



# Basingstoke Foodbank

## TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENT YEAR ENDED 30<sup>th</sup> SEPTEMBER 2023



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## 1. ADMINISTRATIVE DETAILS

### Trustees

*Trustees are initially appointed for a three year term and may be reappointed for a maximum of two subsequent terms of three years each.*

	<u>First appointed</u>	<u>Re appointed</u>
Paul Gross	12/08/2021	
Jeanne Hiscock	15/12/2016	14/12/2022
Andrew Macqueen	14/08/2018	13/08/2021
Laura Mouzouris-Lodge	21/09/2023	
Pat Murphy (Treasurer)	21/02/2019	20/02/2022
Phil Thomas (Chair)	24/04/2016	22/04/2022
Peter Vallance	03/09/2013	16/11/2023
Adrian Webb	20/10/2016	19/10/2022

### Registered Charity number

1154319

### Head Office & Warehouse Storage

Units 63 & 64 Tempus Business Centre  
Kingsclere Road  
Basingstoke  
RG21 6XG

### Bankers

NatWest Bank plc  
Old Market Square  
3 London Street  
Basingstoke  
RG21 7NS

Metrobank  
One Southampton Row  
London  
WC1B 5HA

## 2. STRUCTURE, GOVERNANCE & MANAGEMENT

### 2.1 Governing document

The Basingstoke Foodbank is a CIO (Charitable Incorporated Organisation), whose only voting members are its Trustees. The Trustees adopted a constitution on 30<sup>th</sup> July 2013 in accordance with the 'Foundation Model' published by the Charity Commission for England and Wales and the Basingstoke Foodbank was registered by the Charity Commission on 23<sup>rd</sup> October 2013.

### 2.2 Trustees

The Foodbank 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 range of relevant skills and that Trustees reflect the range of Church denominations that support the charity.

The Trustees manage the affairs of the Foodbank and, for that purpose, exercise all the powers of the CIO.

The Trustees are responsible for vision, strategic direction, financial health, regulatory conformance, and general well-being of the Foodbank.

The Trustees aim to meet every two months to review performance and monitor the achievement of objectives. The Treasurer presents financial monitoring statements to the Trustees at the end of each month comprising a report of the Foodbank's receipts and payments for the month and year to date, together with an updated cash flow forecast for the immediate ensuing periods. The Development Manager (formerly Operations and Development Manager) attends Trustees meetings.

### 2.3 Related Organisations

Basingstoke Foodbank is an independent social franchise partner of the Trussell Trust network, the largest network in the United Kingdom with more than 1300 franchised foodbanks. The Basingstoke Foodbank adheres to the policies and procedures developed by the Trussell Trust as set out in the Trust's Operations Manual and associated documents. The Trustees intend to renew the franchise arrangement with Trussell Trust when it falls due in March 2024.

## 2.4 Management Structure

This year the Foodbank has divided the Development & Operations Manager's position into two posts and employed a full-time Operations Manager in June 2023. The Development Manager (0.8 fte) focuses on strategic activities and line manages the other two paid employees. The Operations Manager (full-time) is responsible for the day-to-day activities ensuring the smooth running of the warehouse, and our 7 Foodbank Centres. Our Community Connector (0.8fte) works to ensure that our clients are supported to connect with appropriate agencies and activities. Other part-time volunteers make up our 'Operations Team' and take responsibility for specific activities.

## 2.5 Guiding principles

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

The Trustees have adopted the Policies listed and are responsible for their annual review.

### Policies:

- Safeguarding
- Lone working
- Complaint handling
- Data protection
- Social Media
- Volunteer IT and Communications
- Health & Safety
- Equal Opportunities



Risk Assessments have also been established and are reviewed regularly:

- Warehouse related risk assessments & procedures for:
  - Manual handling, Working at height,
  - Hazardous substances, Slips & Trips,
  - Environmental health & Pest Control, Food Hygiene
- Volunteer management
- Volunteer, staff & site security
- Gas & Electrical safety
- Fire hazards
- First Aid & Health
- Supermarket collections & deliveries to clients' homes.
- Use of vehicles for Foodbank deliveries, collections & other activities

### Training & Communications:

Staff and volunteer inductions, together with regular information and guidance on working practices are usually communicated on a group or 1:1 basis by the Development Manager, Operations Manager, or volunteer Assistant Operations Manager.

We also deliver bespoke training events at our Tempus head office for the various volunteer teams: Centre Managers (a bi-monthly catch up), Centre Volunteers,, Packing team, Store team, Drivers and Deliveries team and our Voucher Administration team. This year we have focused particularly on data protection, confidentiality, our aims and values, signposting information and good working practices.

## 3. OBJECTIVES, AIMS & ACTIVITIES

### 3.1 Charitable Objective

Basingstoke Foodbank is a Christian charity founded in October 2012 and supported by 50+ churches in the Basingstoke & Deane area. Our Christian faith, values and ethos underpin all areas of our operation.

