

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025  
FOR  
CHICHESTER DISTRICT FOODBANK**

Lewis Brownlee (Chichester) Limited  
Chartered Accountants  
Appledram Barns  
Birdham Road  
Chichester  
West Sussex  
PO20 7EQ

**CHICHESTER DISTRICT FOODBANK**  
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**FOR THE YEAR ENDED 31 MARCH 2025**

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CHICHESTER DISTRICT FOODBANK

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report with the financial statements of the charity for the year ended 31 March 2025. 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 is committed to supporting individuals and families facing hardship, with the ultimate goal of eradicating hunger and poverty in our community. We provide emergency food and essential household items to those in crisis, while also working closely with our clients to address the underlying causes of poverty.

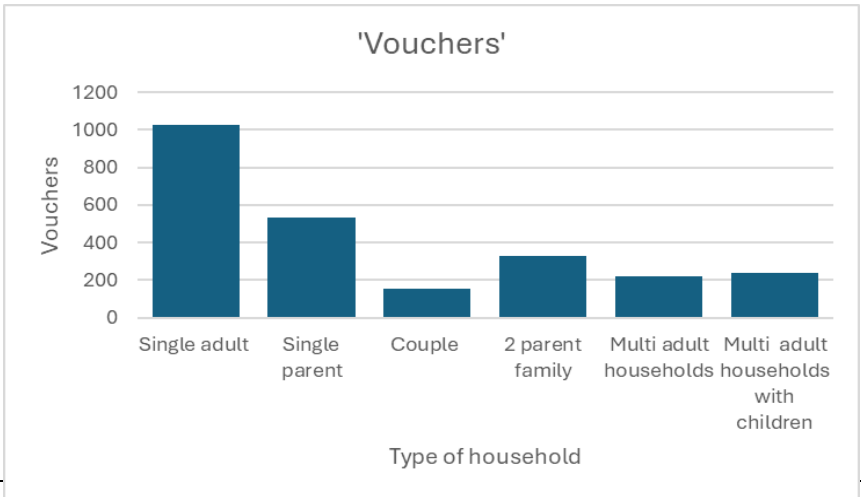
Our approach combines direct assistance with comprehensive support. This includes making referrals to a wide range of partner services and signposting individuals to appropriate support pathways. Through our advocacy and campaigning efforts, we also work to challenge systemic issues that contribute to poverty, amplifying the voices of those with lived experience.

In the 12-month period beginning 1st April 2024, Chichester District Foodbank distributed 6,208 emergency food parcels-a slight decrease of 0.8% compared to the previous year. This reduction, although modest, aligns with our strategic vision to reduce long-term reliance on foodbanks through effective intervention and support.

Despite this decrease, the cost-of-living crisis continues to have a significant impact on our community. We recorded a 5% increase in the number of new clients accessing the Foodbank, indicating ongoing economic pressure. However, the average number of food vouchers issued per client fell from 2.37 to 2.2, reflecting the positive outcomes of improved signposting and referrals, including the support of our Citizens Advice Worker, commissioned in August 2023.

Data collected in 2024/25 revealed that 53% of our clients required support due to the rising cost of essentials-a 10% increase from the previous year. Many of these individuals were either in low-paid employment or struggling to cover basic living costs on their existing benefits, exacerbated by the high cost of living in the district. A further 22% of clients cited physical or mental health challenges as the primary reason for seeking support, representing a slight decrease of 3% from the previous year.

Family size that accesses the Foodbank



**CHICHESTER DISTRICT FOODBANK****REPORT OF THE TRUSTEES  
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<b>Reasons for referral with responses</b>	<b>No. of fulfilled vouchers with the response</b>	<b>Total fed</b>
Change in work hours	52	127
Unemployment following permanent work	88	179
Unemployment following temporary work	32	89
Delay in or awaiting other income	167	482
Benefit delay	289	694
Benefit deduction due to overpayment or benefit advance	45	113
Benefit reduction due to change in eligibility	58	181
Benefit reduction due to sanction	33	81
Awaiting first benefit payment for less than a month	35	88
Awaiting first benefit payment for more than a month	30	72
Priority debt	292	717
Non-priority debt	145	340
Cost of dependents has increased	213	840
Rising costs of essentials	1304	3316
Other unexpected expense	270	702
Insecurely housed	162	313
No access to financial support due to immigration status	52	155
Loss of support from friends or family	51	126
Change in relationship status	54	149
Domestic abuse	93	277
Change in dependents	35	119
New physical or mental health condition	72	160
Ongoing impact of physical or mental health condition	567	1177
Change in existing physical or mental health condition	24	49
None applicable	3	7

**CHICHESTER DISTRICT FOODBANK****REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2025****Citizens Advice Worker**

Since April 2024, the foodbank commissioned a full time Citizens Advice Worker. There was a break of 6 months due to staff changes. 199 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.

