and recognised as income when distributed. The measurement of gifts value is benchmarked on similar items with nature physical conditions.

#### **(c) Restricted Funds:**

Restricted funds are to be used for specific purposes within the objects of the charity. Expenditures which meet these specific criteria, will be matched with a fair allocation of management and support costs.

#### **(d) Unrestricted Funds:**

Unrestricted funds are donations, offerings and other incomes generated for the objects of the charity without further specific purposes and are available for general and public funds.

#### **(e) Resources Expended:**

Direct Charitable expenditure includes all expenditure incurred by the charity in pursuit of its charitable objectives. Governance expenditure includes all costs incurred which relates to the charitable and for administration of the charity in compliance with constitutional and statutory requirements.

#### **(f) Tangible Fixed Assets and Depreciation:**

Tangible fixed assets are capitalised and depreciated. Cost of assets written off on reducing balance over estimated useful life at a rate of 20% per annum for furniture & equipment, 25% per annum for motor vehicles.



**SALFORD FOODBANK LTD****NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2022

**2 STAFF: COSTS**

Renumeration  
Redundancy costs

2022	2021
£	£
37,932	36,407
0	7,350
<u>37,932</u>	<u>43,757</u>
5	5

**STAFF: NUMBERS****3 TAXATION**

The company is a register which is exempt from tax on its income under Section 505 of the Tax Act 1988, on the condition that such income is expended on charitable activities strictly.

**4 TANGIBLE & FIXED ASSETS:**

	Motor Vehicle	Furniture & Equipment	2022 TOTAL	2021 TOTAL
	£	£	£	£
<b>COST:</b>				
Opening Balance	0	4,846	4,846	14,473
Additions	23,330	2,641	25,971	4,846
Disposals	(0)	(0)	(0)	(14,473)
<b>Closing Balance</b>	<u>23,330</u>	<u>7,487</u>	<u>30,817</u>	<u>4,846</u>
<b>Depreciation</b>				
Opening Balance	0	2,190	2,190	8,252
Charge for the Period	5,833	1,221	7,054	970
Disposals	(0)	(0)	(0)	(8,252)
<b>Closing Balance</b>	<u>5,833</u>	<u>3,411</u>	<u>9,244</u>	<u>970</u>
<b>Net Book Value : Opening Balance</b>	0	3,876	3,876	6,221
<b>Closing Balance</b>	<u>17,497</u>	<u>4,076</u>	<u>21,573</u>	<u>3,876</u>

**5 DEBTORS & PREPAYMENTS**

Taxation Recoverable on Gifts Aid Donation	3,844	2,939
Other Debtors	5,166	33
Prepayments	0	3,267
	<u>9,010</u>	<u>6,239</u>

**6 CREDITORS & ACCRUALS: Amount Due Within 1 Year**

Trade Creditors	14,402	2,728
Accruals	4,900	0
	<u>19,302</u>	<u>2,728</u>

# SALFORD FOODBANK LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

### 7 STATEMENT OF FUNDS

	Notes	01.04.21 £	Income £	Expenditure £	31.03.22 £
Unrestricted Funds	8 & 9	157,431	100,740	(127,180)	130,991
Restricted Funds	8 & 9	22,843	38,041	(2,856)	58,028
<b>Total Funds</b>		<b>180,274</b>	<b>138,781</b>	<b>(130,036)</b>	<b>189,019</b>

		01.04.20	Income	Expenditure	31.03.21
Unrestricted Funds		48,816	172,847	(90,203)	157,431
Restricted Funds		5,000	162,000	(158,635)	22,843
<b>Total Funds</b>		<b>53,816</b>	<b>334,847</b>	<b>248,838</b>	<b>180,274</b>

### 8 DONATIONS, GRANTS & GIFTS

	2022	2022	2021	2021	2022	2021
	Unrestricted	Restricted	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
Grants & Donations	26,695	0	172,805	0	26,695	172,805
Gifts Aid	0	19,219	0	29,000	19,219	29,000
Gifts in Kind	0	17,322	0	133,000	17,322	133,000
Other Income	74,045	1,500	0	0	75,545	0
<b>Total</b>	<b>100,740</b>	<b>38,041</b>	<b>172,805</b>	<b>162,000</b>	<b>138,781</b>	<b>334,805</b>

Gifts in kind comprise food received for onward distribution through foodbank facilities. The food is valued based on the average weight of of £1.75 (2021:£1.75) per kilogram. Contribution of volunteers not recognised within the company accounts as income of any kind.

### 9 EXPENDITURE - CHARITABLE ACTIVITIES

		2022	2022	2021	2021	2022	2021
		Unrestricted	Restricted	Unrestricted	Restricted	TOTAL	TOTAL
		Funds	Funds	Funds	Funds	Funds	Funds
	Notes	£	£	£	£	£	£
Staff Costs		37,932	96	23,476	5,000	38,028	28,476
Food Expenses		46,230	0	23,651	139,157	46,230	162,808
Van & Equipment		0	0	25,971	0	25,971	0
Support Costs	10	20,789	1,380	15,305	14,478	22,169	29,783
Governance Costs	11	1,440	0	1,800	0	1,440	1,800
<b>Total</b>		<b>106,391</b>	<b>1,476</b>	<b>90,203</b>	<b>158,635</b>	<b>133,838</b>	<b>222,867</b>

**SALFORD FOODBANK LTD****NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31ST MARCH 2022**

	2022	2022	2021	2021	2022	2021
	Unrestricted	Restricted	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
<b>10 Support Costs</b>						
Administrative Costs	14,982	1,380	13,545	12,008	16,362	25,553
Insurance	490	0	627	689	490	1,316
Advertising	4,628	0	533	651	4,628	1,184
Professional Fees	689	0	600	1,130	689	1,730
<b>Total</b>	<u>20,789</u>	<u>1,380</u>	<u>15,305</u>	<u>14,478</u>	<u>22,169</u>	<u>29,783</u>
<b>11 Governance Costs</b>						
Examiners' Fees	1,440	0	1,800	0	1,440	1,800
<b>Total</b>	<u>1,440</u>	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>1,440</u>	<u>1,800</u>