

Company registration number: CE001314
Charity registration number: 1154363

Leeds South and East Foodbank

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Leeds South and East Foodbank

Contents

Page

Reference and Administrative Details	1
Trustees' Report	2 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14

Leeds South and East Foodbank
Reference and Administrative Details

Trustees

Mr John Casey
Ms Barbara Tate
Mr Charles Wood

Charity Registration Number

1154363

Company Registration Number

CE001314

Registered Office

Unit 18, Millshaw Park Avenue
Millshaw Industrial Estate
Leeds
LS11 0LR

Independent Examiner

Laurence Anthony Flasher FCA
Josephs Chartered Accountants
635B Roundhay Road
Leeds
West Yorkshire
LS8 4BA

Solicitors

Legal Studio Solicitors
The Tannery
91 Kirkstall Road
Leeds
LS3 1HS

Bankers

Unity Trust Bank plc
Four Brindleyplace
Birmingham
B1 2JB

Leeds South and East Foodbank

Trustees Report

The Trustees present the annual report together with the financial statements of the charitable organisation for the year ended 31 March 2021.

Trustees

John Casey
Barbara Tate
Charlie Wood
Sandeep Bansal (resigned 20 04 21)
Barry Seaton (resigned 14 09 21)

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Leeds South and East Foodbank for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

General

The Trust is a Charitable Incorporated Organisation operating a foodbank licensed by The Trussell Trust in the South and East of the City of Leeds.

Its objects, as contained in its governing document, are to relieve people in Leeds who are in conditions of need, hardship or distress in such ways as trustees think fit.

Further information about The Trussell Trust is available at <http://www.trusselltrust.org/>

Leeds South and East Foodbank

Trustees Report (Continued)

Purpose

Our purpose is to feed the hungry in South and East Leeds and to help people take control of their circumstances by addressing the root causes of their need.

We do this by providing a safe non-judgmental place to be heard, and to find out about other possible areas of help. As well as providing emergency food, the foodbank aims to connect people with a range of other services designed to support them as they seek to address the longer-term effects of poverty and exclusion.

Working with others, our larger aim is to put an end to the scandal of hunger in Leeds and the UK.

Public Benefit

The trustees confirm that they have complied with the requirements of S17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Structure, governance and management

The Trust is governed by a Board of Trustees who are responsible for controlling and managing the Trust, working closely with a small staff team. The Board has ultimate responsibility for directing the Trust's affairs, for ensuring it is solvent and well-run, in order to making sure it delivers the public benefits for which it was set up.

At the time of this report the Trust employed 4 part-time staff who are backed by a team of dedicated volunteers.

Response to the Covid 19 pandemic

The year was dominated by the pandemic. We were able during this time to provide an effective response to challenging circumstances, to support our team and to maintain good governance.

We did this by forming an Executive Group of staff and board members who met remotely, sometimes every week. This meant we could assess a fast-moving picture and make quick decisions.

We continued to provide a service throughout. However, to protect our staff and those volunteers who were not shielding, we had to close all our outlets and move instead to a new delivery model, based out of a single distribution hub. A much-valued team of volunteer drivers took food parcels direct to people's homes.

By April 2021 we had re-opened 6 of our 11 outlets with the others re-opening during 2021. Our staple team of volunteers has been depleted since March 2020 and we are keen to refresh and rebuild their number.

Our staff and key volunteers deserve a special mention. They worked tirelessly and sacrificially throughout. What has been achieved would not have been possible without their dedication and commitment.

The local authority, together with a wide variety of local agencies and initiatives, provided a massive response to the need for emergency food. Because of this additional provision, demand for the trust's services reduced; it provided 36% fewer meals compared to the previous year. The Council-led emergency provision has since been scaled back and demand is once again increasing.

The profile of our clients also changed during the pandemic, for example, those who became unemployed, self-employed people with no income, people on zero hours contracts whose services were not required.

Leeds South and East Foodbank

Trustees Report (Continued)

Response to the Covid 19 pandemic (Continued)

The pandemic did have some benefit for the Trust. We were able to streamline our referral processes; we gained efficiency and flexibility by innovating our working practices; we began to work with new partners and supporters.

