TEWKESBURY FOODBANK

England & Wales · Charity number 1151000

Details

Other names	TEWKESBURY FOOD BANK
Status	Registered
Legal form	Trust
Registered	2013-02-27
Register	View on the Charity Commission register

Contact

Address	76 Church Street Tewkesbury GL20 5RX
Phone	01684296824
Email	info@tewkesbury.foodbank.org.uk
Website	www.tewkesbury.foodbank.org.uk

Activities

Objects: OBJECTS OF THE CHARITY.1.TO PROVIDE EMERGENCY FOOD AID TO PEOPLE IN TEWKESBURY AND SURROUNDING AREAS IN NEED, HARDSHIP OR DISTRESS (BENEFICIARIES) WHO ARE REFERRED TO US BY AUTHORISED PARTNER AGENCIES.2. FURTHER TO (1) ABOVE, TO SUPPLY GOODS TO BENEFICIARIES, EITHER DIRECTLY OR THROUGH AGENCY PARTNERS APPROVED BY THE TRUSTEES. GOODS TO INCLUDE (BUT NOT TO BE LIMITED TO) FOOD, INCLUDING TINNED AND DRIED FOODS, TO ENSURE A HEALTHY, BALANCED AND NUTRITIOUS DIET SUFFICIENT FOR 3 DAYS AT A TIME, ALSO CLOTHES, FURNITURE, TOYS.3. TO DO ANY OTHER THING CONSISTENT WITH THE PRIMARY PURPOSE OF THE CHARITY, INCLUDING (BUT NOT LIMITED TO), THE PROVISION OF COUNSELLING AND OTHER ADVISORY SERVICES.

Activities: The prevention & relief of poverty through an emergency food bank for Tewkesbury and the surrounding area. Clients are referred by care professionals and are entitled to a maximum of three vouchers for food parcels, consisting of tinned and dried foods, providing nutritionally balanced food for three days. The operation is run by volunteers. We are affiliated with the Trussell Trust.

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Classification

- **How:** Provides Advocacy/advice/information, Other Charitable Activities
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- Gloucestershire
- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£27,788	£254,203	-	-
2024-03-31	£107,180	£101,840	-	-
2023-03-31	£151,635	£104,660	-	-
2022-03-31	£118,307	£118,682	-	-
2021-03-31	£138,683	£57,116	-	-

Trustees

Name	Role	Appointed
Andrew John Dennis Simpkins M.A.	Chair	2023-02-09
CAROLYN SEATON		2016-09-03
Elizabeth Walker		2023-02-22
Helen Hill		2015-08-04
Marion Lynn Badham		2022-11-29
Sandra Christine Ditchburn		2022-07-21

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TEWKESBURY FOODBANK

England & Wales - Charity number 1151000

Accounts

Tewkesbury Foodbank
Together with Trussell

Tewkesbury Foodbank

Charity No: 1151000

Trustees' Annual Report & Statement of Financial Activity

for the period 1st April 2024 to 31st March 2025

Trustees

Marion Badham
Sandra Ditchburn
Helen Hill
Carolyn Seaton
Andrew Simpkins
Michael Waldron
Elizabeth Walker

13th October 2025

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Trustees Annual Report
& Statement of Financial Activity
for the period 1st April 2024 to 31st March 2025

1. Introduction

1.1 Charitable Objects

Our governing document states

1.To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress (beneficiaries) who are referred to us by authorised partner agencies.

2. Further to (1) above, to supply goods to beneficiaries, either directly or through agency partners approved by the trustees. Goods to include (but not to be limited to) food, including tinned and dried foods, to ensure a healthy, balanced and nutritious diet sufficient for 3 days at a time, also clothes, furniture, toys.

3. To do any other thing consistent with the primary purpose of the charity, including (but not limited to), the provision of counselling and other advisory services.

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

1.2 Note on the 'Old' and 'New' Charities

A new constitution for this charity was approved by the Charity Commission on 17th November 2023 and approval for the Transfer of Assets(S105) was received from the Charity Commission dated 18th March 2024.The new constitution makes the charity a Charitable Incorporated Organisation (CIO) but serving the same purposes. This change was considered necessary given the increased scale and costs of the Foodbank's operations plus the need to employ staff and potentially acquire premises. The new charity, registration number 1205793, commenced operation on 1st April 2024. Both charities have the name Tewkesbury Foodbank. The year 2024/25 was a period of dual running of the old and new Bank Accounts to address such issues as gift aid claims and funds transfers and outstanding HMRC refunds. The separate accounts and annual reports for the two charities therefore each give an incomplete picture of the year and need to be read in conjunction with each other.

For the sake of clarity, the combined financial outcome for the year for both the old and new charity was:

	Old (1151000)	New 1205793	Total
Income	£27,787.93(~20%)	£110,991.73 (~80%)	£138,779.66
Expenditure	£18790.06 (~15%)	£104,586.95(~85%)	£123,377.01

Note that these figures include a restricted Trussell grant of £41,746.80 to cover the cost of a Citizen's Advice worker. The first five months of the grant (£17,421.15) was spent in the 2024/25 financial year. Excluding the remaining balance on this grant the outturn for the year across both charities was a deficit of £2,018.50

1.3 Overview (Executive Summary)

The activities of the Foodbank during this period were carried out under the new charity (1205793). Please see the annual report for the new charity for details of Activities and Achievements, Performance Indicators, Risks etc.

1.4 The Roles & Contributions of Volunteers

All our volunteers were happy to continue in the new Charity.

2. Financial Review

2.1 Financial Position

As noted in section 1.2 above a limited proportion of the income and expenditure was recorded under the old charity.

Some personal, business, charitable and church donations were recorded under the old charity together with gift aid received on relevant donations. There was also interest income. In total income recorded under the old charity amounted to £27,787.93. Minimal overhead costs were recorded under the old charity regarding IT costs, utilities and printing. The major item was payroll costs of £17,997.06 due to the delay in obtaining a new PAYE reference from HMRC. Total expenditure recorded under the old charity was £18,790.06.

.

The total cash fund of £219,858.97 was transferred to the new charity and continues to be held in a new portfolio of notice accounts managed through CAF via their Flagstone Platform which ensures that our funds are protected by the Financial Services Compensation Scheme (FSCS).

Following advice from our Independent Examiner all Fixed Assets were written off as they were all insignificant amounts. These totalled £5,035 of various small amounts and £3,179.97 held in a Restricted fund for our van which was transferred to the new Charity.

2.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

2.3 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed.

3 Reference and Administration Details

3.1 Charity Name & Registration

Charity No: 1151100

Charity Name Tewkesbury Foodbank

Registered with HM Revenue & Customs

3.2 Charity's Principal Address

76 Church Street, Tewkesbury, Gloucestershire GL20 5RX

e-mail: info@tewkesbury.foodbank.org.uk

website: www. tewkesbury.foodbank.org.uk

3.3 Names of the Trustees Who Manage the Charity

Name	*Office*	*Appointed*	*Resigned*
Marion Badham			
Sandra Ditchburn			
Helen Hill	Treasurer		
Carolyn Seaton			
Andrew Simpkins	Chair		
Michael Waldron			
Elizabeth Walker			

3.4 Bankers

Lloyds Bank 19 High Street, Tewkesbury, GL20 5AW

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

3.5 Independent Examiner

Mrs. Melanie Kisby 66 Church Street, Tewkesbury, GL20 5RZ

4 Structure, Governance & Management

4.1 Type of Governing Document

Trust Deed dated 23rd January 2013

4.2 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

4.3 Trustee Selection Methods

There must be at least five charity trustees.

In appointing Trustees consideration is given to ensuring that the Trustees have between them the skills and experience necessary to manage the charity effectively and in accordance with charity law.

4.4 Trustee Development

The current trustees all have relevant experience in the charity sector and come with varied professional backgrounds.

Approved by the Trustees and signed on their behalf.

Signature	A. Simpkins	
Name`	Andrew Simpkins	Helen Hill
Position	Chair	Treasurer
Date	13/10/2025	13/10/25

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	Charity Name: Tewkesbury Foodbank		
On accounts for the year ended	31st March 2025	**Charity no (if any)**	1151000
Set out on pages	8, 9, 10, 11		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended .

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:	M.E Kisby	**Date:**	15/07/25
Name:	MELANIE KISBY		
Relevant professional qualification(s) or body (if any):	MCIIA (Retired) Member Chartered Institute of Internal Auditors		
Address:	66, Church St Tewkesbury GL20 5RZ		

Statement of Financial Activities

Prepared for TEWKESBURY FOODBANK 1151000: 1/4/2024 to 31/3/2025 (compared with 1/4/2023 to 31/3/2024)*

	Unrestricted	Restricted	Total	*Prior Total**
Donations and Legacies				
. DONATIONS				
. . . BUSINESS DONATIONS				
. . . . . I01 BUSINESS DONATIONS REGULAR	460.00		**460.00**	*1,140.00*
. . . . . I03 BUSINESS DONATIONS AD HOC	78.31		**78.31**	*5,919.97*
. . . PERSONAL DONATIONS				
. . . . . I02 PERSONAL DONATIONS REGULAR	4,669.00		**4,669.00**	*24,750.80*
. . . . . I04 PERSONAL DONATIONS AD HOC	8,499.65		**8,499.65**	*23,755.14*
. GRANTS - Non Recurring				*30,000.00*
. Gift Aid Claimed	3,969.17		**3,969.17**	*6,362.99*
. I05 CHARITY & ORGANISATION DONATIONS	60.00		**60.00**	*11,119.51*
. I07 CHURCH DONATIONS	406.00		**406.00**	*2,954.05*
Investments				
. Interest Received	9,645.80		**9,645.80**	*1,177.51*
Total income and endowments	**27,787.93**		**27,787.93**	***107,179.97***
E19 CLIENT ESSENTIALS				*25.50*
Inter Charity transfer 1205793	219,858.97		**219,858.97**	
STOCK:- NET COST - Deficit	15,554.24		**15,554.24**	*-5,249.55*
CHARITABLE ACTIVITIES				
. CHARITY RUNNING COSTS				
. . . 01 IT EQUIPMENT	59.99		**59.99**	*971.50*
. . . E03 Operating Lease Expense				*9,230.00*
. . . E04 VEHICLE COSTS				*2,636.32*
. . . E07 CENTRE SUNDRIES				*4,069.84*
. . . E08 STAFF COSTS				*428.49*
. . . E09 Insurance				*992.87*
. . . E18 Printing & Stationery Costs	217.36		**217.36**	*531.93*
. . . UTILITIES	475.65		**475.65**	*2,825.35*
. E11 ENERGY SUPPORT				*5,173.60*
. E15 FOOD TOP UPS (STOCK PURCHASE)				*25,666.21*
. E17 FOOD EXTRAS	40.00		**40.00**	*41,473.00*
. Employee Costs				
. . . Employer NIC	504.78		**504.78**	*502.86*
. . . Employment Allowance Recovered	-504.78		**-504.78**	*-502.86*
. . . Payroll Costs	17,671.36		**17,671.36**	*12,740.01*
. . . Pensions	325.70		**325.70**	*325.02*
Total expenditure	**254,203.27**		**254,203.27**	***101,840.09***
Net income/(expenditure) before investment gains/(losses)	-226,415.34		**-226,415.34**	*5,339.88*
Net gains/(losses) on investments				
Net income/(expenditure)	-226,415.34		**-226,415.34**	*5,339.88*
Extraordinary items				
Transfers between funds	3,179.97	-3,179.97		

Statement of Financial Activities

repared for TEWKESBURY FOODBANK 1151000: 1/4/2024 to 31/3/2025 (compared with 1/4/2023 to 31/3/2024)*

	Unrestricted	Restricted	Total	*Prior Total**
Gains(losses) on revaluation of fixed assets for harity's own use	-5,035.00		**-5,035.00**	*310.00*
Other gains(losses)				
let movement in funds	**-228,270.37**	**-3,179.97**	**-231,450.34**	***5,649.88***
otal funds brought forward	*228,757.96*	*3,179.97*	***231,937.93***	*226,288.05*
otal funds carried forward	**487.59**		**487.59**	***231,937.93***

TEWKESBURY FOODBANK 1151000

Charity Commission for England and Wales, No. 1151000

Balance Sheet - Detail

As at March 31, 2025

Fixed Assets	
Tangible Assets	0.00
Current Assets	
Cash At Bank And In Hand	264.37
Creditors	
Other Creditors	
Payroll Liabilities	223.22
Net Assets	**487.59**
Funds & Reserves	
Unrestricted General Funds	
GENERAL FUND	487.59
Funds Provided	**487.59**

5.4 Notes to the financial statements - year ended 31st March 2025

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies form 1st January 2015.

The following amounts were transferred to the new Charity and the relevant funds. Tewkesbury Foodbank holds the following funds for specific purposes.

