



MALVERN HILLS FOODBANK

Trustees' Annual Report and Financial Statements

For the year ended 30th September 2021



Malvern Hills Foodbank

The Trustees' Annual Report and Financial Statements - Contents

30th September 2021

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Malvern Hills Foodbank

The Trustees' Annual Report 30th September 2021

The Trustees are pleased to present their ninth annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30th September 2021.

REFERENCE AND ADMINISTRATION INFORMATION

Address and Registration Details

Registered charity number: 1151964

Principal office: Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT

Gift Aid: The Charity is registered with HM Revenue and Customs

Constitution

The Charity is constituted as a charitable association and it is registered as a charity with the Charity Commission in England and Wales.

Trustees

Unless otherwise stated, the following have served throughout the year and were Trustees as at 30th September 2021:

Peter Buchanan	Chair
Anne Garner	Treasurer
Gillian Butler	
Stuart Edlington	
Mike Hayes	
Amanda Hornsby	
Sandie Lillis	Appointed 30th November 2020
David Wareing	
Roger Watson	
Mary Williams	

In accordance with the Charity constitution Peter Buchanan, Anne Garner and David Wareing retire by rotation at the annual general meeting and shall be eligible for re-election, by the members, at that meeting.

The Trustees have received notice that Gillian Butler and Stuart Edlington will be retiring at the annual general meeting. The Trustees wish to record their thanks and gratitude for their contribution and commitment.

Trust Secretary

Ann Baker

Bankers

HSBC Bank plc
1 Church Street
Malvern

Malvern Hills Foodbank

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Recruitment of Trustees

New Trustees are initially approved by the Board of Trustees. In doing so they are focused on individuals who will maintain a balance of professional skills and experience, as well as being able to contribute towards the effective governance and operations of the Charity.

Organisational structure

The Trustees have agreed to govern via a Board of Trustees and team leaders. The team leaders, currently five in number, are responsible for running their duty sessions. All of the operational responsibilities are shared between Trustees and non-trustees. The food is distributed not only from Unit 4, but also at The Lyttelton Well and the Upton Baptist Church. The trustees thank these organisations for their ongoing support.

OBJECTS AND ACTIVITIES

Objectives and public benefit

The charity's objects are:

"The relief of hardship amongst people in the Malvern Hills district and the surrounding area, or in other parts of the United Kingdom, in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

- a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty; and
- b) by such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services."

The trustees have due regard to the Charity Commission's public benefit guidance and this report demonstrates how the Charity has carried out those purposes during the year and continues to provide a public benefit to the local community.

Activities and Trustees' Review

The Charity is affiliated to the Trussell Trust whose guidelines are followed in the operations and procedures of the Charity. Due to the pandemic the Trussell Trust annual support visit has not been undertaken. However, the trustees have worked closely with team leaders throughout lockdown and beyond by regular "zoom" meetings to ensure that standards and best service continue to be provided to the local community.

Malvern Hills Foodbank

The Trustees' Annual Report / continued 30th September 2021

Achievements

	2020 - 21	2019 - 20
Food parcels provided	4,308	3,411
Food, toiletries and household goods donated by local people and organisations (kg)	38,168	44,046
Food, toiletries and household goods purchased with cash donations (kg)	4,619	3,687
Food, toiletries and household goods distributed - voucher and non-voucher(kg)	46,381	35,013
Fresh food vouchers (£)	32,355	4,805
Fuel top up payments (£)	11,178	3,415
Active Referral Agencies working as distributors of vouchers	48	59
Volunteers	35	43

The Charity has 48 registered referral agencies, of which 32 issued at least 1 voucher in the year. These agencies accounted for 1,463 referrals and 3,782 food parcels. In addition, 32 referral agencies, which are registered with other Trussell Trust food banks, issued vouchers which were fulfilled by Malvern Hills Foodbank. These agencies accounted for 240 referrals and 526 food parcels. The main referral agencies which accounted for 60% of all referrals were Citizens Advice South Worcestershire, Job Centre Plus, Platform Housing Group, Maggs Day Centre and WCC Social Services.

