

WAVENEY FOODBANK

(a company limited by guarantee)

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

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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

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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

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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 26th May 2021 and signed on their behalf by: -

Mrs. Gina Cole,
Chair

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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
24th May 2021

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

	Note	2021	2020
INCOMING RESOURCES			
Donations and charitable grants	1, 2	201,934	62,754
TOTAL INCOMING RESOURCES		<u>201,934</u>	<u>62,754</u>
RESOURCES EXPENDED			
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
		<u>31,454</u>	<u>23,783</u>
Other costs:			
Premises		10,599	5,663
Computer, stationary and postage		1,329	3,053
Sundry		293	637
		<u>12,221</u>	<u>9,353</u>
TOTAL RESOURCES EXPENDED		<u>43,675</u>	<u>33,136</u>
NET INCOMING RESOURCES		158,259	29,618
Balance brought forward		51,067	21,449
BALANCE CARRIED FORWARD		<u>209,326</u>	<u>51,067</u>

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

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BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021	2020
FIXED ASSETS			
Van EO13JYA	3	–	555
Van BX08RZL	3	7,013	9,488
		<hr/> 7,013	<hr/> 10,043
CURRENT ASSETS			
Bank		202,214	40,880
Cash		99	143
		<hr/> 202,313	<hr/> 42,024
TOTAL ASSETS		<hr/> 209,326	<hr/> 51,067
RECONCILIATION OF FUNDS			
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
TOTAL FUNDS		<hr/> 209,326	<hr/> 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 26th May 2021 signed on their behalf by:

Mrs. Gina Cole, Chair

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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.

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

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

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

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 31st 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

	Balance b/f 1 April 2020	Income	Expenditure	Fund transfers	Balance c/f 31 March 2021
	£	£	£	£	£
UNRESTRICTED					
General Fund	40815	196,934	(40,644)	-	197,105
RESTRICTED					
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>