



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Date 06	Month 04	Year 2022		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	Mr Adrian White			
3	Mrs Judi Banks			
5	Mrs Sue Wingfield Digby	Chair		
6	Ms Claire Lewis			
7	The Rev Clare Hayns	Secretary		
8	Mrs Rebecca Ekins			
10	Mrs Jane Martineau			
11	Mrs Elaine Parsons		Retired August 2022	
12	Mr Tom Benyon		Retired August 2022	
13				
14				
15				
16				
17				
18				
19				

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)**

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.

<p>The Trustees have a comprehensive risk register which is reviewed annually,</p> <p>A finance committee was formed in August 2022. It meets three or four times a year prior to each main Trustees' meeting, and reports back to the trustees. It considers issues around budgets, investments etc and brings recommendations to the Board for approval.</p>
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## Section C Objectives and activities

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

**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)**

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 electronically 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 and adjacent villages, by seeking and collecting food and distributing it to those in need. We provide food collection points at St Francis Church, on Tuesdays and Fridays 12 noon – 2pm, Barton Community Church on Monday and Wednesday 12 noon and 2pm and Littlemore Baptist Church Thursday 10am to 11.30am. Arrange occasional home deliveries under very special circumstances jointly agreed with the referring agency.

**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.

**What do we want to achieve?**

To provide three days nutritionally balanced emergency food-aid for people in crisis identified and referred through an online referral link by frontline workers.

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).

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.

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

**Section D  
Achievements and  
performance**

Summary of the main achievements of the charity during the year

**Annual report for the Community Emergency Foodbank (CEF) 2022/23**

I am pleased to report for the year 2022/2023 CEF:

- Has fed in excess of 2758 adults and 1625 children in need.
- Distributed over 70,000 items of food,
- Works with 35 committed volunteers as well as extra help in times of warehouse overload.
- 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 140 mile sponsored walk raised over £5,000.00

## Section E Financial review

### Brief statement of the charity's policy on reserves

We hold £35,301 cash in the bank and £259,348.00. 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	11/08/2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Community Emergency Food Bank

1153907

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
06/04/2022

Period end date  
05/04/2023

### 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 £
<b>A1 Receipts</b>					
Donations	80,426	-	-	80,426	102,284
Gift Aid	1,741	-	-	1,741	5,879
Other	141	-	-	141	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>82,308</b>	<b>-</b>	<b>-</b>	<b>82,308</b>	<b>108,163</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>82,308</b>	<b>-</b>	<b>-</b>	<b>82,308</b>	<b>108,163</b>
<b>A3 Payments</b>					
Fund raising costs-mailshots	329	-	-	329	653
Direct costs-food	2,017	-	-	2,017	946
Rent	2,623	-	-	2,623	2,853
Telephone	300	-	-	300	125
Insurance	1,011	-	-	1,011	995
Motor & travel exps	3,805	-	-	3,805	2,284
Contractors	17,284	-	-	17,284	14,237
Repairs	6,332	-	-	6,332	1,183
Bank fees	480	-	-	480	875
Admin exps	1,489	-	-	1,489	1,460
<b>Sub total</b>	<b>35,669</b>	<b>-</b>	<b>-</b>	<b>35,669</b>	<b>25,611</b>
<b>A4 Asset and investment purchases. (see table)</b>					
<b>Assets</b>					
Investments	35,000	-	-	35,000	100,000
<b>Sub total</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>100,768</b>
<b>Total payments</b>	<b>70,669</b>	<b>-</b>	<b>-</b>	<b>70,669</b>	<b>126,379</b>
<b>Net of receipts/(payments)</b>	<b>11,639</b>	<b>-</b>	<b>-</b>	<b>11,639</b>	<b>- 18,216</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>23,662</b>	<b>-</b>	<b>-</b>	<b>23,662</b>	<b>41,878</b>
<b>Cash funds this year end</b>	<b>35,301</b>	<b>-</b>	<b>-</b>	<b>35,301</b>	<b>23,662</b>

## 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 £
<b>B1 Cash funds</b>		35,301	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>35,301</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
	Gift Aid	2,015	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	259,348
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Car		-	3,236
	Computer		-	415
	Fridge		-	376
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
	Susan Wingfield Digby	Susan Wingfield Digby	28/09/2023	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Community Emergency Food Bank

On accounts for the year  
ended

05/04/23

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 05 / 04/ 2023.

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 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.

Signed: Sharon Webb

Date: 24/09/2023

Name: Sharon Webb

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

FMAAT

Address:

279 Thorney Leys

Witney

Oxon OX28 5PH

Section B

Disclosure

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.**