

# **Long Eaton and Sawley Foodbank**

## **Trustees Report and Statement of Accounts**

**For the Year to 31st March 2021**

# Trustees Report for the year ended 31st March 2021

The Trustees of the Long Eaton and Sawley Foodbank are pleased to submit their report and accounts for the period 1st April 2020 to 31st March 2021.

## ***Reference and Administrative Details***

### **Charity Name**

The Long Eaton and Sawley foodbank

### **Charity Number**

Registered Charity in England and Wales No. 1152886

### **Principal Address**

165 Wilmot Street  
Sawley  
Long Eaton  
Nottingham  
NG10 3EL

### **Charity Trustees as of 31st March 2021**

Helen Scott	From Feb 2018
Godfrey Graver	From November 2017
Andrew Prior	From April 2016
David Shaw	From October 2013
Lisa Thorpe	From February 2019
Samantha Tredwell	From May 2018
Pauline Smart	From October 2013 to 6th July 2020
Rebecca Wykes	From November 2018 to 5th April 2020
Rona Gidlow	From 23rd April 2020

### **Advisors**

Bank	National Westminster Bank plc	51 Market Place Long Eaton Nottingham NG10 1JP
Insurance	Zurich Insurance Ltd	The Zurich Centre 3000 Parkway Whiteley, Fareham Hampshire PO15 7JZ

# **Trustees Report for the year ended 31st March 2021**

## ***Structure, Governance and Management***

### **Governing Document and Constitution**

The Foodbank is a Charitable Incorporated Organisation registered on 16th July 2013. Our constitution is based on the Charity Commission 'Foundation' model and was adopted on 13th July 2013.

### **Trustee Selection and Management**

Trustees are appointed for three years and can serve for two terms. The selection of new trustees is in the hands of the current trustees. The appointed trustees meet quarterly for the purpose of managing the affairs of the foodbank.

### **Related organisations**

The Long Eaton and Sawley foodbank is part of the Trussell Trust network and subscribes to the aims and mission of that charity. In return for the annual subscription we receive guidance, training and advice. The Trussell Trust produces an Operating Manual and also operates a Data Collection System online which benefits both ourselves and the Trussell Trust.

## ***Objectives and Activities***

### **Charitable Objects**

The object of the foodbank as set out in our Constitution is the prevention or relief of poverty in Long Eaton and Sawley and surrounding areas in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

### **Public Benefit Statement**

The trustees of the Long Eaton and Sawley foodbank confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regard to the Charity Commissioner's guidance on public benefit and that the public benefit requirement has informed the activities of the society in the period to 31st March 2021.

### **Summary of Main Activities**

The core activity of the Foodbank is the delivery of a four times weekly food distribution programme based on the principles of the Trussell Trust. This is linked to an advisory service which aims to guide clients to other organisations which may be of further help to them. Food is only normally distributed on production of a voucher from one of our voucher holders who have satisfied themselves of the genuine need of the person concerned.

We also support other charities whose objects are similar to ours.

# **Trustees Report for the year ended 31st March 2021**

## ***Achievement and Performance***

### **Establishment of a Charitable Incorporated Organisation**

The Long Eaton and Sawley Foodbank was set up in March 2012 as a sub-committee of the Parochial Church Council of St. John's Anglican Church, Long Eaton. It began to distribute food in September 2012. In July 2013 a Charitable Incorporated Organisation (CIO) was set up with a view to taking over the running of the foodbank. On 1st November 2013 the assets held by the PCC in respect of the foodbank were handed over to the new body.

### **Volunteers**

The foodbank is staffed mainly by volunteers, with an employed part-time manager. 59 volunteers work in various capacities either in the store room or the distribution centre. Additional assistance is also provided when supermarket collections take place. These volunteers have received training suited to their respective roles.

### **Voucher holders**

Voucher holders are the means by which we verify that a need for food exists. The foodbank issues blank voucher forms to 104 bodies or institutions who are likely to meet people in their work who are in need of food. The forms are completed by the voucher holders and given to the person concerned who brings them to the foodbank which issues a three days' supply of food. The voucher holders are aware that it is not our policy to distribute food to any one person on a long term basis. We believe that it is important that clients become established in a viable, long-term situation, whether on the benefits system or otherwise, as quickly as possible.

