

# WAVENEY FOODBANK

England & Wales · Charity number 1151679

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">08283316</a>
Registered	2013-04-18
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Unit 9/B Brome Industrial Park Airfield Industrial Estate Eye IP23 7HN
Phone	07484394749
Email	<a href="mailto:info@waveney.foodbank.org.uk">info@waveney.foodbank.org.uk</a>
Website	<a href="http://www.waveney.foodbank.org.uk">www.waveney.foodbank.org.uk</a>

## Activities

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**Objects:** TO RELIEVE PERSONS IN THE UNITED KINGDOM AND ELSEWHERE IN THE WORLD WHO ARE IN CONDITIONS OF NEED, HARDSHIP OR DISTRESS (BENEFICIARIES) IN SUCH WAYS AS THE TRUSTEES SHALL FROM TIME TO TIME THINK FIT.

**Activities:** Collection of food supplies from the general public and delivery of crisis support food supplies to people in short term difficulty with food bills, as assessed by welfare professionals.

## Classification

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- **How:** Acts As An Umbrella Or Resource Body
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Norfolk
- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£272,054	£338,963	-	-
2024-03-31	£123,731	£122,375	-	-
2023-03-31	£131,888	£63,659	-	-
2022-03-31	£200,738	£67,105	-	-
2021-03-31	£201,934	£43,675	-	-

## Trustees

Name	Role	Appointed
<b>Dr JOANNE BROADBENT</b>	Chair	2024-11-05
Claire Stephens FCA		2025-10-18
Judith Cole		2025-07-19
KEVIN GUNN		2018-10-30
Peggy Ann McGregor		2026-05-16
Rev Eleanor Mary Goodison		2020-07-01

**WAVENEY FOODBANK**

England & Wales - Charity number 1151679

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# Accounts

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Company registration number: 08283316

Charity registration number: 1151679

# **Waveney Foodbank**

(A company limited by guarantee)

Trustees Annual Report and Unaudited Financial Statements

for the year ended 31 March 2025

# Waveney Foodbank

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## Waveney Foodbank

### Reference and Administration Details for the year ended 31 March 2025

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<b>Charity name</b>	Waveney Foodbank
<b>Charity registration number</b>	1151679
<b>Company registration number</b>	8283316
<b>Registered office</b>	Unit 9b Brome Airfield Industrial Estate Fortress Close Eye Suffolk IP23 7HN
<b>Trustees</b>	Dr J Broadbent (Chair) Ms J Cole Rev E Goodison Mr K Gunn Ms C Stephens (Treasurer)
<b>Bankers</b>	Lloyds Bank
<b>Accountants</b>	Ratiobox Accounting 17-19 Sawmills Road Diss Norfolk IP22 4GG
<b>Independent Examiner</b>	Matthew Aldous FMAAT The Laurel Partnership 16 Broad Street Eye Suffolk IP23 7AF

## Waveney Foodbank

### Trustees' Report For the year ended 31 March 2025

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The Trustees present their annual report and financial statements for the year ended 31 March 2025.

The Trustees who served during the year were:

Dr. Joanne Broadbent (appointed 5 November 2024)  
Kevin Gunn  
Gillian Frostick  
Gina Cole  
Samantha Davidson  
Andrew Millward  
Kamena Dorling (resigned 26 October 2024)

#### Structure, governance and management

The Waveney Foodbank is a private company, limited by guarantee. It was incorporated on 6 November 2012 and is governed by memorandum & articles of association. It was registered as a charity on 18 April 2013.

The Trustees of the charity are also the directors of the company. The minimum number of directors must be two, however there is no maximum number. Any person who is willing to act, and is permitted by law, may be appointed as a director by ordinary resolution or by a decision of the directors. A director must be a natural person aged 16 or older and must not be disqualified from acting by virtue of any provision in the Companies Act ("The Act") or be disqualified from acting as a trustee by virtue of sections 178 and 179 of The Act (or any statutory re-enactment or modification of those provisions).

#### Objectives and activities

The principal object of the charity is to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress in such ways as the Trustees from time to time shall think fit. Currently the principal activity to achieve this is to continue to assist with the provision of food parcels to those in need in Diss, Eye, Stanton, Harleston, Long Stratton, Bungay, Beccles, Halesworth, and the local area.

By means of co-operation with the Citizens Advice Bureau, local doctors, social workers and other agencies, the charity can identify those in need. Food items are donated by the public and businesses and sorted by volunteers at the charity's rented warehouse ready for distribution at various local collection points. The charity also supplies food to lunch and school breakfast clubs

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### Achievements and performance

In line with the charity's stated objectives, we provide food parcels to those in need across an area of around 125,000 people in 55,000 households. In 2024-25, 1,065 different households used Waveney Foodbank's service. Just under half of these households (494 / 46%) include children. 68% of Foodbank clients receive benefits and are not working, although around 15% of clients do have paid employment, either with or without benefits. This suggests that we are successfully reaching households in need.

We are recognised across the community for the good work that we do. For example, Waveney Foodbank won Community Organisation of the Year in the South Norfolk Community Awards 2025. We were also the chosen charity of Beccles Carnival Queen in 2025. We have a wide reach across traditional local media (eg see Chairwoman of Waveney Foodbank to stand down after six years | East Anglian Daily Times) and social media (3k+ followers on Facebook).

## Waveney Foodbank

### Trustees' Report for the year ended 31 March 2025

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#### Financial review

The directors have considered the level of reserves needed to maintain the charity's operations. It is considered that a sum equal to six months' expenditure is a prudent level. On this basis, based on the annual expenditure budget, a sum of £100,000 is considered appropriate. The charity is in a very strong position financially with increased cash to meet not just existing needs but also the extra demands presented by the economic climate. The current strategic plan has been extended for 6 months by the trustees and a new plan is in development for the following three years, during which our cash reserves will be reduced. In addition, the acquisition of an additional warehouse which allows the charity to react positively to future needs continues to require investment, which will come from reserves.

The level of unrestricted reserves held at year-end was £333,885 (2024: £375,514 as restated).

#### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Waveney Foodbank for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate 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 accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The trustees' report was approved by the board of trustees on 24 January 2026 and signed on their behalf by:

-----  
Dr J. Broadbent  
Chair

## Waveney Foodbank

### Independent Examiner's Report for the year ended 31 March 2025

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I report to the Trustees on the accounts of the company for the year ended 31 March 2025, as set out on pages 5 to 11 following.

#### **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
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to 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 following statement.

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

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

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- 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.

