

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 Whitlam | | |
| Kathy Cowbrough | | |
| Rebecca Cullen | | |
| Christine Oldfield | | Secretary |
| Emily Hoe-Crook | | |
| | | |
| | | |

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

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

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

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

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

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

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

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

Objectives and activities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How do these activities benefit the public?

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

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

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

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

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

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

We have considered the guidance.

Summary of the main achievements during the period

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

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

across 1,636 households.

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

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

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

Financial review

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

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

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

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

What financial risks do you face?

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

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

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

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

We still have surplus in our bank account.

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

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

Funds

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

For example:

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

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

For each fund you hold, please give the details:

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

CSL - Future energy expenses

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

Lottery Grant - Costs associated with the warehouse building

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

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

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

Additional information

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

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

N/A

Charity registration number: 1154703

Bassetlaw Food Bank

Annual Report and Financial Statements

for the Year Ended 31 March 2025

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

Bassetlaw Food Bank

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Bassetlaw Food Bank

Reference and Administrative Details

| | |
|------------------------------------|---|
| Trustees | Kevin Dukes, Chair Robert Lamb, Vice Chair Karen Whitlam Kathy Cowbrough Emily Hoe-Crook Christine Oldfield, Secretary Rebecca Cullen |
| Senior Management Team | Ellen-Scarlett Ryan, CEO, from March 2025 Robert Garland, CEO, until March 2025 Laura Kennedy, Supporter Engagement 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 2025.

Trustees and officers

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

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

Structure, governance and management

Nature of governing document

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

Recruitment and appointment of trustees

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

Objectives and activities

Objects and aims

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

Bassetlaw Food Bank

Trustees' Report (continued)

Objectives, strategies and activities

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

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

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

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

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

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

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

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

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

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

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

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

Bassetlaw Food Bank

Trustees' Report (continued)

Public benefit

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

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

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

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

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

Achievements and performance

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

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

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

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Bassetlaw Food Bank

Trustees' Report (continued)

Financial review

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

Policy on reserves

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

Major risks and management of those risks

Financial risks

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

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

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

Bassetlaw Food Bank

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

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

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

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

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



Kevin Dukes
Trustee

Bassetlaw Food Bank

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

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

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

Responsibilities and basis of report

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

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

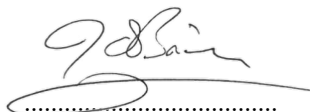
Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



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

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

Date: 23/06/25

Bassetlaw Food Bank

Statement of Financial Activities for the Year Ended 31 March 2025

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

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

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

Bassetlaw Food Bank

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

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

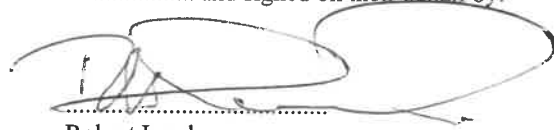
| | Note | Unrestricted £ | Restricted £ | Total 2024 £ |
|------------------------------------|------|-----------------------|----------------------|-----------------------|
| Income and Endowments from: | | | | |
| Donations and legacies | 2 | 97,805 | - | 97,805 |
| Charitable activities | 3 | 3,914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

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

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

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

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


 Robert Lamb
 Trustee

Bassetlaw Food Bank

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

1 Accounting policies

Statement of compliance

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

Basis of preparation

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

Exemption from preparing a cash flow statement

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

Going concern

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

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

Income and endowments

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

Donations and legacies

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

Grants receivable

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

Expenditure

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

Bassetlaw Food Bank

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

Charitable activities

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

Government grants

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

Taxation

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

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

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

| 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 2025 (continued)

Fund structure

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

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

Pensions and other post retirement obligations

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

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

2 Income from donations and legacies

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

3 Income from charitable activities

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

Bassetlaw Food Bank

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

4 Income from other trading activities

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

5 Investment income

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

6 Other income

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

Bassetlaw Food Bank

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

7 Grants and donations

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

Bassetlaw Food Bank

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

8 Expenditure on charitable activities

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

9 Net incoming/outgoing resources

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

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

Bassetlaw Food Bank

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

10 Staff costs

The aggregate payroll costs were as follows:

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

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

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

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

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

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

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

11 Independent examiner's fees

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

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

12 Trustees remuneration and expenses

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

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

13 Related party transactions

There were no related party transactions in the year.

Bassetlaw Food Bank

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

14 Taxation

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

15 Tangible fixed assets

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

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

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

16 Debtors

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

17 Cash and cash equivalents

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

Bassetlaw Food Bank

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

18 Creditors: amounts falling due within one year

| | 2025 £ | 2024 £ |
|------------------------------------|--------------|--------------|
| Other taxation and social security | 4,162 | 2,449 |
| Accruals | 4,677 | 4,038 |
| | <u>8,839</u> | <u>6,487</u> |

19 Funds

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

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

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

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

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

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

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

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

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

Bassetlaw Food Bank

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

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

CSL - future energy costs.

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

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

Bassetlaw Food Bank

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

20 Analysis of net assets between funds

| | Unrestricted | | 2025 |
|-----------------------|----------------|---------------|----------------|
| | General | Restricted | Total funds |
| | £ | £ | £ |
| Tangible fixed assets | 80,504 | - | 80,504 |
| Current assets | 243,960 | 34,729 | 278,689 |
| Current liabilities | (8,839) | - | (8,839) |
| Total net assets | <u>315,625</u> | <u>34,729</u> | <u>350,354</u> |
| | 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> |

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

Bassetlaw Food Bank
Community Way
Shrewsbury Road
Worksop
S80 2TU

Please reply to Romana

9th June 2025

Dear Board Members,

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

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

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

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

Yours faithfully,



John O'Brien MSc FCIE FAIA

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

Tel: 0115 947 0839
Fax: 0115 958 8779
General email: caplus@caplus.org.uk
Payroll email: payroll@caplus.org.uk
www.caplus.org.uk

Community Accounting Plus

Monitoring & Feedback Form

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

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

Please circle below which CA Plus services you have used

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

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

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

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

| |
|--|
| |
|--|

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

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

Any other comments

| |
|--|
| |
|--|

Thank you