



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-24

To

Period end date
31-Mar-25

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	80,378	-	-	80,378	76,613
Reimbursement (direct costs)	-	-	-	-	9,315
Bank interest	1,030	-	-	1,030	411
Grants received	1,125	15,000	-	16,125	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	82,534	15,000	-	97,534	86,339
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	82,534	15,000	-	97,534	86,339
A3 Payments					
Fuel support costs	8,329	-	-	8,329	16,924
Food voucher costs	25,205	-	-	25,205	39,590
Food parcel costs	21,035	-	-	21,035	26,281
Other support costs	-	-	-	-	349
Adviser project costs	1,250	10,511	-	11,761	2,500
Contributions to other agencies	109	-	-	109	1,000
General office costs	2,664	299	-	2,963	4,088
Training costs	-	144	-	144	-
Staff costs	27,620	1,596	-	29,216	22,711
Insurance	549	-	-	549	534
Professional services	308	-	-	308	913
Bank fees	60	-	-	60	60
Premises	1,000	-	-	1,000	1,027
Sub total	88,130	12,550	-	100,679	115,978
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	88,130	12,550	-	100,679	115,978
Net of receipts/(payments)	- 5,596	2,450	-	3,146	29,639
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	94,556	-	-	94,556	124,194
Cash funds this year end	88,960	2,450	-	91,410	94,555

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

Categories

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash at bank	88,894	2,450	-
Petty cash	66	-	-
	-	-	-
Total cash funds	88,960	2,450	-
(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	2,225	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

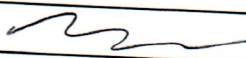
B4 Assets retained for the charity's own use

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
	J. TATCHELL	20.1.26



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

Period covered by report: From 1 April 2024 to 31 March 2025

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.

Food parcels of long shelf-life food are provided from donated and, where necessary, purchased food. Throughout the year we continued to partner with Harlow Food Bank to collect, sort and warehouse donations. We are also able to provide clients with supermarket vouchers to enable the purchase of fresh food, toiletries and household goods and to enable agency and choice.

In addition, during the year 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
- Continued a collaborative project with Citizen's Advice East Hertfordshire to provide access to a dedicated Food Bank Adviser to support Food Bank clients with issues including debt, benefits, budgeting and signposting to other services.

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 or to the Food Bank Adviser where further support is indicated. Food can either be collected in person or delivered by a team of volunteer drivers. The Food Bank also maintained 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 supported 1,343 referrals for food support (1,466 23/24) and 118 referrals for fuel support (241 23/24). While this represented a decrease to the prior year's record levels of demand the Food Bank is continuing to see high levels of demand when considered in a longer-term context.

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. We were pleased to extend our 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. We are grateful to the Hertfordshire Community Foundation and to Community Alliance Broxbourne and East Herts for the grants received to support this project.

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 households requiring our assistance.

Financial Review of the Year:

Trustees prepare receipts and payments accounts. Receipts only reflect monetary receipts and do not include a valuation for food or other goods donated nor the many hours of time provided by our team of volunteers. Without these donations our costs would increase considerably. Other than grant receipts, monetary receipts are almost exclusively from donations by individuals, community groups and local businesses.

Trustees continue to be humbled by the local community's response to the need for our services.

Receipts in the year ended March 2025 were £97,534 (£86,339 - 23/24). Receipts for the year included £16,125 of grant income (£nil – 23/24), of which £14,510 was restricted for the Food Bank Adviser project costs. We would like to thank Herts Community Foundation and Community Alliance Broxbourne and East Herts for their support with this project. A further £490 was received from Community Alliance Broxbourne and East Herts in respect of Trustee and Volunteer training and support. The grants were received for costs incurred between 1 September 2024 and 31

August 2025 and a restricted reserve of £2,450 has been carried forward to the 25/26 year end when it is expected to have been fully spent.

Direct costs of support fell as a result of the decreased demand, total expenditure for the year was £100,679 (£115,978 - 23/24).

Overall, the year to 31 March 2025 saw net expenditure of £3,146 (net expenditure of £29,639 23/24) with reserves at 31 March 2024 standing at £91,410 (£94,556 at 31 March 2024).

Trustees have a policy of maintaining approximately one year's regular expenditure in reserve. Reserves at the year end represented 91% of the year's total expenditure.

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. At the date of signing this report the position of Secretary was vacant. 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)
Jane Towns (Community Ambassador)
Alison Jones
Ian Williams (Term ended October 2025, Secretary, from January 2025)
Louise Taub (Secretary, to January 2025)
Gillian Turner (Treasurer, from January 2025)
Hana Hainsby (Resigned December 2024)
Keith Irvine (appointed September 2025)
Lucinda Boon (appointed June 2025)

During the period covered by this report, the Food Bank employed two part time members of staff – a Manager and an Assistant 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.

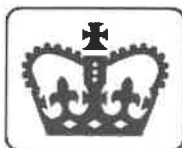
Signed on Behalf of the Trustees

Jim Tatchell
Chair



Date

20/1/2026



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 2025

**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)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025.

**Responsibilities and
basis of report**

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: 20/01/2026

Name:

Jeremy Fozzard

**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.