

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 23rd April 2013 and most recently amended 17th 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').

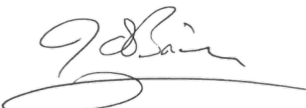
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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
Receipts & payments account
for the year ended 31 March 2022

2021				2022
Total		Unrestricted	Restricted	Total
Funds		Funds	Funds	Funds
£	Note	£	£	£
	Receipts			
146083	Grants & donations	2 100259	61517	161776
-	Fundraising	1251	-	1251
-	Ebay shop sales	10994	-	10994
-	Bank interest	3	-	3
<u>146083</u>	Total receipts	<u>112507</u>	<u>61517</u>	<u>174024</u>
	Payments			
69	Bank charges	244	-	244
-	Cleaning & waste	482	-	482
1388	Communications	514	-	514
1188	Computer & consumables	2135	-	2135
-	Ebay shop costs	407	-	407
653	Equipment	6433	-	6433
8246	Food shopping costs	27	16880	16907
300	Independent examination fee	420	-	420
904	Insurance	3153	1184	4337
-	Just Giving costs	382	-	382
288	Maintenance	1305	-	1305
437	Office expenses	1247	-	1247
1333	Professional fees	602	-	602
3500	Room hire	-	-	-
17423	Salaries, NI & pension	54035	2182	56217
-	Staff training & expenses	624	46	670
334	Staff travel	570	337	907
-	Sundry payments	472	-	472
964	Utilities	661	-	661
-	Van costs	90	2636	2726
4208	Volunteer expenses	1055	4083	5138
<u>41235</u>	Total payments	<u>74858</u>	<u>27348</u>	<u>102206</u>
104848	Net receipts/(payments)	37649	34169	71818
46250	Cash funds at start of this period	137071	14027	151098
<u>151098</u>	Cash funds at end of this period	<u>174720</u>	<u>48196</u>	<u>222916</u>

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

2021			2022
£		Note	£
150735	Cash assets		
	Bank accounts		222572
363	Cash in hand		344
<u>151098</u>			<u>222916</u>
	Other monetary assets		
37	Prepayment - Insurance		2709
<u>37</u>			<u>2709</u>
	Assets retained for the charity's own use		
	Fridge, purchased March 2022, cost £1,524.		
	Scales, purchased July 2021, cost £690.		
	General equipment and computers.		
	Liabilities		
(1986)	Creditors.	3	(3166)
<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
	<u>100259</u>	<u>61517</u>	<u>161776</u>

3. Creditors

	£
Independent examination fee	420
Salaries, NI & pension (HMRC)	2508
Salaries, NI & pension (pension)	238
	<u>3166</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 £
Restricted funds				
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
	14027	61517	(27348)	48196
Unrestricted funds				
General fund	137071	112507	(74858)	174720
	137071	112507	(74858)	174720

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.