

# BASSETLAW FOOD BANK

England & Wales · Charity number 1154703

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2013-11-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Community Way  
Shrewsbury Road  
Nottinghamshire  
S80 2TU

**Phone** 07841564089

**Email** [info@BASSETLAWFOODBANK.ORG](mailto:info@BASSETLAWFOODBANK.ORG)

**Website** [www.bassetlawfoodbank.org](http://www.bassetlawfoodbank.org)

## Activities

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**Objects:** THE CHARITY'S OBJECTS ARE TO RELIEVE FINANCIAL HARDSHIP AND TO PROMOTE AND PRESERVE GOOD HEALTH AMONGST THE GENERAL PUBLIC IN THE BASSETLAW DISTRICT BY THE PROVISION OF FUNDS, FOOD, GOODS AND SERVICES OF ANY KIND AS DEEMED APPROPRIATE BY THE TRUSTEES.

**Activities:** We are an independent food bank that operates in the Bassetlaw area. Referral Partner Agencies and individuals from anywhere within Bassetlaw can contact us to request an emergency food parcel. The parcel provides food for a 7 day period. We also run a number of other project to increase the accessibility and affordability of food. More information is available at [www.bassetlawfoodbank.org](http://www.bassetlawfoodbank.org)

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

- Nottinghamshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£360,881	£438,314	-	-
2024-03-31	£428,003	£396,448	-	-
2023-03-31	£433,827	£287,054	-	-
2022-03-31	£174,024	£102,206	-	-
2021-03-31	£146,083	£41,235	-	-

## Trustees

Name	Role	Appointed
<b>KEVIN DUKES</b>	Chair	2021-01-12
Christine Oldfield		2022-08-09
Emily Hoe-Crook		2022-06-16
Karen Whitlam		2020-01-14
Kathy Cowbrough		2019-06-12
Malcolm Lane-Ley		2022-10-11
Rebecca Cullen		2023-02-21
Robert H Lamb		2018-06-13

**BASSETLAW FOOD BANK**

England & Wales - Charity number 1154703

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# Accounts

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## Information required for your annual report

This is for Charities not subject to full Audit

This information is required in order for you to comply with reporting requirements under the Charities Act. Please write your responses exactly as you want them to appear in your accounts. Use your mouse or tab key to move from grey box to grey box to complete this form. Once completed, save it and email it back to us. This is your chance to tell people what you do. Feel free to write as much as you like and we will put this into the report and accounts.

Group's full name: Bassetlaw Food Bank
Other names by which you are known: BFB
The main contact address for the organisation: Bassetlaw Food Bank, Community Way, off Shrewsbury Road, Worksop, S80 2TU
Your charity registration number: 1154703 And (if applicable) Your company registration number:

Names of all current trustees, (directors)

Name	Start date if not serving since the start of this accounting period <b>dd/mm/yy</b>	Office held (if applicable)
Kevin Dukes		Chair
Bob Lamb		Vice Chair
Karen Whitlam		
Kathy Cowbrough		
Rebecca Cullen		
Christine Oldfield		Secretary
Emily Hoe-Crook		

Names of other trustees, (directors) who have served during the period covered by the accounts but are not currently serving. (Continue on a separate sheet if necessary)

Name	Date of resignation/departure <b>dd/mm/yy</b>
John Blackwell	10/09/2024
Malcolm Lane-Ley	10/12/2024

**The names, job titles and remuneration & benefits paid to your senior management staff**

Robert Garland - CEO until March 2024. Salary £37,537.11pa

Ellen Ryan - CEO from March 2024. Salary £39,000pa

Laura Kennedy - Supporter Engagement Manager. Salary £30,875.71pa

**The methods adopted for the recruitment and appointment of new trustees** (How are your trustees appointed?):

The interested person applies via a form we have, and we invite them in to meet with a member of staff and have a tour of BFB. Then the Chair meets with the applicant and reports back to the Board. The applicant is then invited to observe a Trustees' meeting. The Board vote on whether to accept them as a Trustee at the same meeting, after the applicant has left.

**Objectives and activities**

What are the formal purposes (objectives) of your charity, as set out in your governing document?

To relieve financial hardship and to promote and preserve good health amongst the general public in the Bassetlaw District by the provision of funds, food, goods and services of any kind as deemed appropriate by the trustees

What are your main activities? (the things you do in order to achieve the objectives)

Bassetlaw Food Bank's main activity is to distribute emergency food parcels to those experiencing food insecurity. This is accomplished by collecting food donations from the general public, organisations & businesses in as many ways as possible.

The staff, volunteers and trustees use many publicity streams including local press, social media and public speaking opportunities to educate the local population on the need to support those living in our area who are suffering through poverty.

Food and other essentials are collected from many collection points across the district in churches, local businesses, schools, supermarkets etc. (or dropped off by the public directly at our warehouse) and taken to the BFB warehouse where the donations are sorted.

Parcels containing enough food and toiletries for seven days are put together. (varying sizes for a single person, couple or family).

Clients who are in need are referred to the food bank by our referral agents who are working with the client in other ways to alleviate their immediate problems. A member of staff triages each request by phone.

Parcels are then collected by volunteer drivers or staff and delivered out to service users all across Bassetlaw by 6pm each day.

Additionally we operate several schemes aimed at increasing the access and affordability of food, with the aim of helping households who have experiences, or are at risk of experiencing food insecurity. These include a subsidised fruit & veg's box scheme, where households pay £4 and get a box of fresh produce delivered every other week. We support 100 households with this scheme.

The charity runs a mobile community shop which serves 10 villages across Bassetlaw. Membership is free to residents of those villages and members can buy food and household

basics at a subsidised rate. This helps stretch their budget and reduces the need for emergency food parcels in those areas. It also gives BFB another way to signpost residents to other help available in Bassetlaw.

We run a lunch club in partnership with Harworth & Bircotes Town Hall, where residents can get a hot two course meal for £4. This ensures attendees get at least one hot cooked meal a week, and creates an opportunity for socialising, around which a strong support network has been built.

We run a community allotment project on the land next to the warehouse, where we grow produce for Lunch Club and for emergency food parcels.

In order to raise funds the charity takes donations of goods and sells them on Ebay and on the outdoor Market in Retford.

At the end of 2024 we opened BFB Hive, a community project that includes a Café, Laundrette and two community rooms. In the café we offer reasonably priced meals to the general public, as well as having the capacity to gift meals to service users and those who are struggling. The laundrette can similarly be a paid for or gifted service.

How do these activities benefit the public?

As our criteria is that we are providing an emergency service for those who are experiencing Food Insecurity, we are supporting individuals and families who would otherwise be unable to feed themselves, or who have so little income that they have to choose between food, fuel or housing costs. These choices leave families facing stress, homelessness and ill health.

By providing a food parcel to those who are in such need, it allows other agencies (our referral agencies) the time to find support in other ways for these clients.

Providing emergency food parcels helps to give individuals and families who are in need enough food to keep them reasonably well nourished for a few days, staving off health issues associated with malnourishment as well as alleviating the mental strain being in a crisis like this.

The additional projects increase the accessibility and affordability of food, which helps households stretch their budgets further and reduces the likelihood that they will need to request and emergency food parcel in the future.

There are also the additional benefits of these projects, like the support networks built between attendees of Lunch Club or customers of the community shop and even shoppers who regularly visit our market stall.

Please confirm that you have considered the charity Commission's guidance on 'public benefit'.

[Click here](#) for a link to this guidance.

We have considered the guidance.

### **Summary of the main achievements during the period**

What did you actually do? (You could add some statistics if you like, and give more detail of your activities):

Between April 2024 and March 2025 BFB supplied emergency food parcels to 3,303 people

across 1,636 households.

We delivered around 1,800 fruit & veg boxes to families in Bassetlaw, served around 125 customers a week at Bassetlaw Community Shop and 2,070 meals at Lunch Club.

We are able to do this with a team of around 90 volunteers, who give their time to help with many vital tasks throughout the charity.

We served 726 people at the BFB Hive café in our first four months, and supported 5 organisations with space to deliver their services in Manton.

### **Financial review**

**Please comment on your financial position at the end of the reporting period** (You might for example, refer to the surplus or deficit you've made, or the movement in the fund balances. Are you happy? – the choice is yours. )

We ended the financial year with a deficit of around £5,000 more than we anticipated. While this is not ideal, we did know launching BFB Hive this year would use a proportion of our surplus put aside from previous years, which would be an unusual situation. We don't anticipate this to be the case next financial year.

**What is your policy on reserves?** (Your policy should include: why you need reserves, the target level, your current position, your plans to increase or use your reserves and how often you review this policy. If you do not need reserves you should explain the reason.)

Our policy is to hold enough reserves to operate the core purpose of the charity, providing emergency food parcels, for six months. This is currently held in a separate savings account and the policy and amount is reviewed annually.

### **What financial risks do you face?**

The grant giving landscape continues to be challenging, with less grant available against more demand. While we have continued to diversify our income streams this still causes some concern as grants have typically covered larger costs like wages for different projects.

The rise in wages and on cost puts pressure on the charity's finances, but we are still committed to paying the Real Living Wage.

Recent changes to the benefits system looks likely to increase demand for our services, which will in turn increase our delivery costs, but we are committed to providing the best support we can for residents of Bassetlaw.

### **If any of your funds are in deficit, what are you planning to do about it?**

We still have surplus in our bank account.

**Detailed information if you hold funds for 3rd parties** (other groups or individuals): names

and their main objects, a description of the assets held, opening balances/ in/ out/ closing balances  
N/A

## Funds

**If your accounts include any designated or restricted funds, the notes to the accounts need to include a short explanation of the purpose and of each fund.**

For example:

Name of fund: "*The vehicle replacement fund*"

Purpose: "*To build up sufficient funds to replace vehicles on a 5 year schedule*"

**For each fund you hold, please give the details:**

Community Shop - Wages, running costs and stock for Bassetlaw Community Shop

CSL - Future energy expenses

Grow it, Fix it - Wages and equipment for the community allotment and woodworking project.

Lottery Grant - Costs associated with the warehouse building

Lunch Club - wages, food costs, equipment and expenses for the Wednesday Lunch Club held at Harworth & Bircotes Town Hall

NCC Covid Fund - Fruit & veg' boxes, volunteer expenses and admin costs of the scheme.

Community Hub Project - BFB Hive, Café, Laundrette and community spaces. Covers wages, food and equipment costs.

## Additional information

**This is a chance to add any other information to your report.**

For example: if you give grants, what is your policy? Do you want to say anything about your funders or supporters?

N/A

Charity registration number: 1154703

# Bassetlaw Food Bank

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

## **Bassetlaw Food Bank**

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# **Bassetlaw Food Bank**

## **Reference and Administrative Details**

<b>Trustees</b>	Kevin Dukes, Chair Robert Lamb, Vice Chair Karen Whitlam Kathy Cowbrough Emily Hoe-Crook Christine Oldfield, Secretary Rebecca Cullen
<b>Senior Management Team</b>	Ellen-Scarlett Ryan, CEO, from March 2025 Robert Garland, CEO, until March 2025 Laura Kennedy, Supporter Engagement Manager
<b>Charity Registration Number</b>	1154703
<b>Principal Office</b>	Community Way Shrewsbury Road Worksop S80 2TU
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **Bassetlaw Food Bank**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2025.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

Kevin Dukes, Chair
Robert Lamb, Vice Chair
Karen Whitlam
Kathy Cowbrough
Emily Hoe-Crook
Christine Oldfield, Secretary
Rebecca Cullen
Malcolm Lane-Ley (resigned 10 December 2024)
John Blackwell (deceased)

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is operated under the rules of its constitution adopted 23rd April 2013 and most recently amended 17th June 2015.

#### ***Recruitment and appointment of trustees***

The interested person applies via a form we have, and we invite them in to meet with a member of staff and have a tour of BFB. Then the Chair meets with the applicant and reports back to the Board. The applicant is then invited to observe a Trustees' meeting. The Board vote on whether to accept them as a Trustee at the same meeting, after the applicant has left.

### **Objectives and activities**

#### ***Objects and aims***

To relieve financial hardship and to promote and preserve good health amongst the general public in the Bassetlaw District by the provision of funds, food, goods and services of any kind as deemed appropriate by the Trustees.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### *Objectives, strategies and activities*

Bassetlaw Food Bank's main activity is to distribute emergency food parcels to those experiencing food insecurity. This is accomplished by collecting food donations from the general public, organisations & businesses in as many ways as possible.

The staff, volunteers and trustees use many publicity streams including local press, social media and public speaking opportunities to educate the local population on the need to support those living in our area who are suffering through poverty.

Food and other essentials are collected from many collection points across the district in churches, local businesses, schools, supermarkets etc. (or dropped off by the public directly at our warehouse) and taken to the BFB warehouse where the donations are sorted.

Parcels containing enough food and toiletries for seven days are put together (varying sizes for a single person, couple or family).

Clients who are in need are referred to the food bank by our referral agents who are working with the client in other ways to alleviate their immediate problems. A member of staff triages each request by phone.

Parcels are then collected by volunteer drivers or staff and delivered out to service users all across Bassetlaw by 6pm each day.

Additionally, we operate several schemes aimed at increasing the access and affordability of food, with the aim of helping households who have experiences, or are at risk of experiencing food insecurity. These include a subsidised fruit & veg's box scheme, where households pay £4 and get a box of fresh produce delivered every other week. We support 100 households with this scheme.

The charity runs a mobile community shop which serves 10 villages across Bassetlaw. Membership is free to residents of those villages and members can buy food and household basics at a subsidised rate. This helps stretch their budget and reduces the need for emergency food parcels in those areas. It also gives BFB another way to signpost residents to other help available in Bassetlaw.

We run a lunch club in partnership with Harworth & Bircotes Town Hall, where residents can get a hot two course meal for £4. This ensures attendees get at least one hot cooked meal a week, and creates an opportunity for socialising, around which a strong support network has been built.

We run a community allotment project on the land next to the warehouse, where we grow produce for Lunch Club and for emergency food parcels.

In order to raise funds the charity takes donations of goods and sells them on Ebay and on the outdoor Market in Retford.

At the end of 2024 we opened BFB Hive, a community project that includes a Café, Launderette and two community rooms. In the Café we offer reasonably priced meals to the general public, as well as having the capacity to gift meals to service users and those who are struggling. The launderette can similarly be a paid for or gifted service.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### ***Public benefit***

As our criteria is that we are providing an emergency service for those who are experiencing Food Insecurity, we are supporting individuals and families who would otherwise be unable to feed themselves, or who have so little income that they have to choose between food, fuel or housing costs. These choices leave families facing stress, homelessness and ill health.