We have only been able to achieve our objectives through the excellent support of Malvern and Upton Churches, the wider district Churches, and the local community. Thank you for all of the donations of food and other items during this difficult time. In addition we would like to record our thanks to Waitrose, Morrison's, the two Co-ops, Just So, Lidl, One Stop and Sainsbury for their permanent collection points. These have not only increased donations but also have enabled us to communicate to the public the needs and reasons for having a food bank.

Due to the pandemic we have continued to use a mainly delivery service from our warehouse assisted by Community Action Malvern. The Lyttelton Well and Upton Baptist Church have also helped by providing increased access for the Charity food parcels, particularly when the warehouse is closed.

Our partnership with the Lyttelton Well continues to grow whereby they also provide free hot meals and refreshments from their café to those in need.

Malvern Hills Foodbank

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30th September 2021

FINANCIAL REVIEW

General

In addition to the receipt of donated food and other items the Charity has received during the year overwhelming financial support from the local community. The pandemic has continued to reduce the opportunity for the public to obtain foods for donations so instead this has been replaced by increased financial donations many of which are standing orders and gift aided. In addition the Charity has received £15,950 in Covid related emergency grants from Local Authorities, and £4,318 from the Malvern Mayor's charity. The combination of this tremendous increased financial support has enabled the Charity to continue not only with the purchase of shortages but also to increase the number of vouchers for fresh food and fuel top-up payments generally, and specifically for those adversely affected by Covid 19.

Reserves policy

The Trustees have considered the need for a Reserves Policy. They have taken account of the uncertainty of receiving a sustainable level of donations compared to the largely fixed overhead expenditure, coupled with the Charity's objectives to provide where possible ongoing support for people in crisis. The Trustees consider it prudent therefore to continue to set aside reserves which approximate to the anticipated resource expenditure for a twelve month period. As such the sum of £25,000 has been deposited with the Castle & Crystal Credit Union.

THE FUTURE

The Trustees continually review circumstances each year to assess if existing services could be improved upon or if additional services could be provided. In this context the Trustees are reviewing the possibility of acquiring additional office and storage space which will enable the Foodbank to provide a more discreet meeting area for clients, and to improve the safety and working environment of our volunteers.

The Trustees regret the need to have a charity such as Malvern Hills Foodbank but whilst there is a need the Trustees will continue to increase the awareness amongst the whole community to encourage the support required to enable the Charity to achieve its objectives.

Approved by the Trustees on 25 October 2021 and signed on their behalf by:

Peter Buchanan - Chair Peter Buchanan

Malvern Hills Foodbank

Statement of Financial Activities

Year ended 30th September 2021

	Notes	2021 Unrestricted Funds £	2020 Unrestricted Funds £
Incoming resources:			
Financial donations		70,399	54,379
Gift aid		8,967	7,020
Membership fees		7	9
MHDC grants re rent		1,875	1,875
Local Authority Covid support grants		15,950	-
Bank interest		5	35
		<hr/>	<hr/>
Financial Income		97,203	63,318
Valuation of donations in kind	1	81,168	77,080
		<hr/>	<hr/>
Total of incoming resources		178,371	140,398
		<hr/>	<hr/>
Resources expended:			
Per summary	3	90,747	38,711
In kind donations distributed		81,168	77,080
		<hr/>	<hr/>
Total of resources expended		171,915	115,791
		<hr/>	<hr/>
Net increase in resources		6,456	24,607
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Unrestricted funds brought forward		47,615	23,008
		<hr/>	<hr/>
Unrestricted funds carried forward		54,071	47,615
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Malvern Hills Foodbank

Balance Sheet

As at 30th September 2021

	Notes	2021	2020
		£	£
Tangible fixed assets:	4	1,351	918
Current assets:			
Reserve Policy Fund deposit account		25,075	25,075
Bank balance - current account		5,422	3,639
Bank balance - deposit account		40,074	40,070
Debtors - gift aid rebate		8,842	7,023
Food and fuel vouchers		3,577	1,195
Sundry debtors		200	90
		<u>83,190</u>	<u>77,092</u>
Less: Sundry creditors		<u>(395)</u>	<u>(320)</u>
Net current assets		<u>82,795</u>	<u>76,772</u>
Total net assets		<u>84,146</u>	<u>77,690</u>
FUNDS OF THE CHARITY:			
Unrestricted funds:		54,071	47,615
Reserve Policy Fund		25,075	25,075
Fuel top up fund		5,000	5,000
Total funds		<u>84,146</u>	<u>77,690</u>

Approved by the Trustees on 25 October 2021 and authorised to sign on their behalf by:

Peter Buchanan - Chair.....

