

**Report of the Trustees and  
Financial Statements for the Year Ended 31st March 2023  
for  
Chichester District Foodbank**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Chichester District Foodbank**

**Contents of the Financial Statements  
for the Year Ended 31st March 2023**

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	<b>Page</b>
<b>Report of the Trustees</b>	1 to 7
<b>Independent Examiner's Report</b>	8
<b>Statement of Financial Activities</b>	9
<b>Balance Sheet</b>	10
<b>Notes to the Financial Statements</b>	11 to 18



Report of the Trustees  
for the Year Ended 31st March 2023

The trustees present their report with the financial statements of the charity for the year ended 31st March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

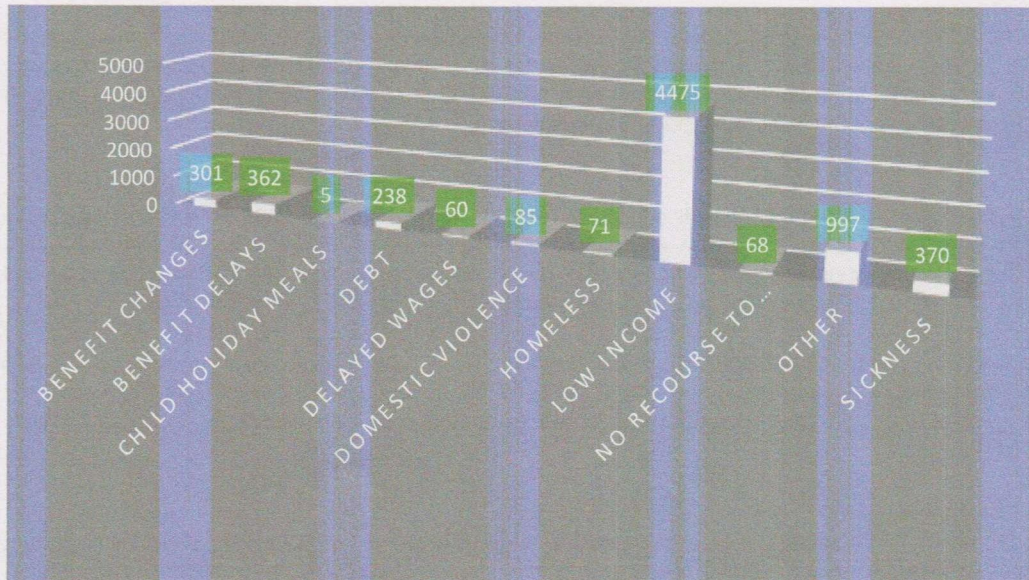
**ACHIEVEMENT AND PERFORMANCE**

**Main activities undertaken to further the charity's objectives**

In the year starting 1st April 2022, Chichester District Foodbank experienced its highest growth in demand since the Covid-19 pandemic, mainly due to the cost-of-living crisis. In addition, in May to July we also saw 70 Ukrainian families access our service while waiting for their Universal Credit to come through. Our end of year statistics showed that 7,033 emergency food parcels were provided to people facing hardship by the Foodbank in the past 12 months. This showed a 30% increase in the number of emergency food parcels distributed compared to the same period last year.