By providing a food parcel to those who are in such need, it allows other agencies (our referral agencies) the time to find support in other ways for these clients.

Providing emergency food parcels helps to give individuals and families who are in need enough food to keep them reasonably well nourished for a few days, staving off health issues associated with malnourishment as well as alleviating the mental strain being in a crisis like this.

The additional projects increase the accessibility and affordability of food, which helps households stretch their budgets further and reduces the likelihood that they will need to request an emergency food parcel in the future.

There are also the additional benefits of these projects, like the support networks built between attendees of Lunch Club or customers of the community shop and even shoppers who regularly visit our market stall.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Achievements and performance**

Between April 2024 and March 2025 BFB supplied emergency food parcels to 3,303 people across 1,636 households.

We delivered around 1,800 fruit & veg boxes to families in Bassetlaw, served around 125 customers a week at Bassetlaw Community Shop and 2,070 meals at Lunch Club.

We are able to do this with a team of around 90 volunteers, who give their time to help with many vital tasks throughout the charity.

We served 726 people at the BFB Hive café in our first four months, and supported 5 organisations with space to deliver their services in Manton.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### **Financial review**

We ended the financial year with a deficit of around £5,041 more than we anticipated in the budget. While this is not ideal, we did know launching BFB Hive this year would use a proportion of our surplus put aside from previous years, which would be an unusual situation. We don't anticipate this to be the case next financial year.

#### ***Policy on reserves***

Our policy is to hold enough reserves to operate the core purpose of the charity, providing emergency food parcels, for six months. This is currently held in a separate savings account and the policy and amount is reviewed annually.

#### ***Major risks and management of those risks***

##### ***Financial risks***

The grant giving landscape continues to be challenging, with less grant available against more demand. While we have continued to diversify our income streams this still causes some concern as grants have typically covered larger costs like wages for different projects.

The rise in wages and on cost puts pressure on the charity's finances, but we are still committed to paying the Real Living Wage.

Recent changes to the benefits system looks likely to increase demand for our services, which will in turn increase our delivery costs, but we are committed to providing the best support we can for residents of Bassetlaw.

## Bassetlaw Food Bank

### Statement of Trustees' Responsibilities

The trustees 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.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on ..... and signed on its behalf by:



Kevin Dukes  
Trustee

## Bassetlaw Food Bank

### Independent Examiner's Report to the trustees of Bassetlaw Food Bank

#### Independent examiner's report to the trustees of Bassetlaw Food Bank

I report to the trustees on my examination of the accounts of Bassetlaw Food Bank (the Charity) for the year ended 31 March 2025.

#### Responsibilities and basis of report

As the trustees of the charity 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 Charity'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.

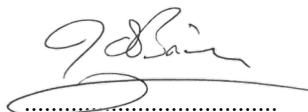
#### Independent examiner's statement

Since the Charity'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 and Fellow of the Association of Charity Independent Examiners, 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.



John O'Brien MSc, FAIA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 23/06/25

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2025

	Note	Unrestricted £	Restricted £	Total 2025 £	Total 2024 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	86,403	-	86,403	97,805
Charitable activities	3	5,676	149,373	155,049	190,031
Other trading activities	4	87,857	-	87,857	77,392
Investment income	5	2,654	-	2,654	2,230
Other income	6	28,918	-	28,918	60,545
<b>Total Income</b>		<u>211,508</u>	<u>149,373</u>	<u>360,881</u>	<u>428,003</u>
<b>Expenditure on:</b>					
Charitable activities	8	<u>(205,767)</u>	<u>(232,547)</u>	<u>(438,314)</u>	<u>(369,448)</u>
<b>Total Expenditure</b>		<u>(205,767)</u>	<u>(232,547)</u>	<u>(438,314)</u>	<u>(369,448)</u>
Net income/(expenditure)		5,741	(83,174)	(77,433)	58,555
Gross transfers between funds		<u>(55,259)</u>	<u>55,259</u>	<u>-</u>	<u>-</u>
Net movement in funds		(49,518)	(27,915)	(77,433)	58,555
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>365,143</u>	<u>62,644</u>	<u>427,787</u>	<u>369,232</u>
Total funds carried forward	19	<u><u>315,625</u></u>	<u><u>34,729</u></u>	<u><u>350,354</u></u>	<u><u>427,787</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2025 (continued)

These are the figures for the previous accounting period and are included for comparative purposes

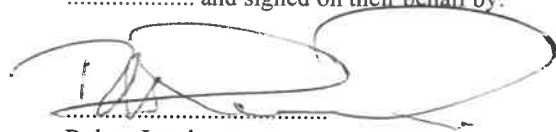
	Note	Unrestricted £	Restricted £	Total 2024 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	97,805	-	97,805
Charitable activities	3	3,914	186,117	190,031
Other trading activities	4	77,392	-	77,392
Investment income	5	2,230	-	2,230
Other income	6	60,545	-	60,545
Total Income		<u>241,886</u>	<u>186,117</u>	<u>428,003</u>
<b>Expenditure on:</b>				
Charitable activities	8	<u>(164,701)</u>	<u>(204,747)</u>	<u>(369,448)</u>
Total Expenditure		<u>(164,701)</u>	<u>(204,747)</u>	<u>(369,448)</u>
Net income/(expenditure)		77,185	(18,630)	58,555
Gross transfers between funds		<u>(8,732)</u>	<u>8,732</u>	<u>-</u>
Net movement in funds		68,453	(9,898)	58,555
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>296,690</u>	<u>72,542</u>	<u>369,232</u>
Total funds carried forward	19	<u><u>365,143</u></u>	<u><u>62,644</u></u>	<u><u>427,787</u></u>

The notes on pages 11 to 21 form an integral part of these financial statements.

**Bassetlaw Food Bank**  
**(Registration number: 1154703)**  
**Balance Sheet as at 31 March 2025**

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	15	80,504	38,335
<b>Current assets</b>			
Debtors	16	1,690	11,358
Cash at bank and in hand	17	<u>276,999</u>	<u>384,581</u>
		278,689	395,939
<b>Creditors: Amounts falling due within one year</b>	18	<u>(8,839)</u>	<u>(6,487)</u>
<b>Net current assets</b>		<u>269,850</u>	<u>389,452</u>
<b>Net assets</b>		<u>350,354</u>	<u>427,787</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	19	34,729	62,644
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>315,625</u>	<u>365,143</u>
<b>Total funds</b>	19	<u>350,354</u>	<u>427,787</u>

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:



Robert Lamb  
Trustee

# **Bassetlaw Food Bank**

## **Notes to the Financial Statements for the Year Ended 31 March 2025**

### **1 Accounting policies**

#### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### **Basis of preparation**

Bassetlaw Food Bank 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.

#### **Exemption from preparing a cash flow statement**

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### ***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.

#### **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 aggregates 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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **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 costing £500.00 or more 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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Motor vehicles	33.33% straight line
IT equipment	33.33% straight line
Fixtures, fittings & equipment	20% straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (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.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	76,403	76,403	90,315
Grants, including capital grants;			
Government grants	10,000	10,000	7,490
	86,403	86,403	97,805

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Grants & donations	-	149,373	149,373	186,117
Lunch club fees	5,676	-	5,676	3,914
	5,676	149,373	155,049	190,031

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 4 Income from other trading activities

	<b>Unrestricted funds General £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Trading income;			
Shop income from sale of donated goods and services	25,406	25,406	19,853
Community shop revenue	46,860	46,860	46,876
Other trading income	14,775	14,775	9,480
Local fundraising	816	816	1,183
	87,857	87,857	77,392

#### 5 Investment income

	<b>Unrestricted funds General £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Interest receivable and similar income;			
Interest receivable on bank deposits	2,654	2,654	2,230
	2,654	2,654	2,230

#### 6 Other income

	<b>Unrestricted funds General £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Rental income	28,918	28,918	60,545
	28,918	28,918	60,545

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 7 Grants and donations

	Unrestricted funds £	Restricted funds £	Total funds £
Arnold Clark	1,000	-	1,000
Bassetlaw District Council	10,000	45,000	55,000
Bassetlaw Community SPF	-	6,600	6,600
Groundwork	1,000	-	1,000
Morrisons	-	7,992	7,992
Benton Woodroffe	-	1,500	1,500
Just Giving	17,067	-	17,067
Muslim Charity	-	2,700	2,700
National Lottery Community Fund	-	66,890	66,890
Veolia	-	213	213
J N Derbyshire Trust	-	4,000	4,000
Thoresby Charity	1,750	-	1,750
Co-op	1,642	-	1,642
Sundry grants & donations	53,944	9,291	63,235
W G Edwards Charitable Foundation	-	2,187	2,187
Thomas Farr Charity	-	3,000	3,000
	86,403	149,373	235,776

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2025 £	Total 2024 £
Bank charges	716	-	716	610
Cleaning & waste	1,077	1,958	3,035	12,954
Communications	1,018	-	1,018	1,312
Computer & consumables	2,687	346	3,033	1,142
Depreciation	16,684	14,713	31,397	16,683
Ebay shop costs	1,269	-	1,269	1,443
Equipment	1,376	1,908	3,284	13,535
Food shopping costs	14,922	57,814	72,736	71,321
Independent examination fee	1,110	-	1,110	1,068
Insurance	7,744	2,050	9,794	7,186
Maintenance & contracts	4,370	1,600	5,970	12,035
Office expenses	1,217	7	1,224	916
Professional fees	7,900	145	8,045	7,313
Salaries, NI & pension	112,370	101,121	213,491	163,337
Staff training, travel & expenses	1,070	294	1,364	1,681
Community Hub project	-	22,835	22,835	-
Sundry payments	473	-	473	537
Utilities	19,967	21,328	41,295	38,981
Van costs	5,732	6,236	11,968	11,292
Volunteer expenses	4,065	192	4,257	6,102
	205,767	232,547	438,314	369,448

#### 9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2025 £	2024 £
Depreciation of fixed assets	31,397	16,683

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
<b>Staff costs during the year were:</b>		
Wages and salaries	201,990	156,723
Social security costs	9,415	4,953
Pension costs	2,086	1,661
	<u>213,491</u>	<u>163,337</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2025 No	2024 No
Average number of employees	<u>12</u>	<u>10</u>

8 (2024 - 5) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £2,086 (2024 - £1,661).

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

The total employee benefits of the key management personnel of the charity were £101,579 (2024 - £67,168).

#### 11 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2025 £	2024 £
Independent examination	925	890
	<u>925</u>	<u>890</u>

#### 12 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 13 Related party transactions

There were no related party transactions in the year.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 15 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2024	44,710	21,500	1,723	67,933
Additions	73,566	-	-	73,566
At 31 March 2025	118,276	21,500	1,723	141,499
<b>Depreciation</b>				
At 1 April 2024	15,033	13,417	1,148	29,598
Charge for the year	23,655	7,167	575	31,397
At 31 March 2025	38,688	20,584	1,723	60,995
<b>Net book value</b>				
At 31 March 2025	79,588	916	-	80,504
At 31 March 2024	29,677	8,083	575	38,335

The Charity has the use of the premises - Manton Community Centre, Shrewsbury Road, Worksop, S80 2TU, which is held on trust by Robert Lamb, Karen Whitlam, Kevin Dukes.

The Charity also enjoys use of the premises at 78 Lowtown Street, Worksop, on a peppercorn rent to Bassetlaw District Council.

#### 16 Debtors

	2025 £	2024 £
Prepayments	1,585	2,219
Other debtors	105	9,139
	1,690	11,358

#### 17 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	641	399
Cash at bank	276,358	384,182
	276,999	384,581

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 18 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	4,162	2,449
Accruals	4,677	4,038
	8,839	6,487

#### 19 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	365,143	211,508	(205,767)	(55,259)	315,625
<b>Restricted funds</b>					
Warehouse (Lottery)	20,218	66,890	(84,997)	-	2,111
CSL	15,000	-	-	-	15,000
Fruit & Veg Boxes	21,552	20,748	(24,682)	-	17,618
Electric Van	1,587	-	(1,587)	-	-
Lunch Club	-	8,187	(8,978)	791	-
Grow it, Fix it	-	7,600	(11,150)	3,550	-
Community Shop	4,287	27,000	(59,620)	28,333	-
Community Hub project	-	18,948	(41,533)	22,585	-
<b>Total restricted funds</b>	62,644	149,373	(232,547)	55,259	34,729
<b>Total funds</b>	427,787	360,881	(438,314)	-	350,354

The transfer from the General fund to the restricted funds is to cover the deficit on these activities.

The specific purposes for which the funds are to be applied are as follows:

Fruit & Veg Boxes - Fruit & veg boxes, volunteer expenses and admin costs of the scheme.

Community Hub Project - BFB Hive, Café, Launderette and community spaces. Covers wages, food and equipment costs.

Electric Van - grant to allow the charity to hire an electric van.

Grow it, Fix it - a new community growing project and white goods upcycling workshop. There are funds here for equipment purchases, salary, running costs, volunteer training etc.

Community Shop - running costs, salary, auto costs and fund to purchase stock for the Bassetlaw Community Shop project.

Lunch Club - wages, food costs, equipment and expenses for the Wednesday Lunch Club held at Harworth & Bircotes Town Hall.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

Warehouse (Lottery) - for taking on the lease and maintenance and running costs for BFB's current warehouse location.

CSL - future energy costs.

