

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 23rd April 2013 and most recently amended 17th 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

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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 providing 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.

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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			Unrestricted	Restricted	2021
Total		Note	Funds	Funds	Total
Funds			Funds	Funds	Funds
£			£	£	£
	Receipts				
30921	Grants & donations	2	116621	29462	146083
<u>30921</u>	Total receipts		<u>116621</u>	<u>29462</u>	<u>146083</u>
	Payments				
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>	Total payments		<u>22569</u>	<u>18666</u>	<u>41235</u>
1796	Net receipts/(payments)		94052	10796	104848
44454	Cash funds at start of this period		43019	3231	46250
<u>46250</u>	Cash funds at end of this period		<u>137071</u>	<u>14027</u>	<u>151098</u>

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

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

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
	116621	29462	146083

3. Creditors

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

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.

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6. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
Restricted funds				
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)	-
	3231	29462	(18666)	14027
Unrestricted funds				
General fund	43019	116621	(22569)	137071
	43019	116621	(22569)	137071

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.