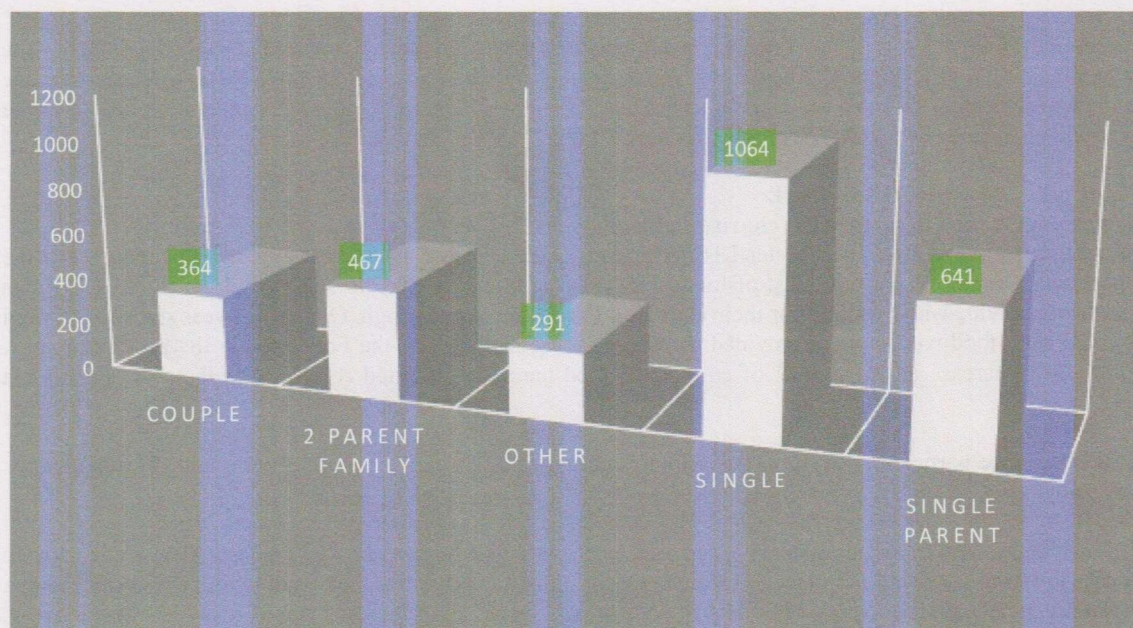
The levels of need were particularly acute in the Winter. February 2023 was the busiest month, with 778 emergency food parcels going out

During 22/23 we found 64% of all our clients needed our service because they were on low income. These clients were either earning a low wage or could not manage on their benefits due to the fact that they were living in a District with a high cost of living. In a District of which 61% is rural those on low income also faced increased costs for travel to work, school, doctors, supermarkets and to access government services. As the cost-of-living crisis continues we anticipate our numbers to rise as more people access our service.



Reasons for people coming (numbers fed)





#### Family size that access the Foodbank

##### Warehouse

The sorting and storing of food continues to take place in St John's Hall in Chichester. However, the increased demand for food and the need to store prepacked kids lunch packs has continued to place more pressure upon the warehouse space. The Foodbank is currently looking at renting a warehouse unit in Chichester which would meet the operational needs of the charity. This will have a financial implication for the Foodbank.

##### Foodbank Centres

Chichester District covers 303.6 square miles. Chichester District Foodbank has four foodbank centres serving clients across the District, in Chichester, Selsey, Petworth and Midhurst. The Foodbank works with 230 local agencies, including Citizens Advice, Social Services, health professionals, schools and churches who identify people in crisis and give them a foodbank voucher, which they exchange for a 3-day food parcel.

All the foodbank centres have seen an increase in numbers fed compared to last year, except Selsey who has seen a 20% decrease in numbers. The reduction in numbers reflects the support for clients through the Selsey Care Shop and food provided by other organisations e.g., The Community Hub and Community Freezer. Petworth has seen a 106% increase.

##### Kids Holiday Lunch Pack Scheme

Since 2016, Chichester District Foodbank has also responded to child hunger in the school holidays by providing fortnightly lunch packs to children on free school meals due to low income during Easter, Summer and Christmas. There are over 2,400 children in this category in the District. To ensure the packs go to the right children the Foodbank works with 50 local schools to identify the families that need help. Once schools have sent over the number of children who need help, they are sent a set of codes which are allocated to the families. Families will then fill out a registration form, which they access through our website and they receive a Kids Lunch Pack during the week that leads up to the holiday. Families that are served by Midhurst and Petworth have their packs delivered and those served by Chichester and Selsey collect the lunch packs from several collection points at local churches across the city and peninsula. Kid's lunch packs cover 10 meals over a fortnightly period. This year we gave out 1,128 (2 parcels per child covering 30 meals to cover 6 weeks) at summer, 901 at Christmas and 946 at Easter worth around £25 each.



