

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 dd/mm/yy	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 dd/mm/yy
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

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
Senior Management Team	Robert Garland, Chief Executive Officer
	Ellen-Scarlett Ryan, Operations Manager
Charity Registration Number	1154703
Principal Office	Community Way Shrewsbury Road Worksop S80 2TU
Independent Examiner	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.

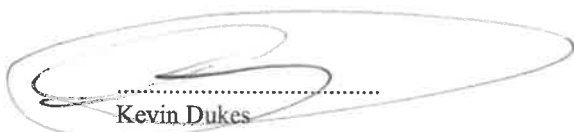
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial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

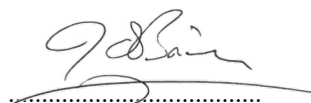
Independent examiner's statement

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 £
Income and Endowments from:					
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
Total Income		<u>241,886</u>	<u>186,117</u>	<u>428,003</u>	<u>433,827</u>
Expenditure on:					
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
Reconciliation of funds					
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.

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

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

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:

Asset class	Depreciation method and rate
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

	Unrestricted funds General £	Total 2024 £	Total 2023 £
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
	<u>77,392</u>	<u>77,392</u>	<u>45,443</u>

5 Investment income

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

6 Other income

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

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
	164,701	204,747	369,448	287,054

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	16,683	12,915

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 £
Staff costs during the year were:		
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 £
Cost				
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
Depreciation				
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
Net book value				
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
	<u>6,487</u>	<u>3,532</u>

19 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General fund	296,690	241,886	(164,701)	(8,732)	365,143
Restricted funds					
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)	-	-
Total restricted funds	<u>72,542</u>	<u>186,117</u>	<u>(204,747)</u>	<u>8,732</u>	<u>62,644</u>
Total funds	<u>369,232</u>	<u>428,003</u>	<u>(369,448)</u>	<u>-</u>	<u>427,787</u>

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 £
Unrestricted funds					
<i>General</i>					
General fund	174,263	209,360	(114,092)	27,159	296,690
Restricted					
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
Total restricted funds	<u>48,196</u>	<u>224,467</u>	<u>(172,962)</u>	<u>(27,159)</u>	<u>72,542</u>
Total funds	<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	<u>365,143</u>	<u>62,644</u>	<u>427,787</u>
	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	<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

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
Senior Management Team	Robert Garland, Chief Executive Officer Ellen-Scarlett Ryan, Operations Manager
Charity Registration Number	1154703
Principal Office	Community Way Shrewsbury Road Worksop S80 2TU
Independent Examiner	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.

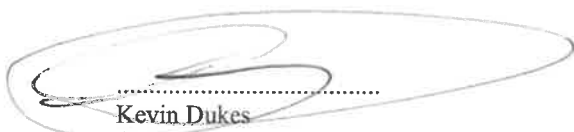
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial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

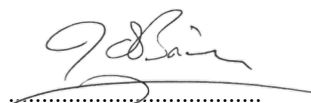
Independent examiner's statement

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 £
Income and Endowments from:					
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
Total Income		<u>241,886</u>	<u>186,117</u>	<u>428,003</u>	<u>433,827</u>
Expenditure on:					
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
Reconciliation of funds					
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 £
Income and Endowments from:				
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>
Expenditure on:				
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
Reconciliation of funds				
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 £
Fixed assets			
Tangible assets	15	38,335	38,012
Current assets			
Debtors	16	11,358	8,631
Cash at bank and in hand	17	384,581	326,121
		395,939	334,752
Creditors: Amounts falling due within one year	18	(6,487)	(3,532)
Net current assets		389,452	331,220
Net assets		427,787	369,232
Funds of the charity:			
Restricted income funds			
Restricted funds	19	62,644	72,542
Unrestricted income funds			
Unrestricted funds		365,143	296,690
Total funds	19	427,787	369,232

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:

Asset class	Depreciation method and rate
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

	Unrestricted funds General £	Total 2024 £	Total 2023 £
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
	<u>77,392</u>	<u>77,392</u>	<u>45,443</u>

5 Investment income

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

6 Other income

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

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
	164,701	204,747	369,448	287,054

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Depreciation of fixed assets	16,683	12,915

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 £
Staff costs during the year were:		
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 £
Cost				
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
Depreciation				
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
Net book value				
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
	<u>6,487</u>	<u>3,532</u>

19 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General fund	296,690	241,886	(164,701)	(8,732)	365,143
Restricted funds					
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)	-	-
Total restricted funds	<u>72,542</u>	<u>186,117</u>	<u>(204,747)</u>	<u>8,732</u>	<u>62,644</u>
Total funds	<u>369,232</u>	<u>428,003</u>	<u>(369,448)</u>	<u>-</u>	<u>427,787</u>

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 £
Unrestricted funds					
<i>General</i>					
General fund	174,263	209,360	(114,092)	27,159	296,690
Restricted					
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
Total restricted funds	<u>48,196</u>	<u>224,467</u>	<u>(172,962)</u>	<u>(27,159)</u>	<u>72,542</u>
Total funds	<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	<u>365,143</u>	<u>62,644</u>	<u>427,787</u>
	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	<u>296,690</u>	<u>72,542</u>	<u>369,232</u>