### **Donations**

Donations are received either in cash or food. During the twelve months to 31st March 2021 donations recognised in the financial statements totalled £56,051.91.

In the 12 months to 31st March 2021 food donations were 52243.9 kg.

### **Distribution**

During the twelve months to 31st March 2021 we have distributed 43851.5 kg of food.

# **Trustees Report for the year ended 31st March 2021**

## **Financial Review**

### **Financial Management and Reserves Policy**

The financial management of the Foodbank is in the hands of the Trustees who review the financial position at each meeting when the Treasurer reports details of cash receipts and payments. A report detailing food donated and distributed and stock levels is presented at each meeting along with details of vouchers fulfilled. At the present time the Foodbank's reserves are adequate for its needs and equate to more than 29 months expenditure. The Trustees feel that this level of reserves is needed at this stage in the life of the Foodbank to give flexibility in future planning.

### **Financial Performance**

The twelve months to 31st March 2021 showed a surplus of Income over Expenditure of £53,891.59.

### **Income**

Income totalled £95,601.41. Of this, Donations amount to a total of £56,051.91 and Grants of £39,549.50 that are restricted.

### **Expenditure**

Expenditure totalled £41,841.70.

### **Current Assets**

The bank account balances as at 31st March 2021 were £100,283.11 in total.

### **Funds Materially in Deficit**

There are no funds in deficit, and the Trustees have not identified any major risks to which the Foodbank is exposed.

## Statement of Financial Activities for the 12 months ended 31st March 2021

	Note	Unrestricted Funds	Restricted Funds	Total
<b>Income</b>				
Donations				
Donations - One Off		42072	0	42072
Donation - Regular		10477	0	10477
Tesco Top-up		3503	0	3503
Grants		0	39550	39550
Bequest		0	0	0
<b>Total</b>		<u>56052</u>	<u>39550</u>	<u>95602</u>
<b>Expenditure</b>				
Expenditure on charitable activities				
Subscriptions		360	0	360
Utilities		1008	0	1008
Phone		643	0	643
Room hire		8740	0	8740
Sundry Expenditure		19114	0	19114
Salaries		11978	0	11978
<b>Total</b>		<u>41842</u>	<u>0</u>	<u>41842</u>
<b>Net incoming resources</b>		14210	39550	53760
Total funds brought forward		46162	361	46523
Tesco Card		0	0	0
<b>Total funds carried forward</b>		<u>60372</u>	<u>39911</u>	<u>100283</u>

## Balance Sheet as at 31st March 2021

<b>Current Assets</b>				
Balance at bank		60372	39911	100283
Tesco Card		0	0	0
<b>Total current assets</b>		<u>60372</u>	<u>39911</u>	<u>100283</u>
<b>The funds of the charity</b>				
Restricted Income Funds		0	39911	39911
Unrestricted funds		60372	0	60372
<b>Total charity funds</b>		<u>60372</u>	<u>39911</u>	<u>100283</u>

## Notes

- 1 The Long Eaton and Sawley Foodbank is affiliated to the Trussell Trust.

Approved and adopted by the Trustees on 29 January 2022

*HMScott*

Helen Scott, Chairperson

## **Trustees Report for the year ended 31st March 2021**

### **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE LONG EATON AND SAWLEY FOODBANK**

This report on the financial statements of the Trustees for the year ended 31 March 2021, as set out on pages 1 to 5, is in respect of an examination carried out under section 145 of the Charities Act 2011

#### **Respective responsibilities of the Trustees and the Examiner**

As Trustees you are responsible for the preparation of the accounts.

It is my responsibility to issue this report on those accounts in accordance with the terms of regulation 24 of the Charities (Accounts and Reports) Regulations 2008.

#### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 154 of the Charities Act 2011. That examination includes a review of the accounting records kept by the Trustees and a comparison of the accounts with those records. It also includes considering 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, I do not express an audit opinion on the view given by the accounts.

#### **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 130 of the Charities Act 2011, and  
~ to prepare accounts, which accord with the accounting records and to comply with the requirements of section 132 of the Charities Act 2011  
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.

*Miss Lucy Lane*

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(Signed 24th January 2022)

Miss Lucy Lane (ACICM), Be-Sure Bookkeeping Services