*These are the figures for the previous accounting period and are included for comparative purposes*

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	296,690	241,886	(164,701)	(8,732)	365,143
<b>Restricted</b>					
Warehouse (Lottery)	-	92,098	(71,880)	-	20,218
CSL	-	15,000	-	-	15,000
Fruit & Veg Boxes	21,905	20,920	(21,273)	-	21,552
Electric Van	2,841	1,500	(2,754)	-	1,587
Time to Shine	7,557	-	(7,557)	-	-
Grow it, Fix it	3,975	9,651	(22,358)	8,732	-
Community Shop	19,548	46,948	(62,209)	-	4,287
JH Rausing Trust	2,109	-	(2,109)	-	-
Community Hub project	14,607	-	(14,607)	-	-
<b>Total restricted funds</b>	<b>72,542</b>	<b>186,117</b>	<b>(204,747)</b>	<b>8,732</b>	<b>62,644</b>
<b>Total funds</b>	<b>369,232</b>	<b>428,003</b>	<b>(369,448)</b>	<b>-</b>	<b>427,787</b>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

#### 20 Analysis of net assets between funds

	<b>Unrestricted</b>		<b>2025</b>
	<b>General £</b>	<b>Restricted £</b>	<b>Total funds £</b>
Tangible fixed assets	80,504	-	80,504
Current assets	243,960	34,729	278,689
Current liabilities	(8,839)	-	(8,839)
Total net assets	<u>315,625</u>	<u>34,729</u>	<u>350,354</u>
	<b>Unrestricted</b>		<b>2024</b>
	<b>General £</b>	<b>Restricted £</b>	<b>Total funds £</b>
Tangible fixed assets	38,335	-	38,335
Current assets	333,295	62,644	395,939
Current liabilities	(6,487)	-	(6,487)
Total net assets	<u>365,143</u>	<u>62,644</u>	<u>427,787</u>

**Annual accounts 31 March 2025  
report to the management committee**

Bassetlaw Food Bank  
Community Way  
Shrewsbury Road  
Worksop  
S80 2TU

Please reply to Romana

9<sup>th</sup> June 2025

Dear Board Members,

We are pleased to supply final copies of your accounts for the period ending as above. Please either print a copy, sign and date in black ink, and return to us by post or, email a signed pdf back to your Accountant. You should already have received our invoice for the work. Once we have confirmed receipt of your payment, we will then sign and return the final accounts to you.

On completion of the work we have no specific recommendations to make regarding the financial management of your organisation.

If you need further advice or explanations, please do not hesitate to contact us.

Finally, we would be most grateful if you could complete the enclosed monitoring and feedback form and return it to us, or complete the form electronically [by clicking here](#)

Yours faithfully,



John O'Brien MSc FCIE FAIA

**Community Accounting Plus**  
Units 1 and 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Tel: 0115 947 0839  
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Payroll email: [payroll@caplus.org.uk](mailto:payroll@caplus.org.uk)  
[www.caplus.org.uk](http://www.caplus.org.uk)

# Community Accounting Plus

## Monitoring & Feedback Form

It would greatly assist Community Accounting Plus both to monitor and improve its services if you would kindly complete this form and returning it by email to [support@caplus.org.uk](mailto:support@caplus.org.uk)

Date	
Your name	
Your organisation name	
Name of CA Plus staff member you've been working with	

**Please circle below which CA Plus services you have used**

Accounts	Bookkeeping	Payroll	QuickBooks support	Advice & training
----------	-------------	---------	--------------------	-------------------

**How would you rate the quality of work undertaken by us?**

	Excellent	Good	Neutral	Poor	N/a
Completing work in a timely manner					
Responding to emails, calls & questions					
Quality of explanations or advice given					
Quality & accuracy of work completed					

**What one thing could we do to improve our services for you?**

--

**How likely are you to recommend us to a friend or colleague? Please circle below**

0	1	2	3	4	5	6	7	8	9	10
Not at all likely					Extremely likely					

**Any other comments**

--

**Thank you**

**BASSETLAW FOOD BANK**

England & Wales - Charity number 1154703

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# Accounts

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## Information required for your annual report

This is for Charities not subject to full Audit

This information is required in order for you to comply with reporting requirements under the Charities Act. Please write your responses exactly as you want them to appear in your accounts. Use your mouse or tab key to move from grey box to grey box to complete this form. Once completed, save it and email it back to us. This is your chance to tell people what you do. Feel free to write as much as you like and we will put this into the report and accounts.

Group's full name: Bassetlaw Food Bank
Other names by which you are known: BFB
The main contact address for the organisation: Bassetlaw Food Bank, Community Way, off Shrewsbury Road, Worksop, S80 2TU
Your charity registration number: 1154703 And (if applicable) Your company registration number:

### Names of all current trustees, (directors)

Name	Start date if not serving since the start of this accounting period <b>dd/mm/yy</b>	Office held (if applicable)
Kevin Dukes		Chair
Bob Lamb		Vice Chair
Karen Whitlamb		
Kathy Cowbrough		
Christine Oldfield		
Rebecca Cullen		
Malcolm Lane-Ley		Treasurer
John Blackwell	08/08/2023	
Emily Hoe-Crook		

Names of other trustees, (directors) who have served during the period covered by the accounts but are not currently serving. (Continue on a separate sheet if necessary)

Name	Date of resignation/departure <b>dd/mm/yy</b>
Steph Baker	25/04/2023
Rev. David Bean	14/07/2023
Louise Gladwin	14/07/2023

**The names, job titles and remuneration & benefits paid to your senior management staff**

Robert Garland, Chief Executive Officer, £39,038.59

Ellen-Scarlett Ryan, Operations Manager, £34,000

**The methods adopted for the recruitment and appointment of new trustees** (How are your trustees appointed?):

The interested person applies via a form we have, and we invite them in to meet with a member of staff and have a tour of BFB. Then the Chair meets with the applicant and reports back to the Board. The applicant is then invited to observe a Trustees' meeting. The Board vote on whether to accept them as a Trustee at the same meeting, after the applicant has left.

**Objectives and activities**

What are the formal purposes (objectives) of your charity, as set out in your governing document?

To relieve financial hardship and to promote and preserve good health amongst the general public in the Bassetlaw District by the provision of funds, food, goods and services of any kind as deemed appropriate by the trustees.

What are your main activities? (the things you do in order to achieve the objectives)

Bassetlaw Food Bank's main activity is to distribute emergency food parcels to those experiencing food insecurity. This is accomplished by collecting food donations from the general public, organisations & businesses in as many ways as possible.

The staff, volunteers and trustees use many publicity streams including local press, social media and public speaking opportunities to educate the local population on the need to support those living in our area who are suffering through food poverty.

Food and other essentials are collected from many collection points across the district in churches, local businesses, schools, supermarkets etc. (or dropped off by the public directly at our centre) and taken to the BFB warehouse where the donations are sorted.

Parcels containing enough food and toiletries for seven days are put together. (varying sizes for a single person, couple or family).

Clients who are in need are referred to the food bank by our referral agents who are working with the client in other ways to alleviate their immediate problems. A member of staff triages each request by phone.

Parcels are then collected by volunteer drivers or staff and delivered out to service users all across Bassetlaw by 6pm each day.

Additionally we operate several schemes aimed at increasing the access and affordability of food, with the aim of helping household who have experiences, or are at risk of experiencing food insecurity. These include a subsidised fruit & veg's box scheme, where households pay £4 and get a box of fresh produce delivered every other week.

The charity runs a mobile community shop which serves 10 villages across Bassetlaw. Membership is free to residents of those village and members can buy food and household basics at a subsidised rate. This helps stretch their budget and reduces the need for emergency food parcels in those areas. It also gives BFB another way to signpost residents to other help

available in Bassetlaw.

We run a lunch club in partnership with Harworth & Bircotes Town Hall, where residents can get a hot two course meal for £4. This ensures attendees get at least one hot cooked meal a week, and creates an opportunity for socialising, around which a strong support network has been built.

We run a community allotment project on the land next to the warehouse, where we grow produce for Lunch Club and for emergency food parcels.

In order to raise funds the charity takes donations of goods and sells them on Ebay and on the outdoor Market in Retford.

How do these activities benefit the public?

As our criteria is that we are providing an emergency service for those who are experiencing Food Insecurity, we are supporting individuals and families who would otherwise be unable to feed themselves, or who have so little income that they have to choose between food, fuel or housing costs. These choices leave families facing stress, homelessness and ill health.

By providing a food parcel to those who are in such need, it allows other agencies (our referral agencies) the time to find support in other ways for these clients.

Providing emergency food parcels helps to give individuals and families who are in need enough food to keep them reasonably well nourished for a few days, staving off health issues associated with malnourishment as well as alleviating the mental strain being in a crisis like this.

The additional projects increase the accessibility and affordability of food, which helps households stretch their budgets further and reduces the likelihood that they will need to request and emergency food parcel in the future.

There are also the additional benefits of these projects, like the support networks built between attendees of Lunch Club or customers of the community shop and even shoppers who regularly visit our market stall.

Please confirm that you have considered the charity Commission's guidance on 'public benefit'. [Click here](#) for a link to this guidance.

We have considered the Charity Commission's guidance.

### **Summary of the main achievements during the period**

What did you actually do? (You could add some statistics if you like, and give more detail of your activities):

Between April 2023 and March 2024 BFB supplied emergency food parcels to 8314 people across 1922 households.

We delivered 1260 fruit & veg boxes to families in Bassetlaw, served around 134 customers a week at Bassetlaw Community Shop and 2450 meals at Lunch Club.

We are able to do this with a team of around 100 volunteers, who give their time to help with many vital tasks throughout the charity.

### **Financial review**

**Please comment on your financial position at the end of the reporting period** (You might for example, refer to the surplus or deficit you've made, or the movement in the fund balances. Are you happy? – the choice is yours. )

We ended the financial year with a 53k surplus and positive performance against budget of £181,602. While the grants and donations landscape has been getting more challenging we are very happy with our current position.

**What is your policy on reserves?** (Your policy should include: why you need reserves, the target level, your current position, your plans to increase or use your reserves and how often you review this policy. If you do not need reserves you should explain the reason.)

Our policy is to hold enough reserves to operate the core purpose of the charity, providing emergency food parcels, for six months. This is currently held in a separate savings account and the policy and amount is reviewed annually.

### **What financial risks do you face?**

Like everyone we have been impacted by the ongoing Cost of Living crisis, not only with our operating costs increasing but a change in the type of food donations received and an increase in demand for emergency food parcels.

This financial year saw us having to increase our spending on food to stock the warehouse and donation levels have dropped at the same time as requests are increasing.

Applying for grants is becoming more challenging, as everyone faces the same cost increases and the available pool shrinks. We are reliant on grants to operate all of our additional projects, and while they are funded for now, to keep them going could be a challenge.

Wage increases put additional pressure on the charity, and these are some of the most challenging costs to find grants to cover.

### **If any of your funds are in deficit, what are you planning to do about it?**

N/A

**Detailed information if you hold funds for 3rd parties** (other groups or individuals): names and their main objects, a description of the assets held, opening balances/ in/ out/ closing balances

N/A

## **Funds**

**If your accounts include any designated or restricted funds, the notes to the accounts need to include a short explanation of the purpose and of each fund.**

For example:

Name of fund: "*The vehicle replacement fund*"

Purpose: "*To build up sufficient funds to replace vehicles on a 5 year schedule*"

**For each fund you hold, please give the details:**

Community Shop - Wages, running costs and stock for Bassetlaw Community Shop

CSL - Future energy expenses

Grow it, Fix it - Wages and equipment for the communitiy allotment anf furniture/white goods project.

JH Rausing Trust - Fruit & Veg' boxes

Lottery Grant - costs associated with the warehouse building

Lunch Club - wages, food costs, equipment and expenses for the Wednesday Lunch Club held at Harworth & Bircotes Town Hall

NCC Covid - Fruit & veg' boxes, volunteer expenses and admin costs of the scheme.

Post Code Places Trust - Funding for our full time Fundraising Manager.

## **Additional information**

**This is a chance to add any other information to your report.**

For example: if you give grants, what is your policy? Do you want to say anything about your funders or supporters?

Charity registration number: 1154703

# Bassetlaw Food Bank

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

## **Bassetlaw Food Bank**

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## **Bassetlaw Food Bank**

### **Reference and Administrative Details**

<b>Trustees</b>	Kevin Dukes, Chair Robert Lamb, Vice Chair Malcolm Lane-Ley, Treasurer Karen Whitlam Kathy Cowbrough Emily Hoe-Crook Christine Oldfield Rebecca Cullen John Blackwell
<b>Senior Management Team</b>	Robert Garland, Chief Executive Officer Ellen-Scarlett Ryan, Operations Manager
<b>Charity Registration Number</b>	1154703
<b>Principal Office</b>	Community Way Shrewsbury Road Worksop S80 2TU
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **Bassetlaw Food Bank**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2024.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Kevin Dukes, Chair
	Robert Lamb, Vice Chair
	Malcolm Lane-Ley, Treasurer
	Karen Whitlam
	Kathy Cowbrough
	Emily Hoe-Crook
	Christine Oldfield
	Rebecca Cullen
	John Blackwell (appointed 8 August 2023)
	Louise Gladwin (resigned 14 July 2023)
	Rev. David Bean (resigned 14 July 2023)
	Stephanie Baker (resigned 24 April 2023)

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is operated under the rules of its constitution adopted 23rd April 2013 and most recently amended 17th June 2015.

#### ***Recruitment and appointment of trustees***

The interested person applies via a form we have, and we invite them in to meet with a member of staff and have a tour of BFB. Then the Chair meets with the applicant and reports back to the Board. The applicant is then invited to observe a Trustees' meeting. The Board vote on whether to accept them as a Trustee at the same meeting, after the applicant has left.

### **Objectives and activities**

#### ***Objects and aims***

To relieve financial hardship and to promote and preserve good health amongst the general public in the Bassetlaw District by the provision of funds, food, goods and services of any kind as deemed appropriate by the Trustees.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### *Objectives, strategies and activities*

Bassetlaw Food Bank's main activity is to distribute emergency food parcels to those experiencing food insecurity. This is accomplished by collecting food donations from the general public, organisations & businesses in as many ways as possible.

The staff, volunteers and trustees use many publicity streams including local press, social media and public speaking opportunities to educate the local population on the need to support those living in our area who are suffering through food poverty.

Food and other essentials are collected from many collection points across the district in churches, local businesses, schools, supermarkets etc. (or dropped off by the public directly at our centre) and taken to the BFB warehouse where the donations are sorted.

Parcels containing enough food and toiletries for seven days are put together (varying sizes for a single person, couple or family).

Clients who are in need are referred to the food bank by our referral agents who are working with the client in other ways to alleviate their immediate problems. A member of staff triages each request by phone.

Parcels are then collected by volunteer drivers or staff and delivered out to service users all across Bassetlaw by 6pm each day.

Additionally, we operate several schemes aimed at increasing the access and affordability of food, with the aim of helping household who have experiences, or are at risk of experiencing food insecurity. These include a subsidised fruit & veg box scheme, where households pay £4 and get a box of fresh produce delivered every other week.

