



**Norwood & Brixton Foodbank Limited**  
(A company limited by guarantee)

**Report and Financial Statements  
for the year ended 31 March 2022**

Charity Number 1151274  
Company Number 08381978



**Norwood & Brixton Foodbank Limited**  
(A company limited by guarantee)

**Financial Statements**  
**For the year ended 31 March 2022**

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## **Norwood & Brixton Foodbank Limited**

### **Report of the Directors for the year ended 31 March 2022**

The Board presents the directors' report and financial statements for the year ended 31 March 2022

#### **Reference and Administrative Information**

Charity Name: Norwood & Brixton Foodbank Limited

Charity registration number: 1151274

Company Registration Number: 08381978

Registered Office: c/o St. Luke's Church  
Knights Hill  
West Norwood  
London SE27 0HS

#### **Board of directors and trustees**

Mr Tim Boyce	Chair and treasurer. Representative, Christchurch Gipsy Hill PCC
Ms. Rosanna Bailey	Representative, St. Paul's Church PCC
Pastor Owen Hylton	Representative, Beacon Church, Brixton
Dr. Judith Morgan	Representative, St. Luke's Church PCC
Mrs Alison Inglis-Jones	

#### **Management team**

Mrs Elizabeth Maytom	Project Lead, Norwood & Brixton Foodbank
Ms Amanda Courtney	Administrator

**Independent examiner** - Simon Lewcock FCCA, Windsor Lodge, Millfield Road, Hounslow

**Bankers** - Lloyds Bank, East Dulwich branch





## **Our aims and objectives**

### Purposes and aims

Our charity's purposes, as set out in the objects contained in the company's memorandum of association, are to:

- To show the love of Christ by the prevention or relief of poverty in Lambeth and surrounding boroughs in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities or other organisations working to prevent or relieve poverty.
- To do any other thing consistent with the primary purpose of the Charity as described above including but not limited to the provision of counselling or other advisory services.

The aims of our charity are to alleviate food poverty in Lambeth and surrounding boroughs by providing a limited number of food parcels to each client referred to us by our voucher holders, who are generally frontline care professionals involved in the local area. Our aims reflect fully the purposes that the charity was set up to further.

### Ensuring our work delivers our aims

The period reported on is the 9th year of independent operation of the charity, which previously operated under the umbrella of St. Luke's Church, West Norwood. The aims of the charity are reviewed annually by the board of trustees, and those aims, objectives and activities remain focused on our stated purposes.

### The focus of our work

Our main objective for the year was the provision of food parcels for those in need. We collected over 144 tonnes of non-perishable food from members of the public, primarily from collections outside local supermarkets such as Tesco and Sainsbury's, but also from deposit boxes situated in local shops, community areas and our Foodbank hubs at Streatham Hill and West Dulwich. We distributed over 166 tonnes of food to clients and, in addition, provided signposting to local advice services with specialisations in the area of debt, benefits and housing advice (Centre 70 and Brixton Advice Centre), mental wellbeing, substance addiction, job application and work support advice, and temporary shelter for those sleeping rough.

## **How our activities deliver public benefit**

Our main activities are described below. All our charitable activities focus on the provision of nutritious, emergency food for those in crisis, generally as a result of issues with the availability of benefits, redundancy or low pay. Our local MP, Helen Hayes, local Councils and the Lambeth Mayor see us as an indispensable adjunct to the statutory welfare provisions, providing critical help at the point of need when the state cannot do so or has not yet done so.





#### Who used and benefited from our services?

Our clients are almost entirely those living in, or based in, Lambeth and surrounding boroughs. We gave 9,351 food parcels to 23,392 people (14,646 adults and 8,746 children) in the financial year under review, a decrease of 36% on the same period the previous year. In total, we gave out over 144 tonnes of food (a decrease of 15% over last year). As a result, we are still the second busiest foodbank in London.

