



## **Tewkesbury Foodbank**

**Charity No: 1151000**

# **Trustees' Annual Report & Statement of Financial Activity for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

## **Trustees**

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

**13<sup>th</sup> October 2025**

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# Trustees Annual Report & Statement of Financial Activity for the period 1<sup>st</sup> April 2024 to 31st March 2025

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## 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 17<sup>th</sup> November 2023 and approval for the Transfer of Assets(S105) was received from the Charity Commission dated 18<sup>th</sup> 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 1<sup>st</sup> 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:

	<b>Old (1151000)</b>	<b>New 1205793</b>	<b>Total</b>
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](mailto:info@tewkesbury.foodbank.org.uk)

**website:** [www.tewkesbury.foodbank.org.uk](http://www.tewkesbury.foodbank.org.uk)

## 3.3 Names of the Trustees Who Manage the Charity

<i>Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Resigned</i>
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 23<sup>rd</sup> 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		
Name`	Andrew Simpkins	Helen Hill
Position	Chair	Treasurer
Date	13/10/2025	13/10/25





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Tewkesbury Foodbank

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any)

1151000

Set out on pages

8, 9, 10, 11

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<sup>st</sup> March 2025.

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
<b>Total income and endowments</b>	<b>27,787.93</b>		<b>27,787.93</b>	<b>107,179.97</b>
2019 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
<b>Total expenditure</b>	<b>254,203.27</b>		<b>254,203.27</b>	<b>101,840.09</b>
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

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*
gains(losses) on revaluation of fixed assets for charity's own use other gains(losses)	-5,035.00		-5,035.00	310.00
net movement in funds	-228,270.37	-3,179.97	-231,450.34	5,649.88
total funds brought forward	228,757.96	3,179.97	231,937.93	226,288.05
total 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
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*Current Assets*

Cash At Bank And In Hand	264.37
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*Creditors*

Other Creditors	
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Payroll Liabilities	223.22
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<b>Net Assets</b>	<b>487.59</b>
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*Funds & Reserves*

Unrestricted General Funds	
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GENERAL FUND	487.59
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<b>Funds Provided</b>	<b>487.59</b>
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## 5.4 Notes to the financial statements - year ended 31<sup>st</sup> 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 from 1<sup>st</sup> 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