## **Chichester District Foodbank**

### **Report of the Trustees for the Year Ended 31st March 2023**

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#### **New Staff**

To meet our strategic aims to address the issues surrounding local poverty and include those with lived experience in our decision making, the Foodbank has employed a part time Local Mobilisation and Campaigns Manager, who is responsible for building and leading a volunteer team to develop and deliver local influencing strategies to campaign for change to end poverty in Chichester District, and a Lived Experience Coordinator, who is responsible for engaging with people who have used a foodbank and involve them in the decision making, development and leadership of Chichester District Foodbank.

#### **Partnerships**

- Chichester District Foodbank relies on the support of local care professionals to refer clients in crisis and this year we had 230 agencies that held our vouchers to give to households in crisis.
- The Foodbank continues to work with "Christians Against Poverty" to help clients budget and get out of debt.
- The Foodbank continues to work with "Chichester Harbour Rotary Club" who provide access to nearly new clothes, bedding, towels, furniture and white goods. They come into one of the Chichester sessions once a week and the other centres can request items by email.
- Panther Van Hire continues to support us by lending us a van twice a week to pick up donations and deliver food to the foodbank centres.
- The Foodbank works with the "Hygiene Bank" who provide toiletries, sanitary and household products, which we are able to give out to our clients as well as food.
- We continue to work with UK Harvest who provided us with fruit and vegetables.
- Arun and Chichester Food Partnership was set up in November 2020 to tackle food insecurity and waste, which Chichester District Foodbank is a member. The Foodbank CEO attends the steering group meetings.
- Since the pandemic we have partnered with Selsey Community Forum, who provide support to vulnerable people in Selsey. We provide food and they offer support, including debt advice.
- The Foodbank has started to work with Chichester District Councils "Supporting You" service, who provide financial inclusion advice and attend the Chichester Centre once a week. The other centres can refer directly.
- The Foodbank has started to work with the Samaritans who attend the Chichester Centre once a fortnight to give emotional support to the clients. The Samaritans have also provided training in active listening to the signposters.
- The Foodbank has started to work with Carers Support who attend the Foodbank Centre in Chichester once a month to advise clients who are carers. The other centres can refer directly.
- The Foodbank continues to partner with the Citizens Advice and every centre can refer directly into their service via an online form. Once a week an advisor attends the Chichester Centre to directly help clients.

#### **Public Support**

We rely heavily on the generosity of the public to donate food and this year we saw 115,643.07kg of food, toiletries and household cleaning products donated. 109,939.69kg was given out in three-day food parcels to individuals and families in crisis or children through the lunch pack scheme.

#### **Gifts in Kind**

We are grateful for the ongoing support of Panther Hire, who provide a van in kind, twice a week, to pick up and drop off food donations and Wiley Publishers who provide cardboard boxes for our Kids Lunch Packs and Emergency Food Parcels.

A big thank you to all those who support the work we do at Chichester District Foodbank we could not do it without you. Your time, finance and food donations make a real difference to families facing food poverty in the district. Since we opened in September 2012 we have fed 36,102 people, including 14,467 children, until the end of March 2023.



**Report of the Trustees  
for the Year Ended 31st March 2023**

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**ACHIEVEMENT AND PERFORMANCE**

**Fundraising**

Donors to Chichester District Foodbank can be assured that it complies with the regulatory standards for fundraising. As a small charity it is not registered with the Fundraising Regulator, but it is committed to adhere to the Code of Fundraising Practice. Fundraising activities are executed by the Charity's employees and volunteers. The charity uses the services of Bankuet, a professional fundraiser, to which supporters can donate, and the proceeds are used to bulk buy food at discounted prices. Every £1 donated buys £1 of food, without any additional fees from Bankuet. This report covers the requirements charities must follow as set out in the Charities Act 2016.

