



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Date 06	Month 04	Year 2021		Day 05	Month 04

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	Adrian White			
5	Mr Tom Benyon			
6	Mrs Sue Wingfield Digby	Chair		
7	Mrs Claire Lewis			
8	Mr Andrew Bevan	Secretary		
10	Rebecca Ekins			
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 but may begin or end their Trusteeship at other times as appropriate.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>The Trustees have a comprehensive risk register which is reviewed annually,</p>
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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. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The CEF goal is to alleviate hunger in Oxford City by seeking and collecting food and distributing it to those in need. During COVID lockdown we closed our CEF café service 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

<p>collection points at St Francis Church, Barton Community Church and Littlemore Baptist Church. We have continued to use our electronic referral link</p>	<p><u>What do we want to achieve?</u></p> <p>To provide three days nutritionally balanced emergency food-aid for people in crisis identified and referred through an online referral link by frontline workers.</p> <p>To work with statutory and non-statutory service providers e.g. GPs, Health Visitors, Social Workers, Probation Officers, Citizen's Advice, Clergy, Community Workers etc. – any professionals who are likely to come into contact with people in real need. Referrers are able to refer for a maximum of five visits (further referral needs may be negotiated on an individual basis).</p> <p>To signpost service users to other agencies appropriate to their needs i.e. Citizens Advice, housing departments, social services, Age Concern, Sure Start, probation services, mental health services.</p> <p>To provide a hot drink and snack and an opportunity to talk to a listening ear in a comfortable setting.</p>
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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)

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)
2021/22

I am pleased to report for the year 2021/2022 CEF:

- Has fed in excess of 3,700 people in need.
- Distributed over 50,000 items of food,
- Works with 35 committed volunteers as well as extra help in times of warehouse overload and lockdown.
- A holiday scheme has helped families whose children receive free school meals, to manage during the school holidays.
- 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 £6178.00

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold £23,662.00 cash in the bank and £229.233 in investments, all of which are unrestricted funds. These funds are held to cover a 6-month 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

05/10/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	1153907
Community Emergency Foodbank	

CC16a

Receipts and payments accounts

For the period from	Period start date 06/04/2021	To	Period end date 05/04/2022
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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	102,284	-	-	102,284	135,741
Gift Aid	5,879	-	-	5,879	739
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	108,163	-	-	108,163	136,480
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	108,163	-	-	108,163	136,480
A3 Payments					
Fund raising costs-mailshots	653	-	-	653	1,490
Direct costs-food	946	-	-	946	6,666
Rent	2,853	-	-	2,853	4,184
Telephone	125	-	-	125	113
Insurance	995	-	-	995	980
Motor & travel exps	2,284	-	-	2,284	3,353
Contractors	14,237	-	-	14,237	13,111
Repairs	1,183	-	-	1,183	653
Bank fees	875	-	-	875	1,432
Admin exps	1,460	-	-	1,460	2,335
Sub total	25,611	-	-	25,611	34,317
A4 Asset and investment purchases. (see table)	768			768	11,105
Assets	-	-	-	-	-
Investments	100,000	-	-	100,000	70,000
Sub total	100,768	-	-	100,768	81,105
Total payments	126,379	-	-	126,379	115,422
Net of receipts/(payments)	- 18,216	-	-	- 18,216	21,058
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	41,878	-	-	41,878	20,820
Cash funds this year end	23,662	-	-	23,662	41,878

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		23,662	-	-
		-	-	-
		-	-	-
	Total cash funds	23,662	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Gift Aid	1,741	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	229,233
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Car		-	5,825
	Computer		-	640
	Fridge		-	568
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Community Emergency Foodbank

On accounts for the year
ended

05/04/2022

Charity no
(if any)

1153907

Set out on pages

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: S Webb

Date: 24/11/2022

Name: Sharon Webb

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.