

**Report of the Trustees and
Financial Statements for the Year Ended 31st March 2024
for
Chichester District Foodbank**

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

| | Page |
|--|-----------------|
| Report of the Trustees | 1 to 9 |
| Independent Examiner's Report | 10 |
| Statement of Financial Activities | 11 |
| Balance Sheet | 12 |
| Notes to the Financial Statements | 13 to 20 |

**Report of the Trustees
for the Year Ended 31st March 2024**

The trustees present their report with the financial statements of the charity for the year ended 31st March 2024. 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).

OBJECTIVES AND ACTIVITIES

Vision

To end poverty and hunger in Chichester District

Mission

Bringing communities together to end hunger and poverty in Chichester District by providing compassionate, practical help with dignity, whilst challenging injustice.

Impact statement

We support people experiencing hardship to end hunger and poverty in Chichester District.

ACHIEVEMENT AND PERFORMANCE

Organisational summary

Chichester District Foodbank supports people experiencing hardship to end hunger and poverty in our district. We do this by giving people emergency food and household essentials. At the same time, we listen to people and help them improve the situations that have led them to experience poverty.

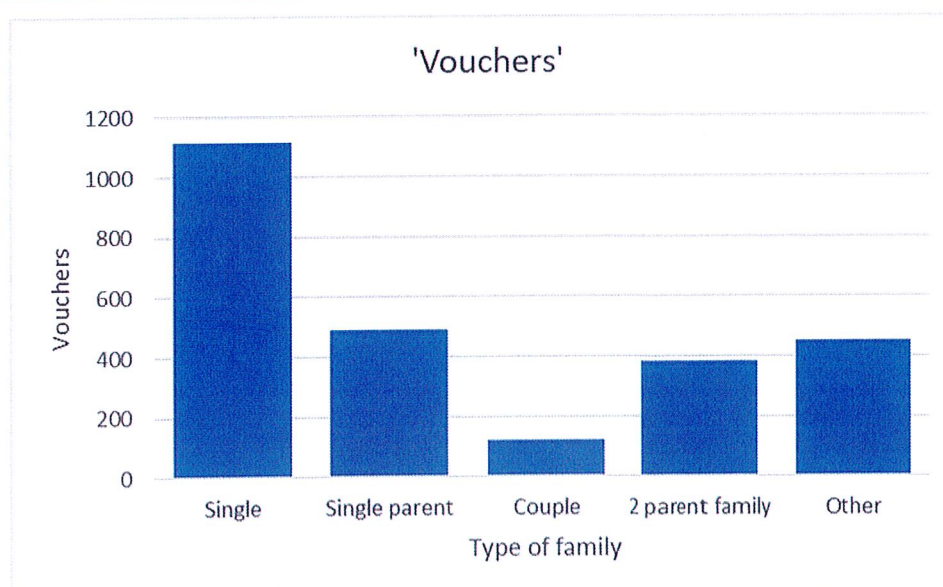
We offer direct support, referrals to a wide range of services and signposting to relevant support. We challenge unfair systems that drive people into poverty through our campaigns and seek to give people who have experienced poverty a voice.

In the year starting 1st April 2023, Chichester District Foodbank saw a small decrease in the number of food parcels that were given out compared to the previous year. Our end of year statistics showed that 6,258 emergency food parcels were provided to people facing hardship by the Foodbank in the past 12 months. This showed a 11% decrease in the number of emergency food parcels distributed compared to the same period last year. This decrease reflects our vision to end the need for foodbanks and the impact of our intervention work on people accessing our service. Our figures for 23/24 show that we are still seeing an increase in the number of new clients come to the foodbank due to the cost-of-living crisis, but we are also seeing the average number of vouchers per client go down because of the improved signposting and referrals to other agencies and to our Citizens Advice Worker, who we commissioned in August 23. Average vouchers per person is currently 2.25, as opposed to 2.97 per person in the previous year. We have also seen a drop in numbers in the months where the government makes a cost of living payment.

During 23/24 we found 43% of all our clients needed our service because of the rising cost of essentials. These clients were either earning a low wage or could not manage on their benefits due to the fact they were living in a District with a high cost of living. 25% of our clients used our service due to the impact of physical or mental health conditions.