.....  
M. Aldous FMAAT

24 January 2026

The Laurel Partnership  
16 Broad Street  
Eye  
Suffolk  
IP23 7AF

## Waveney Foodbank

### Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	As restated Total Funds 2024 £
<b>Incoming resources</b>					
Donations and legacies	<b>3</b>	268,924	-	268,924	323,023
Other income		3,130	-	3,130	3,201
Total incoming resources		<u>272,054</u>	<u>-</u>	<u>272,054</u>	<u>326,224</u>
<b>Resources expended</b>					
Cost of goods & services distributed		173,196	-	173,196	204,518
Grants awarded		14,020	-	14,020	4,633
Support costs		119,315	27,752	147,067	113,186
Expenditure on charitable activities:	<b>4</b>	306,531	27,752	334,283	322,337
Other expenditure	<b>5</b>	4,680	-	4,680	2,531
Total resources expended		<u>311,211</u>	<u>27,752</u>	<u>338,963</u>	<u>324,868</u>
Net income/(expenditure) for the period		(39,157)	(27,752)	(66,909)	1,356
Transfers between funds	<b>12</b>	(2,472)	2,472	-	-
Net movement in funds		<u>(41,629)</u>	<u>(25,280)</u>	<u>(66,909)</u>	<u>1,356</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	<b>12</b>	375,514	25,280	400,794	399,438
Total funds carried forward		<u>333,885</u>	<u>-</u>	<u>333,885</u>	<u>400,794</u>

The notes on pages 6 to 11 form an integral part of these financial statements

## Waveney Foodbank

### Balance Sheet as at the 31 March 2025

		2025		As restated 2024	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	7		58,767		46,152
<b>Current assets</b>					
Stocks	8	43,026		14,950	
Prepayments & accrued income	9	7,773		1,554	
Cash at bank and in hand		273,828		378,408	
			324,627		394,912
<b>Current liabilities</b>					
Trade creditors		101		15,514	
Other creditors	10	1,424		249	
Accruals and deferred income	11	47,984		24,507	
			(49,509)		(40,270)
<b>Net Current Assets</b>			275,118		354,642
<b>Net Assets</b>			333,885		400,794
<b>The funds of the charity:</b>					
Restricted funds			-		25,280
Unrestricted funds			333,885		375,514
<b>Total charity funds</b>	12		333,885		400,794

For the financial period ended 31st March 2025, the charity was entitled to exemption from audit under section 477 of the Companies House Act 2006 relating to small companies

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 24 January 2026 and signed on their behalf by:

Dr J. Broadbent  
Chair

Ms C. Stephens  
Treasurer

## Waveney Foodbank

### Notes to the Financial Statements for the year ended 31 March 2025

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#### 1 Accounting policies

##### Basis of preparation

The financial statements have been prepared under the historical cost convention and also with reference to the guidelines set out in the Statement of Recommended Practice 'Accounting and Reporting by Charities : SORP FRS102' and the Companies Act 2006. The charity is a Public Benefit Entity as defined by FRS 102.

##### Going concern

The trustees have not identified any material concerns regarding the ability of the charity to continue as a going concern.

##### Fund accounting

Where the terms of a grant, contract or donation limit the charity's discretion over how the income is to be used, these are shown as restricted funds in the accounts. Otherwise funds received from other sources which carry no such obligation are shown as unrestricted funds.

##### Income recognition

Income is recognised in the statement of financial activities when all of the following criteria are met:

- the control over the rights to the income has passed to the charity;
- it is more likely than not that the economic benefit of the income will flow to the charity; and
- the amount of income can be measured reliably.

Income from donated goods is valued and recognised on distribution of the goods. The value of the goods is based on the average price per kilo of the core food in the emergency boxes, as provided from time to time by the Trussell Trust.

Donated services are included at their equivalent value to the charity, where this can easily be quantified. No amounts are included in the financial statements for services donated by volunteers.

##### Resources expended

Expenditure has been charged to the statement of financial activities on an accrual basis inclusive of irrecoverable VAT. The cost of food distributed is recognised at the time of distribution, at the average price per kilo of core food.

##### Fixed assets

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

- |                           |  |
|---------------------------|--|
| - Leasehold improvements: | over the period of the lease on a straight-line basis. |
| - Motor vehicles:         | 25% straight line basis                                |
| - Fixtures and fittings:  | 25% straight line basis                                |
| - Office equipment:       | 25% straight line basis                                |

##### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving stocks. Stocks of donated goods are valued with reference to the average price per kilo as determined from time to time by the Trussell Trust.

##### Taxation

The charity is exempt from tax as all its income is charitable and is applied for charitable purposes.

## Waveney Foodbank

### Notes to the Financial Statements for the year ended 31 March 2025

.....Continued

#### 2 Employee numbers

The average number of employees during the year was 2 (2024: 2). There were no employees who received employment benefits of more than £60,000.

#### 3 Donations and legacies

	2025			As restated
	Unrestricted	Restricted	Total	2024
	£	£	£	£
Gifts in kind received	166,441	-	166,441	202,493
Donations	80,639	-	80,639	97,934
Church funding	6,772	-	6,772	9,598
Trussell Trust	5,126	-	5,126	6,920
Council grants	4,950	-	4,950	1,087
Gift Aid	4,816	-	4,816	4,991
Donated services	180	-	180	-
	268,924	-	268,924	323,023

#### 4 Expenditure on charitable activities

	Note	2025			As restated
		Unrestricted	Restricted	Total	2024
		£	£	£	£
Cost of food distributed		166,441	-	166,441	202,493
Charis vouchers		2,519	-	2,519	-
Food purchased		4,236	-	4,236	2,025
		173,196	-	173,196	204,518
<b>Grants awarded</b>					
East Suffolk Citizens Advice		14,020	-	14,020	4,633
		14,020	-	14,020	4,633
<b>Support Costs</b>					
Warehouse costs		37,591	-	37,591	37,050
Van running costs		6,711	-	6,711	8,834
Staff costs	6	60,720	-	60,720	49,346
Depreciation		6,185	11,709	17,894	13,706
Insurance		3,988	-	3,988	1,096
Travel Expenses		1,484	-	1,484	451
Advertising		1,131	-	1,131	1,032
(Profit)/loss on disposal of fixed assets		-	16,043	16,043	-
Charis Fees		56	-	56	-
Other office costs		1,449	-	1,449	1,671
		119,315	27,752	147,067	113,186
<b>Total expenditure on charitable activities</b>		306,531	27,752	334,283	322,337

## Waveney Foodbank

### Notes to the Financial Statements for the year ended 31 March 2025

.....Continued

5 Governance costs	2025	2024
	£	£
Accountancy fees	3,900	1,950
Payroll fees	600	581
Independent examination	180	-
	4,680	2,531

The independent examiner has waived his fee for the year. This is reflected in donated services, as shown in Note 3. No other accountancy services have been provided by him.

