

MALVERN HILLS FOODBANK

Trustees' Annual Report and Financial Statements

For the year ended 30th September 2024

Malvern Hills Foodbank

The Trustees' Annual Report and Financial Statements - Contents

30th September 2024

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Malvern Hills Foodbank

The Trustees' Annual Report / continued 30th September 2024

The Trustees are pleased to present their twelfth annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30th September 2024.

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 2024:

Peter Buchanan	Chair - retires 25 th November 2024
Malcolm Garner	Treasurer
Fiona Edlington	Appointed - 8 th January 2024 and retires 25 th November 2024.
Julie Elliot	
Richard Evans	Appointed - 8 th January 2024
Mike Hayes	Retired - 29 th November 2023
Charly Lowndes	Appointed - 27 th November 2023
Kevin McCann	
Jane Marshall	
Kathy Osbourn	Appointed - 27 th November 2023
Mary Rowsell	
Roger Watson	
Mary Williams	

In accordance with the Charity constitution Malcolm Garner, Kevin McCann, Roger Watson and Mary Williams, retire by rotation at the annual general meeting and shall be eligible for re-election by the members, at that meeting. Richard Evans, Charly Lowndes and Kathy Osbourn, being appointed during the year, are also required to retire but being eligible offer themselves for re-election.

The Trustees have received notice that Peter Buchanan will be retiring at the annual general meeting. Peter was a founder member of the Charity, a Deputy Chair for three years, and for the last seven years, Chair. The Trustees wish to record their heartfelt thanks for the unstinting and considerable contribution Peter has made throughout the last twelve years, but particularly for his seven years as Chair. During Peter's tenure as Chair the Charity has grown considerably, including moving into two new premises, overseeing numerous new initiatives to

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further the Charity's objectives, and guiding the deliverance of a modus operandi and organisational structure that ensures the Foodbank is extremely well run and is efficient. Peter you will be missed but the Trustees are pleased to note that you will continue as a volunteer. Peter, thank you.

The Trustees have received notice from Fiona Edlington that due to changes in other commitments Fiona cannot devote the appropriate time to fulfil her role as a Trustee and that she will retire at the AGM but will continue as a volunteer and deputy team leader. The Trustees are grateful and appreciative for the contribution Fiona has made, and will continue to make, particularly with regard to her expertise on HR and employment matters

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 with operational responsibilities shared or delegated where appropriate to team leaders and operation managers. The team leaders, currently six in number, are responsible for running their duty sessions, ably assisted at all times by the Operations Coordinator employee who provides support and consistency. In addition, towards the end of the year the Trustees employed a Data Collection System (DCS) Coordinator who attends every session and provides an essential communications link between the Foodbank and its clients. The DCS captures, electronically, client details referred by the referral agencies and enables the Foodbank to provide appropriate support.

The food parcels are distributed not only from Unit 3 and 4 Spring Lane, but also from 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:

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- 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. Close links with Trussell Trust continue to be maintained through "cluster" meetings mostly on zoom with their Area Manager and representatives from other Worcestershire Foodbanks. Representatives also attend the Trussell Trust annual Rolling Road Show in Birmingham.

Achievements

	2023-24	2022-23
Vouchers fulfilled	1,832	2,039
Unique households	861	968
Food parcels provided	4,366	5,461
Food, toiletries and household goods donated by local people and organisations (kg)	40,716	49,068
Food, toiletries and household goods purchased with cash donations (kg)	24,757	16,223
Food, toiletries and household goods distributed - voucher and non-voucher(kg)	57,450	64,448
School breakfast club and holiday support food distribution (kg)	3,802	169
Fuel top up payments (£)	8,159	2,280
Active Referral Agencies working as distributors of vouchers	23	25
Volunteers	82	78

The Charity has 23 directly partnered referral agencies which issued 75% of the vouchers. Of these, CAB alone issued 44%. The other 25% were issued by agencies which are partnered with other Trussell Trust foodbanks, including Platform Housing and WCC Social Services teams.