The charity runs a mobile community shop which serves 10 villages across Bassetlaw. Membership is free to residents of those village and members can buy food and household basics at a subsidised rate. This helps stretch their budget and reduces the need for emergency food parcels in those areas. It also gives BFB another way to signpost residents to other help available in Bassetlaw.

We run a lunch club in partnership with Harworth & Bircotes Town Hall, where residents can get a hot two course meal for £4. This ensures attendees get at least one hot cooked meal a week, and creates an opportunity for socialising, around which a strong support network has been built.

We run a community allotment project on the land next to the warehouse, where we grow produce for Lunch Club and for emergency food parcels.

In order to raise funds the charity takes donations of goods and sells them on Ebay and on the outdoor Market in Retford.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### ***Public benefit***

As our criteria is that we are providing an emergency service for those who are experiencing Food Insecurity, we are supporting individuals and families who would otherwise be unable to feed themselves, or who have so little income that they have to choose between food, fuel or housing costs. These choices leave families facing stress, homelessness and ill health.

By providing a food parcel to those who are in such need, it allows other agencies (our referral agencies) the time to find support in other ways for these clients.

Providing emergency food parcels helps to give individuals and families who are in need enough food to keep them reasonably well nourished for a few days, staving off health issues associated with malnourishment as well as alleviating the mental strain being in a crisis like this.

The additional projects increase the accessibility and affordability of food, which helps households stretch their budgets further and reduces the likelihood that they will need to request an emergency food parcel in the future.

There are also the additional benefits of these projects, like the support networks built between attendees of Lunch Club or customers of the community shop and even shoppers who regularly visit our market stall.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Achievements and performance**

Between April 2023 and March 2024 BFB supplied emergency food parcels to 8,314 people across 1,922 households.

We delivered 1,260 fruit & veg boxes to families in Bassetlaw, served around 134 customers a week at Bassetlaw Community Shop and 2,450 meals at Lunch Club.

We are able to do this with a team of around 100 volunteers, who give their time to help with many vital tasks throughout the charity.

#### **Financial review**

We ended the financial year with a £58.5k surplus and positive performance against budget of £181,602. While the grants and donations landscape has been getting more challenging we are very happy with our current position.

#### ***Policy on reserves***

Our policy is to hold enough reserves to operate the core purpose of the charity, providing emergency food parcels, for six months. This is currently held in a separate savings account and the policy and amount is reviewed annually.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### *Major risks and management of those risks*

##### *Financial risks*

Like everyone we have been impacted by the ongoing Cost of Living crisis, not only with our operating costs increasing but a change in the type of food donations received and an increase in demand for emergency food parcels.

This financial year saw us having to increase our spending on food to stock the warehouse and donation levels have dropped at the same time as requests are increasing.

Applying for grants is becoming more challenging, as everyone faces the same cost increases and the available pool shrinks. We are reliant on grants to operate all of our additional projects, and while they are funded for now, to keep them going could be a challenge.

Wage increases put additional pressure on the charity, and these are some of the most challenging costs to find grants to cover.

## Bassetlaw Food Bank

### Statement of Trustees' Responsibilities

The trustees 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.

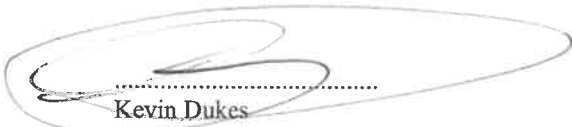
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 2/7/24 and signed on its behalf by:

  
.....  
Kevin Dukes  
Trustee

## Bassetlaw Food Bank

### Independent Examiner's Report to the trustees of Bassetlaw Food Bank

#### Independent examiner's report to the trustees of Bassetlaw Food Bank

I report to the trustees on my examination of the accounts of Bassetlaw Food Bank (the Charity) for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charity 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 Charity'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.

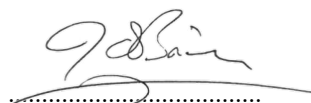
#### Independent examiner's statement

Since the Charity'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 and Fellow of the Association of Charity Independent Examiners, 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 08/07/24

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2024

	Note	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	97,805	-	97,805	109,168
Charitable activities	3	3,914	186,117	190,031	229,022
Other trading activities	4	77,392	-	77,392	45,443
Investment income	5	2,230	-	2,230	652
Other income	6	60,545	-	60,545	49,542
<b>Total Income</b>		<u>241,886</u>	<u>186,117</u>	<u>428,003</u>	<u>433,827</u>
<b>Expenditure on:</b>					
Charitable activities	8	(164,701)	(204,747)	(369,448)	(287,054)
<b>Total Expenditure</b>		<u>(164,701)</u>	<u>(204,747)</u>	<u>(369,448)</u>	<u>(287,054)</u>
Net income/(expenditure)		77,185	(18,630)	58,555	146,773
Gross transfers between funds		(8,732)	8,732	-	-
Net movement in funds		68,453	(9,898)	58,555	146,773
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>296,690</u>	<u>72,542</u>	<u>369,232</u>	<u>222,459</u>
Total funds carried forward	19	<u><u>365,143</u></u>	<u><u>62,644</u></u>	<u><u>427,787</u></u>	<u><u>369,232</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2024 (continued)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted £	Restricted £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	109,168	-	109,168
Charitable activities	3	4,555	224,467	229,022
Other trading activities	4	45,443	-	45,443
Investment income	5	652	-	652
Other income	6	49,542	-	49,542
Total Income		<u>209,360</u>	<u>224,467</u>	<u>433,827</u>
<b>Expenditure on:</b>				
Charitable activities	8	<u>(114,092)</u>	<u>(172,962)</u>	<u>(287,054)</u>
Total Expenditure		<u>(114,092)</u>	<u>(172,962)</u>	<u>(287,054)</u>
Net income		95,268	51,505	146,773
Gross transfers between funds		<u>27,159</u>	<u>(27,159)</u>	<u>-</u>
Net movement in funds		122,427	24,346	146,773
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>174,263</u>	<u>48,196</u>	<u>222,459</u>
Total funds carried forward	19	<u><u>296,690</u></u>	<u><u>72,542</u></u>	<u><u>369,232</u></u>


The notes on pages 11 to 21 form an integral part of these financial statements.

## Bassetlaw Food Bank

(Registration number: 1154703)  
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	15	38,335	38,012
<b>Current assets</b>			
Debtors	16	11,358	8,631
Cash at bank and in hand	17	<u>384,581</u>	<u>326,121</u>
		395,939	334,752
<b>Creditors: Amounts falling due within one year</b>	18	<u>(6,487)</u>	<u>(3,532)</u>
<b>Net current assets</b>		<u>389,452</u>	<u>331,220</u>
<b>Net assets</b>		<u>427,787</u>	<u>369,232</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	19	62,644	72,542
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>365,143</u>	<u>296,690</u>
<b>Total funds</b>	19	<u>427,787</u>	<u>369,232</u>

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on 8/7/24 and signed on their behalf by:

  
Malcolm Lane-Ley  
Trustee

# **Bassetlaw Food Bank**

## **Notes to the Financial Statements for the Year Ended 31 March 2024**

### **1 Accounting policies**

#### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### **Basis of preparation**

Bassetlaw Food Bank 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.

#### **Exemption from preparing a cash flow statement**

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### ***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.

#### **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 aggregates 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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **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 costing £500.00 or more 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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Motor vehicles	33.33% straight line
IT equipment	33.33% straight line
Fixtures, fittings & equipment	20% straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (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.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	90,315	90,315	95,267
Grants, including capital grants;			
Government grants	7,490	7,490	5,938
Grants from other charities	-	-	7,963
	97,805	97,805	109,168

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Grants & donations	-	186,117	186,117	224,467
Lunch club fees	3,914	-	3,914	4,555
	3,914	186,117	190,031	229,022

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 4 Income from other trading activities

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Trading income;			
Shop income from sale of donated goods and services	19,853	19,853	22,938
Community shop revenue	46,876	46,876	17,473
Other trading income	9,480	9,480	769
Local fundraising	1,183	1,183	4,263
	77,392	77,392	45,443

#### 5 Investment income

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Interest receivable and similar income;			
Interest receivable on bank deposits	2,230	2,230	652
	2,230	2,230	652

#### 6 Other income

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Rental income	60,545	60,545	49,542
	60,545	60,545	49,542

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 7 Grants and donations

	Unrestricted funds £	Restricted funds £	Total funds £
Barclays	5,112	-	5,112
Bassetlaw District Council	5,000	41,500	46,500
BCVS	-	7,110	7,110
Centre for Sport & Learning	-	15,000	15,000
Coalfields Regeneration Trust	-	5,000	5,000
Forrester Family Trust	20,000	-	20,000
Just Giving	22,249	-	22,249
Lidl	500	555	1,055
National Lottery Community Fund	-	92,598	92,598
Nottinghamshire County Council	2,490	9,300	11,790
Retford Rotary Club	-	4,524	4,524
Sundry grants & donations	42,454	4,030	46,484
The Grocer's Charity	-	5,000	5,000
The Rank Foundation	-	1,500	1,500
	<u>97,805</u>	<u>186,117</u>	<u>283,922</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Bank charges	610	-	610	158
Cleaning & waste	10,795	2,159	12,954	11,517
Communications	1,224	88	1,312	841
Computer & consumables	1,142	-	1,142	1,451
Depreciation	15,500	1,183	16,683	12,915
Ebay shop costs	928	515	1,443	3,112
Equipment	4,560	8,975	13,535	17,804
Food shopping costs	22,175	49,146	71,321	39,502
Independent examination fee	1,068	-	1,068	960
Insurance	5,343	1,843	7,186	3,805
Just Giving costs	554	-	554	515
Maintenance & contracts	6,373	5,662	12,035	15,978
Office expenses	611	305	916	976
Other service costs	-	-	-	5,000
Professional fees	6,759	-	6,759	2,565
Salaries, NI & pension	59,778	103,559	163,337	128,580
Staff training, travel & expenses	1,681	-	1,681	1,612
Sundry payments	455	82	537	340
Utilities	13,825	25,156	38,981	19,711
Van costs	5,998	5,294	11,292	12,446
Volunteer expenses	5,322	780	6,102	7,266
	<u>164,701</u>	<u>204,747</u>	<u>369,448</u>	<u>287,054</u>

#### 9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	<u>16,683</u>	<u>12,915</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
<b>Staff costs during the year were:</b>		
Wages and salaries	156,723	123,327
Social security costs	4,953	3,824
Pension costs	1,661	1,429
	<u>163,337</u>	<u>128,580</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Average number of employees	<u>10</u>	<u>7</u>

5 (2023 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,661 (2023 - £1,429).

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

The total employee benefits of the key management personnel of the charity were £67,168 (2023 - £30,965).

#### 11 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2024 £	2023 £
Independent examination	890	800
	<u>890</u>	<u>800</u>

#### 12 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 13 Related party transactions

There were no related party transactions in the year.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 15 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2023	30,454	18,750	1,723	50,927
Additions	14,256	2,750	-	17,006
At 31 March 2024	<u>44,710</u>	<u>21,500</u>	<u>1,723</u>	<u>67,933</u>
<b>Depreciation</b>				
At 1 April 2023	6,091	6,250	574	12,915
Charge for the year	8,942	7,167	574	16,683
At 31 March 2024	<u>15,033</u>	<u>13,417</u>	<u>1,148</u>	<u>29,598</u>
<b>Net book value</b>				
At 31 March 2024	<u>29,677</u>	<u>8,083</u>	<u>575</u>	<u>38,335</u>
At 31 March 2023	<u>24,363</u>	<u>12,500</u>	<u>1,149</u>	<u>38,012</u>

The Charity has the use of the premises - Manton Community Centre, Shrewsbury Road, Worksop, S80 2TU, which is held on trust by Robert Lamb, Karen Whitlam, Kevin Dukes, David Andrew Bean.

The Charity also enjoys use of the premises at 78 Lowtown Street, Worksop, on a peppercorn rent to Bassetlaw District Council.

#### 16 Debtors

	2024 £	2023 £
Prepayments	2,219	1,974
Other debtors	9,139	6,657
	<u>11,358</u>	<u>8,631</u>

#### 17 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	399	589
Cash at bank	384,182	325,532
	<u>384,581</u>	<u>326,121</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 18 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	2,449	2,252
Accruals	4,038	1,280
	6,487	3,532

#### 19 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	296,690	241,886	(164,701)	(8,732)	365,143
<b>Restricted funds</b>					
Warehouse (Lottery)	-	92,098	(71,880)	-	20,218
CSL	-	15,000	-	-	15,000
Fruit & Veg Boxes	21,905	20,920	(21,273)	-	21,552
Electric Van	2,841	1,500	(2,754)	-	1,587
Time to Shine	7,557	-	(7,557)	-	-
Grow it, Fix it	3,975	9,651	(22,358)	8,732	-
Community Shop	19,548	46,948	(62,209)	-	4,287
JH Rausing Trust	2,109	-	(2,109)	-	-
Salary (Postcode Trust)	14,607	-	(14,607)	-	-
<b>Total restricted funds</b>	72,542	186,117	(204,747)	8,732	62,644
<b>Total funds</b>	369,232	428,003	(369,448)	-	427,787

The transfer from the General fund to the Grow it, Fix it fund is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows:

Fruit & Veg Boxes - for the subsidised Fruit & Veg Box scheme, to buy the boxes and for expenses for the volunteer drivers who make the deliveries.

Electric Van - grant to allow the charity to hire an electric van.

Time to Shine – funding for the Fundraising Manager salary.

Grow it, Fix it - a new community growing project and white goods upcycling workshop. There are funds here for equipment purchases, salary, running costs, volunteer training etc.

Community Shop - running costs, salary, auto costs and fund to purchase stock for the Bassetlaw Community Shop project.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

JH Rausing Trust - money to purchase fresh produce for emergency food parcels, cover volunteer expenses and a contribution to staff salaries.

Warehouse (Lottery) - for taking on the lease and maintenance and running costs for BFB's current warehouse location.

Salary (Postcode Trust) - to fund a year's salary for the Fundraising Manager.

CSL - future energy costs.