**People Helped**

Cumulative	April 2024 to March 2025
The number of new people accessing the service (cumulative)	199

**Advice Issues (Count)\***

Cumulative	April 2024 to March 2025
Charitable Support, Food Banks & Other	52
Benefits & tax credits	134
Benefits Universal Credit	43
Debt	129
Utilities & communications	40
Housing	43
Financial services & capability	10
Health & community care	4
Employment	29
Relationships & family	8
Immigration & asylum	6
Legal	7
Tax	7
Consumer goods & services	14
Travel & transport	10
Education	4
GVA & Hate Crime	0
<b>Total Count of Issues</b>	<b>540</b>

**Income Maximisation Advice - Income Gain Outcomes**

Cumulative	April 2024 to March 2025
<b>Income gains for people using the service (total cumulative):</b>	<b>£34,849</b>
<b>Of which Achieved:</b>	<b>£11,080</b>
<b>Of which Expected:</b>	<b>£23,769</b>
<b>Number of people who achieved or are expected to achieve an income gain (cumulative)</b>	<b>19</b>

**CHICHESTER DISTRICT FOODBANK**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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**Buildings and Premises Service Update**

**Chichester**

To better meet demand and align with our strategic goal of supporting individuals out of crisis, Chichester District Foodbank has consolidated its Chichester-based operations into a single site. The warehouse relocated in November 2024, with the office and client-facing areas following in March 2025. We successfully negotiated a ten-year lease at a discounted rate, payable in advance. Refurbishment work was carried out to ensure the new premises on Quarry Lane met the needs of both staff and clients.

**Midhurst**

We extend our sincere thanks to The Cowdray Estate for their continued support. Following a request to vacate our previous premises at St Anne's, Cowdray generously provided a new site on West Street. This ground-floor location has significantly improved accessibility for staff and volunteers alike.

**Petworth**

We are grateful to the United Reformed Church for their past support. Due to essential building work, we were required to vacate the premises this year. The Leconfield Estate kindly stepped in to offer a spacious barn on their property. The new site provides improved access, parking, and room for operations-greatly enhancing the service environment.

**Selsey**

We thank Selsey Methodist Church for their ongoing partnership. Their provision of space for both food storage and client services has enabled us to continue supporting local residents effectively.

**Our Foodbank Centres**

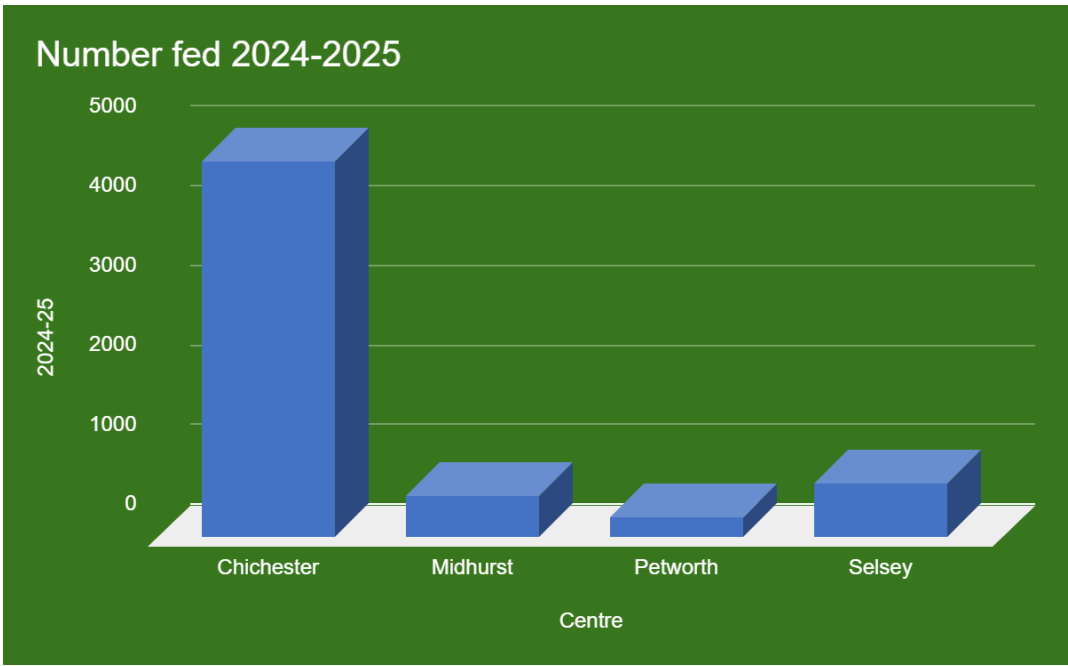
Chichester District spans over 303.6 square miles, and we operate four Foodbank Centres strategically located in Chichester, Selsey, Petworth, and Midhurst.

We collaborate with over 230 local referral agencies, including Citizens Advice, healthcare professionals, social services, schools, and faith-based organisations. These partners issue foodbank vouchers to individuals in crisis, which are exchanged for a three-day emergency food parcel.