It cost £167,082 to provide the Foodbank's services during the year to 31 March 2023. The running costs were covered by generous donations from individuals and businesses. It is encouraging to note the increase in the number of regular donors.

Significant grants were received from:

Trussell Trust

- £23,826 Local Mobilisation and Campaigns Managers Salary and project costs.
- £5,050 winter grant for food and winter warm packs.
- £33,421 to commission Citizens Advice Worker for a year.

Waitrose - £750 Kids' Lunch Packs

Arun and Chichester Food Partnership - £11,500 for food

Sussex Masonic Charities - £600 food for Midhurst

Boltini Trust - £10,000

West Sussex County Council - £6,875

Southern Co-op - £1,450

Trussell Trust - £3,574

Making a Difference Locally - £200

Springwater Trust - £650

Meadow Blue Community to support Citizens Advice Advisor - £5,000

Fundraising involves writing grant funding applications and encouraging regular and one-off donations from local supporters, businesses and community groups across the District. Enthuse, winners of an Institute of Fundraising award in 2019, provide the Foodbank's online giving platform and the Charity ensures they comply with the Code of Fundraising Practice. In accordance with GDPR regulations the Charity's privacy policy is outlined on its website. Supporters' data is held securely and only used to send Foodbank newsletters or similar communications. Supporters can choose to unsubscribe from the list at any time.

**FINANCIAL REVIEW**

**Financial position**

The Charity received support during the year from statutory authorities, grant making trusts, churches, individuals and community groups. Income was £326,194 (2022: £129,086). The major increase can be attributed to the extraordinary response of our supporters to the cost-of-living crisis. Generous donations from individuals and businesses more than doubled as they sought to provide for the needs of our clients. Likewise, a major increase in grants is being used to raise the profile of the cost-of-living issues, to offer advice to our clients and for the purchase of food.

Charitable activity costs totalled £166,887 (2022: £119,111).

At 31 March 2023 the charity held: restricted reserves of £46,824 (2022: £37,922), designated funds of £320,163 (2022: £179,953) to meet development activities as stated in the revised Reserves Policy and unrestricted general reserves of £100,000 (2022: £90,000).

**Investment policy and objectives**

Under its constitution the Charity has the power to invest funds in the furtherance of its charitable objectives. Investments must be made in the same manner and subject to the same conditions as are permitted by the Trustee Act 2000. Other than funds on deposit with its bankers the Charity does not currently hold any investments. If at a future date funds are invested elsewhere the trustees will have regard to the need to consider socially responsible investments.



## **FINANCIAL REVIEW**

### **Reserves policy**

The Trustees retain sufficient reserves to meet all financial obligations and ensure the prudent management of the activities of the charity. The nature of the charity's activities can be volatile with the needs of clients fluctuating seasonally, with changes in personal finances and as a result of national economic factors. Income from donations and grants also vary considerably. Consequently, the Trustees agreed to establish a minimum level of £100,000 reserves deemed to be sufficient to meet the equivalent of 6 months of normal operating costs of running the charity and staff redundancy costs in the event the charity ceases to operate.

The Trustees have earmarked the funds of £320,163 to a special Designated Fund which will be held for specific financial commitments as the charity continues to grow to meet the anticipated future demand for its services arising from the cost-of-living crisis. The Fund is designated for the following particular development activities:

- Acquiring and equipping a larger warehouse in Chichester which is needed to receive food donations, assemble food packages for clients and kids holiday packs, and for the distribution of food to local centres.
- Continue the Pathfinders Project beyond 2022 in partnership with the Trussell Trust. The Pathfinders Project strategic themes of Changing Communities, Changing Policy and Changing Minds aim is to find out what works for the Foodbank, what works in communities and for people experiencing poverty and how we can better support the rest of the network in delivering our shared strategic plan. The three-year Project requires a financial commitment from the Chichester Foodbank.
- The Foodbank has commissioned a full time Citizens Advice Worker for 3 years to help clients out of their situation so they no longer need to access the service. The three-year Project requires a financial commitment from the Chichester Foodbank.
- A new staffing structure suitable to meet the demands on a larger charity. This includes employing an Operations Co-ordinator for north of the Downs, dedicated communications support and investing in, equipping and developing staff.