GENERAL (unrestricted) £153,777.87

ENERGY (designated) £12,268.10
(£8,408.30 & £3,859.80 Fuelbank Foundation)

WOODY'S (designated) £15,653

MACE (designated) £11,765

PREMISES (designated) £25,495

Tesco GIFT CARDS £900

TEWKESBURY FOODBANK

England & Wales - Charity number 1151000

Accounts

Tewkesbury Foodbank

Charity No: 1151000

Trustees' Annual Report & Statement of Financial Activity

for the period 1 April 2023 to 31 March 2024

Trustees

Marion Badham
Sandra Ditchburn
Helen Hill
Stuart Hutchison
Gordon Sandford
Carolyn Seaton
Andrew Simpkins
Michael Waldron
Elizabeth Walker

1st September 2024

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Trustees Annual Report & Statement of Financial Activity

for the period 1 April 2023 to 31 March 2024

1. Introduction

1.1 Charitable Objects

Our governing document states

1.To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress (beneficiaries) who are referred to us by authorised partner agencies.

2. Further to (1) above, to supply goods to beneficiaries, either directly or through agency partners approved by the trustees. Goods to include (but not to be limited to) food, including tinned and dried foods, to ensure a healthy, balanced and nutritious diet sufficient for 3 days at a time, also clothes, furniture, toys.

3. To do any other thing consistent with the primary purpose of the charity, including (but not limited to), the provision of counselling and other advisory services.

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

1.2 Overview (Executive Summary)

Tewkesbury Foodbank serves the community of Tewkesbury Borough which has a growing population approaching 100,000. In the last 10 years the Foodbank has been able to meet all requests for support through the generous help of the local community, churches, businesses and voluntary associations and the local borough and county councils.

In the financial year 2023/2024 Tewkesbury Foodbank fulfilled 1532 food vouchers which helped to feed over 3,300 people. This was an increase of 21% over the number of parcels provided in 2022/2023, an increase similar to other foodbanks around the UK. This provision was made possible by the Foodbank receiving food donations valued at £36,580. In addition, cash donations and grants enabled us to make purchases of food amounting to £25,666, and to supply clients with vouchers for fresh vegetables and meat at a cost of £41,473. We also supplied fuel vouchers with a total value of £7,508 (£5,173 from our funds and £2,335 issued by Fuelbank Foundation from their funds). The total cash expenditure on meeting client needs was £72,313. This continued the shift in the 'business model' of the Foodbank where increasingly we are more reliant on cash donations and grants than gifts of food.

The Foodbank Centre is operated by its team of dedicated volunteers who run the Centre five mornings a week, and manage the warehouse, food purchasing, collection and distribution activities. The Foodbank employs, on a part-basis, an experienced project manager to help manage

the growing demands. The total costs of running the Centre and warehouse, including utility bills, vehicles, and staff costs was £32,466. Total expenses for clients and running costs were £101,840.

The Foodbank is grateful for the commitment of local individuals, businesses and churches who provided regular and ad hoc donations amounting to £76,002 including claimed Gift Aid. In addition, in 2023 the Foodbank received a £30,000 Household Support Fund Grant from Tewkesbury Borough Council in response to the cost-of-living crisis. Total income was £107,180 which meant we have a small surplus for the year of £5,340. The Foodbank ended the year with Current Cash Assets of £206,264. However, with projected budget deficits as a result of increased demand outstripping regular donations, plus the potential costs of further investment in our services (as described below), the updated reserves policy shows that these funds are at a prudent level to cover projected expenditure over the next 12-36 months.

2. Activities & Achievements

2.1 Outputs & Outcomes

The main focus of our activities is providing three days' worth of food (nine meals) for those in food crisis for whatever reason. Our clients may be assessed through independent partner agencies who refer them to us via a voucher system. Thirty-two agencies issued vouchers during the financial year. Our major referral agency has been Tewkesbury Borough Council who typically provided just over half of all referrals, but the Council terminated this service on 1st September 2023. As a result, we have provided an in-house service for issuing vouchers but using the same criteria as are applied by our referral agency partners.

Most vouchers are received via the Trussell Trust's electronic referral system (E-vouchers) which has reduced the need to handle paper vouchers. The electronic system also gives us a real time overview of the number of vouchers that have been issued which helps us to react to the expected footfall. We continue to operate on a "Collection Only" rather than a "Delivery Only" or Hybrid model as our catchment area is quite local and many clients are within walking distance. We can sometimes deliver parcels to those who have mobility or health issues.

In the last year we have continued to see a further marked increase in the level of demand as a result of the cost-of-living crisis. The number of food vouchers fulfilled rose from 1270 in 2022/2023 to 1532 in 2023/2024, a 21% increase, and the number of clients helped rose from 2996 to 3365 (2279 adults and 1086 children) a 12% increase on last year. This indicates there has been a disproportionately higher increase amongst households with no children compared to those with children. We have seen a higher number of single households coming in, which may be the result of the benefits system treating such people less well than households with children.

However, on the purchasing side we were able to make considerable economies by moving to a new bulk supplier, Iceland, and by rationalising the content of food parcels to better focus on client needs. The cost of purchased food, fresh food and fuel vouchers, and Tesco Spend cards was £72,313 which significantly exceeded the value of food donated of £36,580.

In addition to providing a suitable food parcel to each client and their family, food vouchers enable our clients to obtain fresh food at a local greengrocers and butchers. We also supply gas and electricity top ups to help with fuel bills. The vouchers provide important additional help to clients in difficult circumstances. We also provide a limited range of toiletries such as soap/handwash, shampoo, shower gel, deodorant, toothbrushes , toothpaste, washing up liquid and soap powder.

We continued with our Christmas blessings initiative which is now embedded as part of our annual plan. Every household received Tesco Spend gift cards (which excluded alcohol and tobacco). We chose these cards because of the variety of items that could be bought, and we know that they enabled many families to buy Christmas presents. In total 151 families (241 adults and 300 children) were recipients of this initiative.

Through our partnership with the Fuelbank Foundation our clients can now receive vouchers for a minimum of £49 from November to March and £30 during the rest of the year (subject to certain criteria). During the last winter, this amount has varied each month to reflect the weather and energy prices. Vouchers are redeemable at a Paypoint outlet or Post Office. This scheme only applies to pre-payment meters, so we have mirrored the criteria and amounts and now credit the accounts of those with monthly/quarterly bills. This scheme has been of vital support to clients who otherwise would have struggled with affording heating during the winter months.

When clients visit to collect parcels and vouchers, we look for opportunities to discuss their circumstances and where appropriate to signpost them to other agencies that may offer assistance. However, we currently lack the staff and skills to give more in-depth advice and so are currently investigating how we may provide greater assistance by working with the Trussell Trust's Financial Inclusion project. The Trust may also contribute funding to enable us to take on appropriate paid staff.

We received a grant of £30,000 from Tewkesbury Borough Council during the financial year. These funds were used to purchase specific help for clients in terms of food, vouchers, and energy top-ups.

2.2 The Roles & Contributions of Volunteers

In the last year we have relied on our volunteer team of around 45 members to operate the Foodbank. There are 5 teams of 3 or 4 volunteers who each run the Foodbank one morning a week. Each team has a team leader. A team of volunteers work at the warehouse, collecting and sorting food and transferring stock from the warehouse to the Centre. The Project Manager is in overall charge of operations supported by a Steering Group of the team leaders and the Treasurer.

We are grateful to all our volunteers for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The combination of time, energy and expertise has enabled us to expand the support to our clients.

2.3 Performance Indicators

The Foodbank's essential performance target is to provide food to every client who comes to the Foodbank, and we continued to achieve this in 2023/24. As explained above we have gone beyond this core objective by also providing fresh food and fuel vouchers and supplementary provisions such as through the Christmas blessings initiative.

A key target in the light of food inflation has been to carefully manage our food purchases. We have managed to reduce the cost per kilogram of purchased food from around £2.40 to £2.14 by a new bulk purchasing agreement.

During the year we saw an increase over our budgeted figures in personal regular and ad hoc donations and in donations from churches and charities. Ad hoc donations from businesses were below budget but this was more than compensated by a greater than expected grant from Tewkesbury Borough Council.

The Foodbank sets itself a target ratio of 30%/70% in terms of running costs to client expenditure, not including food that is donated. In 2023/24 the ratio was 31%/69%.

2.4 Looking Ahead

The Foodbank is facing a continuing and substantial increase in the number of clients while at the same time seeing a levelling off in the value of food donations. This decrease is at present being offset by an increase in cash donations and grants, but these are proving more volatile in nature. The Foodbank is extremely grateful for the support from Tewkesbury Borough Council. However, ad hoc grants made on a one-year basis, present a challenge in managing our finances on a consistent basis.

Over the last year we have produced and are progressing a 'forward plan' of our activities. This has identified several actions to sustain the service provided to clients:

a) Monthly tracking of client demand in terms of vouchers processed and stock levels in order to identify trends and manage the financial implications.

b) Managing an ongoing plan to recruit and train our volunteers in order to maintain a high quality of service.

c) Obtaining additional office space

d) Investigating the resources needed to develop a 'signposting service' to clients to help them access further means of support in conjunction with the Trussell Trust's Financial Inclusion project.

The major task in the last year has been to change the constitution of the charity to a Charitable Incorporated Organisation (CIO). This effectively created a new charity but serving the same purposes. This change was considered necessary given the increased scale and costs of the Foodbank's operations plus the need to employ staff and potentially acquire premises. We prepared a new governing document based on the Charity Commission template which was approved by them on 17th November 2023. The change also required a new bank account and HMRC registration. The new charity commenced operation on 1st April 2024 but there will be a period of dual running of the old and new charities to address such issues as gift aid claims and funds transfers. Approval for the Transfer of Assets has been received from the Charity Commission.

3. Financial Review

3.1 Financial Position

At 31st March 2024 we held cash funds of £206,264, Food Stock valued at £15,554.24 and fixed assets valued at £5,035 after depreciation. A detailed explanation of funds is given in Section 6.4.

Our total income for the year was £107,179.97 and total expenses were £101,840.09 giving a net surplus of £5,339.88.

The majority of our cash funds are held in a portfolio of notice accounts managed through CAF via their Flagstone Platform which ensures that our funds are protected by the Financial Services Compensation Scheme (FSCS). The accounts are regularly monitored to benefit from changes in interest rates.

3.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

3.3 Policy on Reserves

A review of our reserves policy is carried out each year. The Reserves Policy addresses the uncertainties in our financial planning notably:

- The future number of vouchers and beneficiaries – the number of vouchers fulfilled increased by 46% in 2022/23 and a further 21% in 2023/24. It remains challenging to estimate future demand.
- The significant volatility in the level of financial donations in the last 3 years, particularly non-recurring grants.
- The opportunity to provide additional help and advice to clients (Financial Inclusion) requiring additional salary, training, and equipment costs.
- The rate of inflation and its impact on both client needs and our purchasing costs.

The budget for the 2024/25 year shows a potential deficit of around £35,000 which will need to be covered from reserves. This excludes costs that would be associated with the Financial Inclusion project if it goes ahead in the coming year.

The Reserves Policy is set out under the following headings:

1. **Cash Flow** - This covers mismatches in timing between the income and expenditure and provides for 3 months expenditure on the Centre's overheads and its 'baseline' figure for purchases.
2. **Contingencies** - Contingencies address specific risks in the risk register which could potentially seriously impact the Foodbank's operations. Notable risks include flooding or fire damaging the Centre and/or the warehouse, and increased rental costs.
3. **Commitments** - The Trustees have set aside funds to ensure that we could sustain the Financial Inclusion project beyond an initial two-year period for which we hope to obtain a grant from Trussell Trust. It will take time to build up new sources of funds to support this initiative long-term and we have provided an additional 18 months of funding to the value of £60,000.
4. **Conservation** - The conservation figure includes a provision for projected annual budget deficits. We expect to run a deficit of around £35,000 in the 2024/25 year and this may continue at a similar level while we seek to raise additional funds. The conservation figure also includes what is left over in the current reserves once we have allocated funds to the above three categories for the coming financial year.

The Trustees have therefore set the following totals for the Reserves policy for 2024/2025:

Cash flow	£29,000
Contingencies	£15,000
Commitments	£60,000
Conservation (budget deficits)	£100,000
Total	**£204,000**
Current cash funds	£206,000
Conservation (Balance)	£2,000

Given the uncertainty regarding both future income and expenditure we believe this is a reasonable allocation of our reserves and ensures we can maintain services over the next 3 years.

The level of reserves will be reviewed on a regular basis by the Trustees to ensure that the funds are appropriate to fulfil our continuing financial obligations.