*These are the figures for the previous accounting period and are included for comparative purposes*

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	174,263	209,360	(114,092)	27,159	296,690
<b>Restricted</b>					
Fruit & Veg Boxes	17,480	11,988	(7,563)	-	21,905
Electric Van	6,181	-	(3,340)	-	2,841
Lunch Club	6,282	9,114	(10,896)	(4,500)	-
Time to Shine	11,427	8,742	(12,612)	-	7,557
Food (BCVS Fund)	6,826	5,082	(11,908)	-	-
Grow it, Fix it	-	27,261	(9,669)	(13,617)	3,975
Community Shop	-	57,530	(27,515)	(10,467)	19,548
JH Rausing Trust	-	19,109	(17,000)	-	2,109
Warehouse (Lottery)	-	65,758	(67,183)	1,425	-
Salary (Postcode Trust)	-	19,883	(5,276)	-	14,607
<b>Total restricted funds</b>	<u>48,196</u>	<u>224,467</u>	<u>(172,962)</u>	<u>(27,159)</u>	<u>72,542</u>
<b>Total funds</b>	<u><u>222,459</u></u>	<u><u>433,827</u></u>	<u><u>(287,054)</u></u>	<u><u>-</u></u>	<u><u>369,232</u></u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 20 Analysis of net assets between funds

	<b>Unrestricted</b>		<b>2024</b>
	<b>General £</b>	<b>Restricted £</b>	<b>Total funds £</b>
Tangible fixed assets	38,335	-	38,335
Current assets	333,295	62,644	395,939
Current liabilities	(6,487)	-	(6,487)
Total net assets	<u>365,143</u>	<u>62,644</u>	<u>427,787</u>
	<b>Unrestricted</b>		<b>2023</b>
	<b>General £</b>	<b>Restricted £</b>	<b>Total funds £</b>
Tangible fixed assets	38,012	-	38,012
Current assets	262,210	72,542	334,752
Current liabilities	(3,532)	-	(3,532)
Total net assets	<u>296,690</u>	<u>72,542</u>	<u>369,232</u>

Charity registration number: 1154703

# Bassetlaw Food Bank

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

## **Bassetlaw Food Bank**

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## **Bassetlaw Food Bank**

### **Reference and Administrative Details**

<b>Trustees</b>	Kevin Dukes, Chair Robert Lamb, Vice Chair Malcolm Lane-Ley, Treasurer Karen Whitlam Kathy Cowbrough Emily Hoe-Crook Christine Oldfield Rebecca Cullen John Blackwell
<b>Senior Management Team</b>	Robert Garland, Chief Executive Officer Ellen-Scarlett Ryan, Operations Manager
<b>Charity Registration Number</b>	1154703
<b>Principal Office</b>	Community Way Shrewsbury Road Worksop S80 2TU
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **Bassetlaw Food Bank**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2024.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Kevin Dukes, Chair
	Robert Lamb, Vice Chair
	Malcolm Lane-Ley, Treasurer
	Karen Whitlam
	Kathy Cowbrough
	Emily Hoe-Crook
	Christine Oldfield
	Rebecca Cullen
	John Blackwell (appointed 8 August 2023)
	Louise Gladwin (resigned 14 July 2023)
	Rev. David Bean (resigned 14 July 2023)
	Stephanie Baker (resigned 24 April 2023)

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is operated under the rules of its constitution adopted 23rd April 2013 and most recently amended 17th June 2015.

#### ***Recruitment and appointment of trustees***

The interested person applies via a form we have, and we invite them in to meet with a member of staff and have a tour of BFB. Then the Chair meets with the applicant and reports back to the Board. The applicant is then invited to observe a Trustees' meeting. The Board vote on whether to accept them as a Trustee at the same meeting, after the applicant has left.

### **Objectives and activities**

#### ***Objects and aims***

To relieve financial hardship and to promote and preserve good health amongst the general public in the Bassetlaw District by the provision of funds, food, goods and services of any kind as deemed appropriate by the Trustees.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### ***Objectives, strategies and activities***

Bassetlaw Food Bank's main activity is to distribute emergency food parcels to those experiencing food insecurity. This is accomplished by collecting food donations from the general public, organisations & businesses in as many ways as possible.

The staff, volunteers and trustees use many publicity streams including local press, social media and public speaking opportunities to educate the local population on the need to support those living in our area who are suffering through food poverty.

Food and other essentials are collected from many collection points across the district in churches, local businesses, schools, supermarkets etc. (or dropped off by the public directly at our centre) and taken to the BFB warehouse where the donations are sorted.

Parcels containing enough food and toiletries for seven days are put together (varying sizes for a single person, couple or family).

Clients who are in need are referred to the food bank by our referral agents who are working with the client in other ways to alleviate their immediate problems. A member of staff triages each request by phone.

Parcels are then collected by volunteer drivers or staff and delivered out to service users all across Bassetlaw by 6pm each day.

Additionally, we operate several schemes aimed at increasing the access and affordability of food, with the aim of helping household who have experiences, or are at risk of experiencing food insecurity. These include a subsidised fruit & veg box scheme, where households pay £4 and get a box of fresh produce delivered every other week.

The charity runs a mobile community shop which serves 10 villages across Bassetlaw. Membership is free to residents of those village and members can buy food and household basics at a subsidised rate. This helps stretch their budget and reduces the need for emergency food parcels in those areas. It also gives BFB another way to signpost residents to other help available in Bassetlaw.

We run a lunch club in partnership with Harworth & Bircotes Town Hall, where residents can get a hot two course meal for £4. This ensures attendees get at least one hot cooked meal a week, and creates an opportunity for socialising, around which a strong support network has been built.

We run a community allotment project on the land next to the warehouse, where we grow produce for Lunch Club and for emergency food parcels.

In order to raise funds the charity takes donations of goods and sells them on Ebay and on the outdoor Market in Retford.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### ***Public benefit***

As our criteria is that we are providing an emergency service for those who are experiencing Food Insecurity, we are supporting individuals and families who would otherwise be unable to feed themselves, or who have so little income that they have to choose between food, fuel or housing costs. These choices leave families facing stress, homelessness and ill health.

By providing a food parcel to those who are in such need, it allows other agencies (our referral agencies) the time to find support in other ways for these clients.

Providing emergency food parcels helps to give individuals and families who are in need enough food to keep them reasonably well nourished for a few days, staving off health issues associated with malnourishment as well as alleviating the mental strain being in a crisis like this.

The additional projects increase the accessibility and affordability of food, which helps households stretch their budgets further and reduces the likelihood that they will need to request an emergency food parcel in the future.

There are also the additional benefits of these projects, like the support networks built between attendees of Lunch Club or customers of the community shop and even shoppers who regularly visit our market stall.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Achievements and performance**

Between April 2023 and March 2024 BFB supplied emergency food parcels to 8,314 people across 1,922 households.

We delivered 1,260 fruit & veg boxes to families in Bassetlaw, served around 134 customers a week at Bassetlaw Community Shop and 2,450 meals at Lunch Club.

We are able to do this with a team of around 100 volunteers, who give their time to help with many vital tasks throughout the charity.

#### **Financial review**

We ended the financial year with a £58.5k surplus and positive performance against budget of £181,602. While the grants and donations landscape has been getting more challenging we are very happy with our current position.

#### ***Policy on reserves***

Our policy is to hold enough reserves to operate the core purpose of the charity, providing emergency food parcels, for six months. This is currently held in a separate savings account and the policy and amount is reviewed annually.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### *Major risks and management of those risks*

##### *Financial risks*

Like everyone we have been impacted by the ongoing Cost of Living crisis, not only with our operating costs increasing but a change in the type of food donations received and an increase in demand for emergency food parcels.

This financial year saw us having to increase our spending on food to stock the warehouse and donation levels have dropped at the same time as requests are increasing.

Applying for grants is becoming more challenging, as everyone faces the same cost increases and the available pool shrinks. We are reliant on grants to operate all of our additional projects, and while they are funded for now, to keep them going could be a challenge.

Wage increases put additional pressure on the charity, and these are some of the most challenging costs to find grants to cover.

## Bassetlaw Food Bank

### Statement of Trustees' Responsibilities

The trustees 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.

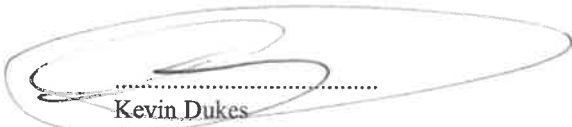
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 2/7/24 and signed on its behalf by:

  
.....  
Kevin Dukes  
Trustee

## Bassetlaw Food Bank

### Independent Examiner's Report to the trustees of Bassetlaw Food Bank

#### Independent examiner's report to the trustees of Bassetlaw Food Bank

I report to the trustees on my examination of the accounts of Bassetlaw Food Bank (the Charity) for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charity 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 Charity'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.

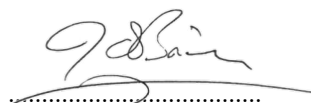
#### Independent examiner's statement

Since the Charity'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 and Fellow of the Association of Charity Independent Examiners, 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date: 08/07/24

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2024

	Note	Unrestricted £	Restricted £	Total 2024 £	Total 2023 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	97,805	-	97,805	109,168
Charitable activities	3	3,914	186,117	190,031	229,022
Other trading activities	4	77,392	-	77,392	45,443
Investment income	5	2,230	-	2,230	652
Other income	6	<u>60,545</u>	<u>-</u>	<u>60,545</u>	<u>49,542</u>
Total Income		<u>241,886</u>	<u>186,117</u>	<u>428,003</u>	<u>433,827</u>
<b>Expenditure on:</b>					
Charitable activities	8	<u>(164,701)</u>	<u>(204,747)</u>	<u>(369,448)</u>	<u>(287,054)</u>
Total Expenditure		<u>(164,701)</u>	<u>(204,747)</u>	<u>(369,448)</u>	<u>(287,054)</u>
Net income/(expenditure)		77,185	(18,630)	58,555	146,773
Gross transfers between funds		<u>(8,732)</u>	<u>8,732</u>	<u>-</u>	<u>-</u>
Net movement in funds		68,453	(9,898)	58,555	146,773
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>296,690</u>	<u>72,542</u>	<u>369,232</u>	<u>222,459</u>
Total funds carried forward	19	<u><u>365,143</u></u>	<u><u>62,644</u></u>	<u><u>427,787</u></u>	<u><u>369,232</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2024 (continued)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted £	Restricted £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	109,168	-	109,168
Charitable activities	3	4,555	224,467	229,022
Other trading activities	4	45,443	-	45,443
Investment income	5	652	-	652
Other income	6	49,542	-	49,542
Total Income		<u>209,360</u>	<u>224,467</u>	<u>433,827</u>
<b>Expenditure on:</b>				
Charitable activities	8	<u>(114,092)</u>	<u>(172,962)</u>	<u>(287,054)</u>
Total Expenditure		<u>(114,092)</u>	<u>(172,962)</u>	<u>(287,054)</u>
Net income		95,268	51,505	146,773
Gross transfers between funds		<u>27,159</u>	<u>(27,159)</u>	-
Net movement in funds		122,427	24,346	146,773
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>174,263</u>	<u>48,196</u>	<u>222,459</u>
Total funds carried forward	19	<u><u>296,690</u></u>	<u><u>72,542</u></u>	<u><u>369,232</u></u>


The notes on pages 11 to 21 form an integral part of these financial statements.

## Bassetlaw Food Bank

(Registration number: 1154703)  
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	15	38,335	38,012
<b>Current assets</b>			
Debtors	16	11,358	8,631
Cash at bank and in hand	17	<u>384,581</u>	<u>326,121</u>
		395,939	334,752
<b>Creditors: Amounts falling due within one year</b>	18	<u>(6,487)</u>	<u>(3,532)</u>
<b>Net current assets</b>		<u>389,452</u>	<u>331,220</u>
<b>Net assets</b>		<u>427,787</u>	<u>369,232</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	19	62,644	72,542
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>365,143</u>	<u>296,690</u>
<b>Total funds</b>	19	<u>427,787</u>	<u>369,232</u>

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on 8/7/24 and signed on their behalf by:

  
Malcolm Lane-Ley  
Trustee

# **Bassetlaw Food Bank**

## **Notes to the Financial Statements for the Year Ended 31 March 2024**

### **1 Accounting policies**

#### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### **Basis of preparation**

Bassetlaw Food Bank 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.

#### **Exemption from preparing a cash flow statement**

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### ***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.

#### **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 aggregates 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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **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 costing £500.00 or more 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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Motor vehicles	33.33% straight line
IT equipment	33.33% straight line
Fixtures, fittings & equipment	20% straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (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.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	90,315	90,315	95,267
Grants, including capital grants;			
Government grants	7,490	7,490	5,938
Grants from other charities	-	-	7,963
	97,805	97,805	109,168

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Grants & donations	-	186,117	186,117	224,467
Lunch club fees	3,914	-	3,914	4,555
	3,914	186,117	190,031	229,022

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 4 Income from other trading activities

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Trading income;			
Shop income from sale of donated goods and services	19,853	19,853	22,938
Community shop revenue	46,876	46,876	17,473
Other trading income	9,480	9,480	769
Local fundraising	1,183	1,183	4,263
	77,392	77,392	45,443

#### 5 Investment income

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Interest receivable and similar income;			
Interest receivable on bank deposits	2,230	2,230	652
	2,230	2,230	652

#### 6 Other income

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Rental income	60,545	60,545	49,542
	60,545	60,545	49,542

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 7 Grants and donations

	Unrestricted funds £	Restricted funds £	Total funds £
Barclays	5,112	-	5,112
Bassetlaw District Council	5,000	41,500	46,500
BCVS	-	7,110	7,110
Centre for Sport & Learning	-	15,000	15,000
Coalfields Regeneration Trust	-	5,000	5,000
Forrester Family Trust	20,000	-	20,000
Just Giving	22,249	-	22,249
Lidl	500	555	1,055
National Lottery Community Fund	-	92,598	92,598
Nottinghamshire County Council	2,490	9,300	11,790
Retford Rotary Club	-	4,524	4,524
Sundry grants & donations	42,454	4,030	46,484
The Grocer's Charity	-	5,000	5,000
The Rank Foundation	-	1,500	1,500
	<u>97,805</u>	<u>186,117</u>	<u>283,922</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Bank charges	610	-	610	158
Cleaning & waste	10,795	2,159	12,954	11,517
Communications	1,224	88	1,312	841
Computer & consumables	1,142	-	1,142	1,451
Depreciation	15,500	1,183	16,683	12,915
Ebay shop costs	928	515	1,443	3,112
Equipment	4,560	8,975	13,535	17,804
Food shopping costs	22,175	49,146	71,321	39,502
Independent examination fee	1,068	-	1,068	960
Insurance	5,343	1,843	7,186	3,805
Just Giving costs	554	-	554	515
Maintenance & contracts	6,373	5,662	12,035	15,978
Office expenses	611	305	916	976
Other service costs	-	-	-	5,000
Professional fees	6,759	-	6,759	2,565
Salaries, NI & pension	59,778	103,559	163,337	128,580
Staff training, travel & expenses	1,681	-	1,681	1,612
Sundry payments	455	82	537	340
Utilities	13,825	25,156	38,981	19,711
Van costs	5,998	5,294	11,292	12,446
Volunteer expenses	5,322	780	6,102	7,266
	<u>164,701</u>	<u>204,747</u>	<u>369,448</u>	<u>287,054</u>

#### 9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	<u>16,683</u>	<u>12,915</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
<b>Staff costs during the year were:</b>		
Wages and salaries	156,723	123,327
Social security costs	4,953	3,824
Pension costs	1,661	1,429
	<u>163,337</u>	<u>128,580</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Average number of employees	<u>10</u>	<u>7</u>

5 (2023 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,661 (2023 - £1,429).