The foodbanks in Lambeth (of which there are 4, including ourselves) fed more people than any other borough in London, indicating the real poverty and deprivation in the area served by our foodbank. Within our catchment area, 4 wards represented the bulk of our vouchers, indicating that, even within a generally deprived area, there are pockets of severe deprivation and poverty.

### **Financial Review**

The charity, with the help of its staff and volunteers, ended the year with a healthy increase in funds of £150,535 which the trustees consider to be an excellent financial outcome.

#### Principal funding sources

Our charity received a grant of £28,761 from Asda in 2021/22, as the final part of a 3 year grant of £100,000 to help fund a South London warehouse for the 4 Lambeth foodbanks. Throughout the year, as a direct consequence of the pandemic, we continued helping our clients with food parcel deliveries by van.

A grant of £20,000 was received from the Walcot Foundation to fund a signposting worker and the London Borough of Lambeth donated £70,500 for us to help disadvantaged Lambeth residents in any way we felt appropriate.

Other principal sources of income for our charity are the generous donations from members of the public and companies, either by way of regular standing order, through website giving (initially Virgin Money Giving, then Just Giving), and payroll giving using CAF, Charitable Trust or DONR. 2021/22, largely as a result of the pandemic and our donors' exceptional generosity, has been an excellent year for donations, although not quite matching the generosity of the previous year, as the cost of living crisis and donor fatigue began to bite.

#### Investment policy

Our policy is to retain a prudent amount in reserves each year, to cover a minimum of six months running expenses. There are no plans to make any long term investments as all the money the charity receives is used on day to day running costs and purchase of food.

#### Reserves policy

The Board has established a policy that the unrestricted funds of the charity should be at least 6 months of expenditure. This policy is reviewed annually in the light of experience and after establishing a pattern of financial giving.

### **Plans for future periods and the impact of COVID 19**

The charity plans to continue the activities outlined in its memorandum of association and as outlined above, subject to satisfactory funding arrangements.





As in the previous year, we are continuing our daily delivery services, run by 2 professional drivers, supplemented by volunteer drivers. During the year we opened 2 hubs at Emmanuel, West Dulwich, followed by Immanuel and St Andrew's, Streatham. Generally a free hot meal is provided and advice workers from Centre 70 and Brixton Advice Centre are present for pre-booked appointments. Our staff also provide signposting services and help with form filling. Other advice and signposting work continues to be done by telephone, in conjunction with a team of volunteers. Our staff team has grown to 9 staff at the end of the year, supplemented by 2 self-employed drivers.

## **Structure, Governance and Management**

### Governing document

The organisation is a charitable company, limited by guarantee, incorporated on 30 January 2013 and registered as a charity on 18 March 2013. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

### Recruitment and appointment of Board of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as directors of the board. Under the Memorandum and Articles of Association there is no requirement for the directors to retire or be re-elected at the Annual General Meeting.

All directors on the Board of Trustees give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 7 to the accounts.

Under the Memorandum and Articles of Association, each church offering facilities for, or giving substantial support to, a hub session of the foodbank has the right to appoint a member of the Board of Trustees. The Board endeavours to ensure that directors have a broad range of skills appropriate to the work of the charity.

### Trustee induction and training

All current trustees are completely familiar with the work of the charity, having been involved in some aspect of our work, either in helping at our weekly hubs or in giving advice to the board based on their areas of expertise.





### Risk Management and COVID 19

Where appropriate, we have maintained systems or procedures which were put in place to mitigate risks the charity faced in dealing with clients during the global pandemic. Suitable procedures were still in place in the warehouse, with appropriate distancing of the picking and packing staff and volunteers, and for our delivery drivers and the clients we visit to deliver parcels.

### Organisational structure

Norwood & Brixton Foodbank has a board of trustees/directors that meets either physically, or over Zoom, at least 4 times a year. The board is responsible for setting the strategic direction and policies of the charity.

Operational management is delegated by the board to Mrs Elizabeth Maytom, the founder of the charity, who continues to be its Manager and Project Lead. Ms Amanda Courtney continued her role as the administrator.

