



MALVERN HILLS FOODBANK

Trustees' Annual Report and Financial Statements

For the year ended 30th September 2023



Malvern Hills Foodbank

The Trustees' Annual Report and Financial Statements - Contents 30th September 2023

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Malvern Hills Foodbank

The Trustees' Annual Report / continued 30th September 2023

The Trustees are pleased to present their eleventh annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30th September 2023.

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 of 30th September 2023:

Peter Buchanan	Chair
Anne Garner	Treasurer -retired 24 th April 2023
Malcolm Garner	Treasurer - appointed 24 th April 2023
Julie Elliot	
Mike Hayes	
Amanda Hornsby	Retires 27 th November 2023
Sandie Lillis	Retired 13th February 2023
Kevin McCann	Appointed 5th June 2023
Jane Marshall	
Mary Rowswell	
Roger Watson	
Mary Williams	

In accordance with the Charity constitution Julie Elliot, Jane Marshall and Mary Rowswell retire by rotation at the annual general meeting and shall be eligible for re-election, by the members, at that meeting. Malcolm Garner and Kevin McCann, being appointed during the year, are also required to retire but being eligible offer themselves for re-election.

The Trustees have received notice that Amanda Hornsby will be retiring at the annual general meeting. Amanda has been a volunteer for over ten years, a team leader for the past four years and Deputy Chair for the last two years. The Trustees wish to record their thanks and gratitude for the tremendous contribution Amanda has made as a Trustee and they are pleased to note Amanda will continue as a team leader.

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The Trustees also wish to record their utmost appreciation for the contribution Anne Garner has made since the inception of the Charity. Anne was a founder member and as treasurer contributed considerably towards the development of the Charity. The Trustees are pleased to note that Anne continues as the Charity Accountant assisting the new treasurer.

Trust Secretary

Katherine Osbourn

Bankers

HSBC Bank plc
1 Church Street
Malvern
WR14 2AB

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 six in number, are responsible for running their duty sessions. In addition, during the year the Trustees employed an Operations Coordinator who attends every session and provides support and consistency to the team leaders. All the operational responsibilities are shared between Trustees and non-trustees. The food is distributed not only from Unit 3 and 4 Spring Lane, 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.

Malvern Hills Foodbank

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Activities and Trustees' Review

The Charity is affiliated to the Trussell Trust whose guidelines are followed in the operations and procedures of the Charity. Close links with Trussell Trust continue to be maintained through "cluster" meetings on zoom with their Area Manager and representatives from other Worcestershire Foodbanks.

Achievements

	2022-23	2021-22
Vouchers fulfilled	2,039	2,102
Unique households	968	831
Food parcels provided	5,461	5,411
Food, toiletries and household goods donated by local people and organisations (kg)	49,068	45,023
Food, toiletries and household goods purchased with cash donations (kg)	16,054	8,512
Food, toiletries and household goods distributed - voucher and non-voucher(kg)	64,448	53,871
Fresh food vouchers (£)	0	20,340
Fuel top up payments (£)	2,280	8,610
Active Referral Agencies working as distributors of vouchers	25	48
Volunteers	78	74

The Charity has 25 directly partnered referral agencies which issued 85% of the vouchers. Of these, CAB alone issued 35%. The other 15% were issued by agencies which are partnered with other Trussell Trust foodbanks, including Platform Housing and WCC Social Services teams.

In terms of food parcels provided the number has levelled off compared to annual increases in previous years. However, the volume of food and household goods distributed has increased by 19.6% from last year.

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. We thank them all for their donations of food and other items during these difficult times. In addition, we would like to record our thanks to Waitrose, Morrison's, the two Co-ops, Just So, Lidl, One Stop, Sainsbury, Tesco, BlueCross and Malvern Pet Supplies 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.

FINANCIAL REVIEW

General

In addition to the receipt of donated food and other items the Charity has again received during the year overwhelming financial support from the local community. There is an ongoing trend that the local community are contributing more cash donations in lieu of food donations. This has enabled the Trustees to increase the level of food and sundry purchases.