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

The total employee benefits of the key management personnel of the charity were £67,168 (2023 - £30,965).

#### 11 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2024 £	2023 £
Independent examination	890	800
	<u>890</u>	<u>800</u>

#### 12 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 13 Related party transactions

There were no related party transactions in the year.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 15 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2023	30,454	18,750	1,723	50,927
Additions	14,256	2,750	-	17,006
At 31 March 2024	44,710	21,500	1,723	67,933
<b>Depreciation</b>				
At 1 April 2023	6,091	6,250	574	12,915
Charge for the year	8,942	7,167	574	16,683
At 31 March 2024	15,033	13,417	1,148	29,598
<b>Net book value</b>				
At 31 March 2024	29,677	8,083	575	38,335
At 31 March 2023	24,363	12,500	1,149	38,012

The Charity has the use of the premises - Manton Community Centre, Shrewsbury Road, Worksop, S80 2TU, which is held on trust by Robert Lamb, Karen Whitlam, Kevin Dukes, David Andrew Bean.

The Charity also enjoys use of the premises at 78 Lowtown Street, Worksop, on a peppercorn rent to Bassetlaw District Council.

#### 16 Debtors

	2024 £	2023 £
Prepayments	2,219	1,974
Other debtors	9,139	6,657
	11,358	8,631

#### 17 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	399	589
Cash at bank	384,182	325,532
	384,581	326,121

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 18 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	2,449	2,252
Accruals	4,038	1,280
	6,487	3,532

#### 19 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	296,690	241,886	(164,701)	(8,732)	365,143
<b>Restricted funds</b>					
Warehouse (Lottery)	-	92,098	(71,880)	-	20,218
CSL	-	15,000	-	-	15,000
Fruit & Veg Boxes	21,905	20,920	(21,273)	-	21,552
Electric Van	2,841	1,500	(2,754)	-	1,587
Time to Shine	7,557	-	(7,557)	-	-
Grow it, Fix it	3,975	9,651	(22,358)	8,732	-
Community Shop	19,548	46,948	(62,209)	-	4,287
JH Rausing Trust	2,109	-	(2,109)	-	-
Salary (Postcode Trust)	14,607	-	(14,607)	-	-
<b>Total restricted funds</b>	72,542	186,117	(204,747)	8,732	62,644
<b>Total funds</b>	369,232	428,003	(369,448)	-	427,787

The transfer from the General fund to the Grow it, Fix it fund is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows:

Fruit & Veg Boxes - for the subsidised Fruit & Veg Box scheme, to buy the boxes and for expenses for the volunteer drivers who make the deliveries.

Electric Van - grant to allow the charity to hire an electric van.

Time to Shine – funding for the Fundraising Manager salary.

Grow it, Fix it - a new community growing project and white goods upcycling workshop. There are funds here for equipment purchases, salary, running costs, volunteer training etc.

Community Shop - running costs, salary, auto costs and fund to purchase stock for the Bassetlaw Community Shop project.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

JH Rausing Trust - money to purchase fresh produce for emergency food parcels, cover volunteer expenses and a contribution to staff salaries.

Warehouse (Lottery) - for taking on the lease and maintenance and running costs for BFB's current warehouse location.

Salary (Postcode Trust) - to fund a year's salary for the Fundraising Manager.

CSL - future energy costs.

*These are the figures for the previous accounting period and are included for comparative purposes*

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	174,263	209,360	(114,092)	27,159	296,690
<b>Restricted</b>					
Fruit & Veg Boxes	17,480	11,988	(7,563)	-	21,905
Electric Van	6,181	-	(3,340)	-	2,841
Lunch Club	6,282	9,114	(10,896)	(4,500)	-
Time to Shine	11,427	8,742	(12,612)	-	7,557
Food (BCVS Fund)	6,826	5,082	(11,908)	-	-
Grow it, Fix it	-	27,261	(9,669)	(13,617)	3,975
Community Shop	-	57,530	(27,515)	(10,467)	19,548
JH Rausing Trust	-	19,109	(17,000)	-	2,109
Warehouse (Lottery)	-	65,758	(67,183)	1,425	-
Salary (Postcode Trust)	-	19,883	(5,276)	-	14,607
<b>Total restricted funds</b>	<u>48,196</u>	<u>224,467</u>	<u>(172,962)</u>	<u>(27,159)</u>	<u>72,542</u>
<b>Total funds</b>	<u><u>222,459</u></u>	<u><u>433,827</u></u>	<u><u>(287,054)</u></u>	<u><u>-</u></u>	<u><u>369,232</u></u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2024 (continued)

#### 20 Analysis of net assets between funds

	Unrestricted		2024
	General £	Restricted £	Total funds £
Tangible fixed assets	38,335	-	38,335
Current assets	333,295	62,644	395,939
Current liabilities	(6,487)	-	(6,487)
Total net assets	365,143	62,644	427,787
	Unrestricted		2023
	General £	Restricted £	Total funds £
Tangible fixed assets	38,012	-	38,012
Current assets	262,210	72,542	334,752
Current liabilities	(3,532)	-	(3,532)
Total net assets	296,690	72,542	369,232

**BASSETLAW FOOD BANK**

England & Wales - Charity number 1154703

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# Accounts

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Charity registration number: 1154703

# Bassetlaw Food Bank

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Community Accounting Plus  
Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

## **Bassetlaw Food Bank**

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## **Bassetlaw Food Bank**

### **Reference and Administrative Details**

<b>Trustees</b>	Kevin Dukes, Chair Karen Whitlam, Vice-Chair Rev. David Bean Kathy Cowbrough Robert Lamb Louise Gladwin Rev. Emily Hoe-Crook Christine Oldfield Malcolm Lane-Ley Rebecca Cullen
<b>Charity Registration Number</b>	1154703
<b>Principal Office</b>	Community Way Shrewsbury Road Worksop S80 2TU
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

## **Bassetlaw Food Bank**

### **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2023.

#### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Kevin Dukes, Chair
	Karen Whitlam, Vice-Chair
	Rev. David Bean
	Kathy Cowbrough
	Robert Lamb
	Louise Gladwin
	Rev. Emily Hoe-Crook (appointed 16 June 2022)
	Christine Oldfield (appointed 9 August 2022)
	Malcolm Lane-Ley (appointed 11 October 2022)
	Rebecca Cullen (appointed 21 February 2023)
	Andrea Brown (resigned 30 September 2022)
	Stephanie Baker (resigned 24 April 2023)

#### **Structure, governance and management**

##### *Nature of governing document*

The charity is operated under the rules of its constitution adopted 23rd April 2013 and most recently amended 17th June 2015.

##### *Recruitment and appointment of trustees*

Trustee roles are advertised on social media, the BFB website and a poster in the Retford branch. Applicants are asked to email the 'admin@bassetlawfoodbank.org' email address with their interest. They then receive a form to complete and return. A meeting is arranged where the applicant visits the BFB warehouse for a tour and a chat with the Manager and/or the Assistant Manager. They have a meeting with the chair and, pending the outcome of those, are invited to the following Trustees' Meeting. At the Trustees' Meeting the applicant introduces themselves to the board and sits in on the meeting until the near the end. They are then asked to leave and the current Trustees vote on whether to accept their application. If the vote goes in their favour the newly appointed Trustee is informed by email and invited to start the induction process. At this point the BFB's page on the Charity Commission page is updated with the new Trustee's details.

#### **Objectives and activities**

##### *Objects and aims*

To tackle poverty in the district of Bassetlaw.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### ***Objectives, strategies and activities***

Deliver emergency food parcels across Bassetlaw, this is an emergency service that incurs no cost for the service user.

Provide subsidised Fruit & Veg' boxes to households signing up to the scheme.

Run a weekly social eating Lunch Club, providing nutritious, affordable food.

Run 'Bassetlaw Community Shop', a mobile community shop providing affordable and accessible food shopping options to rural villages in Bassetlaw.

Run a community allotment project (BFB Grow it, Fix it) to grow fresh produce to use in emergency food parcels and for the Lunch Club.

Act as a referral agency for further support to address underlying issues that could be causing/exacerbating food insecurity.

#### ***Public benefit***

We ensure households across Bassetlaw have access to food, either through emergency food parcels or subsidised projects like BCS and the Fruit & Veg' Boxes. This supports households who are in crisis or in danger of experiencing food insecurity, meaning that no-one who is genuinely struggling goes without food.

BFB also offers numerous volunteer opportunities which positively impact volunteers' mental health.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Achievements and performance***

Between April 2022 and the end of March 2023 BFB have supported 2,710 households with emergency food parcels. This includes 3,471 adults and 2,213 children.

In the same period we delivered 1,282 subsidised Fruit & Veg' Boxes.

The Lunch Club has served over 2,500 affordable and nutritious meals to those at risk of food insecurity or social isolation.

Within the last financial year we have launched a project called the Bassetlaw Community Shop (BCS). This project is a collaborative work with the Veterans Group and the project is providing them with a base from which to operate. The BCS travels around villages in Bassetlaw and stands in as the local shop, selling cupboard staples and a limited selection of fresh produce at a subsidised cost. We have received funding from several sources for this project, which we use to buy the stock carried on the shop. Any income from selling the stock is put directly back into the project. BCS currently has 500 members.

The community allotments are in the process of being established. We have come a long way from an unused piece of grass to where we are now, and the first crops have been planted out, hopefully to be harvested this year.

We have a team of around 80 active volunteers and nine members of staff supporting Bassetlaw.

## **Bassetlaw Food Bank**

### **Trustees' Report (continued)**

#### **Financial review**

Our financial position is solid. The charity has sufficient funds to cover the budget for the following year and plans in place to continue operations and future plans. We are happy with the current position.

#### ***Policy on reserves***

Our policy is to retain six months running costs plus the appropriate amount to cover redundancies for any staff who have been employed for over two years.

#### ***Major risks and management of those risks***

##### ***Cost of Living***

As the Cost of Living crisis affects our service users, increasing demand, it also affects the charity. This means that we are spending more on the same running costs, and having to purchase in more stock than previously. Currently demand for emergency food parcels is outstripping the donations of food we are getting for them. While we are coping currently this is a concern long term.

##### ***Funding***

Decline in grant revenue from County Local Government sources which was very good during the previous year due to money available to support Covid related hardship and this had an impact on us diversifying our revenue sources.

## **Bassetlaw Food Bank**

### **Statement of Trustees' Responsibilities**

The trustees 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.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on ...29/06/23. and signed on its behalf by:



Kevin Dukes  
Trustee

## Bassetlaw Food Bank

### Independent Examiner's Report to the trustees of Bassetlaw Food Bank

#### Independent examiner's report to the trustees of Bassetlaw Food Bank

I report to the trustees on my examination of the accounts of Bassetlaw Food Bank (the Charity) for the year ended 31 March 2023.

#### Responsibilities and basis of report

As the trustees of the charity 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 Charity'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

Since the Charity'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 and Fellow of the Association of Charity Independent Examiners, 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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.



.....  
John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date:..... 29/06/23

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2023

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	109,168	-	109,168	100,259
Charitable activities	3	4,555	224,467	229,022	61,517
Other trading activities	4	45,443	-	45,443	12,245
Investment income	5	652	-	652	3
Other income	6	49,542	-	49,542	-
<b>Total Income</b>		<u>209,360</u>	<u>224,467</u>	<u>433,827</u>	<u>174,024</u>
<b>Expenditure on:</b>					
Charitable activities	8	(114,092)	(172,962)	(287,054)	(100,714)
<b>Total Expenditure</b>		<u>(114,092)</u>	<u>(172,962)</u>	<u>(287,054)</u>	<u>(100,714)</u>
Net income		95,268	51,505	146,773	73,310
Gross transfers between funds		27,159	(27,159)	-	-
Net movement in funds		122,427	24,346	146,773	73,310
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>174,263</u>	<u>48,196</u>	<u>222,459</u>	<u>149,149</u>
Total funds carried forward	19	<u>296,690</u>	<u>72,542</u>	<u>369,232</u>	<u>222,459</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

## Bassetlaw Food Bank

### Statement of Financial Activities for the Year Ended 31 March 2023 (continued)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted £	Restricted £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	100,259	-	100,259
Charitable activities	3	-	61,517	61,517
Other trading activities	4	12,245	-	12,245
Investment income	5	<u>3</u>	-	<u>3</u>
Total Income		<u>112,507</u>	<u>61,517</u>	<u>174,024</u>
<b>Expenditure on:</b>				
Charitable activities	8	<u>(73,366)</u>	<u>(27,348)</u>	<u>(100,714)</u>
Total Expenditure		<u>(73,366)</u>	<u>(27,348)</u>	<u>(100,714)</u>
Net movement in funds		39,141	34,169	73,310
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>135,122</u>	<u>14,027</u>	<u>149,149</u>
Total funds carried forward	19	<u>174,263</u>	<u>48,196</u>	<u>222,459</u>

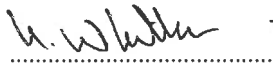
The notes on pages 10 to 19 form an integral part of these financial statements.