3.4 Description of the Principal Risks Facing the Charity

The Charity maintains a Risk Register which identifies the risks to which the Charity is exposed, and the actions proposed to eliminate or mitigate those risks. It is compiled in the light of the guidance provided by the Charity Commission's document 'CC26 - *Charities and Risk Management'.* The Risk Register is reviewed on a minimum quarterly basis and reported at Trustees meetings. Trustees or staff are allocated responsibility for specific risks. The current Risk Register identifies risks under the following headings:

- **Governance** – The major risk in the year was the need to consider a new charity structure (a CIO) appropriate to the increased financial and legal obligations of the charity. The new CIO received approval by the Charity Commission in November 2023 and takes over the running of the charity from 1st April 2024. The Trustees have also developed and are managing a strategic or forward plan to address the overall governance and direction of the charity in the light of the risks involved and future developments.
- **Operations** – the major risks are around maintaining the required number and skills of volunteers, ensuring adequate food stocks, and optimising the value for money of food purchases. There are also risks around the ongoing availability of the Centre premises as well as its vulnerability to flooding which can in part be mitigated by insurance.
- **Financial** - the volatility in income and potential additional expenditures have been identified above under the Reserves Policy. Careful management of the budget and making appropriate re-forecasts is a key mitigation task. The shift from food to cash donations by the Foodbank's supporters also has an impact on the running of the Foodbank and in planning for increased purchases of food.
- **Client relationships** – the Charity is committed to providing a good experience for clients. We work to ensure that all clients are treated with respect and their access to vouchers and food meets their needs.
- **External risks** - these are risks beyond the Charity's direct control but can have a major impact on the Foodbank, such as changes in government policy, the 'cost of living' crisis, or another pandemic. These risks require the Charity to provide agility and resilience in its operations and finances.
- **Compliance** – the Charity must continue to meet its Compliance obligations in terms of filing returns and ensuring it meets other legal and regulatory requirements such as safeguarding

and health and safety. These risks are being addressed by appointing one trustee to have specific oversight of each of the different areas of compliance and good practice.

3.5 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed.

4. Reference and Administration Details

4.1 Charity Name & Registration

Charity No: 1151100

Registered with HM Revenue & Customs

4.2 Charity's Principal Address

76 Church Street, Tewkesbury, Gloucestershire GL20 5RX

e-mail: info@tewkesbury.foodbank.org.uk

website: www. tewkesbury.foodbank.org.uk

4.3 Names of the Trustees Who Manage the Charity

Name	*Office*	*Appointed*	*Resigned*
Marion Badham			
Sandra Ditchburn			
Helen Hill	Treasurer		
Stuart Hutchison			31/03/2024
Gordon Sandford	Chair		15/01/2024
Carolyn Seaton			
Andrew Simpkins	Chair	15/01/2024	
Michael Waldron			
Elizabeth Walker			

4.4 Name of Project Manager

Michael Jones

Email projectmanager@tewkesbury.foodbank.org.uk

4.5 Bankers

Lloyds Bank 19 High Street, Tewkesbury

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

4.6 Independent Examiner

Mrs. Melanie Kisby 66 Church Street, Tewkesbury

5. Structure, Governance & Management

5.1 Type of Governing Document

Trust Deed dated 23rd January 2013

5.2 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

5.3 Trustee Selection Methods

There must be at least five charity trustees.

In appointing Trustees consideration is given to ensuring that the Trustees have between them the skills and experience necessary to manage the charity effectively and in accordance with charity law.

5.4 Trustee Development

There have been changes within the Trustee board with two resignations in the last year. Our thanks to the previous chairman, Gordon Sandford, and to Stuart Hutchinson for their services to the charity. The current trustees all have relevant experience in the charity sector and come with varied professional backgrounds. We will look to appoint additional trustees in the coming year.

Approved by the Trustees and signed on their behalf.

Signature	A. Simpkins	
Name`	Andrew Simpkins	Helen Hill
Position	Chair	Treasurer
Date	1/9/2024	1/9/2024

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ ~~members of~~

Charity Name: TEWKESBURY FOODBANK

On accounts for the year ended 31st MARCH 2024 | **Charity no (if any)** 1151000

Set out on pages 12 to 17 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect~~:

- ~~accounting records were not kept in accordance with section 130 of the Act~~ or
- ~~the accounts do not accord with the accounting records~~

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

** Please delete the words in the brackets if they do not apply.*

Signed: M E Kisby **Date:** 03/07/2024

Name: MELANIE KISBY

Relevant professional qualification(s) or body (if any): MCIIA – MEMBER OF THE CHARTERED INSTITUTE OF INTERNAL AUDITORS (RETIRED)

Address:

66 CHURCH ST
TEWKESBURY
GLOS GL20 5RZ

TEWKESBURY FOODBANK 1151000
Statement of Financial Activities (Income & Expense)
April 1, 2023 to March 31, 2024

	Unrestricted	Restricted	Endowment	Total
Income				
Income and Endowments				
Income from Donations and Legacies				
DONATIONS				
BUSINESS DONATIONS				
I01 BUSINESS DONATIONS REGULAR	1,140.00			1,140.00
I03 BUSINESS DONATIONS AD HOC	5,919.97			5,919.97
PERSONAL DONATIONS				
I02 PERSONAL DONATIONS REGULAR	24,750.80			24,750.80
I04 PERSONAL DONATIONS AD HOC	23,755.14			23,755.14
GRANTS - Non Recurring	30,000.00			30,000.00
Gift Aid Claimed	6,362.99			6,362.99
I05 CHARITY & ORGANISATION DONATIONS	11,119.51			11,119.51
I07 CHURCH DONATIONS	2,954.05			2,954.05
Investment Income				
Interest Received	1,177.51			1,177.51
Total Income	**107,179.97**	**0.00**	**0.00**	**107,179.97**
Expenses				
Expenditure				
CHARITABLE ACTIVITIES				
CHARITY RUNNING COSTS				
01 IT EQUIPMENT	971.50			971.50
E03 Operating Lease Expense	9,230.00			9,230.00
E04 VEHICLE COSTS	1,639.45	996.87		2,636.32
E07 CENTRE SUNDRIES	4,069.84			4,069.84
E08 STAFF COSTS	428.49			428.49
E09 Insurance	992.87			992.87
E18 Printing & Stationery Costs	531.93			531.93
UTILITIES	2,825.35			2,825.35
E11 ENERGY SUPPORT	5,173.60			5,173.60
E15 FOOD TOP UPS (STOCK PURCHASE)	25,666.21			25,666.21
E17 FOOD EXTRAS	41,473.00			41,473.00
Employee Costs				
Employer NIC	502.86			502.86

TEWKESBURY FOODBANK 1151000
Statement of Financial Activities (Income & Expense)
April 1, 2023 to March 31, 2024

	Unrestricted	Restricted	Endowment	Total
Employment Allowance Recovered	-502.86			-502.86
Payroll Costs	12,740.01			12,740.01
Pensions	325.02			325.02
E19 CLIENT ESSENTIALS	25.50			25.50
STOCK:- NET COST - Deficit	-5,249.55			-5,249.55
Total Expenses	**100,843.22**	**996.87**	**0.00**	**101,840.09**
Other Recognised Gains/(Losses)				
Gains/(Losses) on Revaluation of Fixed Assets	310.00			310.00
Net Resource Movement	**6,336.75**	**-996.87**	**0.00**	**5,339.88**
Net Movement in Funds	**6,646.75**	**-996.87**	**0.00**	**5,649.88**
Total Funds Brought Forward	**222,111.21**	**4,176.84**	**0.00**	**226,288.05**
Total Funds Carried Forward	**228,757.96**	**3,179.97**	**0.00**	**231,937.93**

TEWKESBURY FOODBANK 1151000

Charity Commission Registration Number 1151000

Balance Sheet - Detail

As at March 31, 2024

Fixed Assets	
Tangible Assets	
Computer Equipment	
Computer Equipment Cost	2,194.97
Computer Equipment Depreciation	-1,594.97
Fixtures & Fittings	
Fixtures & Fittings Cost	7,161.04
Fixtures & Fittings Depreciation	-5,836.04
Fixtures & Fittings Revaluation	310.00
Vehicles	
Vehicles Cost	12,000.00
Vehicles Depreciation	-9,200.00
Current Assets	
Stocks	
Stock	15,554.24
Debtors	
Cash At Bank And In Hand	
CAF Charity Bank	4,750.00
CAF Charity Bank Reserves	90,500.00
CAF Charity Bank.	64,750.00
FUELBANK FOUNDATION FUNDING	3,859.80
LLOYDS BANK Current Account	46,164.53
Tesco Spend Cards	900.00
petty cash	99.17
Creditors	
Other Creditors	
Payroll Liabilities	
HMRC	
Employee NI	-44.88
PAYE	370.07
Net Assets	**231,937.93**
Funds & Reserves	
Restricted Funds	
ASDA (VAN)	3,179.97
Unrestricted Designated Funds	

TEWKESBURY FOODBANK 1151000

Charity Commission Registration Number 1151000

Balance Sheet - Detail

As at March 31, 2024

ENERGY VOUCHERS	12,258.30
KEVIN MACE Butchers	11,765.00
PREMISES	25,385.00
WOODYS	15,653.00
Unrestricted General Funds	
FOOD STOCK	15,554.24
GENERAL FUND	148,142.42
Funds Provided	**231,937.93**

6.4 Notes to the financial statements - year ended 31st March 2024

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies form 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)
Fuelbank foundation issue vouchers to our clients who are on prepayment meters on our behalf. A total of £7,508.60 was distributed in this Financial Year to our clients in need. We hold £16,118.30 in this fund for the next financial year. (£3,859.80 held by Fuelbank Foundation and £12,258.30 held in our funds ready to top up the Fuelbank fund).

LLOYDS BANK Community Fund (designated)
This grant was awarded in November 2014, and we continued to use this fund to support School holiday initiatives in all areas of the town. To ensure that we support the clients in the town this has been used to buy food. The current balance of this fund is now NIL.

FOOD STOCK (restricted)
This is a restricted fund as it represents our food stock movement with a monetary value calculated @ £2.37 per kg. (This value is recommended by Trussell Trust). This fund shows a slight increase as it reflects the increased amount of food that is being purchased. The year-end value of our food stock is £15,554.24 (6562 kg).

WOODY'S (designated), **MACE** (designated)
We continue to offer vouchers for fruit & vegetables from Woody's, the local farm shop, and with our local butcher, Kevin Mace. Last year's costs were Woody's £22,885, and Mace £13,320. These funds are made up from personal or business donations and the Household Support Grant funds from Tewkesbury Borough Council. The balances of these funds are £15,653 and £11,765 respectively.

PREMISES (designated)
We have a designated fund for the ongoing rental of our current premises which forms part of our Reserves. We also benefit from the use of a warehouse which is rent free thanks to Cotteswold Dairy, a local company who have supported the charity since it was formed in 2013. This funds now stands at £25,385.

ASDA VEHICLE GRANT (restricted)
We were successful in our application via Trussell Trust to purchase a newer van in January 2019. The grant also covered the first years running costs. The remaining amount in this fund is to allow for depreciation. This funds now stands at £3,179.97.

TESCO SPEND CARDS
These gift cards are purchased at a minimum total value £1000 and in amounts of £10 for distribution to clients. Until they are activated, they have no cash value. We distribute these

vouchers mainly at Christmas and in exceptional circumstances. We currently hold £900 of activated cards. We issued a total of £5,230 during this financial year.

TEWKESBURY BOROUGH COUNCIL HOUSEHOLD SUPPORT GRANT

We received £30,000 to distribute to clients during October 2023 to March 2024. This was used to purchase food, fresh food vouchers and energy top ups.

TEWKESBURY FOODBANK

England & Wales - Charity number 1151000

Accounts

Tewkesbury Foodbank

Charity No: 1151100

Trustees' Annual Report & Statement of Financial Activity

for the period 1 April 2022 to 31 March 2023

Trustees

Marion Badham
Sandra Ditchburn
Helen Hill
Stuart Hutchison
Gordon Sandford
Carolyn Seaton
Andrew Simpkins
Michael Waldron
Elizabeth Walker

16th June 2023

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Trustees Annual Report
& Statement of Financial Activity
for the period 1 April 2022 to 31 March 2023

1. Introduction

1.1 Charitable Objects

Our governing document states *"To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress. (Beneficiaries) are referred to us by authorised partner agencies.*

To supply goods to beneficiaries either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried food to ensure a healthy balanced and nutritious diet sufficient for three days at a time. Also, clothes, furniture, and toys.

To do anything consistent with the primary purpose of the charity, namely in the last 12 months, including (but not limited to) the provision of signposting and other advisory services. "

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

1.2 Overview (Executive Summary)

Tewkesbury Foodbank serves the community of Tewkesbury Borough which has a growing population of over 75,000. In the last 10 years the Foodbank has been able to meet all requests for support through the generous help of the local community, churches, businesses and voluntary associations and the local borough and county councils.

In the financial year 2022/2023 Tewkesbury Foodbank provided 1279 food parcels which helped to feed approximately 3000 people. This was an increase of 46% over the number of parcels provided in 2021/2022, an increase similar to other foodbanks around the UK. This provision was made possible by the Foodbank receiving food donations valued at £45,030. In addition, cash donations and grants enabled us to make purchases of food amounting to £20,053, and to supply clients with vouchers for fresh vegetables and meat at a cost of £41,626 and fuel vouchers valued at £6,859. The total cash expenditure on meeting client needs was £68,819. This indicates a clear shift in the 'business model' of the Foodbank where increasingly we are more reliant on cash donations and grants to meet client needs than gifts of food.

The Foodbank Centre is operated by its team of dedicated volunteers who run the Centre five mornings a week, and also manage the warehouse and the food purchasing, collection and distribution activities. In 2022 the Foodbank employed, on a part-basis, an experienced project manager to help manage the growing demands. The total costs of running the Centre and warehouse, including utility bills, vehicles, and staff costs was £30,076.