**Trends in Client Support**

All four centres reported a decline in the number of clients served compared to the previous year. This trend reflects the positive outcomes of enhanced support mechanisms, particularly through the dedicated Citizens Advice Worker and improved signposting to appropriate services.

The most notable reductions were seen in Midhurst and Petworth, where the number of clients served dropped by 36%, largely due to long-term clients no longer requiring foodbank support.



## CHICHESTER DISTRICT FOODBANK

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

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#### **Kids Holiday Lunch Pack Scheme**

Since 2016, Chichester District Foodbank has provided targeted support to tackle holiday hunger among children from low-income families. Our Kids Holiday Lunch Pack Scheme ensures that children who rely on free school meals during term time do not go without during school holidays.

#### **Meeting the Need**

There are currently over 2,400 children across the district eligible for free school meals due to financial hardship. To ensure our support reaches the families most in need, we work closely with 54 local schools, who help us identify eligible children.

#### **How the Scheme Works**

1. Schools provide the number of children requiring support.
2. Unique codes are generated and sent to each school for distribution to families.
3. Families register using these codes via our website.
4. Lunch packs are distributed in the week leading up to each holiday.
5. Midhurst and Petworth: Packs are delivered directly to families.
6. Chichester and Selsey: Families collect lunch packs from designated local churches.

Each Kids Lunch Pack contains enough food to provide 10 lunches over a two-week period and is valued at approximately £30.

#### **Impact in 2024/25**

Over the course of the year, we distributed 2,892 Kids Lunch Packs:

- Summer: 950 packs
- Christmas: 1,022 packs
- Easter: 935 packs

These packs not only help to alleviate immediate food insecurity but also offer stability and dignity to families during what can be a stressful time.

#### **Local Mobilisation and Campaign Programme**

This year presented both challenges and exciting opportunities for our campaigning work. While the departure of our Campaigns Manager prompted a temporary pause in some activities, we continued to make meaningful strides in our mission to influence systemic change.

One of the key highlights was our collaborative work with Citizens Advice to promote an anti-poverty strategy to Chichester District Council. This initiative represents a significant step forward in our long-term commitment to addressing the root causes of poverty across the district.

As part of our broader strategy, we've also been working to bridge the gap between individuals with lived experience of poverty and the systems designed to support them. Following constructive discussions with Chichester District Council, we recognised the importance of engaging West Sussex County Council, whose decisions often shape district-level policy. As a result, we are now in the planning stages for a series of stakeholder consultation workshops across the county in 2025. These will focus particularly on the experiences and needs of families and disabled people.

At the heart of our approach is the belief that real and lasting change happens when those affected by poverty are actively involved in creating the solutions. With this principle in mind, we are exploring the feasibility of launching a Poverty Truth Commission in Chichester District in 2026. This initiative would bring together people with lived experience, community leaders, and policymakers to engage in honest dialogue and co-create pathways toward a more just and inclusive future.

#### **Lived Experience Programme**

Over the past year, our Lived Experience Programme has grown significantly, offering a wide range of engagement opportunities for individuals and families facing hardship. Through innovative outreach, creative partnerships, and inclusive events, we have strengthened our commitment to listening, learning, and taking action with the community we serve.

Our family engagement events have now reached all regional hubs, ensuring every area within our network has benefited from hands-on workshops that blend food education, enjoyable activities, and space for families to share their lived experiences directly. These events have been invaluable in shaping our understanding and response to local needs.

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We were honoured to be invited by the Trussell Trust to contribute to the development of their new strategic direction. Over the course of the year, we convened regular gatherings with individuals who have accessed our food banks, creating an empowering platform for their voices to be heard. Their insights have played a pivotal role in influencing the future of food bank services.

Our Stand Stronger Together programme continues to thrive as a welcoming community hub, where individuals can find connection, peer support, and access to essential services. The presence of Citizens Advice at every session, alongside monthly visits from other partners including Carers Support and Samaritans, has added immense value. Participants can enjoy a meal, access fresh produce without a voucher, use our clothes swap rail, and join monthly 'make-do and mend' sessions. While kitchen limitations at Quarry Lane have led us to adapt how we provide food, our dedicated volunteer Denise has ensured we continue to offer warm, nourishing meals in creative ways. We are now actively tracking signposts and referrals to ensure that individuals are benefiting fully from the support available.

In an exciting creative collaboration, we partnered with Chichester College's Art Department, providing students with a design brief for the Stand Stronger Together group. The resulting work was outstanding, and selected designs will soon be showcased in our reception area. The winning entry will also be featured on our new promotional flyer.