Unfortunately, the closures and the ongoing pandemic meant we were no longer able to offer a face-to-face signposting service. We are determined to reinstate this core feature of our offer to clients. In the same spirit of innovation, we are piloting a system of remote signposting where clients can access a free, confidential phone line to talk with one of our specially trained volunteers.

The local community and local businesses have been immensely generous. Some significant financial donations mean that the Trust's position is very healthy and enables the Board to make some prudential provision for future years to sustain the work of the Trust. (See Reserves Policy below).

An immediate effect of the increase in funds was to enable us to move to larger warehouse premises with more space and better working conditions. We were also able to extend the working hours of existing staff and to create a new administrative role.

Strategy

Our longer-term strategy is to maintain a focus on reducing the need for foodbanks. We will do this by continuing to collaborate with partners to build greater food resilience amongst our clients. We will include, for example, referral to such agencies as Money Buddies (debt counselling and budgeting), participation in a local pilot for cash grants, providing in-service training and accreditation for volunteers currently out of work.

Performance

During the year to 31 March 2021 notional income increased to £515,073, (2020: £292,835) of which cash donations (restricted and unrestricted) of totalled £366,692, and food donations totalled £148,381.

During the period we distributed 64.07 tonnes of food, representing nearly 27,000 meals.

In addition the Trust received donations of fresh/perishable goods from a locally based on-line business. Due to the nature of the goods the Trust does not yet have a suitable method for determining the weight of donated fresh/perishable goods the notional value of which is not included in the accounts. It is expected that a suitable method will be introduced for inclusion in next year's accounts.

Operationally, the Trust incurred costs of £104,144 (2020: £71,469) distributing food to the value of £116,779 (2020: £181,632).

Reserves Policy

The Trustees' policy is to maintain sufficient reserves to give a stable base for its continuing activities. Unrestricted reserves at 31 March 2021 increased to £362,623 (2020: £70,973).

There are future operating lease rental commitments (inclusive of VAT, exclusive of service charges) in respect of the warehouse premises at 18, Millshaw Park Avenue, Millhouse Industrial Estate, Leeds LS11 0LR as follows:-

	£
Due within 1 year	37,800
Due after 1 year	<u>135,450</u>
Total	<u>£173,250</u>

Leeds South and East Foodbank

Trustees Report (Continued)

Reserves Policy (Continued)

The Trustees consider that the level of reserves is more than adequate for the continuing operation of the charity, based on six months' operational expenses. It provides opportunity to set aside sufficient reserves to meet known future costs associated with the current 5-year lease on the warehouse.

The Board looks closely at funding levels every three months. The trustees are satisfied that the current level of funding is adequate to meet its financial obligations over the next 12 months.

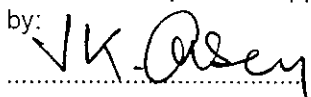
Risk Management

The Board conducts a review of major risks every year. These are updated at quarterly governance meetings and with staff at periodic intervals during the year. Where appropriate, mitigations are put in place to reduce both the severity and likelihood of such risks.

Independent Examiner

Laurence Anthony Flasher FCA has been re-appointed independent examiner for the ensuing year.

The annual report was approved by the Trustees of the Charity on 30.11.21 and signed on its behalf by:



Mr John Casey

Trustee

Leeds South and East Foodbank

Independent Examiner's Report to the trustees of Leeds South and East Foodbank ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Leeds South and East Foodbank are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Leeds South and East Foodbank as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.


