
UCKFIELD FOODBANK

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

UCKFIELD FOODBANK

CONTENTS

	Page
Reference and administrative details of the Charity, its Trustees and advisers	1
Trustees' report	2 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 15

UCKFIELD FOODBANK

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2024

Trustees

P Roe, Chair
K J Williams (appointed 26 September 2023)
A D Johnson (appointed 26 September 2023)
R K Burt
P Garland
I Noble (resigned 20 September 2024)

**Charity registered
number**

1153505

Principal office

15 Horsted Square
Bellbrook Industrial Estate
Uckfield
East Sussex
TN22 1QG

Contacts

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Twitter/X: [@uckfieldfoodbnk](https://twitter.com/uckfieldfoodbnk)

UCKFIELD FOODBANK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the financial statements of the Charity for the year to 31 March 2024.

Objectives and activities

a. Policies and objectives

The prevention or relief of poverty in Uckfield and surrounding areas, with the support of the Churches in Uckfield, in particular but not exclusively by:

- a) providing emergency food boxes containing three day's supply of balanced and nutritional foodstuffs to individuals in need and/or for distribution by Charities or other organisations working to prevent or relieve poverty;
- b) the provision of fresh fruit and vegetables with each food parcel;
- c) the provision of or signposting to relevant information and other advisory services.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

a. Review of Activities during the year to carry out those purposes (for the public benefit)

We have a team of 64 volunteers, excluding our Trustees, who are all very supportive of our charity and respond positively to the challenges of the day.

During the 2023-24 year we saw a 16.4% increase in the number of clients needing support. Our financial giving continued to be very generous and we are very thankful to those individuals and organisations who make regular or one-off donations.

We received a total of 28991kg of food donated during the year. This was a slight decrease on the last year. Public donations remain fairly strong but we have continued to make bulk food purchases to supplement our stock. The Trustees are extremely grateful for all donated food, which is invaluable to its beneficiaries. Donated food is not valued in the accounts as it would not have a commercial market value.

Harvest giving totalled 1142kg from local schools and churches. This was slightly less than previous years but really helped to supplement our stock.

This financial year we fulfilled 1929 vouchers, feeding a total of 5037 people, 2135 of whom were children. The main reasons people used the foodbank were due to problems with low income, delays in receiving benefit payments or changes to their benefits and a number of ill health concerns, including mental health issues. The cost of living has continued to have a huge impact, with many more people unable to meet the costs of everyday necessities.

UCKFIELD FOODBANK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Financial review

a. Reserves policy

At the end of the reporting period, the net funds held totalled £41,012. This consisted of bank and cash (£42,078) plus debtors (£592) less creditors (£1,658). In 2023 we designated a donation by Uckfield NFU Mutual to assign and track fuel voucher spend, the balance remaining is £3,173 and a nominal £5000 is held in a contingency reserve. There are no restricted funds held at the balance sheet date. This reserves policy will be reviewed in the coming months, although with strong cash holdings and generous ongoing voluntary donations, there is little concern about the charity's ability as a going concern.

Structure, governance and management

a. Constitution

Uckfield Foodbank commenced operation in September 2013 and was established as a Charitable Incorporated Organisation (CIO) in August 2013. It is registered with the Charity Commission as Charity number 1153505.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the CIO governing document.

Plans for future periods

With the continuing receipt of food donations and the support of volunteers we aim to continue operating the foodbank for as long as there are people in the town and surrounding areas that need our assistance. We seek to build strong relationships with our agencies in order that we can sign-post clients to get the best support. We anticipate that in the 2024-2025 year we may see a levelling off, or possibly even a slight drop, in the number of clients needing support but much depends on how things develop over the autumn and winter seasons.

Our distribution centre has been operating all year and many clients appreciate the opportunity to share their concerns over a cup of tea or coffee. We also offer delivery to housebound clients and to those living in outlying villages.

UCKFIELD FOODBANK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Statement of Trustees' responsibilities

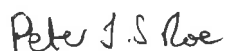
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



P Roe

Date: 19th December 2024

UCKFIELD FOODBANK

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Independent examiner's report to the Trustees of Uckfield Foodbank ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: 

Sarah Johnson

Dated: 20/12/2024

ACA

Gibson Appleby - Chartered Accountants

UCKFIELD FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Income from:				
Donations and legacies	3	79,122	79,122	53,494
Investments	4	8	8	1
Total income		<u>79,130</u>	<u>79,130</u>	<u>53,495</u>
Expenditure on:				
Charitable activities	5	72,707	72,707	49,941
Total expenditure		<u>72,707</u>	<u>72,707</u>	<u>49,941</u>
Net movement in funds		<u>6,423</u>	<u>6,423</u>	<u>3,554</u>
Reconciliation of funds:				
Total funds brought forward		34,589	34,589	31,035
Net movement in funds		6,423	6,423	3,554
Total funds carried forward		<u>41,012</u>	<u>41,012</u>	<u>34,589</u>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 15 form part of these financial statements.