February saw the launch of Bites on a Budget, a vibrant, community-driven cookery project. Supported by local funding through Match My Project, and hosted by Swanfield Community Centre, the programme included four workshops led by a professional chef. Participants committed to the full course, learning practical, budget-friendly cooking skills. We were pleased to offer spaces to clients from Sanctuary, responding to feedback around unfamiliarity with some food items in emergency parcels. One participant has since offered to volunteer, highlighting the lasting impact of the initiative. A supporting recipe booklet is in development and will be distributed with our KLPs this summer and shared with clients more broadly.

Our Picnic in the Park event, held during the summer holidays, brought local families and organisations together for a day of fun, games, and community-building. The event was a resounding success, and we are excited to host a similar event again this year.

#### **Looking Ahead**

We have an ambitious and engaging programme planned for the year ahead, including:

- Expansion of our outreach cooking workshops, starting with a Bites on a Budget pop-up in Midhurst
- Launch of the Football vs Hunger Campaign
- Guarantee Essentials Campaign leading up to Lobby Day in Parliament on June 18th
- Return of Picnic in the Park - Chichester
- Introduction of Think Thursdays: drop-in sessions offering holistic support to address the root causes of food bank usage

Through our outreach and participation work, we have directly engaged 160 individuals this year, while also building strong networks with professionals and community organisations. These collective efforts are key to creating more resilient and empowered communities.

#### **Staffing Developments**

This year has marked a period of positive transformation within our team, bringing opportunities to enhance our structure and strengthen our capacity.

In May 2024, we conducted a strategic review of our staffing model. As part of this process, we streamlined our administrative functions, which included transitioning from a part-time administrative assistant role to the appointment of a full-time Office Manager. This change has effectively supported a reduction in the CEO's operational workload and improved day-to-day efficiency.

We also marked a significant leadership transition. After 13 years of visionary service, our founder, Joanne Kondabeka, stepped down as CEO in November 2024. We are deeply grateful for Joanne's unwavering dedication in establishing and leading the foodbank. Her impact will continue to shape our mission for years to come.

We are pleased to announce the promotion of Sarah Adams, our Operations Manager, to the role of CEO-bringing continuity and fresh perspective to our leadership team.

Additional internal adjustments have allowed us to further align roles with organisational priorities. The responsibilities of the Campaigns & Mobilisation Manager have been effectively integrated into the Lived Experience Coordinator role, creating a more cohesive approach to advocacy and community engagement.



## CHICHESTER DISTRICT FOODBANK

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During this period, our Communications Officer began maternity leave, and we've ensured continued communications support through temporary cover.

As the financial year concludes, we are embracing the opportunity to restructure our staffing arrangements with a focus on engaging more strategically placed volunteers, ensuring we remain agile and resourceful in achieving our goals.

#### Partnerships and Collaboration

Chichester District Foodbank is deeply grateful for the ongoing support and collaboration of our partners. Together, we work to provide not only emergency food but also wraparound support that addresses the wider causes and effects of poverty. In 2024/25, we partnered with over 230 local agencies, each playing a vital role in helping people through crisis.

##### Referral Agencies and Local Networks

- 230+ care professionals and community agencies hold Foodbank vouchers and refer individuals and families in crisis.
- The Arun and Chichester Food Partnership, of which we are a founding member, continues its work to reduce food insecurity and waste. Our CEO remains active on its Steering Group.
- CHI-Hub: We launched our first referral partnership pilot, designed to help individuals access early support before reaching crisis. Additional hubs are planned for the coming year.

##### Client Support and Wellbeing Services

- Chichester Harbour Rotary Club: Offers access to nearly new clothing, bedding, towels, furniture, and white goods. Weekly presence in Chichester; other centres request items via email.
- Samaritans: Provide emotional support onsite at Chichester Centre biweekly and offer training in active listening for our team. Contact information is included in every food parcel.
- Carers Support: Attend monthly sessions in Chichester and accept direct referrals from other centres to support clients who are carers.
- Selsey Community Forum: In partnership since the pandemic, we provide food and they deliver services including debt advice to vulnerable residents.
- Chichester District Council - 'Supporting You': Provide financial inclusion advice weekly in Chichester, with referral options for other centres.

##### Practical Support and Essentials

- The Hygiene Bank: Supplies essential toiletries, sanitary products, and household items for distribution alongside food parcels.
- UK Harvest: Supplies fresh fruit and vegetables and works with us at pop-up pantries, where we provide signposting and support services.
- Panther Van Hire: Generously lends a van twice weekly, allowing us to collect donations and distribute food to our centres.
- Fire and Rescue Service: Attend monthly at Chichester and Selsey to offer fire safety advice and arrange smoke alarm installations.
- Hyde Housing: Visit Chichester and Selsey monthly to advise clients on housing-related matters.
- RSPCA: Attend monthly in Chichester, offering free pet advice, microchipping, neutering, and training.

#### Looking Ahead

Our partnerships continue to grow in both scope and impact. By working collaboratively, we ensure that individuals receive not only food, but the dignity, advice, and support they need to take steps out of crisis and into stability. We remain committed to expanding these partnerships and developing innovative projects-like the CHI-Hub-to meet emerging needs in our community.

