



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

Period covered by report: From 1 April 2021 to 31 March 2022

Charity name: Bishop's Stortford Food Bank

Charity address: The Methodist Church, 34b South Street, Bishop's Stortford, Hertfordshire CM23 3AZ

Charity registration number: 1154800

Objectives and Activities: Our objectives are as stated in our constitution:

The prevention or relief of poverty in Hertfordshire and Essex in particular, but not exclusively, by providing emergency food supplies and related provisions to individuals in need and to charities or other organisations working to prevent or relieve poverty.

In working to fulfil our objectives during the year, the Food Bank's main activities involve the distribution of food items and supermarket vouchers to clients referred by other partner agencies. Food can either be collected in person by clients or delivered by a team of volunteer drivers. The Food Bank also provides assistance to those in fuel poverty by purchasing credit on the card or key of the client's pre payment gas/electricity meter.

The Trustees take into account the commission's public benefit guidance when making any relevant decision.

Achievements and Performance: During the twelve months covered by the report the Food Bank met a much higher level of demand than in previous years. The numbers of referrals received, and the total numbers of people fed, were both approximately 25% greater than the preceding twelve month period, which in turn was significantly busier than the year before that.

To cope with the increasing demand, the Food Bank has raised its profile in the community to ensure that donation of food items continue to meet the need and that high levels of volunteer recruitment is maintained.

During the year the Food Bank completed its refurbishment project, installing new racking and other storage equipment which has allowed it to utilise the space it has more effectively, improving the efficiency of its operations and providing a more pleasant environment for staff, volunteers, clients and visitors.

Financial Review of the Year: Income was primarily received in the form of donations. We remain very grateful to the people who so generously support our work. While income was down from the previous year, it has remained much higher than pre-pandemic levels which have allowed us to continue to meet the increasing demand for support.

Costs have increased in line with the increased use of the Food Bank. Additionally, as described above, this year saw spend to repair and revive the fabric of the Foodbank. We now have a fresh and functional space to meet with clients and undertake some storage, packing and administrative tasks.

Overall, the year saw a net expense. Without the premises costs there would have been a small net receipt. Reserves remain healthy at £65,031 and are in line with policy of approximately one year's regular expenditure.

Structure, Governance and Management: The Food Bank is established as a CIO under a constitution document and is governed by a Board of Trustees who hold formal meetings, which have an agenda and full minutes, approximately once every two or three months. In addition to a Chair and Deputy Chair, the Trustees have appointed a Treasurer, and a Community and Schools Ambassador. Trustees are appointed by the existing Trustees under the terms of the constitution and have been appointed on the basis of their background, interests and expertise and as well as attending Trustee meetings and working in sub groups set up to consider specific areas of policy / strategy, they assist directly by contributing to a number of operational and promotional activities.

Trustees acting during the year and at the date of approval of this report:

Bill Macdonald (Chair)
Jim Tatchell (Treasurer)
Norma Symonds
Jane Towns
Christine Haynes
Alison Jones
Ian Williams
Louise Taub
Gillian Turner (appointed May 2022)

During the period covered by this report, the Food Bank employed two part time members of staff – a Coordinator to manage the day to day activities of the Food Bank and an Administrative Assistant who also acted as the Secretary to the Trustees.

The Food Bank could not operate without its loyal and hard working volunteers who have ensured that the ever increasing demands are met, sometimes in difficult circumstances, with efficiency and cheerfulness.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Bishop's Stortford Foodbank

No (if any)
1154800

Receipts and payments accounts

For the period from	Period start date 1-Apr-21	To	Period end date 31-Mar-22
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Donations	65,294	-	-	65,294
Gift aid	1,286	-	-	1,286
Refunds	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	66,580	-	-	66,580
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	66,580	-	-	66,580
A3 Payments				
Direct costs	34,988	-	-	34,988
Payments to Harlow Foodbank	4,200	-	-	4,200
Contributions to other agencies	1,010	-	-	1,010
General office costs	3,082	-	-	3,082
Staff costs	19,708	-	-	19,708
Insurance	426	-	-	426
Accountancy services	216	-	-	216
Bank fees	96	-	-	96
Premises	21,650	-	-	21,650
Sub total	85,376	-	-	85,376
A4 Asset and investment purchases, (see table)				
	-	-	-	-
Printers	-	-	-	-
Sub total	-	-	-	-
Total payments	85,376	-	-	85,376
Net of receipts/(payments)	- 18,796	-	-	- 18,796
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	- 18,796	-	-	- 18,796

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Cash	65,031	-
		-	-
		-	-
	Total cash funds	65,031	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

CC16a

Last year

to the nearest £

116,003
-
608
-
-
-
-
-
116,611

-
-

116,611

18,195
4,200
26,354
3,618
15,966
406
161
69
-
68,969

165
165

69,134

47,477
-
36,349
83,826



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Bishop's Stortford Food Bank		
On accounts for the year ended	31 st March 2022	Charity no (if any)	1154800
Set out on pages	Attached 2 pages – Receipts and Payments Accounts <small>(remember to include the page numbers of addenda (if sheets))</small>		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2022.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none">• accounting records were not kept in accordance with section 130 of the Act or• the accounts do not accord with the accounting records• the accounts did not comply with the applicable 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. <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed:			Date: 18/01/2023
Name:	JEREMY FOZZARD		
Relevant professional qualification(s) or body (if any):	F.C.C.A		
Address:	5 Ducketts Wharf, South Street Bishop's Stortford, Hertfordshire, CM23 3AR		

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.