The Foodbank is grateful for the commitment of local individuals, businesses and churches who provided regular and ad hoc donations amounting to £87,135. In addition, in 2022 the Foodbank received grants of £64,500 in response to the cost-of-living crisis. This has given the Foodbank an increased level of reserves at the end of the 2022/2023 year. However, with the significant increase in demand that is now outstripping donations, plus the potential costs of a premises move and

further investment in its services, the updated reserves policy shows that these funds will be required to help cover projected expenditure over the next 12-24 months.

2. Activities & Achievements

2.1 Outputs & Outcomes

The main focus of our activities is providing three days' worth of food for those in food crisis for whatever reason. Our clients may be assessed through one of over eighty independent partner bodies who refer them to us via a voucher system. Twenty-one agencies issued vouchers during the financial year. Our major referral agency is Tewkesbury Borough Council who provided just over half of all referrals.

We now mostly receive vouchers via the Trussell Trust's electronic referral system (E-vouchers) which has reduced the need to handle paper vouchers. The electronic system also gives us a real time overview of the number of vouchers that have been issued which has helped us to react to the expected footfall. We continue to operate on a "Collection Only" rather than a "Delivery Only" or Hybrid model as our catchment area is quite local and many clients are within walking distance. We do deliver some parcels to those who have mobility or health issues.

In the last year we have seen an unprecedented increase in the level of demand as a result of the cost-of-living crisis. The number of food vouchers fulfilled rose from 868 in 2021/2022 to 1279 in 2022/2023 (a 46% increase) and the number of clients helped rose from around 2300 to 2996 (1869 adults and 1127 children) a 33% increase on last year.

The rise in inflation helps to explain this increase, especially the near 20% increase in food prices. Food inflation has also significantly increased the cost of food purchased by the Foodbank in order to supplement that which has been donated. Indeed, the cost of food purchased of around £62,000 significantly exceeded the value of food donated (£45,000). We have excellent support from our local Morrisons who place bulk orders on our behalf.

In addition to providing a suitable food parcel to each client and their family, we also provided vouchers enabling our clients to obtain fresh food at a local greengrocers and butchers at a further cost of £41,626. We also supplied gas and electricity top ups to the value of £6,859 to help with fuel bills. We have provided these top ups over the last two years and they now form a particularly important part of our "More Than Food" ethos to benefit clients in difficult circumstances.

We also purchased toiletries from a charity at a significant discounted price and issued clients such items as soap/handwash, shampoo, conditioner, shower gel, deodorant, hand sanitizer, washing up liquid and soap powder.

We continued with our Christmas blessings initiative which is now embedded as part of our annual plan. Every household received Tesco "Spend" gift cards (which excluded alcohol and tobacco). We chose these cards because of the variety of items that could be bought, and we know that they enabled many families to buy Christmas presents. Families also received festive extras such as chocolate, biscuits, and mince pies. In total 151 families (241 adults and 300 children) were

recipients of this initiative. This was a 31% increase in the number of children and a 15% increase in the number of adults supported.

Through our partnership with the Fuelbank Foundation our clients can now receive vouchers for £49 from November to March and £30 during the rest of the year (subject to certain criteria). Vouchers are redeemable at a Paypoint outlet or Post Office. This scheme only applies to pre-payment meters, so we have mirrored the criteria and amounts and now credit the accounts of those with monthly/quarterly bills. We have also purchased Calor Gas bottles for clients who do not have mains gas. We have received positive feedback from our clients because of this scheme, with many saying that they were able to afford to put their heating on for the first time during the winter months.

When clients visit to collect parcels and vouchers we will look for opportunities to discuss their circumstances and where appropriate to signpost them to other agencies that may offer assistance. However, the current Centre offers limited space for such conversations and we are considering how we might expand and develop this aspect of our service.

We were approached by Gloucestershire County Council in March 2022 and Tewkesbury Borough Council in January 2023 as they wanted our support to help them distribute Government funding they had received for this financial year. On their behalf we were able to buy extra food and issued Tesco vouchers, fuel top ups, butcher's and farm shop vouchers, slow cookers, other white goods, and toiletries/baby packs to clients who were referred to us.

2.2 The Roles & Contributions of Volunteers

In the last year we have relied on our volunteer team of around 40 members to operate the foodbank. There are 5 teams of 3 or 4 volunteers who each run the Foodbank one morning a week. Each team has a team leader. Two staff run the warehouse and transfer stock from the warehouse to the Centre. The Project Manager is in overall charge of operations supported by a Steering Group of the team leaders and the Treasurer.

We are grateful to all our volunteers for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The mixture of time, energy and expertise has enabled us to expand the ways in which we can support our clients.

2.3 Performance Indicators

The Foodbank's essential performance target is to provide food to every client who comes to the Foodbank and we continued to achieve this in 2022/23. As explained above we have gone beyond this core objective by also providing food and fuel vouchers and supplementary provisions such as through the Christmas blessings initiative.

A key target in the light of food inflation has been to carefully manage our food purchases. We have sought to limit the increase in cost per kilogram of purchased food by careful choice of our suppliers.

During the year we saw an increase over our budgeted figures in personal regular and ad hoc donations and in donations from churches and charities. There was also an increase in regular donations from businesses. These increases were offset, however, by a significant decrease in ad hoc donations from businesses. The receipt of significant, albeit one-off grants, from Gloucestershire and Tewkesbury Councils has, however, enabled us to meet our financial targets this year and in fact provided a surplus that will help to fund next year's projected expenditure.

The Foodbank does set itself a target ratio of 30%/70% in terms of running costs to client expenditure, not including food that is donated. In 2022/23 the ratio was 30.4%/69.6%. The fact that donations have become more volatile in the last year, in part due to the economic climate, does make setting financial targets more difficult however.

2.4 Looking Ahead

As explained above, the Foodbank is facing a challenging future as a result of a continuing and substantial increase in the number of clients while at the same time seeing a decrease in the value of food donations. This decrease is at present being offset by increase in cash donations and grants but these are proving more volatile in nature. The Foodbank is extremely grateful for the support from Gloucestershire and Tewkesbury Councils. However, ad hoc grants made on a one year basis, present a challenge in managing our finances on a consistent basis.

For these reasons we are giving increasing attention to developing a 'forward plan' of our activities. This has identified a number of required activities to sustain the service provided to clients:

a) Monthly tracking of client demand in terms of vouchers processed and stock levels in order to identify trends and manage the financial implications
b) Reviewing our fund-raising strategy with regards to all our key supporters including Tewkesbury Borough Council
c) Managing an ongoing plan to recruit and train our volunteers in order to maintain a high quality of service
d) Conducting a feasibility study on alternative premises as we are facing a new landlord and are also finding the limited space in the current Centre an increasing constraint on our activities
e) Investigating the resources needed if we are to develop the signposting service to clients to help them access further means of support.

3. Financial Review

3.1 Financial Position

At 31st March 2023 we held cash funds of £208,647.96, a food stock valued at £10,304.69 and fixed assets valued at £7,335.40 after depreciation. A detailed explanation of these funds is given in the Appendix.

Our total income for the year was £151,635.24 and total expenditure was £103,394.92 giving a net surplus of £48,240.32. As noted above, the surplus was primarily due to non-recurring grants.

The majority of our cash funds are held in a portfolio of fixed term and notice accounts managed through CAF. The accounts are regularly monitored to benefit from changes in interest rates.

3.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

3.3 Policy on Reserves

A major review of our reserves policy was carried out in March 2023 in the light of the projected surplus for the year and the increasing dependence on ad hoc cash donations and one-off grants. The uncertainties covered by the Reserves Policy include:

- The future number of vouchers and beneficiaries and the level of discretionary purchases (e.g. fuel and fresh food vouchers). The number of vouchers increased by 46% in 2022/23
- The significant volatility in the level of financial donations in the last 3 years, such as non-recurring grants of £64,500 in 2022/23
- The likely increase in the rent for the Centre under a new landlord (the current premises are up for sale) and whether the Foodbank should be actively seeking larger premises to allow an improved service and the possible combining of the Centre and the warehouse
- The potential opportunity to provide additional help to clients by way of 'sign-posting' to other agencies with its impact on possible salaries, training and premises needs.
- The ongoing rate of food inflation that reached 20% in 2022/23.

It is also noted that the Charity's budget for the 2023/24 year shows a potential deficit of £79,060 which will need to be covered from reserves.

The Reserves Policy is set out under the following headings:

1. **Cash Flow -** This covers mismatches in timing between the income and expenditure and provides for 3 months expenditure on the Centre's overheads and its 'baseline' figure for purchases.
2. **Contingencies** - Contingencies address specific risks in the risk register which could potentially seriously impact the Foodbank's operations. Notable risks include flooding or fire damaging the Centre and/or the warehouse, increased rental costs, and increased salary payments in the event we need to recruit additional paid staff. There is also the need to cover projected budget deficits.
3. **Commitments -** The Trustees plan to conduct feasibility studies on alternative premises and additional services in 2023 and some reserves need to be set aside to cover the potential costs arising from implementing the recommendations of these studies.
4. **Conservation** - The conservation figure is what is left over in the current reserves once we have allocated funds to the above three categories for the coming financial year.

The Trustees have set the following totals for the Reserves policy for 2023/2024:

Cash flow	£36,500
Contingencies	£104,000
Commitments	£35,000
Total	**£175,500**
Current funds	£208,000
Conservation	£32,500

Given the uncertainty regarding both income and expenditure we believe this is a reasonable allocation of our reserves. As we could face income/grant shortfalls again in 2024/2025, the Conservation figure is considered a provision to help maintain services in the following year.

The level of reserves will be reviewed on a quarterly basis by the Trustees to ensure that the funds are adequate to fulfil our continuing financial obligations.

3.4 Description of the Principal Risks Facing the Charity

The Charity maintains a Risk Register which identifies the risks to which the Charity is exposed and the actions proposed to eliminate or mitigate those risks. It is compiled in the light of the guidance provided by the Charity Commission's document 'CC26 - *Charities and Risk Management'*. The Risk Register is reviewed on a minimum quarterly basis and reported on at Trustees meetings. Trustees or staff are allocated responsibility for specific risks. The current Risk Register identifies risks under the following headings:

- **Governance** – two trustees resigned during the 2022/23 year and five new trustees were appointed bringing additional relevant experience and skills. The major risk at present is the financial outlook of a continuing increase in demand for the Foodbank and a volatile level of income. In addition, there are uncertainties in the economic situation and the Government's response. The Trustees are developing a strategic or forward plan in 2023 to help address the overall governance of the charity in the light of this and other risks.
- **Operations** – the major risks are around maintaining the required number and skills of volunteers, ensuring adequate food stocks, and optimising the value for money of food purchases. There are also risks around the ongoing availability of the Centre premises as well as its vulnerability to flooding.
- **Financial** - the volatility in income and a number of potential additional expenditures have been identified above under the Reserves Policy. Careful management of the budget and making appropriate re-forecasts is a key mitigation task. The shift from food to cash donations by the Foodbank's supporters also has an impact on the running of the Foodbank and in planning for increased purchases of food.
- **Client relationships** – the Charity is committed to providing a good experience for clients and must ensure that all clients are treated well and that access to vouchers and the collection of food meets their needs.
- **External risks** - these are risks beyond the Charity's direct control but can have a major impact on the foodbank, notably changes in government policy, the 'cost of living' crisis, or another pandemic. These risks require the Charity to provide agility and resilience in its operations and finances.
- **Compliance** – the Charity must continue to meet its Compliance obligations in terms of filing returns and ensuring it meets other legal and regulatory requirements such as safeguarding and health and safety. These risks are being addressed by appointing one trustee to have specific oversight of each of the different areas of compliance and good practice.

3.5 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed.

4. Reference and Administration Details

4.1 Charity Name & Registration

Charity No: 1151100

Registered with HM Revenue & Customs

4.2 Charity's Principal Address

76 Church Street, |Tewkesbury Gloucestershire GL20 5RX

e-mail: info@tewkesbury.foodbank.org.uk

website: www. tewkesbury.foodbank.org.uk

4.3 Names of the Trustees Who Manage the Charity

Name	*Office*	*Appointed*	*Resigned*
Marion Badham		23/02/2023	
Sandra Ditchburn		08/07/2022	
Suzanne Grindrod			08/07/2022
Helen Hill			
Stuart Hutchison		07/03/2023	
Wendy Ruffle			20/01/2023
Gordon Sandford	chair	24/02/2023	
Carolyn Seaton	chair		to 24/02/2023
Andrew Simpkins		09/02/2023	
Michael Waldron			
Elizabeth Walker		22/02/2023	

4.4 Name of Project Manager

Michael Jones

Email projectmanager@tewkesbury.foodbank.org.uk

4.5 Bankers

Lloyds Bank 19 High Street, Tewkesbury

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

4.6 Independent Examiner

Mrs. Melanie Kisby 66 Church Street, Tewkesbury

5. Structure, Governance & Management

5.1 Type of Governing Document

Trust Deed dated 23rd January 2013

5.2 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

5.3 Trustee Selection Methods

There must be at least five charity trustees.

