



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report

Period covered by report: From 1 April 2023 to 31 March 2024

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:

The Bishop's Stortford Food Bank's ("the Food Bank") charitable objectives are:

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 fulfilling our charitable objectives, the Food Bank's main activity during the year was the distribution of food, household essentials and supermarket vouchers to individuals and families in need of support in Bishop's Stortford and the surrounding area.

In addition, the Food Bank also

- Provided assistance to households in fuel poverty by purchasing credit on the card or key of the client's pre-payment gas/electricity meter
- Provided white goods to a small number of clients in exceptional circumstances
- For a limited period of time, the Food Bank distributed vouchers to a vulnerable group on behalf of another agency (the voucher cost was fully reimbursed)
- Began a collaborative project with Citizen's Advice East Hertfordshire to provide access to a dedicated adviser for Food Bank clients.

Clients are referred to the Food Bank by local partner agencies. In addition, Clients may self-refer for their first food parcel and are signposted to other agencies where further support is indicated. Food can either be collected in person or delivered by a team of volunteer drivers. The Food Bank also maintains a stock of emergency food boxes which can be provided by other agencies in the community outside of our opening hours.

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 this report the Food Bank yet again met a higher level of demand than in previous years with 1,707 referrals for food support (1,395 in 22/23) and 241 referrals for fuel support (178 in 22/23). This trend was inline with the national picture for Foodbanks.

While the core focus of the Food Bank has been on short term relief for those in food crisis, Trustees have a longer-term strategic goal to do more to support clients to prevent and resolve the issues that result in food poverty. In October 2023 we began a sixth month trial for a project with Citizen's Advice East Herts to provide a dedicated adviser for Food Bank clients. The project aims to bridge the gap between the Food Bank's frontline support and Citizen's Advice expertise and specialist advice. By providing a dedicated adviser physically based in the Food Bank for one day a week we can work together to build trusted professional and client relationships in order to reach and help those clients who may struggle to engage with or access support.

The Food Bank has continued to maintain its profile in the community, our relationships with schools, churches, community groups and individuals are vital to the support we provide. Our slogan of "Give Help, Get Help" emphasises our role as a conduit for the community to support for each other, and the donation of food items, financial support and hours of work by dedicated volunteers has continued to allow us to meet the need of the increasing number of households requiring our assistance.

Financial Review of the Year:

Receipts in the year ended March 2024 were £86,339 (£148,000 - 22/23). Income is almost exclusively from donations by individuals, community groups and local businesses. Receipts only reflect monetary receipts and do not include a valuation for food or other goods donated, without which our costs would increase considerably. Trustees continue to be humbled by the local community's response to the need for our services.

Expenditure increased due to both the increased use of the Food Bank and the increases in underlying costs, with expenditure for the year at £115,978 (£88,438 - 22/23). Expenditure included £2,500 paid to Citizen's Advice East Herts in respect of 50% of their costs related to the Food Bank Adviser project.

Overall, the year to 31 March 2024 saw net expenditure of nearly £30,000 (net receipts of £60,000 in 22/23) with reserves at 31 March 2024 standing at £94,556 (£124,195 at 31 March 2023).

Trustees have a policy of maintaining approximately one year's regular expenditure in reserve. Notwithstanding this, Trustees have considered that available reserves may be needed to fund future deficits while demand remains high.

Trustees have a very prudent approach to investment of surplus funds. Cash not required for day-to-day operations is put on interest bearing deposit.

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 as required, but at least every three months.

The Trustees have appointed a Chair, Treasurer, Secretary and a Community Ambassador. New Trustees are appointed by the existing Trustees under the terms of the constitution and are appointed on the basis of their background, interests, experience and expertise, as well as their commitment to the Food Bank, its values and charitable objectives. New Trustees receive an informal induction including meeting with the Chair and other Trustees.

Trustees attend meetings and may work in sub-groups set up to consider specific areas of policy / strategy. As we are a small charity with limited resources, Trustees also assist directly by contributing to a number of operational and promotional activities in line with their skills and experience.

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

Bill Macdonald (Chair to January 2025)
Jim Tatchell (Treasurer to January 2025, Chair from January 2025)
Norma Symonds (resigned September 2023)
Jane Towns (Community Ambassador)
Christine Haynes (resigned February 2024)
Alison Jones
Ian Williams (Secretary, from January 2025)
Louise Taub (Secretary, to January 2025)
Gillian Turner (Treasurer, from January 2025)
Hana Hainsby (appointed September 2023, resigned December 2024)

During the period covered by this report, the Food Bank employed two part time members of staff – a Manager and a Deputy Manager – to manage the operational activities of the Food Bank. Trustees would like to recognise the fantastic job that our staff do and the very real impact that their work has.

The heart of the Food Bank is our dedicated and hard-working volunteers who do so much to support our clients and our community. There would be no Bishop's Stortford Food Bank without them.

Signed on Behalf of the Trustees

Jim Tatchell
Chair



Date 30/1/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Bishop's Stortford Foodbank

No (if any)
1154800

Receipts and payments accounts


CC16a

For the period from	Period start date 01-Apr-23	To	Period end date 31-Mar-24
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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 £	Last year to the nearest £
A1 Receipts					
Donations	76,163	450	-	76,613	145,984
Reimbursement (direct costs)	9,315	-	-	9,315	-
Bank interest	411	-	-	411	135
Other income	-	-	-	-	1,962
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income from AR)	85,889	450	-	86,339	148,081
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	85,889	450	-	86,339	148,081
A3 Payments					
Direct costs of fuel support	16,924	-	-	16,924	12,046
Direct costs of food voucher support	39,590	-	-	39,590	29,845
Direct costs of food parcel support	26,281	-	-	26,281	19,743
Direct costs of other support	349	-	-	349	725
Adviser project costs	2,500	-	-	2,500	-
Contributions to other agencies	1,000	-	-	1,000	500
General office costs	3,638	450	-	4,088	3,056
Staff costs	22,711	-	-	22,711	20,335
Insurance	534	-	-	534	527
Professional services	913	-	-	913	288
Bank fees	60	-	-	60	72
Premises	1,027	-	-	1,027	1,300
Sub total	115,528	450	-	115,978	88,438
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	479
Sub total	-	-	-	-	479
Total payments	115,528	450	-	115,978	88,917
Net of receipts/(payments)	- 29,639	-	-	- 29,639	59,164
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	124,194	-	-	124,194	65,031
Cash funds this year end	94,556	-	-	94,556	124,195

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	94,424	-	-
	Petty cash	132	-	-
		-	-	-
	Total cash funds	94,556	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Supermarket vouchers	1,435	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Food stocks (not valued)	Unrestricted	-	-
	Office equipment and furniture (not valued)	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		JAMES TATCHELL	30/1/2025	



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**

31st March 2024

**Charity no
(if any)** 1154800

Set out on pages

Attached 2 pages – Receipts and Payments Accounts

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2024.

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").

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.

**Independent
examiner's statement**

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:

- 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.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 09/01/2025

Name:

Jeremy Pizzard

**Relevant professional
qualification(s) or body
(if any):**

CHARTERED CERTIFIED ACCOUNTANT
(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.