#### Public Support

Chichester District Foodbank is deeply reliant on the generosity of the local community. This year, we saw an exceptional response from individuals, schools, churches, businesses, and organisations across the district.

#### Donated Goods

In the 2024/25 reporting year, a total of 95,127.02 kg of food, toiletries, and household cleaning products were donated. These vital contributions enabled us to distribute 93,793.17 kg through:

- Three-day emergency food parcels for individuals and families in crisis
- Kids Lunch Packs to support children during school holidays

Despite the generosity of donors, there was a notable shortfall in key items, leading to a rise in purchased food. In 2023, purchased food represented 6.4% of all stock used; this rose to 12.6% in 2024, highlighting increased pressure on donation volumes.

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#### **Gifts in Kind**

We are especially thankful for corporate partners who continue to support our mission with in-kind donations:

- Panther Van Hire: Provide a van twice weekly for the collection and delivery of food donations.
- Wiley Publishers: Supply the cardboard boxes used for both Kids Lunch Packs and Emergency Food Parcels.

#### **Thank You to Our Supporters**

To all who support Chichester District Foodbank-whether through food, funds, time, or advocacy-thank you. Your contributions have made a tangible difference to those facing food insecurity in our community.

Since opening in September 2012, we have supported 66,132 individuals, including 36,326 children, up to March 2025. This figure includes those supported through our Lunch Pack schemes, which provide vital support during school holidays.

#### **FUTURE DEVELOPMENTS**

##### **Rural Access and Outreach**

We recognise that geographic barriers can prevent people in remote areas from accessing support. The Foodbank is actively exploring solutions to improve accessibility in rural parts of the district, ensuring services are better aligned with local need.

##### **Community Service and Skills Development**

We remain committed to offering meaningful opportunities through community service placements. These roles are available via probation services, colleges, job clubs, and other organisations, providing valuable experience and a chance to give back.

##### **Volunteers: The Heart of Our Work**

Chichester District Foodbank continues to benefit immensely from the dedication and generosity of our volunteer community. The Trustees remain deeply grateful to the 290 volunteers who regularly contribute their time and energy to ensure the smooth operation of the Foodbank.

Although we do not maintain formal timekeeping records, we estimate that our volunteers collectively contribute over 45,000 hours annually, based on an average of three hours per week per volunteer. Valued at the current UK living wage, this equates to a contribution worth approximately £548,100 per year.

This voluntary support is not just invaluable-it is foundational to the continued operation of the charity. Without it, our ability to meet demand and deliver essential services would not be possible.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Fundraising**

Chichester District Foodbank is committed to maintaining the highest standards of fundraising practice and donor transparency. While not currently registered with the Fundraising Regulator due to our size, we are fully committed to the principles outlined in the Code of Fundraising Practice.

##### **How We Fundraise**

Fundraising activities are conducted by a combination of staff and volunteers, all of whom operate in line with legal and ethical guidelines. The charity also partners with Bankuet, a professional fundraising platform that enables supporters to make monetary donations toward the bulk purchase of food.

- Every £1 donated via Bankuet is used directly to purchase food at discounted rates.
- There are no additional platform or administrative fees deducted from Bankuet donations.

We ensure compliance with all relevant legislation, including the Charities Act 2016, and this report fulfils the disclosure requirements relating to fundraising standards, practices, and oversight.

It cost £372,659 to provide the Foodbank's services during the year to 31 March 2025. The normal running costs were covered by generous donations from individuals and businesses. It is encouraging to note the increase in the number of regular donors.

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#### Restricted Grants

WSSC £20,000 - restricted to Kids Lunch Pack Scheme

Chichester District Council £15,000 - restricted to developing Foodbank services North of the Downs

Chichester City Council £3,000 - restricted for furniture at the new premises

Trussell Trust Pathfinder Grant £41,914 - restricted for Citizens Advice Worker, Local Mobilisation and Campaigns Manager and Communications Officer.

Neighbourly Community Fund £2,050 - restricted to Kids Lunch Pack Scheme

Sussex Community Foundation £3,000 - restricted to Kids Lunch Pack Scheme

John Lewis £667 - restricted to Kids Lunch Pack Scheme

Hyde Charitable Trust £1,000 - restricted to staff support

#### Unrestricted Grants

Postcode Lottery £20,000

WSSC £7,750

Tesco £1,412

Trussell Trust £355

John Lewis £2,000

Neighbourly Community Fund £1,000

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.

#### **Financial position**

The Charity received support during the year from statutory authorities, grant making trusts, churches, individuals and community groups. Income was £299,869 (2024: £328,001).

Charitable activity costs totalled £372,659 (2024: £276,549).

