



HARROW FOODBANK

REGISTERED CHARITY NUMBER: 1154292

**REPORT OF THE TRUSTEES AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED
31 MARCH 2022**

HARROW FOODBANK

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HARROW FOODBANK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their report with the financial statements of the Harrow Foodbank for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name

Harrow Foodbank

Registered Charity number

1154292 (England and Wales)

Registered office

Harrow Foodbank Centre
Unit H2, Phoenix Business Centre
Rosslyn Crescent
Harrow
HA1 2SP

Charity Trustees

Brendan Timlin	Chair	From 03 Jun 20
Nahid Boethe		From 16 Jun 20
Rob Ogundere		From 15 Jul 20
Lara Waywell		From 03 Nov 21
Rachelle Goldberg		From 08 Dec 21
Andrew Searle		From 03 Jun 20

Independent Examiner

Mr. Stuart Cawthorne
12 Montgomery Road
Edgware
Middlesex
HA8 6NT

Bank

Lloyds Bank Plc
286-288 Station Road
Harrow
HA1 2EB



REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing document

Harrow Foodbank is a Charitable Incorporated Organisation whose only voting members are its charity trustees. The trustees adopted a constitution on 9 September 2013 in accordance with the "foundation model" published by the Charity Commission. The Harrow Foodbank achieved registered charitable status on 21 October 2013 and its registered charity number is 1154292.

1.2 Trustee selection and management

The charity is managed by a board of trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. When selecting trustees, the charity aims to ensure there is a broad range of relevant skills, while also aiming to reflect a geographical spread across Harrow, particularly the areas of deprivation in Harrow.

Trustees are appointed after interviews with existing trustees and formal visits to the organisation, to ensure they understand its vision and values. The Trustees meet six times a year (every 2 months) to review performance and monitor the achievement of objectives.

1.3 Related Organisations

The Harrow Foodbank is affiliated to the Trussell Trust - we are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

The Trussell Trust support a UK-wide network of more than 1,200 food bank centres and together we provide emergency food and support to people locked in poverty in the UK, providing a minimum of three days' emergency food and support to people in crisis.

1.4 Management of risk

The Trustees have adopted a range of policy documents that are intended to manage and minimise risk. These include policies covering Health & Safety, Safeguarding, Lone Workers and Data Protection.

The Trussell Trust carries out an annual Governance Health Check to ensure that everything meets its recommended standards.

2. OBJECTIVES, AIMS AND ACTIVITIES

2.1 Charitable Objectives

The Harrow Foodbank has as its objective the prevention or relief of poverty in Harrow and surrounding areas in particular, but not exclusively, by providing emergency food supplies to individuals in need and to charities or other organisations working to prevent or relieve poverty.

2.2 Aims

Our aims are to alleviate poverty through the provision of food parcels to those in crisis, in partnership with local care agencies who refer clients in crisis to us. By signposting



REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

people to care agencies, advice services and other support agencies we aim to seek resolutions to their immediate crisis, which is causing their need to use the Foodbank. Anyone in need can be referred to the Foodbank, regardless of race or creed.

2.3 Objectives for the year

This was our 9th year of operation. Our key objectives remain to always be in a position to be able to provide emergency food and support for people in crisis in Harrow and surrounding areas. Food donations have kept pace with unprecedented increases in demand for emergency food in Harrow.

Additionally, Harrow Foodbank has successfully redistributed surplus food to other Trussell Trust Foodbanks and to other charities in short supply, thereby helping more people in crisis in London communities.

In order to continue our operation our key objectives include ensuring that we have sufficient funds for the running costs of the charity, including: rent, salaries, insurance, van running costs/insurance/fuel costs, utility bills and other operating costs. Moreover, ensuring that we have enough sufficient resources and volunteers to help run the charity, although volunteer numbers are greatly reduced since the pandemic started.

Further objectives alongside the above include: developing and implementing robust processes for food distribution and redistribution, including expanding the reach to vulnerable users by offering a delivery service; and increasing organisational sustainability.

2.4 Strategies for achieving the objectives.

The Change and Uncertainty brought about during the pandemic brought a fresh approach to the performance of the Foodbank, with improved productivity, processes, and procedures. Risk Assessments are conducted and reviewed following HSE guidelines and Trussell Trust, and a COVID-19 risk assessment to help manage risk and protect volunteers and users.