Malvern Hills Foodbank

The Trustees' Annual Report / continued 30th September 2023

The local community financial donations have been enhanced by a specific £10,000 Household Support Grant from MHDC of which £2,280 is credited in incoming resources, and from a Financial Inclusion Grant from Trussell Trust amounting to £36,889 of which £32,078 is restricted and £4,811 unrestricted funds. Of these amounts £26,734 - see note 5 below - and £4,011 respectively have been credited to incoming resources.

As reported last year Trussell Trust are working closely with local foodbanks to provide enhanced services to help clients receive specialist advice in overcoming their difficulties. The Financial Inclusion Grant credit of £30,745 has enabled the Charity to have dedicated CAB support at Spring Lane and at Upton. This facility has been extremely beneficial and helpful to clients. Trussell Trust have confirmed that grant support will be available for the next two years which is excellent news, however the Trustees are committed to continue with this facility for the foreseeable future and accordingly funds are being earmarked to cover the cost post any grant support.

With the cost of living and energy crisis creating even greater pressure on those in need the Trustees have considered and implemented during the year new initiatives to provide additional support. These include:

- Increasing the contents of the food parcels by approximately 20%.
- Committing to the increased purchase of food and sundries to supplement any shortages in donated goods.
- In addition to the eggs, bread, cheese and spread already provided, we are now buying in seasonal fruits, vegetables and salads for inclusion in the food parcels.
- The provision of breakfast type foods to schools in the area that have possible issues with children suffering from food poverty. There are currently four schools that receive a weekly delivery.
- From July onwards energy top up vouchers have again been provided for those clients in difficulty with pre-paid meters. This support is to be expanded from October to include all eligible clients that have energy debt problems.

The increasing demand for the foodbank support has placed considerable demands on all the volunteer Trustees and volunteers. To ensure that client help is robust, consistent and sustainable the Trustees decided to recruit its first paid employee in the role of Operations Coordinator. The employment started in July 2023 and already the benefits and improvements are exceeding all expectations.

Reserves policy

The Trustees continue to consider 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 new initiatives, in particular the dedicated CAB support and the employment of a paid employee. The Trustees consider it prudent therefore to continue to set aside reserves which approximate to the anticipated resource expenditure for a twelve-month period needed to provide where possible ongoing support for people in crisis. The Trustees have resolved to increase the Reserve Fund by a further £40,000 to £80,000 in total.

Malvern Hills Foodbank

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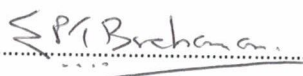
THE FUTURE

The various initiatives that have been committed to will increase the future resource expenditure on an annualised basis to approximately £150,000 per annum. The Trustees have confidence in delivering existing support and will continually review ongoing circumstances to assess if services could be improved upon, in the knowledge that the support of Malvern community has been so generous. This cannot be taken for granted, particularly in these troubled times and hence the need for the increased Reserve Fund.

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 23 October 2023 and signed on their behalf by:

Peter Buchanan - Chair


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Malvern Hills Foodbank

Statement of Financial Activities Year ended 30th September 2023

	Notes	2023 £	2022 £
Incoming resources:			
Financial donations		131,110	88,329
Gift aid		13,929	12,423
Trussell Trust Financial Inclusion Grant:			
- restricted	5	26,734	-
- unrestricted		4,011	-
MHDC Household Support Grant - restricted	5	2,280	-
MHDC grants re rent		1,875	1,875
Membership fees		17	40
Dividends from Reserve Policy deposits		63	50
Bank interest		1,248	16
Financial Income		181,267	102,733
Valuation of donations in kind	1	116,291	106,704
Total of incoming resources		297,558	209,437
Resources expended:			
Per summary	3	110,143	90,865
In kind donations distributed	1	116,291	106,704
Total of resources expended		226,434	197,569
Increase in resources before transfers		71,124	11,868
Transfer to Reserve Policy Fund		(40,000)	(10,000)
Net increase in unrestricted funds		31,124	1,868
Unrestricted funds brought forward		56,014	54,146
Unrestricted funds carried forward		87,138	56,014