#### 6 Staff costs

Staff costs included in support costs were as follows:

	2025	2024
	£	£
Wages and salaries	58,737	46,770
Social security costs	595	-
Pension costs	1,388	2,576
	60,720	49,346

#### 7 Tangible fixed assets

	Motor Vehicles	Leasehold Improvements	Fixtures & Fittings	Office Equipment	Total
	£	£	£		£
<b>Cost</b>					
At 1 April 2024	55,915	15,514	5,496	-	76,925
Additions	28,800	13,919	4,536	1,297	48,552
Disposals	(25,580)	-	-	-	(25,580)
At 31 March 2025	59,135	29,433	10,032	1,297	99,897
<b>Depreciation</b>					
At 1 April 2024	30,635	-	138	-	30,773
Charge in the year	11,709	3,640	2,221	324	17,894
Disposals	(7,537)	-	-	-	(7,537)
At 31 March 2025	34,807	3,640	2,359	324	41,130
<b>Net book value</b>					
At 31 March 2025	24,328	25,793	7,673	973	58,767
At 31 March 2024	25,280	15,514	5,358	-	46,152

## Waveney Foodbank

### Notes to the Financial Statements for the year ended 31 March 2025

.....Continued

<b>8 Stocks</b>	<b>2025</b>	<b>As restated 2024</b>			
	<b>£</b>	<b>£</b>			
Stocks of donated food, not yet distributed	43,026	14,950			
	43,026	14,950			
 <b>9 Prepayments</b>	 <b>2025</b>	 <b>2024</b>			
	<b>£</b>	<b>£</b>			
Accrued Income	5,860	-			
Prepaid insurance	1,913	1,554			
	7,773	1,554			
 <b>10 Other creditors</b>	 <b>2025</b>	 <b>2024</b>			
	<b>£</b>	<b>£</b>			
Other taxes and social security payments	1,165	-			
Pension contributions	259	249			
	1,424	249			
 <b>11 Accruals and deferred income</b>	 <b>2025</b>	 <b>2024</b>			
	<b>£</b>	<b>£</b>			
Donated goods not yet distributed	43,026	14,950			
Citizens Advice	4,633	4,633			
Accountancy fees	325	650			
Rent	-	4,092			
General expenses	-	182			
	47,984	24,507			
 <b>12 Funds Reconciliation</b>					
	<b>As restated Brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted</b>					
Fixed assets	25,280	-	(27,752)	2,472	-
<b>Unrestricted</b>					
General Fund	375,514	272,054	(311,211)	(2,472)	333,885
	400,794	272,054	(338,963)	-	333,885

## Waveney Foodbank

### Notes to the Financial Statements for the year ended 31 March 2025

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#### 13 Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. During the year the charge to the income and expenditure account in respect of defined contribution schemes was £1,388 (2024: £2,576.) At the year-end, contributions of £259 (2024: £249) were due to the fund and are included in creditors.

#### 14 Lease commitments

The total of future minimum lease payments under non-cancellable operating leases are as following:

	2025	As restated 2024
	£	£
Less than 1 year	19,560	19,560
2 to 5 years	63,014	69,614
More than 5 years	8,912	21,872
	<u>91,486</u>	<u>111,046</u>

#### 15 Related party disclosures

There were no payments to the trustees during the year and no transactions with related parties.

The independent examiner, Mr M. Aldous, is a work colleague of the treasurer, Ms C. Stephens, in their professional employment outside the charity. The trustees have considered this relationship and are satisfied that it does not affect the independence of the examination. The independent examiner has confirmed that they have acted in accordance with the directions and requirements of the Charity Commission and the Charities Act 2011.

#### 16 Prior period adjustment

During the year, the trustees reviewed the accounting treatment of donated goods and stock, which were not accounted for in prior years. Following a review of the Charities SORP (FRS 102), the trustees concluded that income should be recognised only when donated goods are distributed, with stock and deferred income recognised at the balance sheet date. This change in accounting policy has been applied retrospectively, resulting in a prior year adjustment.

##### Impact on Statement of Financial Activities (SOFA):

Donation income in the prior period has been increased by £202,493 and charitable expenditure (cost of goods distributed) increased by the same amount.

##### Impact on Balance Sheet:

Stock of donated goods at year end has been recognised at £43,026 (2024: £14,950) with an equivalent amount of deferred donation income recognised as a liability.

The adjustment has no impact on net assets or reserves, but ensures that income and expenditure are matched to the timing of charitable activities, providing a clearer picture of the charity's operations.

**WAVENEY FOODBANK**

England & Wales - Charity number 1151679

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# Accounts

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# **WAVENEY FOODBANK**

**(a company limited by guarantee)**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED 31 MARCH 2024**

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**WAVENEY FOODBANK**  
(a company limited by guarantee)

**COMPANY INFORMATION**

Company Number      08283316

Charity Number        1151679

Registered Office      Unit 9B, Fortress Close  
Brome Airfield Industrial Estate Brome  
Eye, IP23 7HN

Directors                Mrs. Gina Cole (Chair)  
Mrs. Samantha Davidson  
Mrs. Caroline Blacker (Resigned 3<sup>rd</sup> July 2023)  
Mrs. Kamena Dorling  
Mrs. Gillian Margaret Frostick  
Mr. Kevin Gunn  
Rev Eleanor Goodison  
Mr Andrew Millward  
Mr. David Wells (Resigned 14<sup>th</sup> September 2023)

Treasurer                Mr. Andrew Millward

Bankers                  Lloyds Bank  
Diss  
PO Box 1000  
Andover, BX1 1LT

Independent Examiner Mr. Graham Sidle  
Five Gables  
The Ling  
Wortham  
IP22 1ST

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS**

The directors submit their report and the financial statements for the 12 months ended 31 March 2024. The company is governed by its Memorandum & Articles of Association dated 1 November 2012, is limited by guarantee, does not have a share capital and is registered as a charity.

**Objectives and activities**

The principal object of the charity is to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress. Currently the principal activity to achieve this is to continue to assist with the provision of food parcels to those in need in Diss, Eye, Stanton, Harleston, Long Stratton, Bungay, Beccles, Halesworth, and the local area.

By means of both co-operation with Citizens Advice Bureau, local doctors, social workers and other agencies, the charity can identify those in need. Food items are donated by the public and businesses and sorted by volunteers at the charity's rented warehouse ready for distribution at various local collection points. The charity also supplies food to lunch and school breakfast clubs.

**Results and state of affairs**

The financial statements set out on pages 6 and 9 show the results for the 12 months ended 31 March 2024 and reflect the state of the company's affairs at that date. These figures have been produced on an income and expenditure basis.