Report of the Trustees
for the Year Ended 31st March 2024

| Reasons for referral | No. of vouchers fulfilled | Total fed |
|--|---------------------------|-----------|
| Change in work hours | 66 | 226 |
| Unemployment following permanent work | 117 | 337 |
| Unemployment following temporary work | 46 | 99 |
| Delay in or awaiting other income | 219 | 556 |
| Benefit delay | 302 | 706 |
| Benefit deduction due to overpayment or benefit advance | 27 | 77 |
| Benefit reduction due to change in eligibility | 36 | 114 |
| Benefit reduction due to sanction | 33 | 86 |
| Awaiting first benefit payment for less than a month | 28 | 51 |
| Awaiting first benefit payment for more than a month | 29 | 70 |
| Priority debt | 249 | 648 |
| Non-priority debt | 113 | 245 |
| Cost of dependents has increased | 113 | 424 |
| Rising costs of essentials | 1057 | 2653 |
| Other unexpected expense | 195 | 515 |
| Insecurely housed | 149 | 250 |
| No access to financial support due to immigration status | 28 | 70 |
| Loss of support from friends or family | 80 | 173 |
| Change in relationship status | 39 | 101 |
| Domestic abuse | 62 | 159 |
| Change in dependents | 30 | 112 |
| New physical or mental health condition | 107 | 277 |
| Ongoing impact of physical or mental health condition | 544 | 1181 |
| None applicable | 101 | 257 |
| Declined to answer | 18 | 38 |
| Unable to ask | 253 | 599 |
| Change in existing physical or mental health condition | 39 | 95 |



Family size that accesses the Foodbank

**Report of the Trustees
for the Year Ended 31st March 2024**

Citizens Advice Worker

Since the foodbank commissioned the Citizens Advice Worker August 2023, 210 clients from across the district have been directly referred to him for help. The issues clients are referred for can be found in the table below. It is important to note that often clients have more than one issue that needs addressing.

| Issues | Total Issues | Total Clients |
|---------------------------------|---------------------|----------------------|
| Benefits & tax credits | 114 | 77 |
| Benefits Universal Credit | 25 | 22 |
| Charitable Support & Food Banks | 5 | 5 |
| Consumer goods & services | 10 | 11 |
| Debt | 139 | 66 |
| Employment | 33 | 21 |
| Financial services & capability | 56 | 42 |
| GVA & Hate Crime | 0 | 0 |
| Health & community care | 3 | 3 |
| Housing | 36 | 27 |
| Legal | 4 | 3 |
| Other | 12 | 2 |
| Relationships & family | 7 | 6 |
| Tax | 2 | 2 |
| Travel & transport | 5 | 5 |
| Utilities & communications | 72 | 51 |

Financial Outcomes and Managed Debt

| | Q2 | Q3 | Q4 |
|---|--------|--------|---------|
| Number of clients with financial outcomes | 4 | 6 | 17 |
| Total value of outcomes (£) | £5,379 | £2,400 | £29,682 |
| Average income gain (£) | £1,345 | £400 | £1,746 |
| Number of clients with debt issue codes | 7 | 12 | 12 |
| Total debt managed | £6,135 | £8,620 | £79,077 |

Buildings

Chichester

In order to continue meeting demand and fulfilling our strategic aims to support people out of their situation Chichester District Foodbank is looking to place all its Chichester operations into one building, which would provide extra space for the warehouse, staff team and enable more agencies to attend sessions to support clients. We are presently negotiating on a warehouse space in Quarry Lane. This will have a financial implication for the Foodbank.

Midhurst

We wish to thank The Cowdray Estate for their continued support and the use of a building to store food.

Petworth

We wish to thank the United Reform Church for their support and the use of a room to store food. This facility has been of considerable benefit to the operation of the Foodbank for many years. A search is underway for a replacement accommodation in Petworth.