The volunteers are organized into teams (bubbles) all overseen by the Project manager, each distribution centre with it's own foodbank centre co-ordinator, and at the warehouse.

The implementation of our delivery model significantly expanded our reach to support the most vulnerable people in our community facing a crisis. Harrow Foodbank successfully set up a weekly delivery service, delivering food in a safe, timely manner to vulnerable people in the Borough of Harrow.

Our 3 new distribution centres in Rayners Lane, South Harrow and Kenton run smoothly, and we continue to hold weekly distribution days at our centres on Mondays, Tuesdays, Wednesday, Fridays and Saturdays, with a delivery service on Thursdays.

The Harrow Foodbank joined the FareShare programme, committing to reducing food waste by collecting weekly good quality surplus food from Waitrose that would otherwise be thrown away. The surplus food collected provides additional emergency support with food to the people in the local community experiencing a crisis. Additionally, the Harrow Foodbank has formed partnerships with other organisations,



REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

collecting their surplus to further reduce food waste; including a local partnership with Wenzels (the local bakers), collecting bread and pastries that would otherwise go to waste, and distributing this surplus food to our clients. As a result our clients receive a mixture of fresh food including fruit, vegetables, red & white meats, fish, as well as the non-perishable foods donated by our donors.

2.5 How the Foodbank works.

- The Foodbank works with frontline professionals to identify people who need support and give them a food bank voucher. These professionals include local agencies like citizens advice and other advice centres, schools and children's centres, GP surgeries, housing associations, and mental health teams, who are best placed to assess need.
- Food donations of non-perishable food are donated at local supermarkets, in our permanent collection points. Donations are also dropped off by donors at our warehouse.
- These donations are checked for "use by" dates, weighed and sorted by food type and stored in the warehouse.
- Clients in food crisis are issued with a Harrow Foodbank voucher by a recognised Voucher Partner.
- Our clients (Harrow residents who have found themselves, through no fault of their own, on hard times) bring their voucher to a Foodbank distribution session where it is redeemed for an emergency food parcel.
- The contents of emergency food parcels are selected using guidelines that aim to give clients a nutritionally balanced diet, providing sufficient food for 3 days.

2.6 Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

3. ACHIEVEMENTS AND PERFORMANCE

3.1 Summary of the year's activities to 31st March 2022

Local food donations continue to be extremely strong – we are fortunate to have the very strong support of generous local residents in the community from all faiths and none and from all income gaps, donating food for people facing crisis. In the last couple of years individuals have been encouraged to help support the Foodbank with funds as well as their food donations.

In 2021-22 we received 88.85 tones of food compared to in 2020-21 when we received 93.89 tons of food, an decrease of 5 tons on the previous year. We distributed 3839 of emergency food parcels to people locally, of which 1514 of emergency food parcels were to local children. Additionally, we redistributed over 20 tons of surplus food to other Foodbanks in the Trussell Trust network in London.

Our partnerships with other charities means that if we have a surplus, it is put to good use rather than going out of date and / or food being wasted. It means that we are able to help communities in surrounding areas too, by redistributing surplus food to other food banks experiencing shortages in the Trussell Trust network in London, and to other charities.



REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Financially, through working with our partner churches, faith groups and schools, corporate and individual donors, and with a number of successful grant applications, we have improved the levels of funding and support year on year and built on a longer-term financial security.

Since 2020 we've had a reduced pool of volunteers, with just over 25 volunteers, this number is significantly reduced by half from before the first lockdown. Our local relationships remain strong, we work with a number of partner organisations including the Citizens Advice Bureau, GP surgeries, many Harrow Council departments, schools and various faith organisations.

All these activities were possible because of the generosity and continued support from individuals and groups giving food and monetary donations, and our volunteers' hard work. The support from donors and volunteers has been tremendous and admirable. We are fortunate to have a warehouse which has a large storage capacity, and with office space. We moved into Unit H2 in May 2020 and our current lease expires in May 2023.

Harrow Foodbank worked with a pro-bono consultancy to develop focused and strategic roles for each Trustee, creating Trustee Role Definitions with each role description outlined; and a skills audit performed, which provided a clearer picture of existing skills and proficiency levels on our board, and identified where the gaps lay. Two Trustee stepped down in line with our constitution which allocates a term of 3 years and we welcomed two new additional Trustees.