In appointing Trustees consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

5.4 Trustee Development

Three new trustees were appointed in February/March 2023, all with previous relevant experience in the charity sector, and with professional backgrounds in health and social care and business management. New trustees were briefed on the aims and operations of the Foodbank.

Approved by the Trustees and signed on their behalf.

Gordon Sandford (Chair) Helen Hill (Treasurer)

16th June 2023

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	Tewkesbury Foodbank		
On accounts for the year ended	31st March 2023	**Charity no (if any)**	1151000
Set out on pages	1-2 Stmt. of Financial Activities April 1, 2022 - March 31, 2023 1-2 Balance Sheet as March 31, 2023		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:	M.E Kisby	**Date:**	07/06/2023
Name:	MELANIE ELIZABETH KISBY		
Relevant professional qualification(s) or body (if any):	Certified Member of the Institute of Internal Auditors. (CMIIA) (Retired)		
Address:	66 CHURCH ST. TEWKESBURY, GLOS. GL20 5RZ		

TEWKESBURY FOODBANK
Statement of Financial Activities (Income & Expense)
April 1, 2022 to March 31, 2023

	Unrestricted	Restricted	Endowment	Total
Income				
Income and Endowments				
Income from Donations and Legacies				
DONATIONS				
BUSINESS DONATIONS				
I01 BUSINESS DONATIONS REGULAR	3,290.00			3,290.00
I03 BUSINESS DONATIONS AD HOC	20,152.32			20,152.32
PERSONAL DONATIONS				
I02 PERSONAL DONATIONS REGULAR	19,680.00			19,680.00
I04 PERSONAL DONATIONS AD HOC	28,790.39			28,790.39
GRANTS - Non Recurring	64,500.00			64,500.00
Gift Aid Claimed	5,695.42			5,695.42
I05 CHARITY & ORGANISATION DONATIONS	6,308.65			6,308.65
I07 CHURCH DONATIONS	3,133.08			3,133.08
Investment Income				
Interest Received	85.38			85.38
Total Income	**151,635.24**	**0.00**	**0.00**	**151,635.24**
Expenses				
Expenditure				
CHARITABLE ACTIVITIES				
CHARITY RUNNING COSTS				
01 IT EQUIPMENT	2,973.35			2,973.35
E02 Electricity	954.00			954.00
E02 Telephone & E-mail	644.69			644.69
E02 Water & Sewage	283.34			283.34
E03 Operating Lease Expense	12,711.77			12,711.77
E04 VEHICLE COSTS	2,109.71	1,265.63		3,375.34
E07 CENTRE SUNDRIES	3,352.45			3,352.45
E08 STAFF COSTS	1,618.21			1,618.21
E09 Insurance	517.91			517.91
E18 Printing & Stationery Costs	1,014.68			1,014.68
Charity Management & Administration				
Bank Charges	112.50			112.50
E11 ENERGY SUPPORT	6,859.30			6,859.30

TEWKESBURY FOODBANK
Statement of Financial Activities (Income & Expense)
April 1, 2022 to March 31, 2023

	Unrestricted	Restricted	Endowment	Total
E15 FOOD TOP UPS (STOCK PURCHASE)	20,053.86			20,053.86
E17 FOOD EXTRAS	41,626.00			41,626.00
Employee Costs				
Employer NIC	146.75			146.75
Employment Allowance Recovered	-146.75			-146.75
Payroll Costs	4,853.35			4,853.35
Pensions	112.70			112.70
E19 CLIENT ESSENTIALS	280.44			280.44
STOCK:- NET COST - Deficit	3,316.66			3,316.66
Total Expenses	**103,394.92**	**1,265.63**	**0.00**	**104,660.55**
Net Resource Movement	**48,240.32**	**-1,265.63**	**0.00**	**46,974.69**
Net Movement In Funds	**48,240.32**	**-1,265.63**	**0.00**	**46,974.69**
Total Funds Brought Forward	**173,870.89**	**5,442.47**	**0.00**	**179,313.36**
Total Funds Carried Forward	**222,111.21**	**4,176.84**	**0.00**	**226,288.05**

TEWKESBURY FOODBANK

Charity Commission Registration Number 1151000

Balance Sheet - Detail

As at March 31, 2023

Fixed Assets	
Tangible Assets	
Computer Equipment	
Computer Equipment Cost	2,195
Computer Equipment Depreciation	-1,249
Fixtures & Fittings	
Fixtures & Fittings Cost	7,161
Fixtures & Fittings Depreciation	-4,569
Vehicles	
Vehicles Cost	12,000
Vehicles Depreciation	-8,203
Current Assets	
Stocks	
Stock	10,305
Debtors	
Cash At Bank And In Hand	
CAF Charity Bank	
CAF Charity Bank Reserves	90,500
CAF Charity Bank.	64,750
FUELBANK FOUNDATION FUNDING	3,707
LLOYDS BANK Current Account	4,422
RESERVES	30,064
Savings Account INSTANT ACCESS	14,060
Tesco Spend Cards	1,130
petty cash	14
Creditors	
Other Creditors	
Payroll Liabilities	167
Pensions Owed to Provider(s)	-167
Net Assets	**226,288**
Funds & Reserves	
Retained Funds	
ASDA (VAN)	5,442
ENERGY VOUCHERS	14,752
FOOD STOCK	13,621

TEWKESBURY FOODBANK

Charity Commission Registration Number 1151000

Balance Sheet - Detail

As at March 31, 2023

GENERAL FUND	86,705
KEVIN MACE Butchers	13,535
LLOYDS holiday grant	638
PREMISES	25,975
TBC Covid Grants	3,405
TESCO FOOD FUND	127
WOODYS	15,113
Accumulated Funds (1/1/1970 - 31/3/2023)	46,975
Funds Provided	**226,288**

6.4 Notes to the financial statements - year ended 31st March 2023

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies form 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)
Fuelbank foundation issue vouchers to our clients who are on prepayment meters on our behalf. A total of £6,859.30 was distributed in this Financial Year to our clients in need. We hold £13,676.30 in this fund for the next financial year (£3707.40 held by Fuelbank Foundation and £9,968.90 held in our funds ready to top up the Fuelbank fund).

LLOYDS BANK Community Fund (designated)
This grant was awarded in November 2014, and we continue to use this fund to support School holiday initiatives in all areas of the town. The current balance of this fund remains at £637.

FOOD STOCK (restricted)
This is a restricted fund as it represents our food stock movement with an increased monetary value of £2.37 per kg. (Previously we have used the Trussell Trust figure of 1.75 per kg). This fund shows a significant decrease and reflects the increased amount of food that is being purchased. The year-end value of our food stock is £17,071 (9754.86 kg).

WOODY'S (designated), **MACE** (designated)
We continue to offer vouchers for fruit & vegetables from Woody's, the local farm shop, and with our local butcher, Kevin Mace. Last year's costs were Woody's £19,275, Mace £15,880. These funds are made up from personal or business donations and grants from Gloucestershire County Council, Tewkesbury Borough Council and Young Gloucestershire. The balances of these funds are £12378 and £14195.
PREMISES (designated)
We have a designated fund for the ongoing rental of our current premises. We also benefit from the use of a warehouse which is rent free thanks to Cotteswold Dairy, a local company who have supported the charity since it was formed in 2013.

ASDA VEHICLE GRANT (restricted)
We were successful in our application via Trussell Trust to purchase a newer van in January 2019. The grant also covered the first years running costs. The remaining amount in this fund is to allow for depreciation. This funds now stands at £4176.84.

TESCO SPEND CARDS
These gift cards are purchased at a minimum total value £1000 and in amounts of £10 and £20 for distribution to clients. Until they are activated, they have no cash value. We distribute these vouchers mainly at Christmas and in exceptional circumstances. We currently hold £1000 of non-activated cards and £130 of activated cards. We issued a total of £6,390 during this financial year.

TEWKESBURY BOROUGH COUNCIL HOUSEHOLD SUPPORT GRANT

We received £5000 to distribute to clients during January to March. This was used to purchase food, fresh food vouchers and energy top ups.

TRUSSELL TRUST EMERGENCY WINTER GRANT

We received £5000 from Trussell Trust from October to March which was used to purchase food from Morrisons and Bookers.

GLOUCESTER COUNTY COUNCIL GRANT

This grant provided £50,000 for food and related purchases, and any associated running costs such as stationery and printing.

YOUNG GLOUCESTER CHARITY

We received a gift of £4,500 to be used for the purchase and distribution of food.

TEWKESBURY FOODBANK

England & Wales - Charity number 1151000

Accounts

Tewkesbury Foodbank
Registered Charity No 1151000
TRUSTEES' ANNUAL REPORT and ACCOUNTS
for the year 1st April 2021 to 31"March 2022

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Summary of Funds	10
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Tewkesbury Foodbank
Trustees' Annual Report
Registered Charity No 1151000

Charity's Principal Address: -
76 Church Street
Tewkesbury
Gloucestershire
GL20 5RX
www.tewkesbury.foodbank.org.uk

Trustee Name	**Office (If any)**
Carolyn Seaton	Chair
Wendy Ruffle	Deputy Chair
Helen Hill	Treasurer
Michael Waldron	
Gordon Sandford	
Suzanne Grindrod	

Independent Examiner of Accounts: -

Mrs. Melanie Kisby	66 Church Street	Tewkesbury

Bankers: -

Lloyds Bank	19 High Street	Tewkesbury
Charities Aid Foundation	10 Bride Street	London

Structure, Governance and Management

Tewkesbury Foodbank's Trust Deed is dated 23rd January 2013.
The Trust Deed states that there should be a minimum of 5 trustees.
New trustees are appointed by existing trustees.
The charity also has a Steering Group consisting of Team Leaders, Project Manager, Chair of Trustees and Treasurer. The Trustees meet following a Steering Group meeting (*remotely and face to face more recently)* as well as ad hoc meetings to react to any issues raised outside of these set meetings.

Tewkesbury Foodbank is affiliated to the Trussell Trust Registered Charity which itself helps administer over 420 Foodbanks and over 1200 centres through its network in the UK

We have the following policies/training in place: -
Safeguarding Vulnerable Beneficiaries
Volunteer Management
Health & Safety
First Aid
Manual Handling
Data Handling
Trustee Recruitment
Modern Slavery

We also fully adhere to the Government guidelines regarding Covid-19 and adjust our policies and procedures so that we remain in line with these guidelines as they change.

The Trustees regularly review the major risks to which the Charity is exposed and has systems established to mitigate those risks. All procedures are reviewed periodically to ensure that they still meet the needs of the organisation.
The trustees give their time voluntarily and receive no remuneration.

Objectives and Activities

Our governing document states *"To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress. (Beneficiaries) are referred to us by authorised partner agencies.*
To supply goods to beneficiaries either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried food to ensure a healthy balanced and nutritious diet sufficient for three days at a time. Also, clothes, furniture and toys.
To do anything consistent with the primary purpose of the charity, namely in the last 12 months, including (but not limited to) the provision of signposting and other advisory services. "
All our activities are funded by goodwill donations of food, money and fundraising and we operate entirely on a volunteer basis. We are committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010. This is reflected in the make-up of our Trustee and Volunteer teams.
The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.
The focus of our activities remains on providing three days' worth of food for those in food crisis for whatever reason. Our clients are assessed through one of over eighty independent partner bodies and then referred to us via a voucher system.

During this assessment either at the time or through a subsequent "drop-in "visit, clients will be signposted to relevant agencies. This together with our supplementary offer of also providing vouchers for Fresh Food and/or Gas & Electricity top ups which we have now provided over the last two years now form a very important part of our "More Than Food" ethos and benefits all clients irrespective of their circumstances.
We are grateful to all of our volunteers, past and present, new and established for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The mixture of time, energy and expertise has enabled us to expand the ways in which we can support our clients.

Achievements and Performance

We are now about to see our seventh year at our current premises this which until now has been made possible by the continuing significant ongoing financial support of a local company who have supported us since 2016. This funding will end in June 2022 as they have been taken over by a Global Company who support charities at an international level. We would like to express our thanks for the support we have received over the years.
During this financial year we have provided emergency food aid through our voucher system to 2246 clients (1322 adults and 924 children) which is a small decrease of 6.5 % (this follows a 43% increase from last year at the start of the Pandemic.
We currently partner with 86 active Referral Agencies as at 31st March 2022 and
we expect this number to increase again as the restrictions continue to ease.
The electronic voucher system gives us a real time overview of the number of vouchers that have been issued which has helped us to react to the expected footfall.

ONGOING COVID IMPACT
As we went into various lockdowns, we quickly realised that we had to review our operating model and adapt to the changes.
Last year we continued to operate on a "Collection Only" rather than a "Delivery Only" model as our catchment area is quite local and many clients are within walking distance. Many local partners collected on their client's behalf. We have delivered parcels to those who have no transport or have been self-isolating.