Basingstoke Foodbank's charitable objective is to relieve the poverty of the people in the Basingstoke & Deane region who are in conditions of need, financial hardship, or distress in such ways as the Trustees shall from time to time think fit.

### 3.2 Aims

The Basingstoke Foodbank aims to provide compassionate, non-judgemental, practical support for people in crisis, to tackle the root causes that lock people into poverty, and to build people's resilience so that they are less likely to need a foodbank in the future.

We alleviate the needs of people through the provision of food and other essentials, and by working in partnership with local independent frontline support agencies who refer their clients experiencing hardship to the Foodbank.



By signposting or referring clients to care agencies, advice services and other support agencies, we aim to help to seek resolutions for clients' immediate and longer-term crises which are causing their need to use the Foodbank.



Anyone experiencing food insecurity can be referred to the Foodbank, regardless of their age, disability, background, race, gender, sexual orientation, marital status, religion or belief.

### 3.3 Our beliefs & values:

We believe in turning faith into practical action, living out God's love for the poor:

*'For I was hungry and you fed me, thirsty and you gave me something to drink, I was a stranger and you invited me in.'*

*Matthew 25:35*

**Restoring Dignity:** *Showing empathy and respect to those experiencing crisis*

**Reviving Hope:** *Through practical support, and promoting the message that God loves and cares for everyone and can bring hope to those lacking in hope*

**Building Community:** *Enabling the wider community of Basingstoke & Deane to partner with us in supporting those in crisis through donations of food, money and time.*

**Our strapline:** *'Helping local people in crisis'*

### 3.4 How the Foodbank works

- Non-perishable food is donated by the community through supermarket collections and donation points in schools, supermarkets, businesses, churches and other organisations.
- Donations are individually checked on receipt to ensure that the item has not passed its marked "use by date" and that they are not damaged.
- They are weighed, sorted and stored by type and date. In addition, we source some perishable food such as eggs, bread and vegetables to enhance the nutritional offering to clients.
- Volunteers weigh, sort, store, pack and distribute food.
- In response to contact by a client in hardship and food crisis, our partner advice, care and support agencies issue one of our Foodbank e-vouchers and submit them electronically to the Foodbank.
- Clients come to one of the Foodbank centres to redeem the voucher, presenting suitable ID or proof of address.

- We provide a café style setting where we meet clients, on every weekday at the following church locations:
  - Monday: St Michael's Church RG21 7QW (opened July 2022)
  - Tuesday: Church of the Good Shepherd RG23 8BU
  - Tuesday: Tadley Common Methodist Church RG26 4HN
  - Wednesday: Basingstoke Baptist Church RG22 4HL
  - Thursday: Sarum Hill Centre RG21 8SR
  - Friday: St Gabriel's Church RG24 9DU
  - Friday: Bucksin Evangelical Church RG22 5BB

We are grateful to these churches who have so readily agreed to offer their facilities to be used by the Foodbank.

- At the Foodbank centres, volunteers offer refreshments and discuss food allergies, food preferences and availability of cooking facilities with clients, prior to packing bags of food for them. The Foodbank uses lists of suggested food and appropriate quantities prescribed by the Trussell Trust, who work with nutritionists to advise on what would constitute a nutritionally balanced diet of food for three days.
- Volunteers use a sympathetic, non-judgemental, listening approach. They spend time with clients, signposting to other appropriate agencies, and sensitively offer prayer for clients where appropriate.
- Clients are referred to our embedded Citizens Advice advisor and/or CAP (Christians Against Poverty) if it is felt that the client's predicament is such that they could benefit from immediate practical advice or help from the CA's hardship funds.
- We supplement client face to face interaction with home delivery by volunteers where the client has mobility or access issues.



### 3.5 Main Objectives for October 2022 to September 2023

- Continue to raise awareness of our holistic 'more than food' support set in place to help our clients through the root causes of crisis when visiting our seven Foodbank Centres
- Manage the supply of donations to meet the demand for food
- To divide the Development and Operations Management post into two distinct roles and to advertise and appoint a full-time Operations Manager in the autumn of 2022
- To support the new volunteer managers and team at our new St Michael's Town Centre Foodbank Centre established to improve access in the centre of town and alleviate the flow of clients visiting our busy Sarum Hill Centre



- To run another Christmas Hamper project providing partnering agencies with the opportunity to refer an individual or family this Christmas for an additional Christmas Hamper providing some of the 'Christmas food & toiletry' treats that may not be affordable in the current 'Cost of Living Crisis'

### 3.6 Strategies for achieving the objectives:

- Increased use of social media and paper flyers to raise awareness of support available.
- increased communications with partnering agencies who are supporting the community to make them aware of our delivery model and wellbeing phone calling service
- Forward stock planning in line with future spikes in the pandemic to ensure there is sufficient food to meet need.
- Promoting our weekly 'wish list' of food items to circulate and be shared by the community via our web page and Facebook page
- Increase the number of warehouse and supermarket volunteers to assist with the influx of donations particularly through the Autumn Harvest and Christmas seasons
- Register our Foodbank Connector, Development Manager and agency support volunteer onto the Romsey Coaching training course this autumn.
- Establish further training for volunteers to increase signposting confidence when working with clients.
- Monitor the effective use of vouchers from existing frontline agency partnerships, and to contact additional agencies who could widen access to our emergency service throughout the community.
- Monitor the effectiveness and use of an embedded advisor from Citizens Advice during all Centre opening times in Basingstoke and Tadley.
- Monitor the referrals to, and engagement of Foodbank clients with a CAP UK Debt Coach who has been funded part time since May 2021 by Basingstoke Foodbank.