The net deficit for the year of £72,790 can mainly be attributed to building and equipment costs associated with the new warehouse and salaries costs for staff previously funded by the Trussell Trust Pathfinders grant. Whilst acknowledging this deficit was always likely during the transitional year of 2024-25, the Trustees have approved a balanced budget for 2025-26 and a medium-term strategy of making modest annual surpluses thereafter.

At 31 March 2025 the charity held: restricted reserves of £nil (2024: £17,988), designated funds of £94,625 (2024: £360,451) to meet development activities as stated in the revised Reserves Policy, Premises fund of £241,024 (2024: £nil) to cover the Operating Lease of the new premises at Quarry Lane, Chichester and unrestricted general reserves of £110,000 (2024: £140,000) 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 £110,000 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.

## **CHICHESTER DISTRICT FOODBANK**

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Recent changes in running costs, upfront payment of rent on the new premises at Quarry Lane and staff changes necessitated a review of the amount of General Reserve. Consequently, the Trustees approved a reduction in the General Reserve from £140,000 in 2023-24 to £110,000 in 2024-25. This will free up funds available for building adaptations and equipment at the new premises.

In October 2024, the charity took out a 10-year lease on new premises at Quarry Lane, Chichester. A payment of £274,537 covered advance payment of the rent and associated service charges and professional fees. This was met from the Designated Fund which explains the significant drop in the Fund balance during the year. The rent element is shown in the accounts as a prepayment.

The special Designated Fund balance of £94,876 is 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 future development activities as outlined in the report above.

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.

#### **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 annually 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 annually.

### **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.

**CHICHESTER DISTRICT FOODBANK**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Safeguarding**

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

**Independent Examiner**

Sarah Alexander of Lewis Brownlee is appointed as the Charity's Independent Examiner.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1155197

**Principal address**

Unit 10  
Chichester Trade Centre  
Quarry Lane  
Chichester  
West Sussex  
PO19 8ET

**Trustees**

R Meredith Chairman  
P Collins (resigned 10/09/2024)  
S Chadwick  
D Grove  
J Roberts (resigned 20/03/2025)  
E Thompson  
J Turner (appointed 24/04/2025)  
M Webb (appointed 24/04/2025)

**Patron**

Imogen Stubbs

**CEO**

Sarah Adams

**Independent Examiner**

Sarah Alexander FCCA FCA  
Lewis Brownlee (Chichester) Limited  
Chartered Accountants  
Appledram Barns  
Birdham Road  
Chichester  
West Sussex  
PO20 7EQ

**Bankers**

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

Approved by order of the board of trustees on .....08/07/2025..... and signed on its behalf by:



.....  
R Meredith - 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 31 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 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.



Sarah Alexander FCCA FCA

Lewis Brownlee (Chichester) Limited  
Chartered Accountants  
Appledram Barns  
Birdham Road  
Chichester  
West Sussex  
PO20 7EQ

Date: 15 July 2025 .....

**CHICHESTER DISTRICT FOODBANK**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025**

		Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	<b>Notes</b>				
Donations and legacies	2	<b>272,732</b>	<b>13,544</b>	<b>286,276</b>	320,737
Investment income	3	<b>13,593</b>	-	<b>13,593</b>	7,264
<b>Total</b>		<b><u>286,325</u></b>	<b><u>13,544</u></b>	<b><u>299,869</u></b>	<u>328,001</u>
 <b>EXPENDITURE ON</b>					
Raising funds	4	<b>1,902</b>	<b>972</b>	<b>2,874</b>	2,752
<b>Charitable activities</b>	5				
Foodbank Operation		<b><u>237,463</u></b>	<b><u>132,322</u></b>	<b><u>369,785</u></b>	<u>273,797</u>
<b>Total</b>		<b><u>239,365</u></b>	<b><u>133,294</u></b>	<b><u>372,659</u></b>	<u>276,549</u>
 <b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	12	<b>46,960</b> <b>(101,762)</b>	<b>(119,750)</b> <b>101,762</b>	<b>(72,790)</b> <b>-</b>	51,452 -
<b>Net movement in funds</b>		<b>(54,802)</b>	<b>(17,988)</b>	<b>(72,790)</b>	51,452
 <b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<b><u>500,451</u></b>	<b><u>17,988</u></b>	<b><u>518,439</u></b>	466,987
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>445,649</u></b>	<b><u>-</u></b>	<b><u>445,649</u></b>	<u>518,439</u>

The notes form part of these financial statements

# CHICHESTER DISTRICT FOODBANK

## BALANCE SHEET 31 MARCH 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	46,694	-	46,694	586
<b>CURRENT ASSETS</b>					
Debtors	10	262,395	-	262,395	8,154
Cash at bank		<u>139,722</u>	<u>-</u>	<u>139,722</u>	<u>516,224</u>
		402,117	-	402,117	524,378
<b>CREDITORS</b>					
Amounts falling due within one year	11	(3,162)	-	(3,162)	(6,525)
<b>NET CURRENT ASSETS</b>		<u>398,955</u>	<u>-</u>	<u>398,955</u>	<u>517,853</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>445,649</u>	<u>-</u>	<u>445,649</u>	<u>518,439</u>
<b>NET ASSETS</b>		<u>445,649</u>	<u>-</u>	<u>445,649</u>	<u>518,439</u>
<b>FUNDS</b>	12				
Unrestricted funds				445,649	500,451
Restricted funds				-	17,988
<b>TOTAL FUNDS</b>				<u>445,649</u>	<u>518,439</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 8 July 2025 and were signed on its behalf by:



R Meredith - Trustee

The notes form part of these financial statements



## CHICHESTER DISTRICT FOODBANK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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#### 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.