UCKFIELD FOODBANK

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Current assets			
Debtors	9	592	889
Cash at bank and in hand		42,078	34,969
		<u>42,670</u>	<u>35,858</u>
Creditors: amounts falling due within one year	10	(1,658)	(1,269)
Net current assets		<u>41,012</u>	<u>34,589</u>
Total assets less current liabilities		<u>41,012</u>	<u>34,589</u>
Net assets excluding pension asset		<u>41,012</u>	<u>34,589</u>
Total net assets		<u>41,012</u>	<u>34,589</u>
Charity funds			
Restricted funds	11	-	-
Unrestricted funds			
Designated funds	11	8,173	10,278
General funds	11	32,839	24,311
		<u>41,012</u>	<u>34,589</u>
Total unrestricted funds	11	<u>41,012</u>	<u>34,589</u>
Total funds		<u>41,012</u>	<u>34,589</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Peter J.S. Roe

P Roe

Date: 19th December 2024

The notes on pages 8 to 15 form part of these financial statements.

UCKFIELD FOODBANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. General information

Uckfield Foodbank is a Charitable Incorporated Organisation (CIO) limited by guarantee, incorporated in England and Wales. The CIO is a public benefit entity.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Uckfield Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs relates solely to the Foodbank activity.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Accounting policies (continued)

2.5 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

2.8 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.9 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

The charity holds no restricted funds.

UCKFIELD FOODBANK

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

3. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £
Donations	49,119	49,119
Grants	30,003	30,003
	<u>79,122</u>	<u>79,122</u>
	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Donations	30,946	30,946
Grants	22,548	22,548
	<u>53,494</u>	<u>53,494</u>

4. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Bank interest	8	8
	<u>8</u>	<u>8</u>
	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Bank interest	1	1
	<u>1</u>	<u>1</u>

UCKFIELD FOODBANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

5. Analysis of expenditure by activity

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Foodbank	71,157	1,550	72,707

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Foodbank	48,214	1,727	49,941

Analysis of direct costs

	Total funds 2024 £	Total funds 2023 £
Staff costs	17,381	15,305
Food costs	47,586	27,066
Food vouchers	1,929	1,910
Distribution centre rent	1,931	1,903
Trussel Trust	360	360
Volunteer expenses	447	266
Repairs and equipment	357	774
Insurance	550	462
Light and heat	440	-
Fuel voucher service charges	176	168
	71,157	48,214

UCKFIELD FOODBANK

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

5. Analysis of expenditure by activity (continued)

Analysis of support costs

	Total funds 2024 £	<i>Total funds 2023 £</i>
Office rent	250	250
Motor costs	226	421
Phone	20	-
Postage, stationery and advertising	645	653
Sundry	289	283
Governance - Examiner fee	120	120
	1,550	1,727

6. Independent examiner's remuneration

	2024 £	<i>2023 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	120	120

7. Staff costs

	2024 £	<i>2023 £</i>
Wages and salaries	17,381	15,305
	17,381	15,305

The average number of persons employed by the Charity during the year was as follows:

	2024	<i>2023</i>
Staff	2	2

No employee received remuneration amounting to more than £60,000 in either year.

UCKFIELD FOODBANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - NIL).

9. Debtors

	2024 £	2023 £
Due within one year		
Other debtors	592	889
	<u>592</u>	<u>889</u>

10. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	180	170
Other taxation and social security	918	788
Accruals and deferred income	560	311
	<u>1,658</u>	<u>1,269</u>

UCKFIELD FOODBANK

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
Designated funds				
Contingency fund	5,000	-	-	5,000
Fuel voucher fund	5,278	-	(2,105)	3,173
	<u>10,278</u>	<u>-</u>	<u>(2,105)</u>	<u>8,173</u>
General Fund	<u>24,311</u>	<u>79,130</u>	<u>(70,602)</u>	<u>32,839</u>
Total Unrestricted funds	<u><u>34,589</u></u>	<u><u>79,130</u></u>	<u><u>(72,707)</u></u>	<u><u>41,012</u></u>

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Unrestricted funds				
Designated funds				
Contingency fund	5,000	-	-	5,000
Fuel voucher fund	-	6,379	(1,101)	5,278
	<u>26,036</u>	<u>47,116</u>	<u>(48,841)</u>	<u>24,311</u>
General Fund	<u>26,036</u>	<u>47,116</u>	<u>(48,841)</u>	<u>24,311</u>
Total Unrestricted funds	<u><u>31,036</u></u>	<u><u>53,495</u></u>	<u><u>(49,942)</u></u>	<u><u>34,589</u></u>

UCKFIELD FOODBANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

12. Related party transactions

The charity rent warehouse and office space from Ashdown AV, of which one of the Directors is a Trustee of Uckfield Foodbank, rent for the year was £250 (2023: £250). The distribution centre is rented from Uckfield Baptist Church of which two of their members are Trustees of Uckfield Foodbank, rent for the year was £1,931 (2023: £1,903) with £180 (2023: £170) outstanding at the year end.

13. Donated goods and services

See Trustees Report