The number of parcels provided has decreased by 20%. Whilst it may be wishful thinking to believe the need for foodbanks is reducing, the decrease in parcels is mainly because the number in the previous two years was exceptionally high because of the pandemic and cost of living crisis. However, as a policy the Trustees have increased the content volume of parcels by over 11%.

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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 foodbank.

FINANCIAL REVIEW

General

Although the total financial incoming resources have slightly fallen by 2% from the previous year the total received of £177,570 is an increase of nearly 36% compared to the year ended 30th September 2022 if the Trussell Trust grants are excluded. The Charity has again benefited from the Trussell Trust Financial Inclusion Grant and this amounted to restricted funds of £32,560 and unrestricted funds of £4,882. These grants enable the Charity to provide dedicated CAB support to clients in situ at Spring Lane and Upton.

The Trustees are pleased to report that Trussell Trust have confirmed that they will continue to provide their Financial Inclusion Grant for a further year post the original term ending in December 2025. Although the grant will be approximately 50% of the current amount the Trustees remain committed to provide the CAB support facility which is proving to be extremely beneficial and much appreciated by clients, and consequently funds have been earmarked to cover the additional costs arising in the future.

The Charity currently is in the fortunate position of having tremendous financial support. This cannot be assumed to continue indefinitely but the Trustees have determined that whilst the funds are available, current and new initiatives should be implemented if possible to provide additional support to those in crisis and need. During the year the Foodbank has inter alia delivered:

- Increased contents of food parcels by over 11%.
- Increased expenditure on food and sundries for distribution and initiatives to a value of £53,980 compared to £41,816 in the previous year.
- Introduced from July a "pantry bag initiative" that provides clients with an assortment of ingredients to help them improve and extend their culinary range. This new initiative has absorbed £3,316 to September.
- The school breakfast club support idea piloted in the previous year has now been fully implemented and five schools now receive breakfast club food support on a weekly basis. In addition, during the summer holiday period, bespoke weekly food parcels were made available to 36 families from the five schools to ensure that their children had as a minimum a wholesome staple daily diet.
- The increased demand on the Foodbank, taken with the new initiatives, continues to place considerable demands on the volunteer Trustees and volunteers. The recruitment last year of the first paid part-time employee has proved invaluable and this encouraged the Trustees to recruit an additional part-time employee to be responsible for the Data Collection System (DCS) Coordination, to ensure a consistent and sustainable support for clients. This new employment started in September.

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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 two paid employees. 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 maintain the Reserve Fund at £80,000.

THE FUTURE

The various initiatives that have been introduced and committed to will increase the future resource expenditure on an annualised basis to approximately £160,000 per annum. The Trustees have confidence in delivering existing support in the immediate future and will continually review ongoing circumstances to assess if support 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 Trustees will continue to monitor the level of discretionary expenditure.

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 21 October 2024 and signed on their behalf by:

Peter Buchanan - Chair Peter Buchanan

Malvern Hills Foodbank

Statement of Financial Activities Year ended 30th September 2024

	Notes	2024 £	2023 £
Incoming resources:			
Financial donations - restricted		1,700	-
Financial donations - unrestricted		113,857	131,110
Trussell Trust Financial Inclusion Grant:			
- restricted	5	32,560	26,734
- unrestricted		4,882	4,011
MHDC Household Support Grant - restricted	5	6,959	2,280
MHDC grants re rent		1,875	1,875
Gift aid		12,940	13,929
Membership fees		11	17
Dividends from Reserve Policy deposits		-	63
Bank interest		2,786	1,248
Financial Income		177,570	181,267
Valuation of donations in kind	1	96,497	116,291
Total of incoming resources		274,067	297,558
Resources expended:			
Per summary	3	147,712	110,143
In kind donations distributed	1	96,497	116,291
Total of resources expended		244,209	226,434
Increase in resources before transfers		29,858	71,124
Transfer to Reserve Policy Fund		-	(40,000)
Net increase in unrestricted funds		29,858	31,124
Unrestricted funds brought forward		87,138	56,014
Unrestricted funds carried forward		116,996	87,138