**CHICHESTER DISTRICT FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**2. DONATIONS AND LEGACIES**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Donations	<b>148,248</b>	182,122
Gift aid	<b>19,881</b>	20,952
Legacies	-	2,042
Grants	<b><u>118,147</u></b>	<u>115,621</u>
	<b><u>286,276</u></b>	<u>320,737</u>

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

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Other Grants	-	850
Trussell Trust	<b>42,268</b>	72,441
West Sussex County Council	<b>27,750</b>	32,375
Sussex Community Foundation	<b>3,000</b>	5,000
Arun & Chichester Food Partnership	-	2,000
Southern Co-op	-	1,900
Neighbourly Community Fund	<b>2,050</b>	1,055
Chichester District Council	<b>18,000</b>	-
Postcode Lottery	<b>20,000</b>	-
John Lewis	<b>2,667</b>	-
Hyde Charitable Trust	<b>1,000</b>	-
Tesco	<b><u>1,412</u></b>	<u>-</u>
	<b><u>118,147</u></b>	<u>115,621</u>

**3. INVESTMENT INCOME**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<b><u>13,593</u></b>	<u>7,264</u>

**4. RAISING FUNDS**

**Raising donations and legacies**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Fundraising costs	<b><u>2,874</u></b>	<u>2,752</u>

**CHICHESTER DISTRICT FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**5. CHARITABLE ACTIVITIES COSTS**

	<b>Direct Costs £</b>	<b>Support costs (see note 6) £</b>	<b>Totals £</b>
Foodbank Operation	<u><b>367,715</b></u>	<u><b>2,070</b></u>	<u><b>369,785</b></u>

**6. SUPPORT COSTS**

	<b>Governance costs £</b>
Foodbank Operation	<u><b>2,070</b></u>

Bookkeepers' fees of £5,400 (2024: £4,090) 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 £1,750 (2024: £1,320).

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**8. STAFF COSTS**

	<b>2025 £</b>	<b>2024 £</b>
Wages and salaries	<b>167,042</b>	139,624
Social security costs	<b>8,878</b>	7,355
Other pension costs	<u><b>5,042</b></u>	<u>3,876</u>
	<u><b>180,962</b></u>	<u>150,855</u>

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

	<b>2025</b>	<b>2024</b>
Administration	<u><b>8</b></u>	<u><b>7</b></u>

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

**CHICHESTER DISTRICT FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**9. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery £</b>	<b>Fixtures and fittings £</b>	<b>Totals £</b>
<b>COST</b>			
At 1 April 2024	<b>29,190</b>	-	<b>29,190</b>
Additions	-	<b>50,506</b>	<b>50,506</b>
Disposals	<b>(29,190)</b>	-	<b>(29,190)</b>
At 31 March 2025	<u>-</u>	<u><b>50,506</b></u>	<u><b>50,506</b></u>
<b>DEPRECIATION</b>			
At 1 April 2024	<b>28,604</b>	-	<b>28,604</b>
Charge for year	<b>335</b>	<b>3,812</b>	<b>4,147</b>
Eliminated on disposal	<b>(28,939)</b>	-	<b>(28,939)</b>
At 31 March 2025	<u>-</u>	<u><b>3,812</b></u>	<u><b>3,812</b></u>
<b>NET BOOK VALUE</b>			
At 31 March 2025	<u>-</u>	<u><b>46,694</b></u>	<u><b>46,694</b></u>
At 31 March 2024	<u>586</u>	<u>-</u>	<u>586</u>

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

	<b>2025 £</b>	<b>2024 £</b>
Trade debtors	-	1,203
Other debtors	<b>2,186</b>	2,379
Prepayments and accrued income	<u><b>71,772</b></u>	<u>4,572</u>
	<u><b>73,958</b></u>	<u>8,154</u>
Debtors due after more than one year:		
Prepayments and accrued income	<u><b>188,437</b></u>	<u>-</u>
	<u><b>262,395</b></u>	<u>8,154</u>

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

	<b>2025 £</b>	<b>2024 £</b>
Trade creditors	<b>842</b>	3,012
Taxation and social security	<b>1,060</b>	2,563
Other creditors	<u><b>1,260</b></u>	<u>950</u>
	<u><b>3,162</b></u>	<u>6,525</u>