**Directors**

Under the company's articles there can be an unlimited number of directors appointed with a minimum of three.

The directors at the date of signing this report are stated on page 2.

**Adopted policies**

**(a) Risk assessment**

The directors have considered appropriate risks. The charity is aware of the need to manage health and safety issues within its warehouse and distribution centres for the protection of its volunteers and those receiving the provisions. The charity has appropriate systems in place to manage these risks and has suitable insurance policies.

**(b) Investments**

Cash investments are held in deposit and current accounts at Lloyds bank

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS (continued)**

**(c) Level of reserves**

The directors have considered the amount of reserves needed to maintain its operations. It is considered that a sum equal to six months expenditure is a prudent level. On this basis, based on the annual expenditure budget, a sum of £100,000 is considered appropriate. The charity is in a reasonably strong position financially with increased cash reserves to meet not just existing needs but also the extra demands presented by the economic climate. A strategic plan has been approved by the trustees for the next three years within which our cash reserves will be reduced. In addition the acquisition of an additional warehouse which allows the charity to react positively to future needs continues to require investment, which will come from reserves.

**Statement of directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company for that period. In preparing those financial statements the directors are required to

- a) Select suitable accounting policies and then apply them consistently
- b) Observe the methods and principles in the Charities SORP
- c) Make judgements and estimates that are reasonable and prudent
- d) Prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the company will continue in business, and
- e) State whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the accounts.

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

This report, which has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, was approved by the directors on 26<sup>th</sup> October 2024 and signed on their behalf by: -

Mrs. Gina Cole,  
Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE INDEPENDENT EXAMINER**

I report on the accounts of Waveney Foodbank for the 12 months ended 31 March 2024.

**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

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - a) To keep accounting records in accordance with section 386 of the Companies Act 2006 and
  - 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 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



Graham Sidle

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES FOR**  
**THE 12 MONTHS ENDED 31 MARCH 2024**

	Note	2024	2023
<b>INCOMING RESOURCES</b>			
Donations and charitable grants	1, 2	120,530	131,888
Other Income		3,201	
		123,731	131,888
<b>TOTAL INCOMING RESOURCES</b>			
<b>RESOURCES EXPENDED</b>			
Charitable activities:			
Fund raising and promotional activities		1,032	2,626
Warehouse and distribution centre		18,804	6,448
Food Purchases		2,025	1,679
Van and travel expenses		9,285	8,702
Depreciation		13,706	8,726
Profit on sale of vehicle		-	-1,080
Energy support fund		1,143	852
Equipment for community meals		-	912
Salary, pension and payroll costs	6	49,928	34,793
		95,923	63,659
Other costs:			
Premises		18,245	10,563
Insurance		1,096	-
Computer, stationary, phone		230	369
Professional Services		6,583	-
Sundry		171	346
Training		127	472
		26,452	11,750
		122,375	75,409
<b>TOTAL RESOURCES EXPENDED</b>			
<b>NET INCOMING RESOURCES</b>		1,356	56,479
Balance brought forward		399,438	342,959
<b>BALANCE CARRIED FORWARD</b>		400,794	399,438

**WAVENEY FOODBANK**  
(a company limited by guarantee)  
**BALANCE SHEET AS AT 31 MARCH 2024**

	Note	2024	2023
<b>FIXED ASSETS</b>			
Van OE70UOY	3	18,043	24,438
Van YO68NYS	3	7,237	12,346
Van BX08RZL	3	-	2,063
Leasehold Improvements	4	15,514	-
Fixtures & Fittings	5	5,358	-
		46,152	38,847
<b>CURRENT ASSETS</b>			
Bank		372,517	357,558
Cash		111	-
Prepaid Expenditure		1554	-
Charis		681	424
Voluntary Norfolk		5,100	2,750
		379,963	360,731
Liabilities falling due within twelve months		25,320	141
<b>TOTAL ASSETS</b>		400,795	399,438
<b>RECONCILIATION OF FUNDS</b>			
Unrestricted funds		354,643	360,590
Restricted funds			
Vehicles	3	25,280	38,847
Other Fixed Assets		20,872	-
<b>TOTAL FUNDS</b>		400,795	399,438

The notes on pages 8 and 9 form part of the Financial Statements.

For the 12 months ended 31 March 2024, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts which give a true and fair view of the state of affairs at the year end and of its profit or loss for the financial period then ended and which otherwise comply with the requirements of the Act, so far as applicable to the company.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and were approved by the directors on 30th October 2024 signed on their behalf by:

Mrs. Gina Cole, Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**Notes to the Financial Statements**

1. In addition to the cash donations and charitable grants, the charity received donated goods of various food items totaling 72,000 Kg.
2. No specific grants were received during the year.
3. No new vans were purchased during the year. The Directors consider it appropriate to depreciate vehicles at a rate of 25% / year

**Van Restricted Fund**

<b>OE70UOY</b>	£	
Bookvalue 1st April 2023	24,438	
Depreciation	6,395	
Book value 1st April 2024	18,043	
<b>BX08RZL</b>	£	
Book value 1st April 2023	2,063	
Depreciation	2,063	
<b>Book value 1st April 2024</b>	-	
<b>YO68NYS</b>	£	
Book value 1st April 2023	12,346	
Depreciation	5,109	
<b>Book value 1st April 2024</b>	7,237	

4. Works were completed at the end of the financial year therefore nil amortization this year. The Directors consider it appropriate to amortise the lease over the length of the lease.
5. The Directors consider it appropriate to depreciate Fixtures and Fittings at a rate of 25% / year
6. Staff Costs

	2024	2023
	£	£
Wages/Salaries	46,770	32,428
Defined pension costs	2,576	1,808
Payroll costs	581	557
Total	49,927	34,793

The number of people employed by the charity during the year

	2024	2023
	2	1

No employee received remuneration of more than £80,000

7. Breakdown of funds.

	Balance b/f 1 April 2023	Additions	Income	Expenditure	Fund transfers	Balance c/f 31 March 2024
	£	£	£	£	£	£
<b>UNRESTRICTED</b>						
General Fund	360,590		123,731	129,678		354,643
<b>RESTRICTED</b>						
Van fund OE70UOY	24,438			6,395		18,043
Van Fund BX08RZL	2,063			2,063		0
Van Fund YO68 NYS	12,346			5,109		7,237
Other Fixed Assets		21,010		138		20,872
	399,437	21,010	123,731	143,383		400,795

**WAVENEY FOODBANK**

England & Wales - Charity number 1151679

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# Accounts

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# WAVENEY FOODBANK

(a company limited by guarantee)

## ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED 31 MARCH 2023

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**WAVENEY FOODBANK**  
(a company limited by guarantee)

**COMPANY INFORMATION**

Company Number	08283316
Charity Number	1151679
Registered Office	Unit 9B, Fortress Close Brome Airfield Industrial Estate Brome Eye, IP23 7HN
Directors	Mrs. Gina Cole (Chair) Rev Pam Bayliss, Resigned May 2022 Mrs. Caroline Blacker Mrs. Kamena Dorling Mrs. Gillian Margaret Frostick Mr. Kevin Gunn Rev Eleanor Goodison Mr. David Wells
Treasurer	Mr. David Wells
Bankers	Lloyds Bank Diss PO Box 1000 Andover, BX1 1LT
Independent Examiner	Mr. Graham Sidle Five Gables The Ling Wortham IP22 1ST

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS**

The directors submit their report and the financial statements for the 12 months ended 31 March 2023. The company is governed by its Memorandum & Articles of Association dated 1 November 2012, is limited by guarantee, does not have a share capital and is registered as a charity.