## 4.ACHIEVEMENTS & PERFORMANCE

### 4.1 Summary of the year's activities

We currently have seven churches represented on the Board of Trustees and in September 2023 gained a seventh Trustee whose 'day job' is to manage various projects for Andover MIND. One of our trustees continues to attend the meetings as

an 'associate trustee' this year due to their need to stand down having offered the Foodbank nine years as a Trustee.

We continued the Foodbank funded agreement with the Citizens Advice service in Basingstoke and Tadley, for them to provide the services of in-situ advisors at the centres at all the times we are open to receive clients.

We continued our partnership agreement with Christians Against Poverty (CAP) locally to fund a part-time Debt Coach to increase availability of debt support for our clients.

Volunteer numbers continue to be stable at about 120. We continue to have small packing, store teams, delivery teams and various operational and administrative teams operating out of the Tempus Head Office.

In April 2022, it was agreed by the Trustees that the role of Operations & Development Manager should be divided into two paid positions due to the widening focus of support provided by the foodbank in line with its aims and objectives throughout its ten years, and subsequently its increased numbers of volunteers plus the additional paid part-time Community Connector working for the Foodbank. Paula Vallance was tasked to divide the roles, produce a job description, candidate profile and interview process for recruitment purposes. Recruitment commenced in September 2022 and a job description was formulated and advertised for an Operations Manager. There were a number of applicants and a new Operations Manager started 9th January 2023. Due to an unforeseen family health crisis, the Operations Manager handed in their notice and left at the end of March 2023. The recruitment process started again in April and a new Operations Manager started on the 12th June 2023.

Referral partnering agencies issuing crisis vouchers have increased to approx. 150 teams, this includes schools and colleges supporting students and families within their institutions.

Churches supporting the Foodbank regularly continued to number c.58, and schools, children's clubs, community groups and businesses maintained their enthusiasm to continue to support the Foodbank through 'Harvest' and 'Christmas Hamper' events.

At Christmas 2022, we were able again to run our Christmas Hamper appeal in an empty shop gifted by Festival Place shopping centre. These were packed and delivered by volunteers and various churches to struggling households referred by our partnering agencies. 1060 Hampers were delivered.

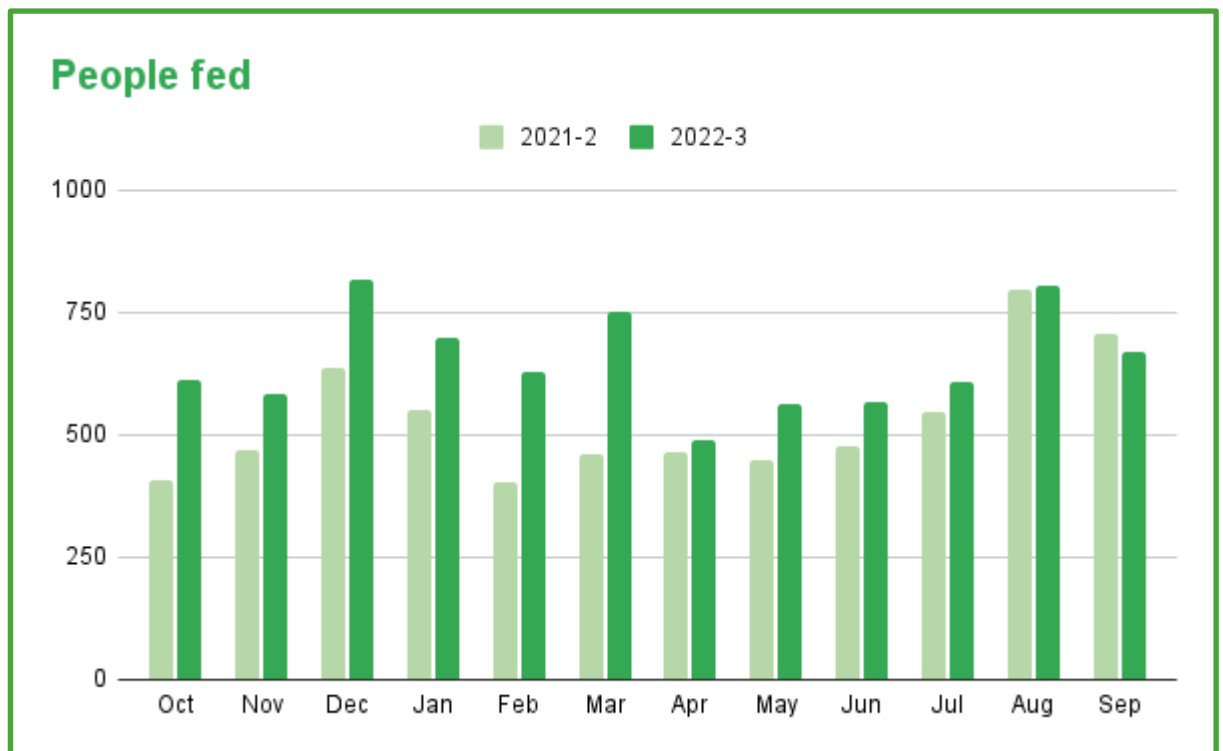
In line with our aim to provide support for people to move forward through the root causes of their crisis towards a better financial position, we have commenced the training of our Community Connector and 2 other members of the team to be able to develop a short free Coaching Programme in support of our clients. This programme has been developed by Romsey Freedom Matters Church. A twelve week one hour