3.2 Voucher Partners

At the end of March 2022, we had 247 active Voucher Partners and between them they issued 1628 vouchers which were fulfilled, that were exchanged for food at one of the four Harrow Foodbank Distribution Centres.

The Harrow Foodbank works with professional Voucher Partners from organisations providing welfare and community support in the local area, such as: the Citizens Advice Bureau (CAB) and Help through Hardship. The Voucher Partners identify people in crisis and issue them with a foodbank voucher in order to provide them with immediate assistance. People bring their vouchers to one of our distribution centres to redeem them for food. One of the strengths of this process is that it is not incumbent on our volunteer team to make any assessment of need, but to fulfil a referral by a qualified individual.

3.3 Recipients of food

Between 1 April 2021 and the end of the financial year on 31 March 2022, we provided 3839 parcels of emergency food. Figure 1 provides an analysis of the crises that prompted their use of the Harrow Foodbank, as extracted from information completed on redeemed vouchers.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Reason for issuing vouchers.

Crisis Types

Crisis	No. Vouchers	Adults	Children	Total
Benefit Changes	101	143 (56.3%)	111 (43.7%)	254
Benefit Delays	156	209 (62.02%)	128 (37.98%)	337
Child Holiday Meals	2	3 (42.86%)	4 (57.14%)	7
Debt	52	69 (54.33%)	58 (45.67%)	127
Delayed Wages	9	11 (61.11%)	7 (38.89%)	18
Domestic Violence	22	27 (29.67%)	64 (70.33%)	91
Homeless	40	47 (64.38%)	26 (35.62%)	73
Low Income	932	1374 (62%)	842 (38%)	2216
No recourse to public funds	144	208 (59.43%)	142 (40.57%)	350
Other	118	155 (62.5%)	93 (37.5%)	248
Sickness	52	79 (66.95%)	39 (33.05%)	118
Totals	1628	2325	1514	3839

3.4 Food donated.

The non-perishable food donated to Harrow Foodbank comes predominately from individuals, local businesses and corporate companies, other local organisations, schools and churches, directly to our warehouse, and from shoppers donating in our local supermarkets' permanent collection points at:

1. Tesco Superstore Station Road
2. Tesco Superstore Pinner
3. Waitrose Harrow Weald
4. Waitrose South Harrow
5. Asda South Ruislip
6. Sainsbury's Stanmore
7. Aldi South Harrow

and from food collection drives held periodically throughout the year at supermarkets: Tesco, and occasionally Asda.

We are grateful for continued support from all our donors.



REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

3.5 Communication and promotion

PR activity and events

We continue to operate a full programme of awareness raising with our referral agencies and other groups.

Website and newsletters

The website covers general information and details on how the foodbank works, including the locations of our distribution centres and sessions, as well as any agreed closure periods over Easter, Christmas & New Year.

Additionally we benefit from some of Trussell Trust's national PR activity and generation of news.

3.6 Fundraising activity

In 2021/22 we continued to benefit from our grant applications, and from financial donations received from donors.

3.7 Service offering

In 2021/22 we continued our policy of ensuring that volunteers were signposting other local services (e.g., Citizens Advice, debt management coaching) as appropriate.

3.10. Volunteers

We are fortunate to have a dedicated team of volunteers, from Trustees to warehouse teams, foodbank centres teams, supermarket collections teams, delivery teams, and admin assisting in the office. Without their effort and hard work, we would not be able to function and deliver the project as successfully. Our volunteers are the driving force behind our activities at the Harrow Foodbank.

The Trustees are enormously grateful for the commitment of the volunteers and the expertise that they have brought to the organisation.

4. FINANCIAL REVIEW

4.1 Principal funding sources

Funding for the Harrow Foodbank has come from voluntary financial donations and successful grant applications.

'Give as you Live' has proved to be a great platform for our donors to donate money more easily and efficiently. Harrow Foodbank is very grateful for the incredibly generous, continued, and vital financial support received from the many organisations and individuals during the year.

In addition, Tesco generously tops up customer food donations, by making a financial contribution equivalent to 20%, of the value of the food donated by their customers in their stores. Waitrose and Asda also provide periodic top up grants relating to weights of food reported. Harrow Foodbank greatly appreciate this extra financial support.



REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

4.2 How expenditure has supported the key objectives of the charity.

The expenditure incurred by the Harrow Foodbank has been necessary to operate the Foodbank.