We have continued prepacking parcels to minimise the times our clients had to wait. We received a grant from Tewkesbury Borough Council to purchase racking to store the parcels at the Centre. We continue to purchase toiletries from a charity at a significant discounted price and have pre-prepared packs of toiletries toothpaste, toothbrushes to include soap/handwash, shampoo, conditioner, shower gel, deodorant, hand sanitizer, face masks washing up liquid and soap powder. Fresh Food vouchers are made up into envelopes ready to record and distribute and avoid over-handling.

We have seen a 50% Kg decrease in food donations at the Centre and a similar decrease at the supermarket collections points. We expect that this trend will continue. Many regular supporters now choose to donate money instead.
This has enabled us to buy any items that we have identified as having a significant shortage.

Our stock levels have decrease by 25% over this financial year.

Morrisons have kindly agreed to place bulk food orders on our behalf.

We now rent a shipping container to accommodate this extra stock (mainly Pasta and Baked Beans).
We are still benefitting from the use of a parking space in the Baptist Church car park.

We continued with our Christmas Blessings initiative which is now embedded as part of our annual plan. This year we again provided vouchers for a local butcher and a farm shop. Every household received Tesco" Spend" gift cards (we were able to restrict how these could be spent as we can specify no age restricted items (i.e. no. alcohol or tobacco) on these cards.
In total 132 families (209 adults and 229 children) were recipients of this initiative.

We continue our partnership with the Fuelbank Foundation who issue vouchers on our behalf, redeemable at a Paypoint outlet or Post Office.
Our clients receive a voucher for £49 from November to March and £30 during the rest of the year (subject to certain criteria). This scheme only applies to pre-payment meters so we have mirrored the criteria and amounts and now credit the accounts of those with monthly/quarterly bills.
We were again approached by Tewkesbury Borough Council at the end of 2021 as they wanted our support to help them distribute the Government Covid 19 Winter Grant funding they had received. On their behalf we issued Tesco vouchers, fuel top ups, butcher's and farm shop vouchers, toiletries packs to clients who were referred to us.

FINANCIAL REVIEW
We currently hold funds of £155908 and a Food stock Valued at £13621 and Fixed Assets valued at £10207 after depreciation.
Our funds include grants received when funds are designated. £25975 Premises, energy £14751 Including funds held with Fuelbank, £13535 Mace (butchers), £15113 Woody's (Fruit and Veg), £637 Lloyds, £3405 Tewkesbury Borough Council Grant (as listed on page 10).
A detailed explanation of these funds is on page 11.

The Foodbank is grateful for the overwhelming financial support we receive and especially over this last financial year. This significant increase means that we can look for new ways to support our clients in the future.
We depend on regular personal and business donations to sustain our activities.
When our major funding contract ends, we will see our income stream reduce by £6000 per year.

Our Premises Fund currently stands at £25975 which is included in our Reserves Fund of £80000 as per our Reserves Policy.

This amount represents the funding deficit we expect to see and will replace that income for the next year should there be any changes in the way we operate.
This will continue to ensure that we will have financial stability and the means for development of our principal activity.
The level of reserves will be reviewed by the Trustees to reflect the true cost to ensure that the funds are adequate to fulfil our continuing financial obligation.
We have transferred some our Funds (£20,0000 and £80,000 reserves) to Flagstone Investments (a funding platform who offer a choice of short-term deposit accounts). This has ensured a better return of our Funds and is all covered by the Financial Services Compensation Scheme)

FUTURE PLANS

We have missed being able to talk to our clients on a one to one basis and offer further signposting and support but we are confident that the new Centre layout will allow us to accommodate this.
Many of our existing activities had to be put on hold due Covid restrictions and as these lift we can slowly attempt to re-form these partnerships where appropriate when they reopen.
We anticipate increased demand for our services in the year ahead and we will work to meet this through recruiting and training more volunteers, actively promoting our role and profile in the community and attracting continuing donations of cash and goods to ensure the sustainability of our mission to provide food crisis aid.
We will engage with Trussell Trust initiatives for development of the national Foodbank network as appropriate and seek guidance from them when required.

The Trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees.

Signature	Carolyn Seaton	
Full name	Carolyn Seaton	Helen Hill
Position	Chair	Treasurer
Date	21.07.22.	21st July 2022

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	80,487.88	37,819.42	0.00	118,307.30	192,824.73
Income from charitable activities	0.00	0.00	0.00	0.00	728.12
Total income	**80,487.88**	**37,819.42**	**0.00**	**118,307.30**	**193,552.85**
Expenditure on:					
Raising funds	0.00	0.00	0.00	0.00	180.00
Expenditure on charitable activities	66,304.90	52,377.88	0.00	118,682.78	106,355.18
Total expenditure	**66,304.90**	**52,377.88**	**0.00**	**118,682.78**	**106,535.18**
Gains / losses on investment assets	0.00	0.00	0.00	0.00	0.00
Net income / (expenditure) resources before transfer	**14,182.98**	**(14,558.46)**	**0.00**	**(375.48)**	**87,017.67**
Transfers					
Gross transfers between funds - In	40,899.13	4,681.40	0.00	45,580.53	32,075.00
Gross transfers between funds - out	(45,580.53)	0.00	0.00	(45,580.53)	(32,075.00)
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	0.00	0.00	0.00	0.00	0.00
Net movement in funds	**9,501.58**	**(9,877.06)**	**0.00**	**(375.48)**	**87,017.67**
Total funds brought forward	**135,996.36**	**43,692.48**	**0.00**	**179,688.84**	**92,671.17**
Total funds carried forward	**145,497.94**	**33,815.42**	**0.00**	**179,313.36**	**179,688.84**
Represented by					
Unrestricted					
General fund	86,704.89	0.00	0.00	86,704.89	88,812.03
Designated					
Fresh Meat Vouchers	13,535.00	0.00	0.00	13,535.00	7,280.00
LLOYDS GRANT	637.79	0.00	0.00	637.79	637.79
PREMISES	25,975.00	0.00	0.00	25,975.00	25,855.00
TESCO FOOD FUND	127.24	0.00	0.00	127.24	2,007.45
TEWKES B C WINTER COVID	3,405.02	0.00	0.00	3,405.02	0.00
WOODYS	15,113.00	0.00	0.00	15,113.00	6,922.00
coronavirus	0.00	0.00	0.00	0.00	4,482.09
Restricted					
ASDA grant for purchase of MC17EPO	0.00	5,442.47	0.00	5,442.47	7,129.97
ENERGY VOUCHERS	0.00	14,751.60	0.00	14,751.60	19,491.40
Food stock	0.00	13,621.35	0.00	13,621.35	17,071.11

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Tangible assets						

OFFICE PRINTER -	113.91	0.00	0.00	0.00	113.91	185.00
PROJECTOR -	106.50	0.00	0.00	0.00	106.50	142.00
WEIGHING SCALES -	86.66	143.40	0.00	0.00	230.06	173.00
OFFICE LAPTOP -	0.00	0.00	0.00	0.00	0.00	105.00
SAFEGUARDING TABLET -	0.00	0.00	0.00	0.00	0.00	60.00
FINANCE LAPTOP -	1,083.73	0.00	0.00	0.00	1,083.73	729.40
VAN -	160.00	0.00	4,902.50	0.00	5,062.50	6,750.00
WINDOW & DOOR BLINDS -	0.00	0.00	0.00	0.00	0.00	73.40
CCTV SYSTEM -	0.00	0.00	0.00	0.00	0.00	64.00
GAZEBO -	352.39	0.00	0.00	0.00	352.39	469.85
CENTRE FURNITURE -	162.07	775.73	0.00	0.00	937.80	1,550.00
FIRE EXTINGUISHERS -	0.00	0.00	0.00	0.00	0.00	60.00
DESKTOP COMPUTER -	177.98	0.00	0.00	0.00	177.98	340.00
MICROWAVE -	0.00	0.00	0.00	0.00	0.00	12.00
SHELVING/RACKING FOR CENTRE -	1,123.06	0.00	0.00	0.00	1,123.06	340.00
FRIDGE/FREEZER -	347.25	0.00	0.00	0.00	347.25	174.00
SACK TRUCKS -	248.21	0.00	0.00	0.00	248.21	0.00
HT LAPTOP1 -	0.00	0.00	0.00	0.00	0.00	36.00
Totals	**3,961.76**	**919.13**	**4,902.50**	**0.00**	**9,783.39**	**11,263.65**
Current assets - Cash at bank and in hand						
CURRENT ACCOUNT -	2,896.88	1,638.26	0.00	0.00	4,535.14	3,561.53
SAVINGS ACCOUNT -	13,855.58	19,866.66	5,316.37	0.00	39,038.61	85,016.31
PETTY CASH -	89.67	0.00	0.00	0.00	89.67	212.07
FUELBANK -	0.00	0.00	9,975.20	0.00	9,975.20	6,950.40
TESCO SPEND VOUCHERS -	2,520.00	0.00	0.00	0.00	2,520.00	1,600.00
RESERVES -	66,750.00	33,000.00	0.00	0.00	99,750.00	51,008.77
Totals	**86,112.13**	**54,504.92**	**15,291.57**	**0.00**	**155,908.62**	**148,349.08**
Current assets - Debtors						
Accounts Receivable -	(3,369.00)	3,369.00	0.00	0.00	0.00	3,369.00
Totals	**(3,369.00)**	**3,369.00**	**0.00**	**0.00**	**0.00**	**3,369.00**
Current assets - Stocks and work in progress						
FOOD STOCK -	0.00	0.00	13,621.35	0.00	13,621.35	17,071.11
Totals	**0.00**	**0.00**	**13,621.35**	**0.00**	**13,621.35**	**17,071.11**
Liabilities - Creditors: Amounts falling due in one year						
Accounts Payable -	0.00	0.00	0.00	0.00	0.00	364.00
Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**364.00**
Grand total	**86,704.89**	**58,793.05**	**33,815.42**	**0.00**	**179,313.36**	**179,688.84**

Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
FI1 - FOOD VALUATION	0.00	0.00	37,679.42	0.00	37,679.42	54,879.60
I01 - REGULAR BUSINESS DONATIONS	440.00	6,000.00	0.00	0.00	6,440.00	6,420.00
I02 - REGULAR PERSONAL DONATIONS	14,140.00	120.00	120.00	0.00	14,380.00	8,150.00
I03 - AD HOC BUSINESS DONATIONS	9,308.59	24,000.00	0.00	0.00	33,308.59	39,391.24
I04 - AD HOC PERSONAL DONATIONS	17,964.22	0.00	20.00	0.00	17,984.22	51,256.80
I05 - DONATIONS FROM	1,295.25	0.00	0.00	0.00	1,295.25	24,275.08

CHARITIES & ORGANISATIONS						
I06 - MONEY COLLECTION BOXES	19.61	0.00	0.00	0.00	19.61	25.98
I07 - DONATION FROM CHURCHES	1,642.30	0.00	0.00	0.00	1,642.30	2,523.00
I08 - GIFT AID	5,544.38	0.00	0.00	0.00	5,544.38	5,177.95
I10 - ENERGY VOUCHER DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
I11 - TESCO FOOD TOP	0.00	0.00	0.00	0.00	0.00	700.00
I14 - INTEREST	13.53	0.00	0.00	0.00	13.53	25.08
I15 - WOODY'S & MACE	0.00	0.00	0.00	0.00	0.00	0.00
Total	50,367.88	30,120.00	37,819.42	0.00	118,307.30	192,824.73
Income from charitable activities						
I09 - FUNDRAISING	0.00	0.00	0.00	0.00	0.00	728.12
I13 - MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	728.12
INCOME TOTAL	50,367.88	30,120.00	37,819.42	0.00	118,307.30	193,552.85

EXPENDITURE

Raising funds						
E13 - FUNDRAISING	0.00	0.00	0.00	0.00	0.00	180.00
Total	0.00	0.00	0.00	0.00	0.00	180.00
Expenditure on charitable activities						
E01 - IT EQUIPMENT	1,160.10	0.00	0.00	0.00	1,160.10	534.01
E02 - UTILITIES	1,663.33	0.00	0.00	0.00	1,663.33	1,605.48
E03 - PREMISES	2,820.00	6,000.00	0.00	0.00	8,820.00	8,565.00
E04 - VEHICLE COSTS	1,541.79	0.00	1,687.50	0.00	3,229.29	3,628.97
E06 - PUBLICIY & ADVERTISING	0.00	0.00	0.00	0.00	0.00	156.62
E07 - CENTRE SUNDRIES	3,866.51	929.98	0.00	0.00	4,796.49	3,259.26
E08 - STAFF COSTS	491.84	0.00	0.00	0.00	491.84	257.10
E09 - INSURANCE	464.70	0.00	0.00	0.00	464.70	466.42
E10 - HOLIDAY CLUBS	0.00	0.00	0.00	0.00	0.00	0.00
E11 - ENERGY VOUCHERS	0.00	1,416.50	9,561.20	0.00	10,977.70	8,781.60
E12 - TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
E14 - FRANCHISE FEE	0.00	0.00	0.00	0.00	0.00	0.00
E15 - FOOD & HYGIENE (PURCHASED)	1,068.64	7,012.32	0.00	0.00	8,080.96	16,302.04
E16 - MISCELLANEOUS	250.00	0.00	0.00	0.00	250.00	0.00
E17 - FOOD EXTRAS (W & M & T VOUCHERS)	14,196.00	22,474.00	0.00	0.00	36,670.00	12,496.00
E18 - PRINTING (in house)	288.24	0.00	0.00	0.00	288.24	322.20
E19 - CLIENT HOME ESSENTIALS	643.00	17.95	0.00	0.00	660.95	421.00
EF1 - FOOD VALUATION	0.00	0.00	41,129.18	0.00	41,129.18	49,559.48
Total	28,454.15	37,850.75	52,377.88	0.00	118,682.78	106,355.18
EXPENDITURE TOTAL	28,454.15	37,850.75	52,377.88	0.00	118,682.78	106,535.18
GRAND TOTAL	21,913.73	(7,730.75)	(14,558.46)	0.00	(375.48)	87,017.67