### Related parties

Norwood & Brixton Foodbank operates under the umbrella of the Trussell Trust, to whom it pays an annual fee, and has implemented the operating procedures and manual provided by them. An annual operating audit is performed by the Trussell Trust and they provide the charity with help with publicity and public relations as well as supplying a number of stock control and data systems.

## **Responsibilities of the Board of Trustees**

Company law requires the directors to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Members of the Board of Trustees

Members of the Board of Trustees, who are directors for the purposes of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

In accordance with company law, as the company's directors, we certify that:

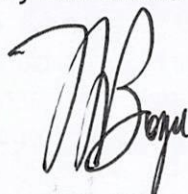
- So far as we are aware, there is no relevant information of which the company's examiner is unaware and;
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any information and to establish that the charity's examiner is aware of that information.

### **Examiners**

Simon Lewcock FCCA was appointed as the charitable company's examiner.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (January 2015) and in accordance with the special provisions of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on 15 December 2022 and signed on its behalf by:

A handwritten signature in black ink, appearing to read "T J Boyce".

Mr T J Boyce FCA (Director and Trustee)





## **Independent examiner's report to the trustees of Norwood and Brixton Foodbank Limited**

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 11 to 17.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

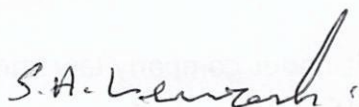
Since the charity's gross income exceeded £250,000 the examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants (ACCA), which is one of the listed bodies.

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

(a) to keep accounting records in accordance with section 386 of the Companies Act 2006  
(b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S.A. Lewcock FCCA  
Windsor Lodge  
Millfield Road  
Hounslow  
Middlesex TW4 5PN

[ 10th December ] 2022





**Norwood & Brixton Foodbank Limited**  
Statement of Financial Activities (including Income & Expenditure Account)  
for the year from 1 April 2021 to 31 March 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income and Endowments</b>					
<b>Income from generated funds</b>					
<i>Voluntary income</i>					
Donations and grants	2	272,084	119,261	391,345	560,144
<b>Activities for generating funds</b>					
Supermarket top up and clothes collections		5,472	0	5,472	1,969
Investment income		0	0	0	0
<b>Income from charitable activities</b>					
Food collection	3	252,891	0	252,891	297,517
<b>Total income and endowments</b>		<b>530,447</b>	<b>119,261</b>	<b>649,708</b>	<b>859,630</b>
<b>Expenditure</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	4	37,893	39,522	77,415	74,207
Notional cost of goods distributed	4	270,812	0	270,812	348,459
Charitable activities		130,844	19,489	150,333	133,489
Governance costs	4	613	0	613	253
<b>Total expenditure</b>		<b>440,162</b>	<b>59,011</b>	<b>499,173</b>	<b>556,408</b>
<b>Net income for the period.</b>					
(Net income before other recognised gains)		90,285	60,250	150,535	303,222
Other recognised gains		0	0	0	0
<b>Net movement in funds</b>		<b>90,285</b>	<b>60,250</b>	<b>150,535</b>	<b>303,222</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		469,163	2,852	472,015	168,793
<b>Total funds carried forward</b>		<b>559,448</b>	<b>63,102</b>	<b>622,550</b>	<b>472,015</b>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities



## Norwood & Brixton Foodbank Limited

### Balance Sheet as at 31 March 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible assets		0	0
Investments		0	0
		<u>0</u>	<u>0</u>
<b>Current Assets</b>			
Stock		0	0
Debtors		312	312
Cash at bank and in hand		622,798	471,903
		<u>623,110</u>	<u>472,215</u>
Creditors: amounts falling due within one year		<u>(560)</u>	<u>(200)</u>
<b>Net current assets</b>		<u>622,550</u>	<u>472,015</u>
<b>Net assets</b>		<u>622,550</u>	<u>472,015</u>
<b>Unrestricted funds</b>			
General funds		559,448	469,163
<b>Restricted funds</b>		63,102	2,852
<b>Total funds</b>		<u>622,550</u>	<u>472,015</u>

These accounts are prepared in accordance with the special provisions of the Companies Act 2006 relating to small entities

Approved by the Board of Trustees on 15 December 2022 and signed on its behalf by:

A handwritten signature in black ink, appearing to read "T.J. Boyce".

