



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Date 06	Month 04	Year 2020		Day 05	Month 04	Year 2021

Section A Reference and administration details

Charity name Community Emergency Foodbank

Other names charity is known by CEF

Registered charity number (if any) 1153907

Charity's principal address Rectory Farm House

2 Church Street

Bladon Woodstock

Postcode

OX20 1RS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
2	Mrs Elaine Parsons			
3	Mrs Lucinda Lewis-Crosby			
5	Mr Tom Benyon			
6	Mrs Susan Wingfield Digby	Chair		
7	Miss Claire Lewis			
8	Mr Andrew Bevan	Secretary		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 23 September 2013
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in April.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees have a comprehensive risk register which is reviewed annually.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide emergency non-perishable food to people in Oxford who are struggling financially to put food on the table. All recipients of food parcels have to be referred by statutory or non-statutory organisations working in the city of Oxford.

The CEF goal is to alleviate hunger in Oxford City by seeking and collecting food which is then distributed from St Francis Church, Hollow Way, Littlemore Baptist Church, Church Lane and Barton Community Church, Barton Neighbourhood Centre. During lockdown the distribution was only from St Francis Church.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

Despite our Welfare System in this country, many thousands of people

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

still go hungry through debt, sickness, sudden job loss, addiction, marriage breakdown or simply delays in benefit.
We serve those referred to us by GPs, Health Visitors, the CAB, Clergy, Community workers and Police etc. – any professionals who are likely to come into contact with people in real need.
On 1st April 2020 we had to change our food collection service as it was no longer safe due to the COVID 19 pandemic. We closed our CEF cafés and provided a delivery service to all those who had been electronically referred to us by the various referral agencies in the city. This was provided by volunteers, working in pairs to deliver food parcels door to door. This service continued until 1st August 2021 when we returned to our CEF café service at St Francis Church, Barton Community Church and Littlemore Baptist Church. We have continued to use our electronic referral link.

What do we want to achieve?

To provide three days nutritionally balanced emergency food-aid for people in crisis, identified and referred by frontline statutory and non-statutory service providers e.g. GPs, Health Visitors, Social Workers, Probation Officers, Advice Centres, Clergy, Community Workers etc. – any professionals who are likely to come into contact with people in real need. Referrals can be made to families for a maximum of 5 food parcels in one year (the number of parcels received can be extended by negotiation with the referring agencies).

To signpost service users to other agencies appropriate to their needs e.g. advice centres, housing departments, social services, Age Concern, Sure Start, probation services.

To provide a hot drink and snack and an opportunity to talk to a listening ear in a comfortable setting.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Annual report for the Community Emergency Food-bank (CEF)
2020/21

I am pleased to report for the year 2020/2021 CEF:

- Has fed in excess of 4,580 people, of whom 1406 were children. The numbers of people receiving food parcels has increased since the previous year, mainly due to COVID 19.
- Distributed over 70,000 items of food,
- Worked with 35 committed volunteers as well as extra help in times of warehouse overload.
- Established a system of food deliveries to individual households from April 2020 to July 2021 due to COVID 19 restrictions.
- Established an electronic referral system to replace a paper referral system.
- Has established a closer liaison with individuals within referral agencies to discuss and negotiate the food support needed for their clients in the longer term.
- Supported other organisations with food distribution and food donations.
- A 150 mile sponsored walk raised over £5,000.00

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold £41,878.00 cash in the bank and £165,074.00 in investments, all of which are unrestricted funds. These funds are held to cover future operating expenditure due to lack of donations and any unforeseen expense that may occur.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Susan Wingfield Digby

Full name(s)

Susan Wingfield Digby

Position (eg Secretary, Chair, etc)

Chair

Date

20/01/22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Community Emergency Foodbank

1153907

Receipts and payments accounts

CC16a

For the period
from

06/04/2020

To

05/04/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	135,741	-	-	135,741	39,579
Gift Aid	739	-	-	739	862
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	136,480	-	-	136,480	40,440
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	136,480	-	-	136,480	40,440
A3 Payments					
Fund raising costs-mailshots	1,490	-	-	1,490	1,759
Direct costs-food	6,666	-	-	6,666	953
Rent	4,184	-	-	4,184	1,995
Telephone	113	-	-	113	178
Insurance	980	-	-	980	1,193
Motor & travel exps	3,353	-	-	3,353	4,713
Contractors	13,111	-	-	13,111	13,085
Repairs	653	-	-	653	1,236
Bank fees	1,432	-	-	1,432	593
Admin exps	2,336	-	-	2,336	1,081
Sub total	34,317	-	-	34,317	26,785
A4 Asset and investment purchases. (see table)					
Assets	11,105	-	-	11,105	-
Investments	70,000	-	-	70,000	5,000
Sub total	81,105	-	-	81,105	5,000
Total payments	115,422	-	-	115,422	31,785
Net of receipts/(payments)	21,058	-	-	21,058	8,655
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,820	-	-	20,820	12,165
Cash funds this year end	41,878	-	-	41,878	20,820

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	41,878	-	-
		-	-	-
		-	-	-
	Total cash funds	41,878	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Gift Aid	5,879	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	165,000
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Car	8,413	-	-
	Computer	865	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Susan Wingfield Digby	20/01/2021	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Community Emergency Foodbank

On accounts for the year
ended

05/04/21

Charity no
(if any)

1153907

Set out on pages

1

1 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust'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 Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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 accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: Sharon Webb

Date: 25/01/2022

Name:

Relevant professional
qualification(s) or body
(if any):

FMAAT

Address:

279 Thorney Leys

Witney Oxon

OX28 5PH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.