Malvern Hills Foodbank

Balance Sheet

As at 30th September 2023

	Notes	2023		2022	
		£	£	£	£
Tangible fixed assets:	4		18,199		19,943
Current assets:					
Reserve Policy Fund deposit account		25,188		25,125	
Bank balance - current account		27,080		8,512	
Bank balance - deposit account		91,339		30,091	
Debtors - gift aid rebate		13,886		12,306	
Food and fuel vouchers		1,066		567	
Sundry debtors and prepayments		4,704		250	
		163,263		76,851	
Less: Sundry creditors		(460)		(780)	
Deferred income -unrestricted		(800)		-	
-restricted		(13,064)		-	
Net current assets			148,939		76,071
Total net assets			167,138		96,014
FUNDS OF THE CHARITY:					
Unrestricted funds	5		87,138		56,014
Reserve Policy Fund			80,000		40,000
Total funds			167,138		96,014

Approved by the Trustees on 23 October 2023 and authorised to sign on their behalf by:

Peter Buchanan - Chair.....

Malcolm Garner - Treasurer.....

Malvern Hills Foodbank

Notes to the Financial Statements

30th September 2023

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 which currently is £2.37 per kilo.

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 to write off the assets over their effective useful life. Equipment is depreciated at 20%. Leasehold improvements for Unit 3 are written off over the 3-year lease period.

Stock

Stocks of donated goods held at the year-end are not valued within the financial statements. In accordance with Trussell Trust guidelines stock is valued at £2.37 per kilo and this gives a notional stock valuation of £11,624 (2022: £13,376)

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.

Restricted funds can only be used for the purpose nominated by the donor.

Malvern Hills Foodbank

Notes to the Financial Statements / continued 30th September 2023

2. TRUSTEE AND VOLUNTEER PAYMENTS

Except for the newly appointed Operations Coordinator 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 and thank them all for their help and support.

3. SUMMARY OF RESOURCES EXPENDED

	2023	2022
	£	£
Food and sundries for distribution	41,816	24,576
Fresh food vouchers	-	20,340
Payroll costs	3,390	-
Fuel top up payments	2,280	8,610
Bags and boxes	2,455	1,587
Rent and service charge	15,660	10,885
Light, heat and water	2,812	1,998
Bank charges	222	110
Printing, stationery and consumables	556	1,304
Sundry equipment and repairs	1,254	1,486
Insurances	500	701
Miscellaneous	1,979	1,169
Protective clothing and PPE	677	2,029
Cleaning	4,177	3,074
Telephone and broadband	501	508
Transport and delivery costs	2,938	6,500
Depreciation of equipment	6,488	1,668
Amortisation of leasehold improvements	2,464	4,320
Dedicated CAB support initiative	19,974	-
Total resources expended	110,143	90,865

Malvern Hills Foodbank

Notes to the Financial Statements / continued 30th September 2023

4. TANGIBLE FIXED ASSETS

	Equipment	Leasehold Improvements	Total
	£	£	£
Cost as at 1 st October 2022	19,574	19,464	39,038
Additions	7,208	-	7,208
Elimination on disposals	(800)	-	(800)
Cost as at 30th September 2023	25,982	19,464	45,446
 Depreciation/Amortisation as at 1st October 2022	 14,775	 4,320	 19,095
Elimination on disposals	(800)	-	(800)
Charge for the year	2,464	6,488	8,952
Depreciation as at 30th September 2023	16,439	10,808	27,247
 Net book value 30th September 2023	 9,543	 8,656	 18,199
 Net book value 30th September 2022	 4,799	 15,144	 19,943

5. RESTRICTED FUNDS

During the year financial donations of restricted funds comprising £10,000 for a MHDC Household Support Grant was received. Of this £2,280 has been included in incoming resources with the balance of £7,720 being carried forward as restricted deferred income. The restricted expended resource of £2,280 is shown as fuel top up payments.

£32,078 was also received as restricted funds from the Trussell Trust Financial Inclusion Grant. Of this £26,734 has been included in incoming resources with the balance of £5,344 being carried forward as restricted deferred income. The restricted expended resource was for property costs £6,760 and £19,974 for the dedicated CAB support initiative.

Malvern Hills Foodbank

Independent Examiner's Report

30th September 2023

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 2023

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")

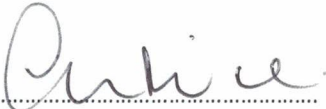
I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have considered all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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: 25.10.2023