**Objectives and activities**

The principal object of the charity is to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress. Currently the principal activity to achieve this is to continue to assist with the provision of food parcels to those in need in Diss, Eye, Harleston, Long Stratton, Bungay, Beccles, Halesworth, and the local area.

By means of both co-operation with Citizens Advice Bureau, local doctors, social workers and other carers, the charity can identify those in need. Food items are donated by the public and businesses and sorted by volunteers at the charity's rented warehouse ready for distribution at various local collection points. The charity also supplies food to lunch and school breakfast clubs.

**Results and state of affairs**

The financial statements set out on pages 6 and 7 show the results for the 12 months ended 31 March 2023 and reflect the state of the company's affairs at that date. These figures have been produced on an income and expenditure basis.

**Directors**

Under the company's articles there can be an unlimited number of directors appointed with a minimum of three.

The directors at the date of signing this report are stated on page 2.

**Adopted policies**

(a) Risk assessment

The directors have considered appropriate risks. The charity is aware of the need to manage health and safety issues within its warehouse and distribution centres for the protection of its volunteers and those receiving the provisions. The charity has appropriate systems in place to manage these risks and has suitable insurance policies.

(b) Investments

Cash investments are held in deposit and current accounts at Lloyds bank

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS (continued)**

(c) Level of reserves

The directors have considered the amount of reserves needed to maintain its operations. It is considered that a sum equal to twelve months expenditure is a prudent level. On this basis, based on the annual expenditure budget, a sum of £,80,000 is considered appropriate. The charity is in a strong position financially with increased cash reserves to meet not just existing needs but also the extra demands presented by the economic climate. A strategic plan has been approved by the trustees for the next three years within which our cash reserves will be reduced. In addition a planned move to new premises allowing the charity to react to future needs, will require an investment, which will come from reserves

**Statement of directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company for that period. In preparing those financial statements the directors are required to

- a) Select suitable accounting policies and then apply them consistently
- b) Observe the methods and principles in the Charities SORP
- c) Make judgements and estimates that are reasonable and prudent
- d) Prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the company will continue in business, and
- e) State whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the accounts.

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

This report, which has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, was approved by the directors on 15<sup>th</sup> July 2023 and signed on their behalf by: -

Mrs. Gina Cole,  
Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE INDEPENDENT EXAMINER**

I report on the accounts of Waveney Foodbank for the 12 months ended 31 March 2023.

**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

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - a) To keep accounting records in accordance with section 386 of the Companies Act 2006 and
  - 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 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

Graham Sidle

<b>WAVENEY FOODBANK</b>			
(a company limited by guarantee)			
<b>STATEMENT OF FINANCIAL ACTIVITIES FOR</b>			
<b>THE 12 MONTHS ENDED 31 MARCH 2023</b>			
	Note	2023	2022
<b>INCOMING RESOURCES</b>			
Donations and charitable grants	1, 2	131,888	200,738
<b>TOTAL INCOMING RESOURCES</b>		<b>131,888</b>	<b>200,738</b>
<b>RESOURCES EXPENDED</b>			
Charitable activities:			
Fund raising and promotional activities		2,627	284
Warehouse and distribution centre		6,448	5,221
Food Purchases		1,679	–
Van and travel expenses		8,702	9,605
Depreciation		8,726	5,455
Profit on sale of vehicle		-1,080	-
TT/ASDA Kitchen Grant	5	-	209
Energy support fund		852	1,224
Equipment for community meals		912	1,615
Salary, pension and payroll costs		34,793	26,337
		<b>63,659</b>	<b>49,950</b>
Other costs:			
Premises		10,563	9,841
Computer, stationary, phone		369	1,639
Sundry		346	343
Training		472	322
Return of grant	4		5000
		<b>11,750</b>	<b>17,155</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>75,409</b>	<b>67,105</b>
<b>NET INCOMING RESOURCES</b>		<b>56,479</b>	<b>133,633</b>
Balance brought forward		342,959	209,326
<b>BALANCE CARRIED FORWARD</b>		<b>399,438</b>	<b>342,959</b>

**WAVENEY FOODBANK**

(a company limited by guarantee)  
**BALANCE SHEET AS AT 31 MARCH 2023**

	Note	2023	2022
<b>FIXED ASSETS</b>			
Van OE70UOY	3	24,438	-
Van YO68NYS	3	12,346	17,455
Van BX08RZL	3	2,063	4,538
		38,847	21,993
<b>CURRENT ASSETS</b>			
Bank		357,558	318,376
Cash		0	14
Charis		423	376
Voluntary Norfolk		2,750	2300
		360,731	321,066
Liabilities falling due within twelve months		141	100
<b>TOTAL ASSETS</b>		399,437	342,959
<b>RECONCILIATION OF FUNDS</b>			
Unrestricted funds	7	360,590	320,690
Restricted funds			
Vehicles	3	38,847	21,993
NCF Energy Fund		-	276
<b>TOTAL FUNDS</b>		399,437	342,959

The notes on pages 8 and 9 form part of the Financial Statements.