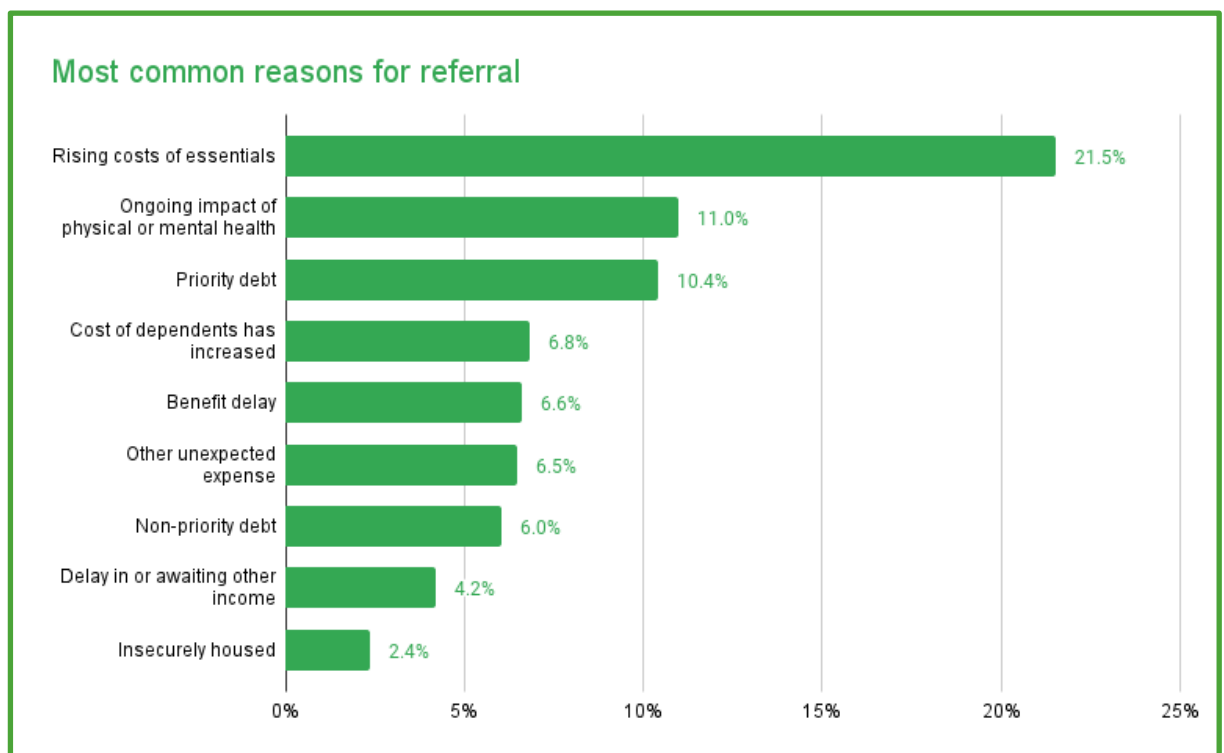
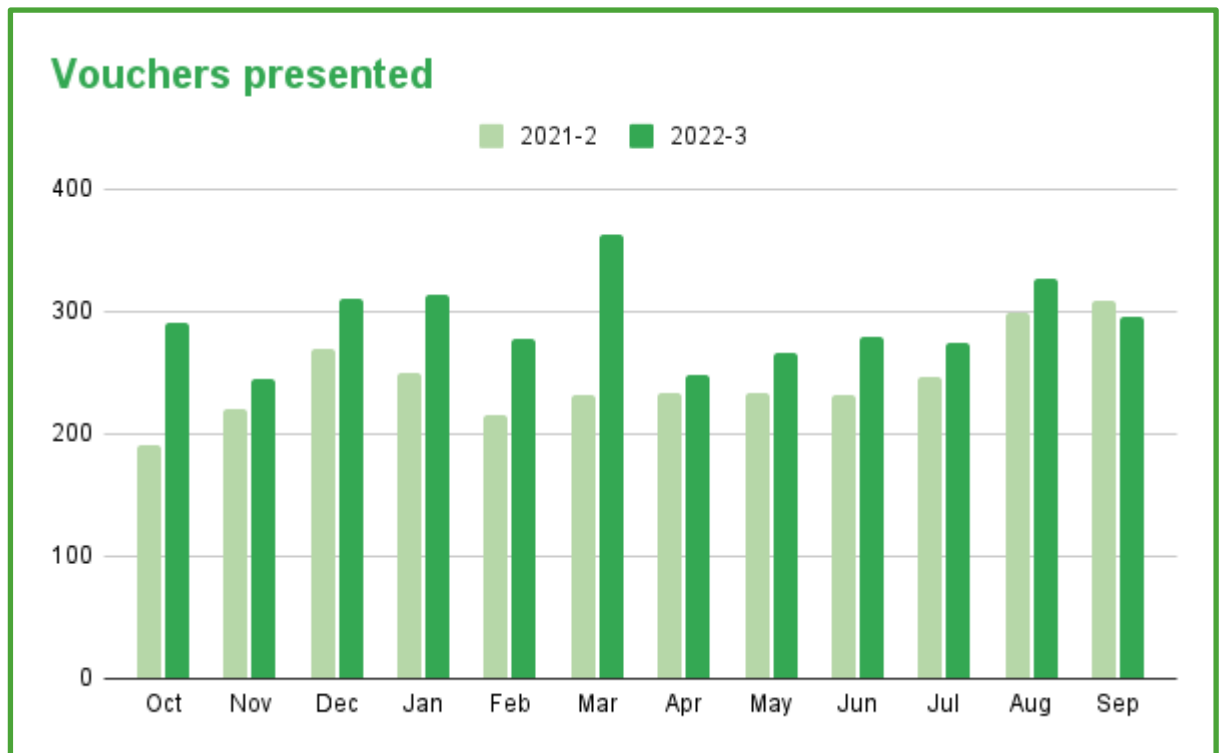
coaching programme has created the opportunity for Foodbank and CAP debt clients in Romsey to identify the challenges in their lives and break these down into manageable goals and activities through the 12 weeks. Many have successfully achieved their first goals, and have learned valuable life skill tools in how to approach multiple demands on their 'must do' lists.