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Balance Sheet

As at 30th September 2024

	Notes	2024		2023	
		£	£	£	£
Tangible fixed assets:	4		11,260		18,199
Current assets:					
Reserve Policy Fund deposit account		80,000		25,188	
Bank balance - current account		15,950		27,080	
Bank balance - deposit account		79,125		91,339	
Debtors - gift aid rebate		12,919		13,886	
Food and fuel vouchers		703		1,066	
Sundry debtors and prepayments		4,970		4,704	
		<u>193,667</u>		<u>163,263</u>	
Less: Sundry creditors		(913)		(460)	
Deferred income -unrestricted		(816)		(800)	
-restricted		<u>(6,202)</u>		<u>(13,064)</u>	
Net current assets			185,736		148,939
Total net assets			<u>196,996</u>		<u>167,138</u>

FUNDS OF THE CHARITY:

Unrestricted funds		116,996	87,138
Reserve Policy Fund	5	80,000	80,000
Total funds		<u>196,696</u>	<u>167,138</u>

Approved by the Trustees on 21 October 2024 and authorised to sign on their behalf by:

Peter Buchanan - Chair.....Peter Buchanan.....

Malcolm Garner - Treasurer.....Malcolm Garner.....

Malvern Hills Foodbank

Notes to the Financial Statements

30th September 2024

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 £20,837 (2023: £11,624)

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.

Taxation

The Charity is exempt from taxation on its charitable activities including interest received.

Malvern Hills Foodbank

Notes to the Financial Statements / continued 30th September 2024

2. TRUSTEE AND VOLUNTEER PAYMENTS

Except for the two part-time employees 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

	2024	2023
	£	£
Special Projects	500	-
Food and sundries for distribution	54,280	41,816
Payroll costs	17,404	3,390
Fuel top up payments	8,159	2,280
Bags and boxes	1,725	2,455
Rent and service charge	15,660	15,660
Light, heat and water	3,957	2,812
Bank charges	132	222
Printing, stationery and consumables	1,095	556
Sundry equipment and repairs	1,140	1,254
Insurances	1,130	500
Miscellaneous	1,939	1,979
Protective clothing	592	677
Cleaning	2,981	4,177
Telephone and broadband	637	501
Transport and delivery costs	3,199	2,938
Depreciation of equipment	2,695	2,464
Loss on disposal of equipment	204	-
Amortisation of leasehold improvements	6,488	6,488
Dedicated CAB support initiative	23,795	19,974
	<hr/>	<hr/>
Total resources expended	147,712	110,143
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Notes to the Financial Statements / continued 30th September 2024

4. TANGIBLE FIXED ASSETS

	Equipment	Leasehold Improvements	Total
	£	£	£
Cost as at 1 st October 2023	25,982	19,464	45,446
Additions	2,449	-	2,449
Elimination on disposals	(1,117)	-	(1,117)
Cost as at 30 th September 2024	27,314	19,484	46,778
Depreciation/Amortisation as at 1 st October 2023	16,439	10,808	27,247
Elimination on disposals	(912)	-	(912)
Charge for the year	2,695	6,488	9,183
Depreciation as at 30 th September 2024	18,222	17,296	35,518
Net book value 30 th September 2024	9,092	2,168	11,260
Net book value 30 th September 2023	9,543	8,656	18,199

5. RESTRICTED FUNDS

During the year £1,700 was received and applied as restricted funds. Of this £1,200 was for energy support, included in fuel top up expenditure, and £500 was for special projects. Restricted funds from MHDC Household Support Grant received in the previous year have been used for fuel top up totalling £6,959, leaving a balance to carry forward of £761.

In addition, £37,555 was received from Trussell Trust as part of their Financial Inclusion Grant for the support of CAB services including related office costs, comprising restricted funds of £32,657 and unrestricted funds of £4,898. Adjusting for deferred restricted income carried forward of £5,441, the net incoming resources included in the financial statement are shown as £32,560 restricted and £4,882 unrestricted.

Malvern Hills Foodbank

Independent Examiner's Report

30th September 2024

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 2024

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.

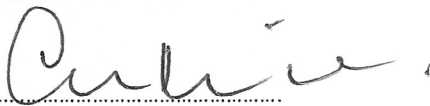
Independent examiner's statement

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:

30.10.2024.