For the 12 months ended 31 March 2023, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts which give a true and fair view of the state of affairs at the year end and of its profit or loss for the financial period then ended and which otherwise comply with the requirements of the Act, so far as applicable to the company.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and were approved by the directors on 15<sup>th</sup> July 2023 signed on their behalf by:

Gina Cole

### Notes To The Financial Statements

1. In addition to the cash donations and charitable grants, the charity received donated goods of various food items totaling 87,000 Kg
2. No specific grants were received during the year
3. During the financial year ended 31 March 2023 an additional vehicle was purchased and will be depreciated over four years

<b>Van Restricted Fund</b>		
<b>OE70UOY</b>		£
<b>Purchase price Nov 2022</b>		25,580
<b>Depreciation</b>		1,142
<b>Book value 1st April 2023</b>		<u>24,438</u>
<b>BX08RZL</b>		£
<b>Book value 1st April 2022</b>		4,538
Depreciation		2,475
<b>Book value 1st April 2023</b>		<u>2,063</u>
<b>YO68NYS</b>		£
Bookvalue 1st April 2022		17,455
Depreciation		5,109
<b>Book value 1st April 2023</b>		<u>12,346</u>

4. In 2021-22 the Foodbank returned the £5,000 grant from Suffolk County Council as the charity did not have the facilities to use that grant
5. In 2021-22 the Foodbank used the final £209 from the original £3,765 from a Trussell Trust/Asda Grant for kitchen improvements/community meals
6. Staff

Staff Costs					2023	2022
					£	£
Wages/Salaries					32,428	24,398
Defined pension costs					1,808	1,324
Payroll costs					557	615
<b>Total</b>					<u>34,793</u>	<u>26,337</u>
The number of people employed by the charity during the year						
					2023	2022
					1	1
No employee received remuneration of more than £60,000						

## 7. Summary of Restricted and Unrestricted Funds

	Balance b/f 1 April 2022	Income	Expenditure	Fund transfers	Balance c/f 31 March 2023
	£	£	£	£	£
<b>UNRESTRICTED</b>					
General Fund	320,690	106,308	67,487		359,511
<b>RESTRICTED</b>					
Sale of asset			-		-
Van fund OE70UOY		25,580	1,142		24,438
Van Fund EO13JYA					
Van Fund BX08RZL	4,538		2,475		2,063
Van Fund YO68 NYS	17,455		5,109		12,346
NCF Energy Fund	276		276		-
	<b>£342,959</b>	<b>131,888</b>	<b>75,409</b>		<b>399,438</b>

**WAVENEY FOODBANK**

England & Wales - Charity number 1151679

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# Accounts

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**WAVENEY FOODBANK**  
(a company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL**  
**STATEMENTS FOR THE 12 MONTHS ENDED**  
**31 MARCH 2022**

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**WAVENEY FOODBANK**  
(a company limited by guarantee)

**COMPANY INFORMATION**

Company Number	08283316
Charity Number	1151679
Registered Office	Unit 9B, Fortress Close Brome Airfield Industrial Estate Brome Eye, IP23 7HN
Directors	Mrs. Gina Cole (Chair) Rev Pam Bayliss, Mrs. Caroline Blacker Mrs. Kamena Dorling Mrs. Gillian Margaret Frostick Mr. Kevin Gunn Rev Eleanor Goodison Mr. David Wells
Treasurer	Mr. David Wells
Bankers	Lloyds Bank Diss PO Box 1000 Andover, BX1 1LT
Independent Examiner	Mr. Graham Sidle Five Gables The Ling Wortham IP22 1ST

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS**

The directors submit their report and the financial statements for the 12 months ended 31 March 2022. The company is governed by its Memorandum & Articles of Association dated 1 November 2012, is limited by guarantee, does not have a share capital and is registered as a charity.

**Objectives and activities**

The principal object of the charity is to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress. Currently the principal activity to achieve this is to continue to assist with the provision of food parcels to those in need in Diss, Eye, Harleston, Long Stratton, Bungay, Beccles, Halesworth, and the local area.

By means of both co-operation with Citizens Advice Bureau, local doctors, social workers and other carers, the charity can identify those in need. Food items are donated by the public and businesses and sorted by volunteers at the charity's rented warehouse ready for distribution at various local collection points. The charity also supplies food to lunch and school breakfast clubs.

**Results and state of affairs**

The financial statements set out on pages 6 and 7 show the results for the 12 months ended 31 March 2022 and reflect the state of the company's affairs at that date. These figures have been produced on an income and expenditure basis.

**Directors**

Under the company's articles there can be an unlimited number of directors appointed with a minimum of three.

The directors at the date of signing this report are stated on page 2.

**Adopted policies**

**(a) Risk assessment**

The directors have considered appropriate risks. The charity is aware of the need to manage health and safety issues within its warehouse and distribution centres for the protection of its volunteers and those receiving the provisions. The charity has appropriate systems in place to manage these risks and has suitable insurance policies.

**(b) Investments**

Cash investments are held in deposit accounts at Lloyds bank and Charities Aid Foundation

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS (continued)**

(c) Level of reserves

The directors have considered the amount of reserves needed to maintain its operations. It is considered that a sum equal to twelve months expenditure is a prudent level. On this basis, based on the annual expenditure budget, a sum of £,80,000 is considered appropriate. During the financial year, Waveney Foodbank benefited considerably from substantial and generous public and private funding, to deal with the ongoing COVID-19 pandemic. The charity is in a strong position financially with increased cash reserves to meet not just existing needs but also the extra demands presented by the economic climate. A strategic plan has been approved by the trustees for the next three years within which our cash reserves will be reduced. In addition a planned move to new premises allowing the charity to react to future needs, will require an investment, which will come from reserves

**Statement of directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company for that period. In preparing those financial statements the directors are required to

- a) Select suitable accounting policies and then apply them consistently
- b) Observe the methods and principles in the Charities SORP
- c) Make judgements and estimates that are reasonable and prudent
- d) Prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the company will continue in business, and
- e) State whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the accounts.

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

This report, which has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, was approved by the directors on 23<sup>rd</sup> July 2022 and signed on their behalf by: -

Mrs. Gina Cole,  
Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE INDEPENDENT EXAMINER**

I report on the accounts of Waveney Foodbank for the 12 months ended 31 March 2022.

**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

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - a) To keep accounting records in accordance with section 386 of the Companies Act 2006 and
  - 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 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

Graham Sidle

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES FOR**  
**THE 12 MONTHS ENDED 31 MARCH 2022**

	<b>Note</b>	<b>2022</b>	<b>2021</b>
<b>INCOMING RESOURCES</b>			
Donations and charitable grants	1, 2	200,738	201,934
<b>TOTAL INCOMING RESOURCES</b>		<b>200,738</b>	<b>201,934</b>
 <b>RESOURCES EXPENDED</b>			
Charitable activities:			
Fund raising and promotional activities		284	118
Warehouse and distribution centre		5,221	7,983
Food Purchases		–	8,913
Van and travel expenses		9,605	11,410
Depreciation		5,455	3,030
TT/ASDA Kitchen Grant	5	209	–
Norfolk Community Foundation - Energy Fund		1,224	–
Equipment for community meals		1,615	–
Salary, pension and payroll costs		26,337	–
		<b>49,950</b>	<b>31,454</b>
 Other costs:			
Premises		9,841	10,599
Computer, stationary, phone		1,639	1,329
Sundry		343	293
Training		332	–
Return of grant		5000	–
		<b>17,155</b>	<b>12,221</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>67,105</b>	<b>43,675</b>
<b>NET INCOMING RESOURCES</b>		<b>133,633</b>	<b>158,359</b>
Balance brought forward		209,326	51,067
<b>BALANCE CARRIED FORWARD</b>		<b>342,959</b>	<b>209,326</b>