In September 2023 in line with our aim to provide holistic support to help clients in hardship through their short and medium term crisis, we partnered with Andover MIND to launch a pilot 'Wellbeing Drop-in' at 4 of our 7 centres. Mental Health in the form of depression, anxiety and stress has been identified as a recurring issue shared by our clients. Initially this is a fortnightly event in the 4 centres and we will be monitoring feedback and use of the drop-in from both the agency and clients.

#### 4.2 Recipients of food

In the year under review, we fed **7,800** (prior year **6,373**) people through **3,489** (prior year **2,854**) voucher requests from partner referral agencies. This was through our Trussell Trust referral system. We also fed approximately 2,500 people through our annual Christmas Hamper project. Although the demand for vouchers in 2022-23 is significantly less than in pandemic times, the numbers of vouchers being redeemed are still running well ahead of redemptions processed before lockdown.





(Apr 23 – Sept 23 only, following change in reporting criteria)

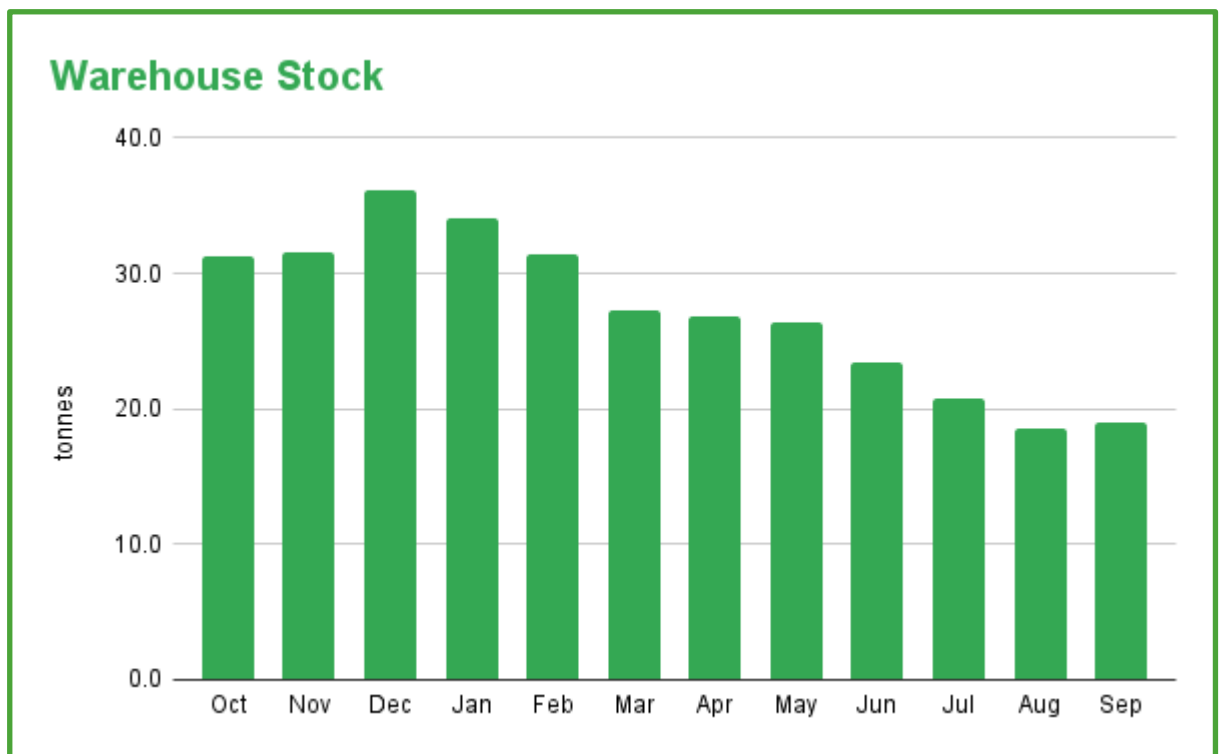
Analysis of the people impacted by food poverty, requiring the services of the foodbank to avoid going hungry, shows:

	<b>2022-23</b>	<b>2021-22</b>
Adults	4664	3792
Children	3136	2581
Total	7800	6373

The largest group(s) that we help is singles and singles with children. Their proportion increased by 6% which was offset by reductions in other demographic groups:

	<b>2022-23</b>	<b>2021-22</b>
Single	48.3%	47.6%
Single Parent	23.6%	24.8%
Family	14.3%	14.5%
couple	13.7%	9.0%

#### 4.3 Food donated & distributed



Overall, 91.5 tonnes were donated this past year (prior year: 90.3 tonnes) and 97.1 tonnes (81.8 tonnes) were distributed through the year.

The food we have received has continued to come from:

- Regular donations from local Churches who support us
- Members of the public and local businesses dropping off food donations
- Permanent collection points in various supermarkets and small local groceries in the Borough of Basingstoke and Deane
- Appeals, staffed by volunteers, conducted twice a year at our local Tesco superstore
- Warburtons Bakeries have very kindly delivered fresh bread to our warehouse three times a week
- An Overton greengrocer has supported us with supplies of fresh fruit and vegetables fortnightly

Seasonal donations from primary and junior schools during harvest time have again increased this year. A growing number of local social organisations, children's groups and companies held one-off food collections during the year, particularly helping with our Christmas hampers appeal.

#### 4.4 Volunteers, currently 120

We have continued to increase our number of centres, home deliveries, supermarket collections, store, packing and seasonal 'ad-hoc' volunteers throughout the year. We are incredibly grateful to both our many long-term and newly recruited volunteers who have worked tirelessly throughout the difficult and demanding past 12 months of the 'Cost of Living Crisis', many of whom would have felt the impact of this crisis themselves. Their cheerfulness and capability to take in their stride every challenge we face in the Foodbank reflects our Christian values of compassion, love and service.



#### 4.5 Citizens Advice and Christians Against Poverty in-situ drop-in service

We continue to fund our Citizens Advice Drop-ins offering an in-situ presence of a specialist advisor. At a time when clients who are feeling overwhelmed by their crisis and thus not always able to manage their multiple personal challenges, this in situ service is appreciated as they are able to get on the spot guidance and advice about benefit entitlement, housing, debt, etc. The drop-ins have reported quarterly many thousands of pounds released for clients through help with benefit delays, funding they were not aware they were entitled to, vouchers for fuel and digital accessibility and debts written off due to the work of debt advisers.



The cost of the arrangement has funding support from a Financial Inclusion Grant awarded to us by the Trussell Trust. The unspent allowance for the last quarter of 2022, shows in our financial statement as unspent restricted funds.

We had hoped that CAP UK would be able to provide a regular presence in the centres however their team reduced in size in the summer of 2021, so we have verbally promoted the service when people phone Head Office and visit the Foodbank Centres. Our CAP Debt Coach was also funded through the Trussell Trust's Financial Inclusion Grant and has also presented quarterly reports listing large sums of debt that has been written off or managed for clients with the help of the coach.



## 5. FINANCIAL REVIEW

### 5.1 Resources

The Foodbank has seen a general increase in funding during recent years which has enabled us to build our reserves to a healthy level. We will continue to explore opportunities to use our reserves over the coming years to help clients find long term solutions in order to remove their need for help from a Foodbank.

### 5.2 Funding

Total receipts in the year were **£212,750** (*prior year £176,719*).

Many individuals, Church groups, Companies, Social Groups and Grant Funders again made very generous unsolicited donations to help fund the working of the Foodbank.