4.3 Investment policy and objectives

Surplus funds are placed with the Charities' Official Investment Fund (COIF) deposit fund, where they earn interest whilst not required immediately to cover expenditure.

5. FUTURE DEVELOPMENTS

5.1 Communications

In 2021/22 we continued to focus on targeting schools, churches and interest groups. We will continue to raise awareness of the importance of foodbanks for people experiencing a food crisis. We will continue to encourage donations from the local community as well as continue to work with voucher partners to ensure that clients in need of our service have access to it.

5.2. Fundraising

For 2022/23 we continue to focus on fundraising, in particular to bidding for corporate or charitable grants for new projects. The Foodbank aspires towards building up reserves that equate to up to three years of projected expenditure, and major operating costs, to ensure the continuous running of the Foodbank for the medium term.

6. ACKNOWLEDGEMENTS

- 6.1.** A large partnership of churches and other groups worked together to develop Harrow Foodbank in 2013 and with their ongoing support we have continued to deliver the project successfully.
- 6.2.** This report has detailed the successful running of Harrow Foodbank during its ninth financial reporting year. The Harrow Foodbank has become a mature and stable charity. We are indebted to our volunteers', past and present, for the day-to-day running of the Foodbank, thank you. We are also indebted to the many individuals and faith groups that have organised events and appeals which have generated much of the income recorded in these pages. The Trustees are extremely grateful to everyone in the local community who has provided support and encouragement to this project.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Harrow Foodbank

On accounts for the year
ended

31st March 2022

Charity no
(if any)

1154292

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

As the charity's trustees, 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 all 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 (~~other than that disclosed below~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

Date:

27 Jan 2023

Name:

Stuart Cawthorne

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

Address:

12 Montgomery Road, Edgware, Middx, HA8 6NT

HARROW FOODBANK (Charity Number 1154292)

Annual Accounts for the Year Ended 31 March 2022

Statement of Financial Activities

		Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Incoming resources							
Voluntary income							
Donations and any related gift aid claimed	Note 2	85,074		85,074	129,491		129,491
Grants	Note 3	-	16,250	16,250	15,000	38,430	53,430
Activities for generating funds							
Fundraising events		-		-	-		-
Investment income		36		36	29		29
Incoming resources before donated goods		85,110	16,250	101,360	144,520	38,430	182,950
Donated goods	Note 4	204,796		204,796	161,277		161,277
Total incoming resources		289,906	16,250	306,156	305,797	38,430	344,227
Resources expended							
Salaries and National Insurance		23,941	13,000	36,941	19,685	9,750	29,435
Warehouse rent & service charges		23,844		23,844	9,512	15,000	24,512
Waste collection		1,257		1,257	1,264		1,264
Rates		4,288		4,288	809		809
Sundries		843	-	843	2,177	-	2,177
Publicity and signage		152		152	-	366	366
Printing and stationery		597	-	597	1,228	-	1,228
Telephones		1,518		1,518	1,988		1,988
Transport		551	-	551	-	-	-
Insurance		4,425		4,425	4,067	1,500.00	5,567
Pest control charges		-		-	-		-
Small equipment & consumables		1,210		1,210	4,823		4,823
Bank charges		-		-	-		-
Other expenditure		74		74			-
Depreciation	Note 5	3,105		3,105	4,096		4,096
Resources expended before cost of distributed food		65,805	13,000	78,805	49,649	26,616	76,265
Food distributed		204,796		204,796	161,277	-	161,277
Total resources expended		270,601	13,000	283,601	210,926	26,616	237,542
Net incoming resources before other recognised gains/(losses)		19,305	3,250	22,555	94,871	11,814	106,685
Transfer between funds				-	17,680	(17,680)	-
Net movement in funds		19,305	3,250	22,555	112,551	-	106,685
Reconciliation of Funds							
Total funds brought forward		155,648	1,415	157,063	43,097	7,281	50,378
Total funds carried forward		174,953	4,665	179,618	155,648	1,415	157,063

HARROW FOODBANK (Charity Number 1154292)