Anne Garner - Treasurer.....

Malvern Hills Foodbank

Notes to the Financial Statements

30th September 2021

1. ACCOUNTING POLICIES

Audit

The Charity is not required to have a statutory audit since income and total assets are below the required thresholds.

Income

Voluntary income, including donations gift aided, are recognised as income when received. Where applicable, gift aid income tax recoverable, is recognised when the recovery is receivable.

Donations in kind given for distribution are recognised as incoming resources only when distributed with an equivalent amount being included as resources expended. The valuation of such donations is based on Trussell Trust guidelines.

No value is attributable to time donated by volunteers as it would be totally impracticable to record and value such time.

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised at cost, or at fair value to the Charity if donated, if they have a useful life of more than one year.

Depreciation is provided on a straight line basis in order to write off the assets over their effective useful life. Equipment is depreciated at 20%.

Stock

Stocks of donated goods held at the year-end are not valued within the financial statements. The notional valuation of stock was £12,740 (2020: £14,724)

Funds

Unrestricted funds are funds which can be utilised at the discretion of the trustees. Funds held in reserve funds are not restricted as such but earmarked to fund specific initiatives or to provide sufficient funds to enable the Charity to fulfil its objectives over a twelve month period.

Malvern Hills Foodbank

Notes to the Financial Statements / continued

30th September 2021

2. TRUSTEE AND VOLUNTEER PAYMENTS

The Charity operates solely by unpaid volunteers. The Trustees and the volunteers receive no remuneration or expenses other than reimbursement only in respect of direct expenses incurred on behalf of the Charity. The foodbank owes a debt of gratitude to its loyal volunteers. Due to the restrictions created by the pandemic the number of volunteers working in each shift has reduced and the working practises have been significantly changed using mainly a delivery only service as noted above. The trustees thank them all for their help and support.

3. SUMMARY OF RESOURCES EXPENDED

	2021	2020
	£	£
Food and sundries for distribution	13,875	11,667
Fresh food vouchers	32,355	4,805
Fresh food vouchers for special projects	8,075	-
Fuel top up payments	11,178	3,415
Bags and boxes	669	746
Rent and service charge	7,800	7,800
Light, heat and water	775	1,109
Trussell Trust franchise fee	-	360
Printing, stationery and consumables	1,632	821
Sundry equipment and repairs	712	1,168
Insurances	478	662
Miscellaneous	1,013	483
Protective clothing and PPE	550	894
Cleaning	2,540	665
Telephone and broadband	696	620
Community Action delivery costs	7,715	2,700
Depreciation of equipment	684	796
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Total resources expended	90,747	38,711
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Malvern Hills Foodbank

Notes to the Financial Statements / continued 30th September 2021

4. TANGIBLE FIXED ASSETS

	Equipment £
Cost as at 1 st October 2020	13,341
Additions	1,117
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Cost as at 30 th September 2021	14,458
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Depreciation as at 1 st October 2020	12,423
Charge for the year	684
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Depreciation as at 30 th September 2021	13,107
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Net book value 30 th September 2021	1,351
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Net book value 30 th September 2020	918
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Malvern Hills Foodbank

Independent Examiner's Report

30th September 2021

Independent Examiner's Report

I report to the Trustees on my examination of the financial statements of the Malvern Hills Foodbank for the year ended 30th September 2021

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have considered all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a "true and fair view" which is not a matter considered as part of an independent examination.

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

Signed: 

Name: Christopher Price

Address: Malvern Worcestershire

Date: 27. Oct. 2021