Report of the Trustees for the Year Ended 31st March 2024

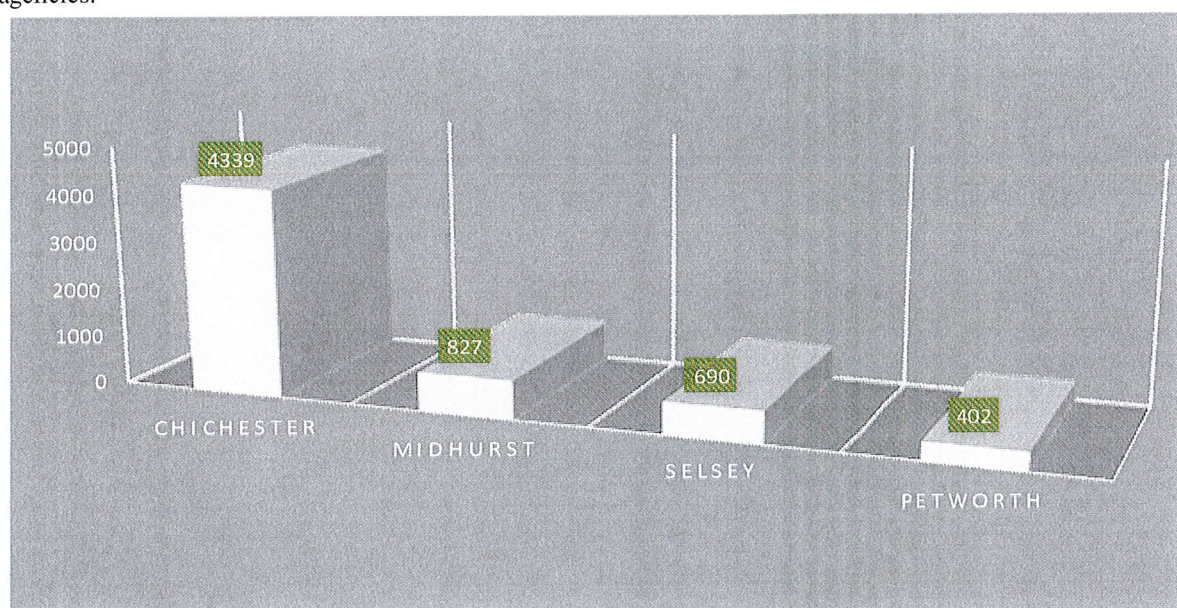
Selsey

We wish to thank Selsey Methodist Church for their continued support and the use of a room to store food and provide a space for clients to come and collect food parcels and receive support.

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 a decrease in numbers fed compared to last year, due to the extra support they have received through the Citizens Advice Worker and the increased support through direct referral and signposting to other agencies.



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 had 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 2,892 kids lunch packs worth around £25 each, summer 860, Christmas 1,027 and Easter 1,005.

Local Mobilisation and Campaign Programme

In collaboration with Arun and Chichester Citizens Advice, the Campaigns Manager has developed a framework for an Anti-Poverty Strategy for Chichester District. Together, we have been lobbying Chichester District Council to adopt this policy and for it to become a key feature in the Council's corporate plan from 2025.

This policy, which aims to address the drivers of poverty in the district, is part of our commitment to actively campaign to end poverty in Chichester District. Alongside this campaign, we have been exploring how we can break down barriers between people experiencing poverty in the district and the services and authorities who provide support.

We believe that change only happens when people experiencing poverty participate in finding solutions. For this to happen, we need to bring together the people who use our services with decision makers and organisational leaders. We are currently scoping out the viability of hosting a Poverty Truth Commission in Chichester District in 2025.

Lived Experience Programme

To build participation into the life of the foodbank, alongside questionnaires and 1 to 1 conversations, a client group was set up called "Stand Stronger Together" to help clients and also gain insight into the drivers of poverty and how to develop the foodbank service. Initially, alternate sessions had a speaker who would come in and give advice, information and answer questions, including the DWP, a local mental health charity, employment services and so on. Feedback from the group saw the format changed. Rather than have a structured weekly workshop on a specific topic, we now have a weekly drop-in session when we offer homemade soup and a safe community place to chat and do a range of activities. The sessions have an art area where people can paint, draw or doodle, they also have a make do and mend area, mindfulness activities and a 'bring and take' clothes rail. Also, people from different organisations are invited to come along, including Citizens Advice for people to chat to.

In addition to the drop-in sessions, we have also been engaging with families and have run a number of fun, healthy cooking and eating sessions during the half term holidays. This has proved to be a brilliant way for parents and children to have a fun time together, learning a new cooking skill and eating the results. During these sessions staff and volunteers are able to have 1 to 1 conversations with the families attending.

New Staff

To maintain sustainable leadership of the centres in Midhurst and Petworth the Foodbank has employed an Operations Coordinator to cover the North of the District.