The notes on pages 8 and 9 form part of these financial statements

**WAVENEY FOODBANK**

(a company limited by guarantee)

**BALANCE SHEET AS AT 31 MARCH 2022**

	Note	2022	2021
<b>FIXED ASSETS</b>			
Van YO68NYS	3	17,455	
Van BX08RZL	3	4,538	7,013
		<u>21,993</u>	<u>7,013</u>
<b>CURRENT ASSETS</b>			
Bank		318,376	202,214
Cash		14	99
Charis		376	-
Voluntary Norfolk		2,300	-
		<u>321,066</u>	<u>202,313</u>
Liabilities falling due within twelve months		100	
<b>TOTAL ASSETS</b>		<u>342,959</u>	<u>209,326</u>
<b>RECONCILIATION OF FUNDS</b>			
Unrestricted funds	7	320,690	197,104
Restricted funds			
Vehicles	3	21,993	7,013
NCF Energy Fund		276	
Suffolk County Council	4	-	5,000
TT/ASDA Kitchen Grant		-	209
<b>TOTAL FUNDS</b>		<u>342,959</u>	<u>209,326</u>

The notes on pages 8 and 9 form part of the Financial Statements.

For the 12 months ended 31 March 2022, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts which give a true and fair view of the state of affairs at the year end and of its profit or loss for the financial period then ended and which otherwise comply with the requirements of the Act, so far as applicable to the company.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and were approved by the directors on 23<sup>rd</sup> July 2022 signed on their behalf by:

Mrs. Gina Cole, Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**Notes To The Financial Statements**

1. In addition to the cash donations and charitable grants, the charity received donated goods of various food items. During the period, the charity received over 73,000 kgs of food and distributed food boxes to over 8,000 individuals
2. Grants were received for revenue purposes from:
  - NCF Energy Fund £1,500
  - Fressingfield Parish Council £250
  - Bramfield and Thorington Pariah council £200
3. During the financial year ended 31 March 2022 an additional vehicle was purchased and will be depreciated over four years

<b>Van Restricted Fund</b>		
<b>Book value 31<sup>st</sup> March 2022</b>		
<b>BX08RZL</b>		£
<b>Book value 1st April 2021</b>		7,013
Loss on disposal		-
Depreciation		2,475
<b>Book value 1st April 2022</b>		4,538
<b>YO68NYS</b>		£
Purchase price Aug 21		20,435
Depreciation		2,980
<b>Book value 1st April 2022</b>		17,455

4. In 2021-22 the Foodbank returned the £5,000 grant from Suffolk County Council as the charity did not have the facilities to use the grant
5. In 2021-22 the Foodbank used the final £209 from the original £3,765 from a Trussell Trust/ASDA Grant for kitchen improvements/ community meals
6. Staff costs:-

Staff Costs		2022	2021
		£	£
Wages/Salaries		24,398	-
Defined pension costs		1,324	-
Payroll costs		615	-
<b>Total</b>		<b>26,337</b>	
The number of people employed by the charity during the year			
		2,022	2,021
		1	-
No employee received remuneration of more than £60,000			

7. Summary of Restricted and Unrestricted Funds

	Balance b/f 1 April 2021	Income	Expenditure	Fund transfers	Balance c/f 31 March 2022
	£	£	£	£	£
<b>UNRESTRICTED</b>					
General Fund	197,104	178,803	55,217		320,690
<b>RESTRICTED</b>					
Van Fund EO13JYA				-	
Van Fund BX08RZL	7,013		2,475		4,538
Van Fund YO68 NYS		20,435	2,980		17,455
NCF Energy Fund	0	1,500	1,224		276
Suffolk County Council	5,000		5,000		-
(5)TT/ASDA Kitchen Grant	209		209		-
	<b>£209,326</b>	<b>200,738</b>	<b>67,105</b>	<b>-</b>	<b>342,959</b>

**WAVENEY FOODBANK**

England & Wales - Charity number 1151679

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# Accounts

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**WAVENEY FOODBANK**  
(a company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL**  
**STATEMENTS FOR THE 12 MONTHS ENDED**  
**31 MARCH 2021**

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**WAVENEY FOODBANK**  
(a company limited by guarantee)

**COMPANY INFORMATION**

Company Number	08283316
Charity Number	1151679
Registered Office	Unit 9B, Fortress Close Brome Airfield Industrial Estate Brome Eye, IP23 7HN
Directors	Mrs. Gina Cole (Chair) Rev Pam Bayliss, Mrs. Caroline Blacker Mr. Les Fearn (Resigned Oct 2020) Mrs. Gillian Margaret Frostick Mr. Kevin Gunn Rev Eleanor Goodison (Appointed June 2020) Mr. M Scade Resigned(July 2020) Mr. David Wells (Appointed Oct.2020) Mrs. Kamena Dorling (Appointed Feb. 2021)
Treasurer	Mr. Les Fearn (Resigned Oct.2020) Mr. David Wells (Appointed Oct. 2020)
Bankers	Lloyds Bank Diss PO Box 1000 Andover, BX1 1LT
Independent Examiner	Mr. Graham Sidle Five Gables The Ling Wortham IP22 1ST

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS**

The directors submit their report and the financial statements for the 12 months ended 31 March 2021. The company is governed by its Memorandum & Articles of Association dated 1 November 2012, is limited by guarantee, does not have a share capital and is registered as a charity.

**Objectives and activities**

The principal object of the charity is to relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress. Currently the principal activity to achieve this is to continue to assist with the provision of food parcels to those in need in Diss, Eye, Harleston, Long Stratton, Bungay, Beccles, Halesworth, and the local area.

By means of both co-operation with Citizens Advice Bureau, local doctors, social workers and other carers, the charity can identify those in need. Food items are donated by the public and businesses and sorted by volunteers at the charity's rented warehouse ready for distribution at various local collection points. The charity also supplies food to lunch and school breakfast clubs.

**Results and state of affairs**

The financial statements set out on pages 6 and 7 show the results for the 12 months ended 31 March 2021 and reflect the state of the company's affairs at that date. These figures have been produced on an income and expenditure basis.

**Directors**

Under the company's articles there can be an unlimited number of directors appointed with a minimum of three.

The directors at the date of signing this report are stated on page 2.