Restricted Funds of £46,824 represent residual grants and donations earmarked for specific projects such as the Pathfinders Project, the Citizens Advice Worker and the Kids Holiday Lunch Packs.

Due to the nature of the charity this Policy is to be reviewed annually as part of the preparation of the Annual Report and Accounts.

### **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue its operations for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

### **Risk management**

The trustees acknowledge they have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. They have put in place procedures to identify, monitor and review these risks. Risk mitigation and effectiveness is reviewed each year and health and safety, safeguarding and financial procedures are also reviewed annually.



### **FUTURE DEVELOPMENTS**

**Rural development:** to ensure the optimum balance between need, provision and accessibility the Charity continues to look at ways of providing a service to clients who cannot easily get to a foodbank centre. To maintain sustainable leadership of the centres in Midhurst and Petworth the Foodbank will be employing an Operations Co-ordinator for north of the Downs. This will have financial implications on the Foodbank.

**Community service:** The Charity will continue to provide voluntary positions for individuals needing community service through probation, colleges, Job Clubs and similar organisations. The Foodbank will be offering a Digital T-Level student a 45-day placement. This will have financial implications on the Foodbank.

**Citizens Advice worker:** In line with the Foodbank's strategic objectives to help clients out of their situation so they no longer need to access the service, the Foodbank is in the process of commissioning a full time Citizens Advice Worker for 3 years. This will have financial implications on the Foodbank.

### **Volunteers**

The trustees continue to be grateful for the unstinting efforts of a large number of volunteers who willingly give many hours each week collecting, sorting and distributing food. No exact record is kept of the time given on a voluntary basis, but on an average of 250 volunteers working an estimated average of three hours per week, the value of their contribution, at the level of the living wage, is a total of £370,500 per annum. Without this contribution the Charity could not function.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

#### **Recruitment and appointment of new trustees**

The Charity's constitution specifies that there must be at least three and not more than ten trustees who serve for a period of three years. They can be reappointed but cannot serve for more than three consecutive terms. In selecting individuals for appointment regard is taken of the skills, knowledge and experience needed for the Charity's effective administration. Before appointment trustees must confirm that they are in sympathy with the Charity's Christian basis and are briefed on the Charity's activities. On appointment they complete Fit and Proper Person forms and Declarations of Interests. New trustees are supplied with a copy of the governing document and with appropriate Charity Commission publications. All trustees take seriously the obligation to maintain their knowledge. Appropriate training is provided.

#### **Executive Remuneration**

The Charity does not have a written remuneration policy. It reviews salaries each year and seeks to benchmark against comparable organisations. Trustees do not receive any payment or benefits for their work either as trustees or as volunteers.

#### **Patron**

The Charity is honoured by Imogen Stubbs continuing in her role of patron.

#### **Reporting Serious Incidents**

In line with the Charity Commission's guidance on reporting serious incidents, the trustees declare that during the reporting period there were no serious incidents that they have failed to bring to the Commission's attention.

#### **Safeguarding**

The Charity works with adults with care and support needs and has contact with children. It has written safeguarding policies.

#### **Independent Examiner**

Amy Kensett of Sheen Stickland is appointed as the Charity's Independent Examiner.