T.J. Boyce FCA, Treasurer





## Notes forming part of the Financial Statements for the year ended 31 March 2022

### 1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities (the SORP 2015), the Financial Reporting Standard 102 and the Charities Act 2011 relating to smaller entities.

#### (b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Unrestricted funds may include a revaluation reserve representing any restatement of investment assets at market values.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### (c) Income and Endowments

All income and endowments are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated food is included at a value of £1.75 per kg, which is the deemed value set by the Trussell Trust for foodbanks operating under their umbrella. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Income from any charitable trading activity is accounted for when earned.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### (d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

#### Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 3 years. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.



## 2. Donations and grants

	Unrestricted 2022	Restricted 2022	2022 total	2021 total
	£	£	£	£
Donations - members of the public	258,313	0	258,313	526,393
Church donations	8,593	0	8,593	4,190
Grants	3,500	119,261	122,761	28,761
Sponsorships and supermarket top up	7,150	0	7,150	2,769
	<u>277,556</u>	<u>119,261</u>	<u>396,817</u>	<u>562,113</u>

## 3. Income and Endowments from activities to further the Charity's Objects

	Unrestricted and 2022 total	2021 total
	£	£
Collection of 144,509 kg. of non-perishable food, at a deemed value of £1.75 per kg.	252,891	297,517

## 4. Total expenditure

	Costs of generating voluntary income £	Notional costs of food distributed £	Charitable activities £	Governance costs £	2022 total £	2021 total £
<b>Costs directly allocated to activities</b>						
Staff costs	77,415		77,416		154,831	148,413
Advice workers attending sessions					0	0
Notional cost of non-perishable food		270,812			270,812	348,459
General office costs			72,917		72,917	58,923
Fees paid to Trussell Trust				360	360	360
Data protection and other fees				53	53	53
Independent examination fees				200	200	200
	<u>77,415</u>	<u>270,812</u>	<u>150,333</u>	<u>613</u>	<u>499,173</u>	<u>556,408</u>

## 5. Net Income and Endowments for the period

This is stated after charging £200 for independent examination in the period. There are no fixed assets so no depreciation has been charged





## 6. Staff costs and disclosures

	Year ended 31 March 2022	2021 total
	£	£
Salaries and wages	145,825	142,499
Social security costs	9,006	5,914
	<u>154,831</u>	<u>148,413</u>

No employee received emoluments of more than £60,000.

The charity benefited from the Government grant of £4,000 towards its social security costs.

The average number of employees during the year calculated on the basis of full time equivalents was 6 (2020/21 - 6)

The charity operates a mandatory pension scheme for its employees which is administered by NEST, the government funded pension scheme.

## 7. Trustee remuneration and related party transactions

No members of the Board of Trustees received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. (2021 nil)

## 8. Taxation

As a charity, Norwood & Brixton Foodbank is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

## 9. Tangible Fixed Assets

The charity does not hold any fixed assets

## 10. Investments

The charity does not hold any investments

## 11. Debtors

	Year ended 31 March 2022	2021 total
	£	£
Other debtors and prepayments	312	312

## 12. Creditors: Amounts falling due within one year

	Year ended 31 March 2022	2021 total
	£	£
Taxation and social security	0	0
Other creditors and accruals	560	200
	<u>560</u>	<u>200</u>

### 13. Movements in funds

	At 31 March 2021 £	Income and endowments £	Expenditure £	At 31 March 2022 £
<b>Unrestricted funds</b>				
General funds	469,163	530,447	(440,162)	559,448
<b>Restricted funds</b>				
Grants	2,852	119,261	(59,011)	63,102
Asda Supermarkets £28,761				
LB Lambeth £70,500				
Walcot Foundation £20,000				