#### Income sources:

	<b><u>2022-23</u></b>	<b><u>2021-22</u></b>
Grants	27,501	48,448
On-line giving	38,434	24,991
Direct receipts:		
Individuals	73,521	64,512
Businesses	30,693	13,522
Churches	9,220	8,242
Clubs & Organisations	7,007	1,325
Schools & Colleges	1,349	1,673
Donations for Hampers	250	450
Supermarket top up payments	5,543	6,457
Gift aid reclaimed	12,898	7,099
Deposit savings interest	6,334	-
<b>Total</b>	<b>£212,750</b>	<b>£176,719</b>

The Grant income of £27,501 comprised the following generous sources:

	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>
Trussell Trust - Financial Inclusion Grant for in-situ specialist advisors	15,709	3,142
Trussell Trust - Emergency Winter Grant	5000	
CMW Trust		1,000
Southern Co Op Share of members' profits		700
Southern Co Op Share of members' profits		950
Michael Hodson Foundation		500
Lidl Community Fund for food purchases	500	
<b>TOTAL</b>	<b>£ 21,209</b>	<b>£6,292</b>

As our funds have gradually built up through the years, we no longer proactively fundraise.

### 5.3 Expenditure

Our total outgoings, net of asset and investment purchases, this year were **£149,089**, an increase of **£29,208** when compared with our comparable spend in the previous year.

Variations (£000s) from the previous year, were:

Employment costs	+22.7
Rent	+0.2
Office & Centres Administration	+1.8
Food purchases	+4.7
Reimbursing mileage costs for deliveries & collections	+0.4
10th Anniversary celebration	- 0.6
Warehouse operations	+0.3
Training	- 0.4
Insurance	+0.2

Employment costs increased as, from January 2023, we recruited a full-time person to take responsibility for the day to day operational duties to allow our Development and Operations Manager to focus more on the longer term development of the services offered by the Foodbank. The Foodbank now functions with a full time employee and two part-time (4 days per week) paid staff.

We continue to buy fresh food to supplement the needs of our clients.

## 5.4 Reserves

The policy of the Trustees is to hold an amount in reserve to meet the equivalent of six months' general running costs. We also hold in reserve further amounts to meet our contractual obligations, anticipated capital expenditure and provisions to meet the cost of providing additional services to clients in the coming year.

We continue to enjoy reserves in excess of our identified needs so we have deposited surplus funds on deposit to earn interest. We ensure that individual deposits do not exceed £85,000 so that they are all covered by the FCSC guarantee

The trustees remain committed to looking to invest additional services free to clients such as CAP debt counselling, Money Lifeline debt service and assets to support the Foodbank's initiatives.

## 6. FUTURE DEVELOPMENTS - OUR AIMS & OBJECTIVES

### October 2023 onwards:

- To continue to support the Operations Manager as she settles into her role and manages to juggle the many and varied day to day aspects of running the warehouse and centre activities.
- To explore how donated funds can most effectively be used to provide additional support via other trusted agencies and charities. We are continuously looking for services that will provide support in areas such as debt advocacy & advice, mental health counselling, and job-hunting support.
- Further training and recruitment of volunteers for packing, driving, deliveries, client-facing and store work.
- Development of our use of social media to communicate messages and foster relationships with our faithfully supportive community.
- Close monitoring of numbers attending our seven centres to review the effectiveness of the multiple centre model and the accessibility of their locations for clients.
- Continued monitoring and reviewing of agency partnerships and the effectiveness of our relationship with them.
- Renewed focus on client and agency feedback and suggestions, particularly considering clients' lived experiences in feedback when developing and reviewing the effectiveness of our services.
- Continue to source supermarket and other suppliers of fresh fruit, vegetables and bread to enhance the nutritional content of food packs supplied to clients.



- Post September 2022, our healthy reserves have allowed us to accelerate plans to develop initiatives to support Trussell Trust's stated aims to move people away from crisis. In November 2022 we confirmed the employment at our cost of the part-time Foodbank Community Connector, who had been working for us since November 2021 initially funded by BDBC. The Community Connector will continue to further the reach of the Foodbank as a way of assisting people in the circumstances they find themselves in and making sure they are supported to connect with the most appropriate agencies and activities to help them through crisis. We will continue to develop our Community Coaching scheme in the coming year.
- We have agreed with Vivid Housing Association an extension on our current facilities at Tempus Business Centre for a further 5 years until 31 December 2027.

## 7. THANK YOU

The Trustees continue to be overwhelmed at the level of support shown to Basingstoke Foodbank, and are extremely grateful to everyone in our local Basingstoke & Deane community who have provided faithful support and encouragement to the Foodbank.

The local community has continued once again to generously give their time, food donations and financial support to provide help to those in our locality who are in crisis and facing the prospect of going hungry.

We gladly acknowledge the continuing support we have received from Vivid Housing Association for the use of the warehouse and office units.