**Chichester District Foodbank**

**Report of the Trustees  
for the Year Ended 31st March 2023**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
1155197

**Principal address**

Chichester District Foodbank  
The Transformation Centre  
21 Orchard Street  
Chichester  
West Sussex  
PO19 1DD

**Trustees**

D A Willis Chairman (resigned 19.7.22)  
G Burn  
P Collins Chairman  
A Green (resigned 9.8.22)  
J Roberts  
D Grove  
R Meredith (appointed 15.11.22)

**Patron**

Imogen Stubbs

**CEO**

Joanne Kondebeka

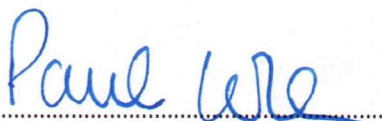
**Independent Examiner**

A C Kensett FMAAT FCCA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Approved by order of the board of trustees on ..... 19 September 2023 ..... and signed on its behalf by:

  
.....  
P Collins - Trustee



**Independent Examiner's Report to the Trustees of  
Chichester District Foodbank**

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**Independent examiner's report to the trustees of Chichester District Foodbank**

I report to the charity trustees on my examination of the accounts of Chichester District Foodbank (the Trust) for the year ended 31st March 2023.

**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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Trust 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 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 this report in order to enable a proper understanding of the accounts to be reached.



~~A. C. Wright FMA FICCA~~  
PAUL WRIGHT FCA DCA

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: 19<sup>th</sup> September 2023



**Chichester District Foodbank**

**Statement of Financial Activities  
for the Year Ended 31st March 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	276,557	47,351	323,908	128,898
Investment income	3	<u>2,286</u>	<u>-</u>	<u>2,286</u>	<u>188</u>
<b>Total</b>		<u>278,843</u>	<u>47,351</u>	<u>326,194</u>	<u>129,086</u>
<b>EXPENDITURE ON</b>					
Raising funds	4	129	66	195	72
<b>Charitable activities</b>	5				
Foodbank Operation		<u>110,566</u>	<u>56,321</u>	<u>166,887</u>	<u>119,111</u>
<b>Total</b>		<u>110,695</u>	<u>56,387</u>	<u>167,082</u>	<u>119,183</u>
<b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	12	168,148 <u>(17,938)</u>	(9,036) <u>17,938</u>	159,112 <u>-</u>	9,903 <u>-</u>
<b>Net movement in funds</b>		150,210	8,902	159,112	9,903
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>269,953</u>	<u>37,922</u>	<u>307,875</u>	<u>297,972</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>420,163</u>	<u>46,824</u>	<u>466,987</u>	<u>307,875</u>

The notes form part of these financial statements




# Chichester District Foodbank

## Balance Sheet 31st March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	920	-	920	1,755
<b>CURRENT ASSETS</b>					
Debtors	10	3,261	-	3,261	5,340
Cash at bank		<u>418,657</u>	<u>46,861</u>	<u>465,518</u>	<u>302,543</u>
		421,918	46,861	468,779	307,883
<b>CREDITORS</b>					
Amounts falling due within one year	11	(2,675)	(37)	(2,712)	(1,763)
<b>NET CURRENT ASSETS</b>		<u>419,243</u>	<u>46,824</u>	<u>466,067</u>	<u>306,120</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>420,163</u>	<u>46,824</u>	<u>466,987</u>	<u>307,875</u>
<b>NET ASSETS</b>		<u>420,163</u>	<u>46,824</u>	<u>466,987</u>	<u>307,875</u>
<b>FUNDS</b>	12				
Unrestricted funds				420,163	269,953
Restricted funds				<u>46,824</u>	<u>37,922</u>
<b>TOTAL FUNDS</b>				<u>466,987</u>	<u>307,875</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 29 September 2023 and were signed on its behalf by:

  
P Collins - Trustee



## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Tangible fixed assets transferred from the Chichester Family Church's Foodbank Project on 1 April 2014 were not valued and have not been capitalised and therefore no depreciation is provided. Fixed assets costing £1,000 or more are capitalised and depreciated at 25% per annum on a straight-line basis. Assets costing less than £1,000 are written off in the year of purchase.