.....
Laurence A Flasher
Independent Examiner

635b Roundhay Road
Leeds
West Yorkshire
LS8 4BA

Date: 28/1/2021

Leeds South and East Foodbank

Statement of Financial Activities for the year ended 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds 2020 £
Income from charitable activities					
Grants and cash donations	2	301,779	64,913	366,692	85,371
Food donated in kind	3	<u>148,381</u>	<u>-</u>	<u>148,381</u>	<u>207,464</u>
		£ 450,160	£ 64,913	£ 515,073	£ 292,835
		=====	=====	=====	=====
Expenditure on charitable activities					
Food donations		116,779	-	116,779	181,632
Wages and salaries	5	57,256	-	57,256	32,634
Transportation		14,878	-	14,878	11,591
Rent and rates		17,646	-	17,646	13,796
Light, heat and power		1,788	-	1,788	1,805
Insurance		407	-	407	394
Repairs and maintenance		1,384	-	1,384	3,044
Depreciation		2,741	-	2,741	1,497
Administration costs		2,500	-	2,500	3,223
Telephone and communications		838	-	838	612
General expenses		3,062	-	3,062	1,288
Fees		360	-	360	390
Independent examiner's fee		1,100	-	1,100	1,050
Bank charges		<u>184</u>	<u>-</u>	<u>184</u>	<u>145</u>
Total expenditure		£ 220,923	£ -	£220,923	£ 253,101
		=====	=====	=====	=====
Net income		229,237	64,913	294,150	39,734
Transfers between funds	4	62,413	(62,413)	-	-
Total funds brought forward		<u>70,973</u>	<u>-</u>	<u>70,973</u>	<u>31,239</u>
		£ 362,623	£ 2,500	£ 365,123	£ 70,973
		=====	=====	=====	=====

This Statement of Financial Activities includes all gains and losses recognised in the year.

All activities are classed as continuing.

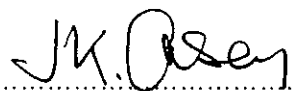
The comparative figures for each fund are shown as notes to the accounts.

Leeds South and East Foodbank

(Registration number: CE001314)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	6	8,225	1
Current assets			
Donated goods awaiting distribution	7	75,842	44,151
Debtors	8	22,636	240
Cash at bank and in hand	9	<u>260,010</u>	<u>27,632</u>
		358,488	72,023
Creditors: Amounts falling due within one year	10	<u>(1,590)</u>	<u>(1,051)</u>
Net current assets		<u>356,898</u>	<u>70,972</u>
Net assets		£ 365,123 =====	£ 70,973 =====
Funds of the charity			
Income funds			
Restricted funds	11	2,500	-
Unrestricted funds		<u>362,623</u>	<u>70,973</u>
Total funds		£ 365,123 =====	£ 70,973 =====

The financial statements on pages 7 to 14 were approved by the Trustees, and authorised for issue on 30.11.21 and signed on their behalf by:



Mr John Casey

Trustee

Leeds South and East Foodbank

Notes to the Financial Statements for the year ended 31 March 2021

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Leeds South and East Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Gifts

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Donations of non-perishable goods for onward transmission to beneficiaries are included in the Statement of Financial Activities as incoming resources and resources expended when they are distributed. The goods are valued by weight at an amount per kilogramme from time to time determined by The Trussell Trust.
- (ii) Donation of perishable and fresh goods are not valued.
- (iii) Donations for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them.

Leeds South and East Foodbank

Notes to the Financial Statements for the year ended 31 March 2021

1 Accounting policies (Continued)

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Leeds South and East Foodbank

Notes to the Financial Statements for the year ended 31 March 2021

1 Accounting policies (Continued)

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar instrument.

2 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Grants and cash donations	301,779	-	301,779	85,371
The Trussell Trust	-	19,313	19,313	-
United Building Limited	-	500	500	-
Charities Aid Foundation	-	10,000	10,000	-
National Lottery	-	10,000	10,000	-
West Riding Masonic Charities	-	2,500	2,500	-
Coalfields Regeneration	-	10,000	10,000	-
Community Foundation for Leeds	-	12,500	12,500	-
Leeds City Council	-	100	100	-
	<u>£301,779</u>	<u>£ 64,913</u>	<u>£ 366,692</u>	<u>£85,371</u>
	=====	=====	=====	=====