## Bassetlaw Food Bank

(Registration number: 1154703)  
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	15	38,012	-
<b>Current assets</b>			
Debtors	16	8,631	2,709
Cash at bank and in hand	17	<u>326,121</u>	<u>222,916</u>
		334,752	225,625
<b>Creditors: Amounts falling due within one year</b>	18	<u>(3,532)</u>	<u>(3,166)</u>
<b>Net current assets</b>		<u>331,220</u>	<u>222,459</u>
<b>Net assets</b>		<u>369,232</u>	<u>222,459</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	19	72,542	48,196
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>296,690</u>	<u>174,263</u>
<b>Total funds</b>	19	<u>369,232</u>	<u>222,459</u>

The financial statements on pages 7 to 19 were approved by the trustees, and authorised for issue on ...29/06/23... and signed on their behalf by:



.....  
Karen Whitlam  
Trustee

The notes on pages 10 to 19 form an integral part of these financial statements.

## **Bassetlaw Food Bank**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

Bassetlaw Food Bank 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.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

##### ***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.

##### **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 aggregates 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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **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 costing £500.00 or more 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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Motor vehicles	33.33% straight line
IT equipment	33.33% straight line
Fixtures, fittings & equipment	20% straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **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.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (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.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	95,267	95,267	75,154
Grants, including capital grants;			
Government grants	5,938	5,938	17,055
Grants from other charities	7,963	7,963	8,050
	<u>109,168</u>	<u>109,168</u>	<u>100,259</u>

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Grants & donations	-	224,467	224,467	61,517
Lunch club fees	4,555	-	4,555	-
	<u>4,555</u>	<u>224,467</u>	<u>229,022</u>	<u>61,517</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2022 £
Trading income;			
Shop income from sale of donated goods and services	22,938	22,938	10,994
Community shop revenue	17,473	17,473	-
Other trading income	769	769	-
Local fundraising	4,263	4,263	1,251
	45,443	45,443	12,245

#### 5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	652	652	3
	652	652	3

#### 6 Other income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Rental income	49,542	49,542	-
	49,542	49,542	-

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 7 Grants and donations

	Unrestricted funds £	Restricted funds £	Total funds £
Bassetlaw Citizens Advice	1,963	-	1,963
Bassetlaw District Council	-	38,157	38,157
BCVS	5,000	5,082	10,082
Coalfields Regeneration Trust	-	2,000	2,000
DWP	5,938	-	5,938
Feeding Britain	-	23,400	23,400
J. N. Derbyshire Trust	-	2,000	2,000
Just Giving	25,836	-	25,836
Lidl	500	-	500
Manton Childrens Services	1,000	1,430	2,430
National Lottery Community Fund	-	75,758	75,758
Notts Community Foundation	-	500	500
Postcode Places Trust	-	19,883	19,883
Sundry grants & donations	63,931	13,902	77,833
The Julia and Hans Rausing Trust	-	19,109	19,109
The Rank Foundation	-	8,742	8,742
The Thomas Farr Charity	-	3,600	3,600
Wheatcrofts	-	5,000	5,000
Wickes	5,000	-	5,000
Worksop Charter	-	5,904	5,904
	109,168	224,467	333,635

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 8 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Bank charges	158	-	158	244
Cleaning & waste	5,320	6,197	11,517	482
Communications	753	88	841	514
Computer & consumables	1,451	-	1,451	2,135
Depreciation	3,077	9,838	12,915	-
Ebay shop costs	2,818	294	3,112	407
Equipment	4,878	12,926	17,804	6,433
Food shopping costs	7,736	31,766	39,502	16,907
Independent examination fee	960	-	960	420
Insurance	2,434	1,371	3,805	1,665
Just Giving costs	515	-	515	382
Maintenance & contracts	1,882	14,096	15,978	1,305
Office expenses	951	25	976	1,247
Other service costs	5,000	-	5,000	-
Professional fees	2,495	70	2,565	602
Salaries, NI & pension	60,503	68,077	128,580	57,462
Staff training expenses	500	504	1,004	670
Staff travel	344	264	608	907
Sundry payments	249	91	340	472
Utilities	1,479	18,232	19,711	596
Van costs	5,961	6,485	12,446	2,726
Volunteer expenses	4,628	2,638	7,266	5,138
	<u>114,092</u>	<u>172,962</u>	<u>287,054</u>	<u>100,714</u>

#### 9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2023 £	2022 £
Depreciation of fixed assets	<u>12,915</u>	<u>-</u>

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
<b>Staff costs during the year were:</b>		
Wages and salaries	123,327	56,825
Social security costs	3,824	523
Pension costs	1,429	114
	<u>128,580</u>	<u>57,462</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2023 No	2022 No
Average number of employees	<u>7</u>	<u>4</u>

4 (2022 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,429 (2022 - £523).

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

The total employee benefits of the key management personnel of the charity were £30,965 (2022 - £26,000).

#### 11 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2023 £	2022 £
Independent examination	800	350
	<u>800</u>	<u>350</u>

#### 12 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 13 Related party transactions

There were no related party transactions in the year.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 15 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	IT equipment £	Total £
<b>Cost</b>				
Additions	30,454	18,750	1,723	50,927
At 31 March 2023	30,454	18,750	1,723	50,927
<b>Depreciation</b>				
Charge for the year	6,091	6,250	574	12,915
At 31 March 2023	6,091	6,250	574	12,915
<b>Net book value</b>				
At 31 March 2023	24,363	12,500	1,149	38,012

#### 16 Debtors

	2023 £	2022 £
Prepayments	1,974	2,709
Other debtors	6,657	-
	8,631	2,709

#### 17 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	589	344
Cash at bank	325,532	222,572
	326,121	222,916

#### 18 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	2,252	2,508
Accruals	1,280	658
	3,532	3,166

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 19 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	174,263	209,360	(114,092)	27,159	296,690
<b>Restricted funds</b>					
Fruit & Veg Boxes	17,480	11,988	(7,563)	-	21,905
Electric Van	6,181	-	(3,340)	-	2,841
Lunch Club	6,282	9,114	(10,896)	(4,500)	-
Time to Shine	11,427	8,742	(12,612)	-	7,557
Food (BCVS Fund)	6,826	5,082	(11,908)	-	-
Grow it, Fix it	-	27,261	(9,669)	(13,617)	3,975
Community Shop	-	57,530	(27,515)	(10,467)	19,548
JH Rausing Trust	-	19,109	(17,000)	-	2,109
Warehouse (Lottery)	-	65,758	(67,183)	1,425	-
Salary (Postcode Trust)	-	19,883	(5,276)	-	14,607
<b>Total restricted funds</b>	<u>48,196</u>	<u>224,467</u>	<u>(172,962)</u>	<u>(27,159)</u>	<u>72,542</u>
<b>Total funds</b>	<u>222,459</u>	<u>433,827</u>	<u>(287,054)</u>	<u>-</u>	<u>369,232</u>

The transfers from the Lunch Club, Grow it, Fix it, and Community Shop funds to the General fund represents the net book value of fixed assets, the use of which is not subject to any restriction.  
The transfer from the General fund to the Warehouse (Lottery) fund is to cover the deficit on this activity.

The specific purposes for which the funds are to be applied are as follows:

Fruit & Veg Boxes - for the subsidised Fruit & Veg Box scheme, to buy the boxes and for expenses for the volunteer drivers who make the deliveries.

Electric Van - Lottery grant to allow the charity to hire an electric van for two years.

Lunch Club - for staff, running and food costs for the weekly Lunch Club.

Food (BCVS Fund) - for food costs.

Time to Shine – funding for the Fundraising Manager salary.

Grow it, Fix it - a new community growing project and white goods upcycling workshop. There are funds here for equipment purchases, salary, running costs, volunteer training etc.

Community Shop - running costs, salary, auto costs and fund to purchase stock for the Bassetlaw Community Shop project.

JH Rausing Trust - money to purchase fresh produce for emergency food parcels, cover volunteer expenses and a contribution to staff salaries.

Warehouse (Lottery) - for taking on the lease and maintenance and running costs for BFB's current warehouse location.

Salary (Postcode Trust) - to fund a year's salary for the Fundraising Manager.

## Bassetlaw Food Bank

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

*These are the figures for the previous accounting period and are included for comparative purposes*

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>				
<b>General</b>				
General fund	135,122	112,507	(73,366)	174,263
<b>Restricted</b>				
Volunteers & stock replenishment	289	-	(289)	-
Cash for Kids	1,750	-	(1,750)	-
Co-op NET COVID Appeal	1,294	-	(1,294)	-
Manor Farm	694	-	(694)	-
Fruit & Veg Boxes	10,000	19,404	(11,924)	17,480
Electric Van	-	10,000	(3,819)	6,181
Lunch Club	-	7,000	(718)	6,282
Time to Shine	-	13,113	(1,686)	11,427
Food (BCVS Fund)	-	12,000	(5,174)	6,826
<b>Total restricted funds</b>	<u>14,027</u>	<u>61,517</u>	<u>(27,348)</u>	<u>48,196</u>
<b>Total funds</b>	<u>149,149</u>	<u>174,024</u>	<u>(100,714)</u>	<u>222,459</u>

#### 20 Analysis of net assets between funds

	Unrestricted		2023
	General £	Restricted £	Total funds £
Tangible fixed assets	38,012	-	38,012
Current assets	262,210	72,542	334,752
Current liabilities	(3,532)	-	(3,532)
<b>Total net assets</b>	<u>296,690</u>	<u>72,542</u>	<u>369,232</u>
	Unrestricted		2022
	General £	Restricted £	Total funds £
Current assets	177,429	48,196	225,625
Current liabilities	(3,166)	-	(3,166)
<b>Total net assets</b>	<u>174,263</u>	<u>48,196</u>	<u>222,459</u>



**BASSETLAW FOOD BANK**

England & Wales - Charity number 1154703

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# Accounts

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**Bassetlaw Food Bank**  
(Registered charity, number 1154703)  
**Financial statements**  
**for the year ended 31 March 2022**

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**Bassetlaw Food Bank  
Trustees' annual report  
for the year ended 31 March 2022**

**Full name** Bassetlaw Food Bank

**Registered charity number** 1154703

**Principal address** Community Way, Shrewsbury Road, Worksop, S80 2TU

**Trustees**

Cllr. Kevin Dukes, Chair

Karen Whitlam, Vice Chair

Rev. David Bean

Kathy Cowbrough

Robert Lamb

Andrea Brown, Treasurer, from 29/07/2021

Louise Gladwin, from 29/07/2021

Dr. Andrew Crossland, until 31/03/2022

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

**Governance and management**

The charity is operated under the rules of its constitution adopted 23<sup>rd</sup> April 2013 and most recently amended 17<sup>th</sup> June 2015.

Recruitment of new trustees is advertised via website, social media platforms and BCVS network. Applicants complete an application form. Applicant has an interview with the Chair of Trustees. Applicant attends next board meeting to meet and answer questions from other trustees. Board vote on accepting the trustee. They can be co-opted in line with constitution prior to next AGM and be appointed with full voting rights or appointed with no voting rights until next AGM when the proposal is then voted on at AGM.

**Objectives and activities**

The Charity's objectives are to promote any charitable purpose for the benefit of the community in Bassetlaw and in the surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

**Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

## **Bassetlaw Food Bank**

### **Summary of the main activities undertaken for the public benefit**

Providing 7-day emergency food parcels via a delivery model throughout Bassetlaw, subsidised fruit and veg box scheme and a social lunch club.

We provide emergency relief to those in Bassetlaw affected by food insecurity and or crisis, this is achieved by working in conjunction with other supporting agencies and charities in the Bassetlaw district. We also promote affordable health eating through our subsidised fruit and veg box scheme which supports 50 families on a rolling 6-month membership basis with bi-weekly fruit and veg boxes delivered to their home address. We also access to social contact with others to promote well-being and support at our weekly lunch club.

### **Summary of the main achievements during the period**

We have provided emergency food parcels to 4,870 people. Each of these parcels have provided 7 days' food with a mixture on long life and fresh products. We have provided advice and guidance to 2,825 households via our triage process to help people resolve the issues that have caused them to experience food insecurity. We have worked closely with Bassetlaw District council and many other agencies in our district to make this effective.

We have (within Covid guidelines) run a social eating lunch club at the Crossing in Worksop providing a 2 course hot meal for £3.

We have expanded the subsidies fruit and veg box scheme and now support 50 families with this scheme providing a £15 in value box of seasonal fruit and veg delivered to the client's home address for £3.

During the last 12 months we have continued to develop the layout and operation of our centralised warehouse to support the delivery model the trustees have approved. The warehouse is now fit for purpose and allows us to respond to requests for help on the same day anywhere in Bassetlaw which is a much improved service level. The charity has also now secured a permanent home at the new larger site we moved into as a temp home during the Pandemic. The CSL CIC approached us early in the summer of 2021 about us taking over the lease for the site and building on the community work we do. Following the due process with both Nottinghamshire and Bassetlaw Councils we now hold the head lease for the site which gives us security to develop our work and projects going forward. This has been further supported by the charity securing National Lottery Community funding to cover the running costs of the building for the next 3 years.

### **Financial review**

This year has seen us with a surplus in funds of 71.8k, some of this revenue is ring fenced for ongoing projects and the rest will be added to the reserves of the charity to cover operational costs in coming years.

### **The charity's policy on reserves**

The charity has a reserve policy, where we retain 6 months operating costs as ring fenced funding in a saving account. This is reviewed annually by the Finance sub committee.

## Bassetlaw Food Bank

The trustees have started the process of reviewing the the set up and use of sub committees within the constituion to improve the decision making and working practices of the Board.

The charity has also started exploring the mechanics and possibility of working with the charity 'Fuel Bank' so we can develop a method of helping those in crisis with fuel and having to choose between heat and eat.