**CHICHESTER DISTRICT FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**12. MOVEMENT IN FUNDS**

	At 1/4/24 £	Net movement in funds £	Transfers between funds £	At 31/3/25 £
<b>Unrestricted funds</b>				
General fund	140,000	46,960	(76,960)	110,000
Designated fund	360,451	-	(265,826)	94,625
Operating Lease/Premises Fund	-	-	241,024	241,024
	<u>500,451</u>	<u>47,211</u>	<u>(101,762)</u>	<u>445,649</u>
<b>Restricted funds</b>				
Midhurst Centre	-	(50,453)	50,453	-
Petworth Centre	-	(26,819)	26,819	-
Selsey Centre	-	(42,478)	42,478	-
Holiday Lunch Packs fund	4,923	-	(4,923)	-
Salary fund	13,065	-	(13,065)	-
	<u>17,988</u>	<u>(119,750)</u>	<u>101,762</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>518,439</u>	<u>(72,790)</u>	<u>-</u>	<u>445,649</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	286,325	(239,365)	46,960
<b>Restricted funds</b>			
Midhurst Centre	11,152	(61,605)	(50,453)
Petworth Centre	2,392	(29,211)	(26,819)
Selsey Centre	-	(42,478)	(42,478)
	<u>13,544</u>	<u>(133,294)</u>	<u>(119,750)</u>
<b>TOTAL FUNDS</b>	<u>299,869</u>	<u>(372,659)</u>	<u>(72,790)</u>

**CHICHESTER DISTRICT FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**12. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	<b>At 1/4/23 £</b>	<b>Net movement in funds £</b>	<b>Transfers between funds £</b>	<b>At 31/3/24 £</b>
<b>Unrestricted funds</b>				
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
<b>Restricted funds</b>				
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>
<b>TOTAL FUNDS</b>	<u><u>466,987</u></u>	<u><u>51,452</u></u>	<u><u>-</u></u>	<u><u>518,439</u></u>

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

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	243,199	(125,639)	117,560
<b>Restricted funds</b>			
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>
<b>TOTAL FUNDS</b>	<u><u>328,001</u></u>	<u><u>(276,549)</u></u>	<u><u>51,452</u></u>

# CHICHESTER DISTRICT FOODBANK

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

### 12. MOVEMENT IN FUNDS - continued

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

	At 1/4/23 £	Net movement in funds £	Transfers between funds £	At 31/3/25 £
<b>Unrestricted funds</b>				
General fund	100,000	164,520	(154,520)	110,000
Designated fund	320,162	-	(225,537)	94,625
Operating Lease/Premises Fund	-	-	241,024	241,024
	420,162	164,520	(139,033)	445,649
<b>Restricted funds</b>				
Midhurst Centre	9,223	(89,985)	80,762	-
Petworth Centre	916	(31,936)	31,020	-
Selsey Centre	-	(72,068)	72,068	-
Holiday Lunch Packs fund	11,939	3,864	(15,803)	-
Salary fund	24,747	4,267	(29,014)	-
	46,825	(185,858)	139,033	-
<b>TOTAL FUNDS</b>	<u>466,987</u>	<u>(21,338)</u>	<u>-</u>	<u>445,649</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	529,524	(365,004)	164,520
<b>Restricted funds</b>			
Midhurst Centre	25,339	(115,324)	(89,985)
Petworth Centre	11,184	(43,120)	(31,936)
Selsey Centre	998	(73,066)	(72,068)
Holiday Lunch Packs fund	30,833	(26,969)	3,864
Salary fund	29,992	(25,725)	4,267
	98,346	(284,204)	(185,858)
<b>TOTAL FUNDS</b>	<u>627,870</u>	<u>(649,208)</u>	<u>(21,338)</u>

### Transfers between funds

In accordance with the Reserves Policy (see page 9) the General Reserve of £110,000 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 £50,453 was made from the General Fund to the Midhurst Centre to clear the fund deficit.

A transfer of £26,819 was made from the General Fund to the Petworth Centre to clear the fund deficit.

**CHICHESTER DISTRICT FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

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**12. MOVEMENT IN FUNDS - continued**

**Transfers between funds - continued**

A transfer of £42,478 was made from the General Fund to the Selsey Centre to clear the fund deficit.

A transfer of £4,923 was made from Holiday Lunch Packs Fund to the General Fund as the fund was fully spent in the year.

A transfer of £13,065 was made from the Salary Fund to the General Fund as the fund was fully spent in the year.

During the year a new designated operating lease fund was established in the year to hold the future lease payments of the new Quarry Lane property.

**13. RELATED PARTY DISCLOSURES**

The Transformation Centre provided the charity with premises for the year at an annual rent of £17,376. Bruno Kondabeka, the former CEO's husband, is also a trustee of the Transformation Centre.