3 Food donated in kind

Food donated in kind	£ 148,381	£ -	£ 148,381	£ 207,464
	=====	=====	=====	=====

Food donated in kind is included at a fair value based on a value per kilogramme of £1.75 (2020: £1.75) determined by the Trussell Trust and the resulting amount included as Unrestricted income

Leeds South and East Foodbank

Notes to the Financial Statements for the year ended 31 March 2021

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
4 Transfers between funds				

Transfers between funds	£ 62,413 =====	£ (62,413) =====	£ - =====	£ - =====
-------------------------	-------------------	---------------------	--------------	--------------

Overall operational, establishment and general expenses are met from Unrestricted funds and Restricted Grants towards those overall costs are included as a transfer in total between Restricted and Unrestricted Funds.

5 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	£ 57,256 =====	£ 32,634 =====

The average number of employees during the year was 4 (2020 - 3). In addition the Trust is supported by a total of 100 unpaid volunteer workers including 12 administrative and 10 store/delivery volunteers.

No employee received emoluments of more than £60,000 during the year.

6 Tangible fixed assets

	Furniture and Equipment £	Total £
Cost		
At 1 April 2020	15,698	15,698
Additions	<u>10,965</u>	<u>10,965</u>
As at 31 March 2021	£ <u>26,663</u>	£ <u>26,663</u>
Depreciation		
At 1 April 2020	15,697	15,697
Charge for the year	<u>2,741</u>	<u>2,741</u>
At 31 March 2021	£ 18,438 =====	£ 18,438 =====
Net Book value		
At 31 March 2021	£ 8,225 =====	£ 8,225 =====
At 31 March 2020	£ 1 ==	£ 1 ==

Leeds South and East Foodbank

Notes to the Financial Statements for the year ended 31 March 2021

7. Donated goods awaiting distribution	2021	2020
	£	£
Donated goods awaiting distribution	£ 75,842	£44,151
	=====	=====
Donated goods are included at fair value based on a value per Kilogram of £1.75 (2020: £1.75) determined by the Trussell Trust.		
8. Debtors	2021	2020
	£	£
Other debtors and prepayments	£ 22,636	£ 240
	=====	=====
9. Cash and cash equivalents	2021	2020
	£	£
Cash on hand	32	273
Cash at bank	<u>259,978</u>	<u>27,359</u>
	£ 260,010	£ 27,632
	=====	=====
10. Creditors: amounts falling due within one year	2021	2020
	£	£
Other creditors	£ 1,590	£ 1,051
	=====	=====

Leeds South and East Foodbank

Notes to the Financial Statements for the year ended 31 March 2021

11 Movement in funds

	Brought Forward £	Incoming resources £	Resources expended £	Carried forward £
The Trussell Trust	-	19,313	(19,313)	-
United Building Limited	-	500	(500)	-
Charities Aid Foundation	-	10,000	(10,000)	-
National Lottery	-	10,000	(10,000)	-
West Riding Masonic Charities	-	2,500	(2,500)	-
Coalfields Regeneration Fund	-	10,000	(10,000)	-
Community Foundation for Leeds	-	12,500	(10,000)	2,500
Leeds City Council	-	100	(100)	-
	£ -	£ 64,913	£ (62,413)	£ 2,500
	=====	=====	=====	=====

The Trussell Trust

Grants from the Trussell Trust are contributions towards payroll and training costs including additional costs relating to Covid 19.

United Building Limited

The grant from United Building Limited was a contribution towards food costs.

Charities Aid Foundation

The grant from the Charities Aid Foundation was originally a contribution towards food costs that, with their agreement, was reallocated to general running costs.

National Lottery

The grants from the National Lottery were awarded as contributions to various running costs.

West Riding Masonic Charities

The grant from West Riding Masonic Charities was a contribution towards transportation costs.

Coalfields Regeneration Fund

The grant from the Coalfields Regeneration Fund was a contribution towards warehouse, rental and equipment costs.

Community Foundation for Leeds

The grants from the Community Foundation for Leeds were contributions towards warehouse and wages costs and for the purchase of tablet computers for use at collection points.

Leeds City Council

The grant from Leeds City Council was a contribution towards food costs.