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



**Notes to the Financial Statements - continued**  
**for the Year Ended 31st March 2023**

**2. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	194,237	92,639
Gift aid	25,429	13,448
Legacies	1,346	-
Grants	<u>102,896</u>	<u>22,811</u>
	<u>323,908</u>	<u>128,898</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Other Grants	2,200	500
Trussell Trust	65,871	11,311
West Sussex County Council - Local Assistance Network	6,875	-
Sussex Community Foundation	-	10,000
The Boltini Trust	10,000	-
Arun & Chichester Food Partnership	1,500	-
Adur & Worthing Partnerships & Communities Team	10,000	-
Meadow Blue Community Energy	5,000	-
Southern Co-op	1,450	-
Sainsbury	-	1,000
	<u>102,896</u>	<u>22,811</u>

**3. INVESTMENT INCOME**

	2023	2022
	£	£
Deposit account interest	<u>2,286</u>	<u>188</u>

**4. RAISING FUNDS**

**Raising donations and legacies**

	2023	2022
	£	£
Fundraising costs	<u>195</u>	<u>72</u>



Notes to the Financial Statements - continued  
for the Year Ended 31st March 2023**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Foodbank Operation	<u>165,652</u>	<u>1,235</u>	<u>166,887</u>

**6. SUPPORT COSTS**

	Governance costs £
Foodbank Operation	<u>1,235</u>

Bookkeepers' fees of £3,828 (2022: £3,918) that might be regarded as support costs have been included in direct charitable costs on the basis that they are part of the expense of the charitable activities of the Charity.

Included in governance costs are independent examiner fees of £1,200 (2022: £1,140).

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2023 nor for the year ended 31st March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2023 nor for the year ended 31st March 2022.

**8. STAFF COSTS**

	2023 £	2022 £
Wages and salaries	91,028	67,968
Other pension costs	<u>2,713</u>	<u>1,744</u>
	<u>93,741</u>	<u>69,712</u>

The average monthly number of employees during the year was as follows:

	2023 <u>5</u>	2022 <u>4</u>
Administration		

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2023**9. TANGIBLE FIXED ASSETS**

	Plant and machinery £
<b>COST</b>	
At 1st April 2022 and 31st March 2023	<u>29,190</u>
<b>DEPRECIATION</b>	
At 1st April 2022	27,435
Charge for year	<u>835</u>
At 31st March 2023	<u>28,270</u>
<b>NET BOOK VALUE</b>	
At 31st March 2023	<u>920</u>
At 31st March 2022	<u>1,755</u>

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Other debtors	2,331	4,410
Prepayments and accrued income	<u>930</u>	<u>930</u>
	<u>3,261</u>	<u>5,340</u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade creditors	1,762	813
Other creditors	<u>950</u>	<u>950</u>
	<u>2,712</u>	<u>1,763</u>



Notes to the Financial Statements - continued  
for the Year Ended 31st March 2023

## 12. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	90,000	168,148	(158,148)	100,000
Designated fund	<u>179,953</u>	<u>-</u>	<u>140,210</u>	<u>320,163</u>
	269,953	168,148	(17,938)	420,163
<b>Restricted funds</b>				
Midhurst Centre	9,651	(429)	-	9,222
Petworth Centre	7,141	(6,225)	-	916
Selsey Centre	-	(17,938)	17,938	-
Holiday Lunch Packs fund	11,435	504	-	11,939
Salary fund	<u>9,695</u>	<u>15,052</u>	<u>-</u>	<u>24,747</u>
	<u>37,922</u>	<u>(9,036)</u>	<u>17,938</u>	<u>46,824</u>
<b>TOTAL FUNDS</b>	<u>307,875</u>	<u>159,112</u>	<u>-</u>	<u>466,987</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	278,843	(110,695)	168,148
<b>Restricted funds</b>			
Midhurst Centre	28,188	(28,617)	(429)
Petworth Centre	3,162	(9,387)	(6,225)
Selsey Centre	198	(18,136)	(17,938)
Holiday Lunch Packs fund	751	(247)	504
Salary fund	<u>15,052</u>	<u>-</u>	<u>15,052</u>
	<u>47,351</u>	<u>(56,387)</u>	<u>(9,036)</u>
<b>TOTAL FUNDS</b>	<u>326,194</u>	<u>(167,082)</u>	<u>159,112</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2023**