Signed on behalf of the charity's trustees:

Signed   
Cllr. Kevin Dukes, Trustee

Date 30/05/2022

**Independent examiner's report to the trustees of  
Bassetlaw Food Bank  
for the year ended 31 March 2022**

I report to the trustees on my examination of the accounts of Bassetlaw Food Bank (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

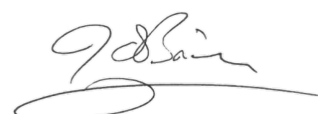
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed  Date 10/06/2022  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus



**Bassetlaw Food Bank**  
**Statement of assets and liabilities**  
**at 31 March 2022**

2021		Note	2022
£			£
150735	<b>Cash assets</b>		
	Bank accounts		222572
<u>363</u>	Cash in hand		<u>344</u>
<u>151098</u>			<u>222916</u>
	<b>Other monetary assets</b>		
<u>37</u>	Prepayment - Insurance		<u>2709</u>
<u>37</u>			<u>2709</u>
	<b>Assets retained for the charity's own use</b>		
	Fridge, purchased March 2022, cost £1,524.		
	Scales, purchased July 2021, cost £690.		
	General equipment and computers.		
	<b>Liabilities</b>		
<u>(1986)</u>	Creditors.	3	<u>(3166)</u>
<u>(1986)</u>			<u>(3166)</u>

These financial statements are accepted on behalf of the charity by:

Signed A. Brown Dated 27/05/2022  
 Andrea Brown, Trustee

**Bassetlaw Food Bank**  
**Notes to the accounts**  
**for the year ended 31 March 2022**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted £	Restricted £	Total £
Bassetlaw CVS	3000	12000	15000
Bassetlaw Citizens Advice	3925	-	3925
Bassetlaw District Council	5000	-	5000
Bauer Radio	1960	-	1960
Charities Aid Foundation	4585	-	4585
DWP	12055	-	12055
Groundwork UK	1125	-	1125
J. N. Derbyshire Trust	2000	2000	4000
Just Giving	15002	-	15002
National Lottery Community Fund	-	10000	10000
Nottinghamshire County Council	-	15000	15000
Postcode Places Trust	10500	-	10500
Sundry grants & donations	37607	7404	45011
The Albert Hunt Trust	-	2000	2000
The Arnold Clark Community Fund	1000	-	1000
The Coalfields Regeneration Trust	2500	-	2500
The Rank Foundation	-	13113	13113
	<b><u>100259</u></b>	<b><u>61517</u></b>	<b><u>161776</u></b>

**3. Creditors**

	£
Independent examination fee	420
Salaries, NI & pension (HMRC)	2508
Salaries, NI & pension (pension)	238
	<b><u>3166</u></b>

**4. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**5. Related party transactions**

There were no related party transactions in this period.

## Bassetlaw Food Bank

### 6. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
<b>Restricted funds</b>				
Volunteers & stock replenishment	289	-	(289)	-
Cash for Kids	1750	-	(1750)	-
Co-op NET COVID Appeal	1294	-	(1294)	-
Manor Farm	694	-	(694)	-
NCC Covid (Fruit Boxes)	10000	19404	(11924)	17480
Electric Van	-	10000	(3819)	6181
Lunch Club	-	7000	(718)	6282
Time to Shine	-	13113	(1686)	11427
Food (BCVS fund)	-	12000	(5174)	6826
	<u>14027</u>	<u>61517</u>	<u>(27348)</u>	<u>48196</u>
<b>Unrestricted funds</b>				
General fund	<u>137071</u>	<u>112507</u>	<u>(74858)</u>	<u>174720</u>
	<u>137071</u>	<u>112507</u>	<u>(74858)</u>	<u>174720</u>

The specific purposes for which the restricted fund are to be applied are as follows:

Volunteers & stock replenishment – grant from Worksop Charities for volunteer expenses and stock replenishment.

Cash for Kids & Manor Farm – to buy products for emergency food parcels.

Co-op NET Covid Appeal – to buy products for emergency food parcels, volunteer expenses and room hire.

NCC Covid (Fruit Boxes) – subsidised fruit & veg boxes.

Electric Van – funding from the National Lottery Community Fund for the van running costs.

Lunch Club & Food (BCVS fund) - for food costs.

Time to Shine – funding for the Fundraising Manager salary.

### 7. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**BASSETLAW FOOD BANK**

England & Wales - Charity number 1154703

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# Accounts

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**Bassetlaw Food Bank**  
(Registered charity, number 1154703)  
**Financial statements**  
**for the year ended 31 March 2021**

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**Bassetlaw Food Bank  
Trustees' annual report  
for the year ended 31 March 2021**

**Full name** Bassetlaw Food Bank

**Registered charity number** 1154703

**Principal address** 78 Lowtown Street, Worksop, S80 2JR

**Trustees**

Cllr. Kevin Dukes, Chair, from 12/01/21

Rev. David Bean

Kathy Cowbrough

Robert Lamb

Karen Whitlam, from 14/01/20

Dr. Andrew Crossland, from 09/03/21

Rory Palmer, until 11/05/21

Anne Taylor, until 12/01/21

Moraq Turner, until 12/01/21

Catherine Burn, until 7/05/21

Liz Hobson, until 12/01/21

Lucy Binch, until 09/06/20

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

**Governance and management**

The charity is operated under the rules of its constitution adopted 23<sup>rd</sup> April 2013 and most recently amended 17<sup>th</sup> June 2015.

The recruitment and appointment of new trustees is through an application / nomination form. Then the Chair meets with possible trustee and reports back to the Board. The applicant is then invited to observe a meeting. The Board makes a decision after they have left.

**Objectives and activities**

To relieve financial hardship and to promote and preserve good health amongst the general public in the Bassetlaw District by the provision of funds, food, goods and services of any kind as deemed appropriate by the trustees.

**Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

## **Bassetlaw Food Bank**

### **Summary of the main activities undertaken for the public benefit**

Bassetlaw Food Bank's main activity is to distribute emergency food parcels to those experiencing food insecurity. This is accomplished by collecting food donations from the general public, organisations & businesses in as many ways as possible.

The staff, volunteers & trustees use many publicity streams including local press, social media and public speaking opportunities to educate the local population in the need to support those living in our area who are suffering through food poverty.

Food & toiletries are collected from many collection points across the district in churches, local businesses, schools, supermarkets etc. (or dropped off by the public directly at our centre) and taken to the CSL centre where the donations are sorted. Parcels containing enough food & toiletries for seven days are put together (varying sizes for a single person, couple or family).

Clients who are in need are referred to the Food Bank by our referral agents who are working with the client in other ways to alleviate their immediate problems. All of our referral agents sign a comprehensive agreement to ensure that our service is not misused.

As a local charity we can only give out in parcels what is donated in by the public, but we are constantly evaluating our stock levels and the current need. The CSL centre is open Mondays to Fridays 10am - 4pm.

Parcels are then taken by volunteer driver and delivered out to service users by 6pm each day.

As our criteria is that we are providing an emergency service for those who are experiencing Food Insecurity, we are supporting individuals and families who would otherwise be unable to feed themselves, or who have so little income that they have to choose between food, fuel or housing costs, risking homelessness and ill health.

By providing a food parcel to those who are in such need, it allows other agencies (our referral agencies) the time to find support in other ways for these clients.

Our activities help to give individuals and families who are in need enough food to keep them reasonably well nourished for a few days, staving off health issues associated with malnourishment.

### **Summary of the main achievements during the period**

From 2020 - 2021 Bassetlaw Food Bank has seen a lot of changes, on top of settling in to a new operating model in the ever changing environment of the pandemic. Demand rose again and donations, while remaining strong, did not see the same rise as the previous year.

In November Robert Garland started as the new Food Bank Manager, and in April Ellen Ryan started as Assistant Manager. This is the first time in the charity's history that there have been two full time members of staff and this is allowing additional

## **Bassetlaw Food Bank**

capacity to launch new schemes and work on increasing the charities fundraising and revenue.

Between June 2019 and May 2021 BFB supported 6,947 people. Clients continue to use the council number when requesting a food parcel, and we work with a number of referral agencies to ensure those experiencing food insecurity are also being supported in other areas that may be affecting their situation.

We continue to stress that we are proving a service for those in crisis and work hard to avoid clients relying on this service and not working with other agencies to change their financial situation. This still continues to be difficult.

Emergency Food Parcels continue to be made to last seven days, rather than the pre-pandemic three day parcels, and are still delivered to service users by volunteers, to avoid users having to travel in. We found this to be particularly useful where service users were having to isolate for one reason or another during the height of the pandemic.

BFB secured funding this year to trial a subsidised Fruit & Veg' Box scheme for 6 months, with spaces for 50 households on the scheme. Boxes will cost users £3 and have around £15 worth of fresh produce in, which will be delivered to their door every other week for the life of the trial.

Additionally, BFB are looking at increasing fundraising activities by starting an online charity shop and standing at car boots and markets selling donated goods.

### **Financial review**

The Charity relies totally on grants and donations, financially & of food, but also "in kind" donations. Grants & financial donations are used for all other financial commitments such as utilities, insurance, IT & stationery, volunteers expenses & staff costs.

During this year we have increased our staff provision as demand for our services has increased by so much and we are now in a financial position to do this.

When funding is given for a specific purpose the Trustees ensure that it is only spent for that purpose.

Wherever possible, any property related work that is needed on our two centres is done by volunteers, or donated by local businesses.

All members of the public who donate into the charity either financially or by dropping food off at the centres are thanked, and social media is used constantly to show the charities appreciation for all donations of food.

As we look to the future, which is very unclear at the moment, we are planning to continue to adapt operations in a safe and appropriate way, as the situation and the needs of the community of Bassetlaw changes.

## **Bassetlaw Food Bank**

We are building resources, keeping social media streams open and applying for funding to enable us to do this in the best way possible, and as flexibly as is needed.

### **The charity's policy on reserves**

Our reserves policy is to hold 6 months operating costs plus the amount required to pay staff redundancy should that be required in reserve.

We have sufficient in our general fund at present to cover this.

### **Financial risks**

As we are totally dependent on donations & grant funding, if this were to cease then the charity would have to think seriously about winding up.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Cllr. Kevin Dukes, Trustee

**Independent examiner's report to the trustees of  
Bassetlaw Food Bank  
for the year ended 31 March 2021**

I report to the trustees on my examination of the accounts of Bassetlaw Food Bank (the charity) for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the trustees of the charity 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 charity'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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

John O'Brien MSc, FCCA, FCIE

Employee of Community Accounting Plus

**Bassetlaw Food Bank**  
**Receipts & payments account**  
**for the year ended 31 March 2021**

2020 Total Funds £		Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
	<b>Receipts</b>				
30921	Grants & donations	2	116621	29462	146083
<u>30921</u>	<b>Total receipts</b>		<u>116621</u>	<u>29462</u>	<u>146083</u>
	<b>Payments</b>				
95	Activities		-	-	-
60	Bank charges		69	-	69
1341	Communications		1388	-	1388
938	Computer & consumables		438	750	1188
2215	Equipment		653	-	653
-	Food shopping costs		-	8246	8246
300	Independent examination fee		300	-	300
876	Insurance		904	-	904
398	Maintenance		288	-	288
550	Office expenses		437	-	437
395	Professional fees		1333	-	1333
-	Room hire		-	3500	3500
18365	Salaries, NI & pension		15461	1962	17423
817	Staff travel		334	-	334
1991	Utilities		964	-	964
784	Volunteer expenses		-	4208	4208
<u>29125</u>	<b>Total payments</b>		<u>22569</u>	<u>18666</u>	<u>41235</u>
1796	<b>Net receipts/(payments)</b>		94052	10796	104848
44454	Cash funds at start of this period		43019	3231	46250
<u>46250</u>	<b>Cash funds at end of this period</b>		<u>137071</u>	<u>14027</u>	<u>151098</u>

**Bassetlaw Food Bank  
Statement of assets and liabilities  
at 31 March 2021**

2020		Note	2021
£			£
	<b>Cash assets</b>		
46066	Bank accounts		150735
<u>184</u>	Cash in hand		<u>363</u>
<u>46250</u>			<b><u>151098</u></b>
	 <b>Other monetary assets</b>		
<u>36</u>	Prepayment - Insurance		<u>37</u>
<u>36</u>			<b><u>37</u></b>
	 <b>Assets retained for the charity's own use</b>		
	General equipment and computers.		
	 <b>Liabilities</b>		
<u>(1676)</u>	Creditors	3	<u>(1986)</u>
<u>(1676)</u>			<b><u>(1986)</u></b>

These financial statements are accepted on behalf of the charity by:

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Cllr. Kevin Dukes, Trustee

**Bassetlaw Food Bank**  
**Notes to the accounts**  
**for the year ended 31 March 2021**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	Unrestricted	Restricted	Total
	£	£	£
B & M	-	1500	1500
Bassetlaw Citizens Advice	-	1962	1962
Bassetlaw District Council	41700	-	41700
Bauer Radio	-	1750	1750
Charities Foundation	1313	-	1313
Countryside Properties	5000	-	5000
Dogmates Ltd	4500	-	4500
Duke of Portland Charitable Trust	7000	-	7000
Groundwork UK	-	1250	1250
Just Giving	24108	-	24108
Manor Farm	-	1000	1000
Nottinghamshire Community Foundation	-	12000	12000
Nottinghamshire County Council	-	10000	10000
Sundry grants & donations	33000	-	33000
	<u>116621</u>	<u>29462</u>	<u>146083</u>

**3. Creditors**

	£
Independent examination fee	420
Salaries, NI & pension (HMRC)	1501
Utilities	65
	<u>1986</u>

**4. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**5. Related party transactions**

There were no related party transactions in this period.

## Bassetlaw Food Bank

### 6. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
<b>Restricted funds</b>				
Volunteers & stock replenishment	3231	-	(2942)	289
B & M Covid	-	1500	(1500)	-
Energy referral	-	1962	(1962)	-
Cash for Kids	-	1750	-	1750
Co-op NET COVID Appeal	-	2000	(706)	1294
Manor Farm	-	1000	(306)	694
NCC Covid (Fruit Boxes)	-	10000	-	10000
Notts Community Foundation	-	10000	(10000)	-
IT - Tesco Bags of Help	-	750	(750)	-
Covid - Tesco Bags of Help	-	500	(500)	-
	<b>3231</b>	<b>29462</b>	<b>(18666)</b>	<b>14027</b>
<b>Unrestricted funds</b>				
General fund	43019	116621	(22569)	137071
	<b>43019</b>	<b>116621</b>	<b>(22569)</b>	<b>137071</b>

The specific purposes for which the restricted fund are to be applied are as follows:

Volunteers & stock replenishment – grant from Worksop Charities for volunteer expenses and stock replenishment.

B & M Covid, Cash for Kids, Manor Farm & Covid Tesco Bags of Help – to buy products for emergency food parcels.

Energy referral – funding from Bassetlaw Citizens Advice for training costs associated with the setting up of energy referral.

Co-op NET Covid Appeal, Notts Community Foundation – to buy products for emergency food parcels, volunteer expenses and room hire.

NCC Covid (Fruit Boxes) – subsidised fruit & veg boxes.

IT – Tesco Bags of Help – IT support & website.

### 7. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.