To support communications, both externally and internally the Foodbank has employed a Communications Officer.

In line with our strategic plan to build participation into the life of the Foodbank, to use people with lived experience in the decision making, development and leadership of Chichester District Foodbank we employed a Lived Experience Coordinator to lead this programme.

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. We are grateful for their ongoing support.
- The Foodbank works with the "Hygiene Bank" who provide toiletries, sanitary and household products, which we can 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, of 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 continues to work with Chichester District Council's "Supporting You" service, who provide financial inclusion advice and attend the Chichester Centre once a week. The other centres can refer directly.
- The Foodbank continues 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 continues 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 has started to work with Fire and Rescue who come once a month to Chichester and Selsey to offer advice on fire prevention and arrange to install smoke alarms etc.
- The Foodbank has started to work with the RSPCA who attend a session in Chichester once a month to offer free advice, chipping, neutering and training.
- The Foodbank has started to work with Hyde Housing who come once a month to Chichester and Selsey to offer advice on housing related issues.

**Report of the Trustees
for the Year Ended 31st March 2024**

Public Support

We rely heavily on the generosity of the public to donate food and this year we saw 105,016.09Kg of food, toiletries and household cleaning products donated. 118,792.26Kg was given out in three-day food parcels to individuals and families in crisis or children through the lunch pack scheme. Food items have been purchased to meet the shortfall in donation.

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 42,397 people, including 16,805 children, till the end of March 2024.

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 to Bankuet. This report covers the requirements charities must follow as set out in the Charities Act 2016.

It cost £276,549 to provide the Foodbank's services during the year to 31 March 2024. 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:

Restricted

Arun and Chichester Food Partnership £2,000 restricted for food.

Trussell Trust - Pathfinder Grant £72,441 restricted for Citizens Advice Worker, Local Mobilisation and Campaigns Manager, Communications Officer.

WSCC £25,000 restricted to food for the Kids Lunch Pack Scheme

Sussex Masonic Grants £350 restricted for food.

Sainsbury Grant £500 restricted for food.

Sussex Community Foundation £5,000 restricted to Kids Lunch Pack Scheme

Unrestricted

WSCC £7,375

Lidl Toy Fund £1,055

Southern Co-operative £1,900

The rest of the funding came from the local community through regular and one-off donations. 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.

**Report of the Trustees
for the Year Ended 31st March 2024**

FINANCIAL REVIEW

Financial position

The Charity received support during the year from statutory authorities, grant making trusts, churches, individuals and community groups. Income was £328,001 (2023: £326,194).

Charitable activity costs totalled £276,549 (2023: £167,082). The increase can mainly be attributed to additional salaries costs for staff funded by the Trussell Trust Pathfinders grant.

At 31 March 2024 the charity held: restricted reserves of £17,988 (2023: £46,825), designated funds of £360,451 (2023: £320,162) to meet development activities as stated in the revised Reserves Policy and unrestricted general reserves of £140,000 (2023: £100,000) excluding fixed assets.

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.

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 £140,000 General Reserve 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 growth in the size of the charity and operating costs necessitated an increase in the General Reserve from £100,000 in 2022-23 to £140,000 in 2023-24.

The Trustees have earmarked the funds of £360,451 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 2023 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 costs associated with recruiting and appointing a new CEO late 2024, employing an Operations Co-ordinator for north of the Downs, dedicated communications support and investing in, equipping and developing staff.

Restricted Funds of £17,988 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 strong 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.

**Report of the Trustees
for the Year Ended 31st March 2024**

FINANCIAL REVIEW

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. A Risk, Mitigation and Effectiveness Assessment is reviewed in July each year with periodic updates in between. Health and safety, safeguarding and financial procedures are standing items on the monthly trustees meetings with major reviews carried out in July each year.

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.

Community service: The Charity will continue to provide voluntary positions for individuals needing community service through probation, colleges, Job Clubs and similar organisations.

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 £406,380 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

Paul Wright of Sheen Stickland is appointed as the Charity's Independent Examiner.