**Adopted policies**

**(a) Risk assessment**

The directors have considered appropriate risks. The charity is aware of the need to manage health and safety issues within its warehouse and distribution centres for the protection of its volunteers and those receiving the provisions. The charity has appropriate systems in place to manage these risks and has suitable insurance policies.

**(b) Investments**

Cash investments are held in deposit accounts at Lloyds bank and Charities Aid Foundation

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE DIRECTORS (continued)**

(c) Level of reserves

The directors have considered the amount of reserves needed to maintain its operations. It is considered that a sum equal to six months expenditure is a prudent level. On this basis, based on the annual expenditure budget, a sum of £24,000 is considered appropriate. During the year various charitable trusts have been generous and supported the charity. During the financial year, Waveney Foodbank benefited considerably from swift, substantial and generous public and private funding, to deal with the COVID-19 emergency. This now means the charity is in a strong position financially and has much increased cash reserves to meet not just existing needs but also the extra demands presented by the COVID-19 emergency.

**Statement of directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company for that period. In preparing those financial statements the directors are required to

- a) Select suitable accounting policies and then apply them consistently
- b) Observe the methods and principles in the Charities SORP
- c) Make judgements and estimates that are reasonable and prudent
- d) Prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the company will continue in business, and
- e) State whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the accounts.

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

This report, which has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, was approved by the directors on 26<sup>th</sup> May 2021 and signed on their behalf by: -

Mrs. Gina Cole,  
Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**REPORT OF THE INDEPENDENT EXAMINER**

I report on the accounts of Waveney Foodbank for the 12 months ended 31 March 2021.

**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

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - a) To keep accounting records in accordance with section 386 of the Companies Act 2006 and
  - 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 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

Graham Sidle  
24<sup>th</sup> May 2021

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES FOR**  
**THE 12 MONTHS ENDED 31 MARCH 2021**

	Note	2021	2020
<b>INCOMING RESOURCES</b>			
Donations and charitable grants	1, 2	201,934	62,754
<b>TOTAL INCOMING RESOURCES</b>		201,934	62,754
<b>RESOURCES EXPENDED</b>			
Charitable activities:			
Fund raising and promotional activities		118	168
Warehouse and distribution centre		7,983	8,163
Food Purchases		8,913	404
Van and travel expenses		11,410	6,953
Depreciation		3,030	2,162
TT/ASDA Kitchen Grant	5	–	3,556
Norfolk Community Foundation - Energy Fund		–	2,377
		31,454	23,783
Other costs:			
Premises		10,599	5,663
Computer, stationary and postage		1,329	3,053
Sundry		293	637
		12,221	9,353
<b>TOTAL RESOURCES EXPENDED</b>		43,675	33,136
<b>NET INCOMING RESOURCES</b>		158,259	29,618
Balance brought forward		51,067	21,449
<b>BALANCE CARRIED FORWARD</b>		209,326	51,067

The notes on page 8 and 9 form part of the financial statements.

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**BALANCE SHEET AS AT 31 MARCH 2021**

	Note	2021	2020
<b>FIXED ASSETS</b>			
Van EO13JYA	3	–	555
Van BX08RZL	3	7,013	9,488
		7,013	10,043
<b>CURRENT ASSETS</b>			
Bank		202,214	40,880
Cash		99	143
		202,313	42,024
<b>TOTAL ASSETS</b>		209,326	51,067
<b>RECONCILIATION OF FUNDS</b>			
Unrestricted funds	6	197,104	30,360
Restricted funds	6		
Van	3	7,013	10,043
Suffolk County Council	4	5,000	
TT/ASDA Kitchen Grant		209	209
<b>TOTAL FUNDS</b>		209,326	40,612

The notes on pages 8 and 9 form part of the Financial Statements.

For the 12 months ended 31 March 2021, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts which give a true and fair view of the state of affairs at the year end and of its profit or loss for the financial period then ended and which otherwise comply with the requirements of the Act, so far as applicable to the company.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and were approved by the directors on 26<sup>th</sup> May 2021 signed on their behalf by:

Mrs. Gina Cole, Chair

**WAVENEY FOODBANK**  
(a company limited by guarantee)

**NOTES**

1. In addition to the cash donations and charitable grants, the charity received donated goods of various food items. During the period, the charity received and distributed 151,001 kg of donated food (2019-20: 63,561 kg), and assist 10,321 (4,779) people. Further support was given to schools during the year
2. Grants were received for revenue purposes from:
  - Suffolk County Council £5,000
  - East Suffolk Council £5,000
  - Mid Suffolk District Council £1,500
  - Brockdish Parish Council £1,000
  - Bungay Honeypot Centre £530
  - Laxfield Parish Council £500
  - Fressingfield Parish Council £250
  - Wrentham Parish Council £200
3. During the financial year ended 31 March 2017 van EO13JYA was purchased. This is being depreciated over four years.

	<b>Van Restricted Fund</b>
<b>EO13JYA</b>	£
Cost brought forward	2,305
Depreciation	(1,750)
<b>Book value 1 April 2020</b>	<u>£555</u>
Loss on disposal	-
Additions	-
Depreciation	(555)
<b>Book value 31 March 2021</b>	<u>£0.00</u>

An additional van, BX08RZL was purchased in January 2020. This is being depreciated over four years.

	<b>Van Restricted Fund</b>
<b>BX08RZL</b>	£
Cost brought forward	9,900
Depreciation	(412)
<b>Book value 1<sup>st</sup> April 2020</b>	<u>9,488</u>
Depreciation	(2,475)
<b>Book value 31<sup>st</sup> March 2021</b>	<u>7,013</u>

4. In 2020-21 the Foodbank received £5,000 from Suffolk County Council for the purchase and distribution of food vouchers. These funds were received on 31<sup>st</sup> March and will be used during the subsequent financial year

5. In 2019-20 the Foodbank received £3,765 from a Trussell Trust/ASDA Grant for kitchen improvements to Hope Church where Community meals are provided.£209 still remain

6. Summary of Restricted and Unrestricted Funds

	<b>Balance b/f 1 April 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Fund transfers</b>	<b>Balance c/f 31 March 2021</b>
	£	£	£	£	£
<b>UNRESTRICTED</b>					
General Fund	40815	196,934	(40,644)	-	197,105
<b>RESTRICTED</b>					
Van Fund EO13JYA	555		(555)	-	
Van Fund BX08RZL	9,488		(2,475)		7,013
Suffolk County Council		5,000			5,000
(5)TT/ASDA Kitchen Grant	209				209
	<u>£51,067</u>	<u>£201,934</u>	<u>£ (43,675)</u>	<u>£</u>	<u>209,326</u>