**12. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	81,713	16,349	(8,062)	90,000
Designated fund	-	-	179,953	179,953
	81,713	16,349	171,891	269,953
<b>Restricted funds</b>				
Midhurst Centre	59,322	507	(50,178)	9,651
Petworth Centre	30,847	1,455	(25,161)	7,141
Selsey Centre	20,330	(10,115)	(10,215)	-
Holiday Lunch Packs fund	76,000	(913)	(63,652)	11,435
Salary fund	29,760	2,620	(22,685)	9,695
	216,259	(6,446)	(171,891)	37,922
<b>TOTAL FUNDS</b>	297,972	9,903	-	307,875

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	105,589	(89,240)	16,349
<b>Restricted funds</b>			
Midhurst Centre	10,228	(9,721)	507
Petworth Centre	4,352	(2,897)	1,455
Selsey Centre	70	(10,185)	(10,115)
Holiday Lunch Packs fund	998	(1,911)	(913)
Salary fund	7,849	(5,229)	2,620
	23,497	(29,943)	(6,446)
<b>TOTAL FUNDS</b>	129,086	(119,183)	9,903



**Notes to the Financial Statements - continued**  
**for the Year Ended 31st March 2023**

**12. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	81,713	184,497	(166,210)	100,000
Designated fund	<u>-</u>	<u>-</u>	<u>320,163</u>	<u>320,163</u>
	81,713	184,497	153,953	420,163
<b>Restricted funds</b>				
Midhurst Centre	59,322	78	(50,178)	9,222
Petworth Centre	30,847	(4,770)	(25,161)	916
Selsey Centre	20,330	(28,053)	7,723	-
Holiday Lunch Packs fund	76,000	(409)	(63,652)	11,939
Salary fund	<u>29,760</u>	<u>17,672</u>	<u>(22,685)</u>	<u>24,747</u>
	<u>216,259</u>	<u>(15,482)</u>	<u>(153,953)</u>	<u>46,824</u>
<b>TOTAL FUNDS</b>	<u>297,972</u>	<u>169,015</u>	<u>-</u>	<u>466,987</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	384,432	(199,935)	184,497
<b>Restricted funds</b>			
Midhurst Centre	38,416	(38,338)	78
Petworth Centre	7,514	(12,284)	(4,770)
Selsey Centre	268	(28,321)	(28,053)
Holiday Lunch Packs fund	1,749	(2,158)	(409)
Salary fund	<u>22,901</u>	<u>(5,229)</u>	<u>17,672</u>
	<u>70,848</u>	<u>(86,330)</u>	<u>(15,482)</u>
<b>TOTAL FUNDS</b>	<u>455,280</u>	<u>(286,265)</u>	<u>169,015</u>

**Transfers between funds**

In accordance with the Reserves Policy (see page 5) the General Reserve of £100,000 is deemed to be sufficient to meet the equivalent of 6 months of normal operating costs. The excess funds are held in the Designated Fund which will be held for specific financial commitments as the charity continues to grow to meet the anticipated future demand for its services across the whole of the Chichester District.

A transfer of £17,938 was made from the General Fund to the Selsey Centre to clear the fund deficit.

**13. RELATED PARTY DISCLOSURES**

The Transformation Centre provided the charity with premises for the year at an annual rent of £12,910. Geraldine Burn is a Trustee of the Transformation Centre. Bruno Kondabeka, the Project Manager's husband, is also a trustee of the Transformation Centre.