Chichester District Foodbank

**Report of the Trustees
for the Year Ended 31st March 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1155197

Principal address

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

Trustees

P Collins Chairman
G Burn (resigned 20/07/2023)
S Chadwick (appointed 19/09/2023)
D Grove
R Meredith
J Roberts
E Thompson (appointed 19/09/2023)

Patron

Imogen Stubbs

CEO

Joanne Kondebeka

Independent Examiner

Paul Wright FCA DChA
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 on18 July 2024..... and signed on its behalf by:



.....
P Collins - Trustee

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

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 2024.

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 Institute of Chartered Accountants in England and Wales, 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.



Paul Wright FCA DChA

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

Date: 18/7/24.....

Chichester District Foodbank

Statement of Financial Activities
for the Year Ended 31st March 2024

| | | Unrestricted funds £ | Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|--|-------|----------------------------|---------------------------|-----------------------------|-----------------------------|
| | Notes | | | | |
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | 235,935 | 84,802 | 320,737 | 323,908 |
| Investment income | 3 | <u>7,264</u> | <u>-</u> | <u>7,264</u> | <u>2,286</u> |
| Total | | <u>243,199</u> | <u>84,802</u> | <u>328,001</u> | <u>326,194</u> |
| EXPENDITURE ON | | | | | |
| Raising funds | 4 | 1,816 | 936 | 2,752 | 195 |
| Charitable activities | 5 | | | | |
| Foodbank Operation | | <u>123,823</u> | <u>149,974</u> | <u>273,797</u> | <u>166,887</u> |
| Total | | <u>125,639</u> | <u>150,910</u> | <u>276,549</u> | <u>167,082</u> |
| NET INCOME/(EXPENDITURE) | | | | | |
| Transfers between funds | 12 | 117,560 <u>(37,271)</u> | (66,108) <u>37,271</u> | 51,452 <u>-</u> | 159,112 <u>-</u> |
| Net movement in funds | | 80,289 | (28,837) | 51,452 | 159,112 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>420,162</u> | <u>46,825</u> | <u>466,987</u> | <u>307,875</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u>500,451</u> | <u>17,988</u> | <u>518,439</u> | <u>466,987</u> |

The notes form part of these financial statements

Chichester District Foodbank

Balance Sheet 31st March 2024

| | Notes | Unrestricted funds £ | Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 9 | 586 | - | 586 | 920 |
| CURRENT ASSETS | | | | | |
| Debtors | 10 | 8,154 | - | 8,154 | 3,261 |
| Cash at bank | | <u>498,236</u> | <u>17,988</u> | <u>516,224</u> | <u>465,518</u> |
| | | 506,390 | 17,988 | 524,378 | 468,779 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 11 | (6,525) | - | (6,525) | (2,712) |
| NET CURRENT ASSETS | | <u>499,865</u> | <u>17,988</u> | <u>517,853</u> | <u>466,067</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>500,451</u> | <u>17,988</u> | <u>518,439</u> | <u>466,987</u> |
| NET ASSETS | | <u>500,451</u> | <u>17,988</u> | <u>518,439</u> | <u>466,987</u> |
| FUNDS | 12 | | | | |
| Unrestricted funds | | | | 500,451 | 420,162 |
| Restricted funds | | | | <u>17,988</u> | <u>46,825</u> |
| TOTAL FUNDS | | | | <u>518,439</u> | <u>466,987</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 18 July 2024 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 exemption 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 2024

2. DONATIONS AND LEGACIES

| | 2024 | 2023 |
|-----------|----------------|----------------|
| | £ | £ |
| Donations | 182,122 | 194,237 |
| Gift aid | 20,952 | 25,429 |
| Legacies | 2,042 | 1,346 |
| Grants | <u>115,621</u> | <u>102,896</u> |
| | <u>320,737</u> | <u>323,908</u> |

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

| | 2024 | 2023 |
|---|----------------|----------------|
| | £ | £ |
| Other Grants | 850 | 3,650 |
| Trussell Trust | 72,441 | 65,871 |
| West Sussex County Council - Local Assistance Network | 7,375 | 6,875 |
| West Sussex County Council – Household Support Fund | 25,000 | - |
| Sussex Community Foundation | 5,000 | - |
| The Boltini Trust | - | 10,000 |
| Arun & Chichester Food Partnership | 2,000 | 1,500 |
| Adur & Worthing Partnerships & Communities Team | - | 10,000 |
| Meadow Blue Community Energy | - | 5,000 |
| Southern Co-op | 1,900 | - |
| Neighbourly Community Fund | <u>1,055</u> | <u>-</u> |
| | <u>115,621</u> | <u>102,896</u> |