Tewkesbury Foodbank - 1151000

Fund totals

		OPENING	CLOSING
TBC	TEWKES B C WINTER COVID	£0.00	£3,405.02
VIRUS	coronavirus	£4,482.09	£0.00
General	General fund	£88,812.03	£86,704.89
PREM	PREMISES	£25,855.00	£25,975.00
FUEL	ENERGY VOUCHERS	£19,491.40	£14,751.60
MACE	Fresh Meat Vouchers	£7,280.00	£13,535.00
WOODYS	WOODYS	£6,922.00	£15,113.00
ASDA	ASDA grant for purchase of MC17EPO	£7,129.97	£5,442.47
lyd	LLOYDS GRANT	£637.79	£637.79
TESCO	TESCO FOOD FUND	£2,007.45	£127.24
FOOD	Food stock	£17,071.11	£13,621.35
	TOTALS	**£179,688.84**	**£179,313.36**

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2022

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies form 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)
This fund is specifically for topping up clients' Gas/Electricity key. Initially this was with cash at the local Paypoint outlet. This was actioned by our volunteers and a receipt obtained by them. Cash was never given to the client so we ensured that the money was used solely for this purpose. Because of the pandemic the Trustees were not comfortable with this added risk to our volunteers. A top-up sum of £12000 is being held by the Fuelbank Foundation who issue vouchers to our clients on our behalf. We were able distribute £5045 to households who needed support with their energy.
A total of £10977.70 was distributed in this Financial Year to our clients in need. Grants and business donations through the year means that we hold £14751.60 in this fund for the next financial year (£9975.20 held by Fuelbank Foundation and £4776.40 for bill payments).

LLOYDS BANK Community Fund (designated)
This grant was awarded in November 2014 and we continue to use this fund to support School holiday initiatives in all areas of the town. The current balance of this fund remains at £637

FOOD STOCK (restricted)
This is a restricted fund as it represents our food stock movement with a monetary value of £1.75 per KG. This fund shows a significant increase to reflect the amount of food distributed. The year-end value of our food stock is £13621.35 (7783.62kgs)

FOOD ESSENTIALS, WOODY'S (designated) and **MACE** (designated)
The food essentials have previously been funded from top up monies received from Trussell Trust following our Tesco supermarket collections. As our local store has now been rebranded as an "Express" Store, we are no longer eligible for this extra funding. We were able to use the Tewkesbury Borough Council Grant to purchase stock.
We use this fund to purchase food for those with special dietary needs and also to purchase toothpaste, shampoo, washing powder etc. to supplement the food we give our clients. This fund has now been spent but we will continue to allocate funds to continue to purchase stock as required.
We continue to offer vouchers for fruit & vegetables from Woody's, the local greengrocer, and with our local butcher, Kevin Mace. Last year's costs were Woody's £12269, Mace £10205 and Tesco vouchers £14100. (these figures include our Christmas Blessings initiative and Grant monies)
Any large personal or business donations are normally split between our specific funds to ensure that we can continue to offer this to our clients.
The balances of these funds are £15113 (Woodys), £13535 (Mace).

PREMISES (designated)
We have a designated fund for the rental of our current premises. Thanks to the continued extended generous support of a local business, Freedom Technology, we have had an assured income of £500 per month until June 2022 to cover the majority of our rental commitment.

We also have a small commitment of £1020 per annum for the rental of a Shipping Container.
We also benefit from the use of a Warehouse which is rent free thanks to Cotteswold Dairy, another local company who offer continuing support.

Our Premises reserve currently stands at £51000 which is set aside as per our Reserves Policy (of which £25975 is restricted). This amount represents the funding deficit we will expect to see over the next three years. This will continue to ensure that we will have financial stability to expand and continue our operations and the means to develop our principal activity.
The level of reserves is reviewed at the Steering Group /Trustee meetings to ensure that the funds are adequate to fulfil our continuing financial obligation.

ASDA VEHICLE GRANT (restricted)
We were successful in our application via Trussell Trust and were able to purchase a newer van in January 2019. The grant also covered the first years running costs. The remaining amount in this fund which was awarded for vehicle driver training which has been postponed due the Covid-19 crisis. There is £5442.47 in this fund which represents the vehicle depreciation.

TESCO SPEND CARDS
These gift cards are purchased in minimum total value amounts of £1000 and in amounts of £10 and £20 for distribution to clients. Until they are activated they have no cash value which we felt provided better security than other supermarket gift cards. We currently hold £2520 of cards in denominations of £10 and £20.

TEWKESBURY BOROUGH COUNCIL COVID GRANTS
We distributed a total of £20594.98 through these grants. The balance of the fund is £3405.02

CHARITY COMMISSION FOR ENGLAND AND WALES

• Independent examiner's report on the accounts

Section A **Independent Examiner's Report**

Report to the trustees of	Charity Name TEWKESBURY FOODBANK		
On accounts for the year ended	31st March 2022	**Charity no**	1151000
Set out on pages	7 – 10		

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:	M E Kisby	**Date:**	24/05/22
Name:	MELANIE KISBY		
Relevant professional qualification(s) or body :	CHARTERED MEMBER INSTITUTE OF INTERNAL AUDITORS (RETIRED)		
Address:	66 CHURCH ST TEWKESBURY GL20 5RZ		

TEWKESBURY FOODBANK

England & Wales - Charity number 1151000

Accounts

Tewkesbury Foodbank
Registered Charity No 1151000
TRUSTEES' ANNUAL REPORT and ACCOUNTS
for the year 1st April 2020 to 31"March 2021

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Tewkesbury Foodbank
Trustees' Annual Report
Registered Charity No 1151000

Charity's Principal Address: -
76 Church Street
Tewkesbury
Gloucestershire
GL20 5RX
www.tewkesbury.foodbank.org.uk

Trustee Name	**Office (If any)**
Carolyn Seaton	Chair
Wendy Ruffle	Deputy Chair
Helen Hill	Treasurer
Michael Waldron	
Gordon Sandford	
Suzanne Grindrod	

Independent Examiner of Accounts: -
Mrs. Melanie Kisby 66 Church Street, Tewkesbury
Bankers: -
Lloyds Bank 19 High Street, Tewkesbury

Structure, Governance and Management

Tewkesbury Foodbank's Trust Deed is dated 23rd January 2013.
The Trust Deed states that there should be a minimum of 5 trustees.
New trustees are appointed by existing trustees.
The charity also has a Steering Group consisting of Team Leaders, Project Manager, Chair of Trustees and Treasurer. The Trustees meet following a Steering Group meeting (currently remotely) as well as ad hoc meetings to react to any issues raised outside of these set meetings.

Tewkesbury Foodbank is affiliated to the Trussell Trust Registered Charity which itself helps administer over 420 Foodbanks and over 1200 centres through its network in the UK

We have the following policies/training in place: -
Safeguarding Vulnerable Beneficiaries
Volunteer Management
Health & Safety
First Aid
Manual Handling
Data Handling
Trustee Recruitment
We also fully adhere to the Government guidelines regarding Covid -19 and adjust our policies and procedures so that we remain in line with these guidelines as they change.

The Trustees regularly review the major risks to which the Charity is exposed and has systems established to mitigate those risks. All procedures are reviewed periodically to ensure that they still meet the needs of the organisation.
The trustees give their time voluntarily and receive no remuneration.

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Objectives and Activities

Our governing document states *"To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress. (Beneficiaries) are referred to us by authorised partner agencies.*
To supply goods to beneficiaries either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried food to ensure a healthy balanced and nutritious diet sufficient for three days at a time. Also, clothes, furniture and toys.
To do anything consistent with the primary purpose of the charity, namely in the last 12 months, including (but not limited to) the provision of signposting and other advisory services. "
All our activities are funded by goodwill donations of food, money and fundraising and we operate entirely on a volunteer basis. We are committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010. This is reflected in the make-up of our Trustee and Volunteer teams.
The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.
The focus of our activities remains on providing three days' worth of food for those in food crisis for whatever reason. Our clients are assessed through one of over eighty independent partner bodies and then referred to us via a voucher system.
During this assessment either at the time or through a subsequent "drop-in "visit, clients will be signposted to relevant agencies. This together with our supplementary offer of also providing fresh food and/or Gas & Electricity top ups which we have now provided over the last two years now form a very important part of our "More Than Food" ethos and benefits all clients irrespective of their circumstances.

We are grateful to all of our volunteers, past and present, new and established for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The mixture of time, energy and expertise has enabled us to expand the ways in which we can support our clients.

Achievements and Performance

We are now in our sixth year at our current premises and this has been made possible by the continuing significant ongoing financial support of a local company who continue to support us. During this financial year we have provided emergency food aid through our voucher system to 2400 clients (1420 adults and 920 children) which is a 43% increase from last year. These figures would have been much higher had it not been for the pop-up Food Hubs which appeared around the area.
We now partner with 97 referral agencies as at 31st March 2021. We saw a significant decrease in the number of partners who have been active over the last twelve months as Drop in Centres and Churches were closed and many Agencies were (and still are) "Working from Home". On an extremely positive note we have switched to an electronic referral system (E-vouchers) which is working really well and has reduced the need to handle as many paper vouchers. The electronic system also gives us a real time overview of the number of vouchers that have been issued which has helped us to react to the expected footfall.

COVID IMPACT
As we went into lockdown, we quickly realised that we had to adapt our operating model.
We decided to continue to operate on a "Collection Only" rather than a "Delivery Only" model as our catchment area is quite local and many clients are within walking distance. Many local partners collected on their client's behalf. We have delivered parcels to those who have no transport or have been self-isolating.
In the first lockdown Tewkesbury Community Response was formed and they set up local "hubs". They were able to distribute the surplus fresh food donated by local supermarkets and complemented what we are able to offer.
Most of our volunteers are aged over 70 and were ordered to "shield" in 2020, including our Project Manager, Trustees and key Admin volunteers.
We kept our remaining volunteers in set teams and started prepacking parcels to minimise the times our clients had to wait. We have also been able to purchase toiletries from a charity at a significant discounted price and have issued packs of toiletries to include soap/handwash, shampoo, conditioner, shower gel, deodorant, hand sanitizer, washing up liquid and soap powder. This has been a very successful change and we continue to operate in this way.
As a result of our new way of operating and following a Covid risk assessment we have divided the centre into zones with sneeze screens and room dividers to achieve this.

We are confident that we now have a layout that is Covid safe for our volunteers and clients when we are able to reopen our premises and welcome our clients back into the Centre. Our layout is now fully adaptable to make other changes as required.

Thanks to the generosity of two of the bigger supermarket chains in our local area, we received a weekly pallet of food donated by Tesco and delivered to us by furloughed British Gas staff. Morrisons also donated food in a similar way and we were to collect any stock we were short of, so that Tewkesbury Community Response were able to receive this stock as well. We also received large donations of food from Co-op, Warner's Budgens and the Salvation Army along with stock from the many businesses that were forced to close during the lockdowns.
We now have healthy stock levels for most items but still continue to purchase certain food items. We would like to thank the Baptist Church in Tewkesbury who allowed us to use their Church Hall as an overflow storage area. We now rent a shipping container to accommodate this extra stock. We are also able to use a parking space in the Baptist Church car park.

We continued with our Christmas blessings initiative which is now embedded as part of our annual plan. This year we had to rethink how we did this so as to maintain social distancing and minimise the handling of Christmas related donations. This year we again provided vouchers for a local butcher and a farm shop. Every household received Tesco "Spend" gift cards (we were able to restrict how these could be spent as we can specify no age restricted items (i.e. no. alcohol or tobacco) on these cards). We chose these cards because of the variety of items that could be bought and we know that they enabled many families to buy Christmas presents. In January we offered these households a Fuel Voucher towards their utility bills (a fuller explanation of this scheme appears later in this report). Our thanks go to the residents and businesses in the Tewkesbury area whose generosity enabled us to fund this initiative.
In total 82 families (144 adults and 161 children) were recipients of this initiative.

Our School Holiday Meals Scheme continues to offer support to those in need, identified through our local schools. Many families struggled as they were not eligible for the Government meal voucher scheme. A total of 86 children in 33 families were supported over six weeks. The children's food scheme provided items suitable for lunchtime meals, fresh bread and vegetable and meat vouchers. Our thanks go to Holy Trinity who allowed us to use their large Church Hall for the school holiday period, enabling us to operate from the back doors, without the need for clients to come into the building and giving the volunteers plenty of space.