On behalf of the Trustees of Basingstoke Foodbank:

*P. Thomas – Chair*

Date:



Basingstoke Foodbank				CC16a
Receipts and payments accounts				
For the period from	01/10/2022	To	30/09/2023	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
100,000					
<b>A1 Receipts</b>					
Donations	160,224	250		160,474	114,715
Gift Aid from HMRC	12,898			12,898	7,099
Donations from Tesco & ASDA	5,543			5,543	6,457
Fundraising activities	-			-	-
Charitable Grants	6,292	21,209		27,501	48,448
Interest received from Savings Deposits	6,334			6,334	
<b>Sub total (Gross income for A1)</b>	<b>191,291</b>	<b>21,459</b>	<b>-</b>	<b>212,750</b>	<b>176,719</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-		-	-
<b>Total receipts</b>	<b>191,291</b>	<b>21,459</b>	<b>-</b>	<b>212,750</b>	<b>176,719</b>

<b>A3 Payments</b>					
Employment Costs	60,134	4,583		64,717	42,045
Rent of Warehouse & Office Centre	32,273			32,273	32,038
Light & Heat & Water Supply Costs	4,009	1,000		5,009	5,113
Citizens Advice Services	3,819	11,465		15,284	15,284
Christians Against Poverty Services	1,660	4,160		5,820	5,820
Admin Costs	5,510			5,510	3,667
Insurance	762			762	519
Cost of Christmas Hampers	1,491	250		1,741	1,766
Warehouse Operating Costs	2,377			2,377	2,051
Food Purchases	7,985	2,000		9,985	5,316
Reimbursed Delivery & Collection costs	1,869			1,869	1,469
Training	156			156	504
10th Anniversary Tea Party	315			315	977
Van Running Costs	2,847			2,847	2,964
Bank Charges	389			389	313
Information Commissioner's Office Fee	35			35	35
<b>Sub total</b>	<b>125,631</b>	<b>23,458</b>	<b>-</b>	<b>149,089</b>	<b>119,881</b>
<b>Asset and Investment Purchases</b>					
Used Van	-			-	-
PCs & Printers For New Centres	1,473			1,473	300
Warehouse Equipment	-			-	2,443
Savings Deposits' Admin Fees	790			790	191
Savings Deposits	90,546			90,546	274,424
				0	
<b>Total payments</b>	<b>218,440</b>	<b>23,458</b>	<b>-</b>	<b>241,898</b>	<b>397,239</b>
<b>Net of receipts/payments</b>	<b>- 27,149</b>	<b>- 1,999</b>	<b>-</b>	<b>- 29,148</b>	<b>- 220,520</b>
<b>A5 Transfers between funds</b>					
A6 Cash funds last year end	47,277	6,380		53,657	274,177
Cash funds this year end	20,128	4,381	-	24,509	53,657

## 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>	<b>Bank Accounts</b>	<b>20,088</b>	<b>4,381</b>	<b>-</b>
	Petty Cash	40		-
	<b>Total cash funds</b>	<b>20,128</b>	<b>4,381</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
<b>B2 Other monetary assets</b>	<b>Fixed Term(s) Interest Yielding Deposits</b>	<b>364,970</b>	<b>-</b>	<b>-</b>
	Fund to which asset belongs	Cost (optional)	Current value (optional)	
<b>B4 Assets retained for the charity's own use</b>	<b>Van</b>		<b>13,423</b>	<b>3,000</b>
	Fund to which asset belongs	Cost (optional)	Current value (optional)	
<b>B5 Liabilities</b>	<b>Fund to which liability relates</b>			

## NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 30<sup>th</sup> SEPTEMBER 2023

These accounts are prepared on a Receipts and Payments basis, with all income and expenditure shown on a cash basis.

The CIO has two funds: an Unrestricted General Fund and a Restricted Fund.  
The latter comprises grants received from the following, not yet fully expended:

HCC Councillor Discretionary Grant	£200	Lap-top for Centre
Christmas Lunches for the lonely	£254	Christmas Lunches
Trussell Trust	£3,927	Support for CAB & CAP Advisor presence

TOTAL Restricted Income £4,381

On 1st January 2023, the Foodbank entered into a 5 year full repairing lease, to rent its current premises from Vivid Housing Association, until 31st December 2027.  
The financial obligations under the lease agreement comprise:

	Rent	Service Charge	Total
Due within 12 months	£37,200	£1,926	£39,126
Due greater than 12 months	£149,130	£10,875	£160,005
	£186,330	£12,801	£199,131

All Fixed Term savings deposits are covered by FSCS Guarantee Scheme  
All Fixed Term savings deposits mature within 12 months of period end date

The CIO has no outstanding guarantees to third parties nor any debts secured on the assets of the CIO

No remuneration was paid to any Trustee.

Signature	Print Name	Date of approval
Phil Thomas - Chair	Pat Murphy-Treasurer	30th April 2024

Signed by one or two trustees on behalf of all the trustees





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
BASINGSTOKE FOODBANK

On accounts for the year  
ended

30 SEPTEMBER 2023

Charity no  
(if any)

1154319

Set out on pages

(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:

*Colleen Eldridge*

Date:

30 April 2024

Name:

Colleen Eldridge

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

Address:

Drewitts Ash, Hannington, Tadley RG26 5UA