3. INVESTMENT INCOME

| | 2024 | 2023 |
|--------------------------|--------------|--------------|
| | £ | £ |
| Deposit account interest | <u>7,264</u> | <u>2,286</u> |

4. RAISING FUNDS**Raising donations and legacies**

| | 2024 | 2023 |
|-------------------|--------------|------------|
| | £ | £ |
| Fundraising costs | <u>2,752</u> | <u>195</u> |

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs £ | Support costs (see note 6) £ | Totals £ |
|--------------------|----------------------|---------------------------------------|----------------|
| Foodbank Operation | <u>272,442</u> | <u>1,355</u> | <u>273,797</u> |

6. SUPPORT COSTS

| | Governance costs £ |
|--------------------|--------------------------|
| Foodbank Operation | <u>1,355</u> |

Bookkeepers' fees of £4,090 (2023: £3,828) 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 £1,320 (2023: £1,200).

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2024 nor for the year ended 31st March 2023.

8. STAFF COSTS

| | 2024 £ | 2023 £ |
|-----------------------|----------------|---------------|
| Wages and salaries | 139,624 | 91,028 |
| Social security costs | 7,355 | - |
| Other pension costs | <u>3,876</u> | <u>2,713</u> |
| | <u>150,855</u> | <u>93,741</u> |

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

| | 2024 | 2023 |
|----------------|----------|----------|
| Administration | <u>7</u> | <u>5</u> |

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

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

9. TANGIBLE FIXED ASSETS

| | Plant and machinery £ |
|---------------------------------------|-----------------------------|
| COST | |
| At 1st April 2023 and 31st March 2024 | <u>29,190</u> |
| DEPRECIATION | |
| At 1st April 2023 | 28,270 |
| Charge for year | <u>334</u> |
| At 31st March 2024 | <u>28,604</u> |
| NET BOOK VALUE | |
| At 31st March 2024 | <u>586</u> |
| At 31st March 2023 | <u>920</u> |

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 | 2023 |
|--------------------------------|--------------|--------------|
| | £ | £ |
| Trade debtors | 1,203 | - |
| Other debtors | 2,379 | 2,331 |
| Prepayments and accrued income | <u>4,572</u> | <u>930</u> |
| | <u>8,154</u> | <u>3,261</u> |

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2024 | 2023 |
|------------------------------|--------------|--------------|
| | £ | £ |
| Trade creditors | 3,012 | 1,762 |
| Taxation and social security | 2,563 | - |
| Other creditors | <u>950</u> | <u>950</u> |
| | <u>6,525</u> | <u>2,712</u> |

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

12. MOVEMENT IN FUNDS

| | At 1.4.23 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.24 £ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 100,000 | 117,560 | (77,560) | 140,000 |
| Designated fund | <u>320,162</u> | <u>-</u> | <u>40,289</u> | <u>360,451</u> |
| | 420,162 | 117,560 | (37,271) | 500,451 |
| Restricted funds | | | | |
| Midhurst Centre | 9,223 | (39,532) | 30,309 | - |
| Petworth Centre | 916 | (5,117) | 4,201 | - |
| Selsey Centre | - | (29,590) | 29,590 | - |
| Holiday Lunch Packs fund | 11,939 | 3,864 | (10,880) | 4,923 |
| Salary fund | <u>24,747</u> | <u>4,267</u> | <u>(15,949)</u> | <u>13,065</u> |
| | <u>46,825</u> | <u>(66,108)</u> | <u>37,271</u> | <u>17,988</u> |
| TOTAL FUNDS | <u>466,987</u> | <u>51,452</u> | <u>-</u> | <u>518,439</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 243,199 | (125,639) | 117,560 |
| Restricted funds | | | |
| Midhurst Centre | 14,187 | (53,719) | (39,532) |
| Petworth Centre | 8,792 | (13,909) | (5,117) |
| Selsey Centre | 998 | (30,588) | (29,590) |
| Holiday Lunch Packs fund | 30,833 | (26,969) | 3,864 |
| Salary fund | <u>29,992</u> | <u>(25,725)</u> | <u>4,267</u> |
| | <u>84,802</u> | <u>(150,910)</u> | <u>(66,108)</u> |
| TOTAL FUNDS | <u>328,001</u> | <u>(276,549)</u> | <u>51,452</u> |