At the beginning of our Financial Year we made the difficult decision to suspend the offer of gas & electricity top ups to our clients. This was due to the lack of volunteers and the added risk of having to make multiple trips to the local Paypoint store.
Once restrictions eased we restarted this offering to our clients, but looked for alternative solutions. We have now partnered with the Fuelbank Foundation who issue vouchers on our behalf, redeemable at a Paypoint outlet or Post Office.
Our clients can now receive vouchers for £49 from November to March and £30 during the rest of the year (subject to certain criteria). This scheme only applies to pre-payment meters so we have mirrored the criteria and amounts and now credit the accounts of those with monthly/quarterly bills. We have received positive feedback from our clients as a result of this scheme, with many saying that they were able to afford to put their heating on for the first time during the winter months.

We were approached by Tewkesbury Borough Council at the beginning of 2021 as they wanted our support to help them distribute the Government Covid 19 Winter Grant funding they had received. On their behalf we issued Tesco vouchers, fuel top ups, butcher's and farm shop vouchers, toiletries packs and baby packs to clients who were referred to us.
We also issued fuel top ups following referrals from CCP (Caring for Communities and People), who also issued supermarket vouchers but did not have access to a fuel top up scheme.

FINANCIAL REVIEW
We currently hold funds of £151587 and a Food stock Valued at £17071 and Fixed Assets valued at £11263 after depreciation.
Our funds include grants received when funds are designated. £25855 Premises, £19461 Including funds held with Fuelbank, £7280 Mace (butchers), £6922 Woody's (Fruit and Veg), £637 Lloyds, £2007 Food Essentials, £4387 Covid (as listed on page 10).
A detailed explanation of these funds is on page 11.

The Foodbank is grateful for the overwhelming financial support we receive and especially over this last financial year. This significant increase means that we can look for new ways to support our clients in the future.
We depend on regular personal and business donations to sustain our activities.
When our major funding contract ends, we will see our income stream reduce by £6000 per year.
Our Premises Fund currently stands at £25855 which is included in our Reserves Fund of £51000 as per our Reserves Policy.

This amount represents the funding deficit we expect to see and will replace that income for the next year should there be any changes in the way we operate.
This will continue to ensure that we will have financial stability and the means for development of our principal activity.
The level of reserves will be reviewed by the Trustees to reflect the true cost to ensure that the funds are adequate to fulfil our continuing financial obligation.

FUTURE PLANS

Many of our existing activities had to be put on hold due Covid restrictions and as these lift we can slowly attempt to re-form these partnerships where appropriate when they reopen.
In the past these have included hot meals for homeless clients, fundraising at Touching Souls tea rooms at Tewkesbury Abbey, hot meals at Priors Park Neighbourhood Project and hot shower facilities at our local Leisure Centre.

We have missed the opportunities to talk to our clients on a one to one basis and offer further signposting and support. We are hoping to create a link through Citizens Advice Bureau and are confident that the new Centre layout will allow us to accommodate this.

The Trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees.

Signature	Carolyn Seaton	
Full name	Carolyn Seaton	Helen Hill
Position	Chair	Treasurer
Date	16.06.21	16 June 2021

Receipts and Payments Account

FUND TOTALS	Unrestricted	Restricted	This year	Prior year
Receipts				
Donations and legacies	131,365	61,469	192,834	72,668
Income from charitable activities	728	—	728	2,654
Total receipts	**132,093**	**61,469**	**193,562**	**75,323**
Payments				
Raising funds	180	—	180	251
Expenditure on charitable activities	48,124	58,371	106,495	63,685
Total payments	**48,304**	**58,371**	**106,675**	**63,936**
Excess of receipts over payments before transfer	**83,788**	**3,098**	**86,887**	**11,386**
Transfers				
Gross transfers between funds – in	15,227	16,848	32,075	10,000
Gross transfers between funds – out	(32,075)	—	(32,075)	(10,000)
Excess of receipts over payments before other gains / losses	**66,940**	**19,946**	**86,887**	**11,386**
Net movement in funds	**66,940**	**19,946**	**86,887**	**11,386**
Excess of receipts over payments at beginning of year	**68,955**	**23,715**	**92,671**	**81,284**
Excess of receipts over payments for the year	**135,895**	**43,662**	**179,558**	**92,671**
Represented by				
Unrestricted				
General fund	88,822	—	88,822	30,177
Designated				
Fresh Meat Vouchers for Kevin Mace	7,280	—	7,280	4,600
LLOYDS GRANT	637	—	637	637
PREMISES	25,855	—	25,855	25,735
TESCO FOOD FUND	2,007	—	2,007	1,307
TEWKES B C WINTER COVID	—	—	—	—
WOODYS	6,922	—	6,922	4,033
Coronavirus	4,371	—	4,371	2,464
Restricted				
Asda grant for purchase of MC17EPO	—	7,129	7,129	7,129
ENERGY VOUCHERS	—	19,461	19,461	4,835
Food stock	—	17,071	17,071	11,750

Analysis of receipts and payments

TOTAL FUNDS	Unrestricted	Designated	Restricted	This year	Last year
INCOME AND ENDOWMENTS					
Donations and legacies					
FI1 - FOOD VALUATION	—	—	54,879	54,879	38,527
I01 - REGULAR BUSINESS DONATIONS	420	6,000	—	6,420	6,420
I02 - REGULAR PERSONAL DONATIONS	7,910	120	120	8,150	4,233
I03 - AD HOC BUSINESS DONATIONS	27,701	6,720	4,970	39,391	4,804
I04 - AD HOC PERSONAL DONATIONS	51,166	100	—	51,266	11,726
I05 - DONATIONS FROM CHARITIES & ORGANISATIONS	3,146	19,628	1,500	24,275	2,886
I06 - MONEY COLLECTION BOXES	25	—	—	25	10
I07 - DONATION FROM CHURCHES	2,523	—	—	2,523	2,037
I08 - GIFT AID	5,177	—	—	5,177	1,632
I10 - ENERGY VOUCHER DONATIONS	—	—	—	—	—
I11 - TESCO FOOD TOP	—	700	—	700	361
I14 - INTEREST	25	—	—	25	27
I15 - WOODY'S & MACE	—	—	—	—	—
Total	98,096	33,268	61,469	192,834	72,668
Income from charitable activities					
I09 - FUNDRAISING	728	—	—	728	2,654
I13 - MISCELLANEOUS	—	—	—	—	—
Total	728	—	—	728	2,654
INCOME TOTAL	98,824	33,268	61,469	193,562	75,323

EXPENDITURE

Raising funds

E13 - FUNDRAISING	180	—	—	180	251
Total	180	—	—	180	251

Expenditure on charitable activities

E01 - IT EQUIPMENT	418	115	—	534	525
E02 - UTILITIES	1,530	74	—	1,605	1,380
E03 - PREMISES, FIXTURES & FITTINGS	2,565	6,000	—	8,565	8,050
E04 - VEHICLE COSTS	3,628	—	—	3,628	4,259
E06 - PUBLICITY & ADVERTISING	156	—	—	156	208
E07 - CENTRE SUNDRIES	2,309	949	—	3,259	1,822
E08 - STAFF COSTS	123	134	—	257	413
E09 - INSURANCE	466	—	—	466	345
E10 - HOLIDAY CLUBS	—	—	—	—	439
E11 - ENERGY VOUCHERS	—	—	8,811	8,811	2,155
E12 - TRAINING	—	—	—	—	—
E14 - FRANCHISE FEE	—	—	—	—	360
E15 – FOOD & HYGEINE EXTRAS	2,951	13,460	—	16,412	1,401
E16 - MISCELLANEOUS	—	—	—	—	30
E17 - FOOD EXTRAS (W & M VOUCHERS	—	12,496	—	12,496	5,453
E18 - PRINTING (in house)	322	—	—	322	282
E19 - CLIENT HOME ESSENTIALS	57	364	—	421	177
EF1 - FOOD VALUATION	—	—	49,559	49,559	36,382
Total	14,529	33,594	58,371	106,495	63,685
EXPENDITURE TOTAL	14,709	33,594	58,371	106,675	63,936

GRAND TOTAL	84,114	(326)	3,098	86,887	11,386

Fund totals

01 April 2020 to 31 March 2021

Fund	Opening balance	Closing balance
VIRUS - coronavirus		
Designated	2,464	4,371
	2,464	**4,371**
General - General fund		
Unrestricted	30,177	88,822
	30,177	**88,822**
PREM - PREMISES		
Designated	25,735	25,855
	25,735	**25,855**
FUEL - ENERGY VOUCHERS		
Restricted	4,835	19,461
	4,835	**19,461**
MACE - Fresh Meat Vouchers for Kevin Mace		
Designated	4,600	7,280
	4,600	**7,280**
WOODYS - WOODYS		
Designated	4,033	6,922
	4,033	**6,922**
ASDA - Asda grant for purchase of MC17EPO	7,129	7,129
Restricted	**7,129**	**7,129**
lyd - LLOYDS GRANT		
Designated	637	637
	637	**637**
TESCO - TESCO FOOD FUND		
Designated	1,307	2,007
	1,307	**2,007**
FOOD - Food stock		
Restricted	11,750	17,071
	11,750	**17,071**
Overall totals	**92,671**	**179,558**

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2021

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies form 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)
This fund is specifically for topping up clients' Gas/Electricity key. Initially this was with cash at the local Paypoint outlet. This was actioned by our volunteers and a receipt obtained by them. Cash was never given to the client so we ensured that the money was used solely for this purpose. Because of the pandemic the Trustees were not comfortable with this added risk to our volunteers. An initial sum of £12000 is held by the Fuelbank who issue vouchers to our clients on our behalf. A total of £8777 was distributed in this Financial Year to our clients in need. Grants and business donations through the year means that we hold £19461 in this fund for the next financial year (£6950 held by Fuelbank Foundation and £12511 held in our funds ready to top up the Fuelbank fund).

LLOYDS BANK Community Fund (designated)
This grant was awarded in November 2014 and we continue to use this fund to support School holiday initiatives in all areas of the town. The current balance of this fund remains at £637

FOOD STOCK (restricted)
This is a restricted fund as it represents our food stock movement with a monetary value of £1.75 per KG. This fund shows a significant increase to reflect the amount of food distributed. The year-end value of our food stock is £17071 (9754.86 kg)

FOOD ESSENTIALS, WOODY'S (designated) and **MACE** (designated)
The food essentials are funded from top up monies received from Trussell Trust following our Tesco supermarket collections. We use this fund to purchase food for those with special dietary needs and also to purchase toothpaste, shampoo, washing powder etc. to supplement the food we give our clients.
We continue to offer vouchers for fruit & vegetables from Woody's, the local greengrocer, and with our local butcher, Kevin Mace. Last year's costs were Woody's £5971, Mace £6525 and Tesco vouchers £9320.
Any large personal or business donations are normally split between our specific funds to ensure that we can continue to offer this to our clients.
The balances of these funds are £2007, £6922 and £7280 respectively.

PREMISES (designated)
We have a designated fund for the rental of our current premises. Thanks to the continued extended generous support of a local business, Freedom Technology, we have an assured income of £6000 per year until March 2022 to cover the majority of our rental commitment.
We also benefit from the use of a warehouse which is rent free thanks to Cotteswold Dairy, another local company who offer continuing support.

Our Premises reserve currently stands at £51000 which is set aside as per our Reserves Policy. This amount represents the funding deficit we expect to see and will replace that income for the

next year. This will continue to ensure that we will have financial stability to expand and continue our operations and the means to develop our principal activity.
The level of reserves is reviewed at the Steering Group /Trustee meetings to ensure that the funds are adequate to fulfil our continuing financial obligation.

ASDA VEHICLE GRANT (restricted)
We were successful in our application via Trussell Trust and were able to purchase a newer van in January 2019. The grant also covered the first years running costs. The remaining amount in this fund which was awarded for vehicle driver training which has been postponed due the Covid-19 crisis. There is £250 in this fund.

TESCO SPEND CARDS
These gift cards are purchased in minimum total value amounts of £1000 and in amounts of £10 and £20 for distribution to clients. Until they are activated they have no cash value which we felt provided better security than other supermarket gift cards. We currently hold £1600 of non-activated cards.

TEWKESBURY BOROUGH COUNCIL COVID WINTER GRANT
We distributed a total of £13369 through this grant. The accounts include £3369 accounts receivable (balance due form Tewkesbury Borough Council) and £364 accounts receivable (funds due in respect of the purchase and installation of a cooker for a client).The balance of the fund is now nil.

CHARITY COMMISSION FOR ENGLAND AND WALES

• Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees of	Charity Name TEWKESBURY FOODBANK		
On accounts for the year ended	31st March 2021	**Charity no**	1151000
Set out on pages	7-10		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:	M. Kisby	**Date:**	15/06/21.
Name:	MELANIE KISBY		
Relevant professional qualification(s) or body :	CMIIA (retired)		
Address:	6C, CHURCH ST, TEWKESBURY GL20 5RZ		