Annual Accounts for the Year ended 31 March 2022

Balance Sheet as at

			31.3.2022		31.03.2021
			£		£
Fixed assets					
Tangible assets	Note 5		12,418		15,522
Current assets					
Stock and work in progress					
Debtors	Note 6	3,000		8,610	
(Short term) investments		85,000		85,000	
Cash at bank and in hand		79,200		47,931	
Total current assets		167,200		141,541	
Liabilities					
Creditors: amounts falling due within one year		0		0	
Net current assets			167,200		141,541
Net assets			179,618		157,063
Funds of the charity					
Unrestricted funds	Note 8		174,953		155,648
Restricted income funds	Note 8		4,665		1,415
Total funds			179,618		157,063
The attached notes form part of these financial statements					
These financial statements were approved by the trustees at their meeting on 30 Jan 2023					
and signed on their behalf by Brendan Timlin					

HARROW FOODBANK (Charity Number 1154292)

Annual Accounts for the Year Ended 31 March 2022

Notes to the Accounts

1 Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the requirements of the Statement of Recommended Practice. Accounting and Reporting by Charities.

Incoming resources

Voluntary income including donations, gifts and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement;
- Gift Aid tax recovery is recognised when received.

Volunteers and donated goods and services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, these contributions are included in the financial statements as an estimate based on the value of the contribution.

Goods donated and held as stock for distribution by the foodbank are recognised as incoming resources within voluntary income only when distributed, with an equivalent amount being included as resources expended.

Resources expended

Expenditure is recognised when a liability is incurred.

Charitable activities include expenditure associated with providing services to the charity's beneficiaries and include both the direct costs and support costs relating to those activities.

Harrow Foodbank is not VAT registered and any VAT incurred on its expenditure is included in the resources expended.

Tangible fixed assets

Depreciation has been provided at the following annual rates in order to write off each asset over its estimated useful life. Capital expenditure less than £2000.00 is written off in the year of acquisition.

Fixtures and Fittings & Equipment	20% on a straight line basis
Motor Vehicles	20% Reducing balance Basis

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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HARROW FOODBANK (Charity Number 1154292)

Annual Accounts for the Year Ended 31 March 2022

Notes to the Accounts

2	VOLUNTARY INCOME - DONATIONS					
			Total 2022	Total 2021		
			£			
	Donations from individuals		21,427	15,344		
	Donations from churches and other faith groups		4,482	6,264		
	Donations from schools		616	2,273		
	Donations at supermarket collections		-	2,606		
	Donations Via give as you live		36,094	78,283		
	Corporate donations		22,454	24,721		
			85,074	129,491		
3	VOLUNTARY INCOME - GRANTS					
		Unrestricted Funds	Restricted Funds	Total 2022		Total 2021
		£	£	£		£
	City Bridge Trust		16,250.00	16,250.00		9,750.00
	Waste & Reso wrap			-		10,000.00
	6 Crowne			-		15,000.00
	Trussell trust			-		3,680.00
	Harrow Giving Covid Grant			-		15,000.00
		-	16,250.00	16,250.00		53,430.00
4	DONATED GOODS					
		Total 2021/22		Total 2020/21		
		£		£		
	Donated Food	204,796		161,277		
	Donated Furniture and Equipment					
		204,796		161,277		
	Donated food is valued at £2.37 per kilo (£1.68 2021) when distributed.					
5	FIXED ASSETS					
		Fixtures, fittings and equipment	Motor vehicle	Total 2021/22		
		£		£		
	Cost at 1/4/2021	6,067	19,404	25,471		
	Additions during the year	0	0	0		
	Cost at 31 March 2022	£6,067	£19,404	£25,471		
	Depreciation					
	Accumulated Depreciation 1/4/2021	6,067	3,881	9,948		
	Charge for year		3,105	3,105		
	Accumulated Depreciation 31/3/2022	£6,067	£6,986	£13,053		
	Net Book value 31/3/2021	£0	£15,523	£15,523		
	Net Book value 31/3/2022	£0	£12,418	£12,418		
6	DEBTORS	2021/22		2020/21		
		£		£		
	Rent Deposit	3,000		3,000		
	Rent in Advance	-		5,610		
	Total	3,000		8,610		
7	Creditors	Creditors 2021/22		Creditors 2020/21		
		£		£		
	Total	-		-		
8	RESERVES					
		Balances brought forward	Transfers	Incoming resources	Resources expended	Balances carried forward
		£	£	£	£	£
	Unrestricted Funds					
	Designated for warehouse works					0
	Unrestricted	155,648		289,906	-270,601	174,953
		155,648	0	289,906	-270,601	174,953
	Restricted Funds					
	Grants for specified purposes	1,415		16,250	-13,000	4,665
	Total	157,063	0	306,156	-283,601	179,618