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.4.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.23 £ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 90,000 | 168,146 | (158,146) | 100,000 |
| Designated fund | <u>179,953</u> | <u>-</u> | <u>140,209</u> | <u>320,162</u> |
| | 269,953 | 168,146 | (17,937) | 420,162 |
| Restricted funds | | | | |
| Midhurst Centre | 9,651 | (428) | - | 9,223 |
| Petworth Centre | 7,141 | (6,225) | - | 916 |
| Selsey Centre | - | (17,937) | 17,937 | - |
| 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>(9,034)</u> | <u>17,937</u> | <u>46,825</u> |
| TOTAL FUNDS | <u>307,875</u> | <u>159,112</u> | <u>-</u> | <u>466,987</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 278,842 | (110,696) | 168,146 |
| Restricted funds | | | |
| Midhurst Centre | 28,188 | (28,616) | (428) |
| Petworth Centre | 3,162 | (9,387) | (6,225) |
| Selsey Centre | 199 | (18,136) | (17,937) |
| Holiday Lunch Packs fund | 751 | (247) | 504 |
| Salary fund | <u>15,052</u> | <u>-</u> | <u>15,052</u> |
| | <u>47,352</u> | <u>(56,386)</u> | <u>(9,034)</u> |
| TOTAL FUNDS | <u>326,194</u> | <u>(167,082)</u> | <u>159,112</u> |

Notes to the Financial Statements - continued
for the Year Ended 31st March 2024

12. MOVEMENT IN FUNDS - continued

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

| | At 1.4.22 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.24 £ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 90,000 | 285,706 | (235,706) | 140,000 |
| Designated fund | <u>179,953</u> | <u>-</u> | <u>180,498</u> | <u>360,451</u> |
| | 269,953 | 285,706 | (55,208) | 500,451 |
| Restricted funds | | | | |
| Midhurst Centre | 9,651 | (39,960) | 30,309 | - |
| Petworth Centre | 7,141 | (11,342) | 4,201 | - |
| Selsey Centre | - | (47,527) | 47,527 | - |
| Holiday Lunch Packs fund | 11,435 | 4,368 | (10,880) | 4,923 |
| Salary fund | <u>9,695</u> | <u>19,319</u> | <u>(15,949)</u> | <u>13,065</u> |
| | <u>37,922</u> | <u>(75,142)</u> | <u>55,208</u> | <u>17,988</u> |
| TOTAL FUNDS | <u>307,875</u> | <u>210,564</u> | <u>-</u> | <u>518,439</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 £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 522,041 | (236,335) | 285,706 |
| Restricted funds | | | |
| Midhurst Centre | 42,375 | (82,335) | (39,960) |
| Petworth Centre | 11,954 | (23,296) | (11,342) |
| Selsey Centre | 1,197 | (48,724) | (47,527) |
| Holiday Lunch Packs fund | 31,584 | (27,216) | 4,368 |
| Salary fund | <u>45,044</u> | <u>(25,725)</u> | <u>19,319</u> |
| | <u>132,154</u> | <u>(207,296)</u> | <u>(75,142)</u> |
| TOTAL FUNDS | <u>654,194</u> | <u>(443,631)</u> | <u>210,564</u> |

Transfers between funds

In accordance with the Reserves Policy (see page 7) the General Reserve of £140,000 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 £30,309 was made from the General Fund to the Midhurst Centre to clear the fund deficit.

A transfer of £4,201 was made from the General Fund to the Petworth Centre to clear the fund deficit.

12. MOVEMENT IN FUNDS - continued

Transfers between funds - continued

A transfer of £29,590 was made from the General Fund to the Selsey Centre to clear the fund deficit.

A transfer of £10,880 was made from the Holiday Lunch Packs Fund to the General Fund to correct the opening balance.

A transfer of £15,949 was made from the Salary Fund to the General Fund to correct the opening balance.

13. RELATED PARTY DISCLOSURES

The Transformation Centre provided the charity with premises for the year at an annual rent of £13,886. Geraldine Burn is a Trustee of the Transformation Centre. Bruno Kondabeka, the CEO's husband, is also a trustee of the Transformation Centre.