

Pontefract and Knottingley Foodbank

England & Wales · Charity number 1155552

Details

Other names	PONTEFRACT FOOD BANK, Pontefract and Knottingley Foodbank
Status	Registered
Legal form	CIO
Registered	2014-01-29
Register	View on the Charity Commission register

Contact

Address	C/o Central Methodist Church Newgate Pontefract WF8 1NB
Phone	07935530583
Email	info@pontefract.foodbank.org.uk
Website	www.pontefract.foodbank.org.uk

Activities

Objects: THE PREVENTION AND RELIEF OF POVERTY IN PONTEFRACT AND SURROUNDING AREA, PARTICULARLY BUT NOT EXCLUSIVELY BY PROVIDING EMERGENCY FOOD SUPPLIES TO INDIVIDUALS AND FAMILIES IN NEED, AND SIGNPOSTING PEOPLE TO APPROPRIATE AGENCIES.

Activities: The prevention and relief of poverty in Pontefract and surrounding area particularly but not exclusively by providing emergency food and supplies to individuals and families in need and signposting people to appropriate agencies.

Classification

- **How:** Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- City Of Wakefield

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£21,104	£11,727	-	-
2024-08-31	£30,814	£12,416	-	-
2023-08-31	£32,953	£11,312	-	-
2022-08-31	£17,213	£7,686	-	-
2021-08-31	£20,668	£14,009	-	-

Trustees

Name	Role	Appointed
Alastair Lewis		2026-04-05
Ann Harris		2019-10-31
Brenda Lee		2020-10-12
Carla Candler		2026-04-05
Elizabeth Gitsham		2026-04-05
Gary Byrne		2021-12-08
Mark Foy		2021-01-13
Sharon Devlin		2020-10-12
Wayne Clarida		2022-04-01

Pontefract and Knottingley Foodbank

England & Wales - Charity number 1155552

Accounts

Pontefract Food Bank

Charity number 1155552

Annual Report and Financial Statements for the year ended 31 August 2025



Pontefract Food Bank

Annual Report and Financial Statements for the year ended 31 August 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Pontefract Food Bank

Trustees' report for the year ended 31 August 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Mark Foy	Chair
Gary Byrne	Treasurer
Ann Harris	
Sharon Devlin	
Brenda Lee	
Wayne Clarida	

Charity number 1155552 Registered in England and Wales

Registered and principal address	Bankers
Central Methodist Church	Yorkshire Bank
Newgate	Ropergate
Pontefract	Pontefract
WF8 1NB	WF8 1LQ

Independent examiner

Sarah Coates MAAT

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 29 January 2014 and is governed by a constitution as amended on 31 January 2021.

Method of recruitment and appointment of trustees

The trustees are appointed at a properly convened meeting of the trustees.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2025

Objectives and activities

The charity's objects

The prevention and relief of poverty in Pontefract and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need, and signposting people to appropriate agencies.

The charity's main activities

The provision of a foodbank in Pontefract.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention or relief of poverty.

Achievements and performance

Chair's report

I am Chair of the Board of Trustees of Pontefract Foodbank and this is my fourth annual report.

During this period we have continued the provision of our food parcel delivery and collection services, and the provision of our financial advice services, designed to help our clients achieve a situation where they no longer need the support of a foodbank. Our financial advice services are provided in partnership with Citizens Advice Wakefield and are funded via a grant from The Trussell Trust.

The provision of all of our services is only possible due to the ongoing enthusiasm and hard work of our trustees and volunteers, to whom I offer my sincere and heartfelt thanks.

We remain hugely grateful for the extraordinary generosity of our local community, who make regular donations of food and money, and who also give generously during the special food collection events that we run throughout the year.

During this year Pontefract Foodbank fulfilled 740 requests for food support which included helping 1108 adults and 898 children. In total the Foodbank distributed over 10,500 Kg of food and other items.

During the Financial Inclusion project reporting year (October 2024 to September 2025) 121 people were advised by the service, a total of £36k in financial gain was achieved (for example in benefits gains, debt reduction etc) including £18k of debt written off.

We're well placed in terms of volunteers and funding to continue this into next year, and will continue to explore other ways of supporting our clients.

Since the year end, the trustees of the charity have agreed to merge with the Knottingley Food Bank (charity number 1163711).

The merger is likely to take place in April 2026. Knottingley Food Bank will close down and transfer its assets to the charity and a new board will be established based on a mixture of trustees from both charities.

Mark Foy

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2025

Financial review

The net receipts for the year were £9,377, including net receipts of £11,393 on unrestricted funds and net payments of £2,016 on restricted funds.

Reserves policy

The charity's free reserves, at the year end were £113,590.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of current unrestricted charitable expenditure, £12,000. The trustees consider that alongside the likely ongoing acquisition of grants and donations this is a sufficient level of reserves necessary to maintain the foodbank operations.

We currently conduct all aspects of running the foodbank with volunteers only, we have no employees. It may become necessary for us to employ a project manager or operational coordinator. In support of this possible outcome we will maintain a reserve of £30,000.

We currently operate out of premises which are subject to no formal lease arrangement or rent. If the generosity of our benefactors changes it may become necessary for us to move to premises that are subject to a formal lease and rent arrangement. In support of this possible outcome we will maintain a reserve of £10,000.

This results in us needing to hold a total of £52,000 in reserves. As at financial year end (2024/25) we had unrestricted reserves of approximately £114,000.

For so long as the charity has reserves above this level of £52,000 the trustees have agreed to rely on the generosity of existing and new donors drawn to support the charity through local and national awareness of the need for its services rather than to campaign actively for funds.

Approved by the board of trustees on 22/03/2026

Mark Foy (Trustee)

Pontefract Food Bank

Independent examiner's report to the trustees of Pontefract Food Bank

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2025, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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 Coates MAAT

23/03/2026

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Pontefract Food Bank
Receipts and payments account
for the year ended 31 August 2025

	Notes	2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	15,843	2,250	18,093	28,100
Bank Interest		3,011	-	3,011	2,714
Total receipts		<u>18,854</u>	<u>2,250</u>	<u>21,104</u>	<u>30,814</u>
Payments					
Food and stock procurement		-	4,045	4,045	3,464
Volunteer expenses		456	-	456	210
Rent and rates		3,576	-	3,576	5,069
Utilities		657	180	837	841
Insurance		349	-	349	694
Repairs and maintenance		218	-	218	32
Memberships and subscriptions		47	-	47	35
Materials and equipment		-	-	-	20
Printing, postage and stationery		-	-	-	7
Other project delivery costs		130	41	171	147
Accountancy		528	-	528	397
Donations to other providers		1,500	-	1,500	1,500
Total payments		<u>7,461</u>	<u>4,266</u>	<u>11,727</u>	<u>12,416</u>
Net receipts / (payments)		<u>11,393</u>	<u>(2,016)</u>	<u>9,377</u>	<u>18,398</u>
Fund balances brought forward		<u>102,197</u>	<u>3,039</u>	<u>105,236</u>	<u>86,838</u>
Fund balances carried forward	(3)	<u>113,590</u>	<u>1,023</u>	<u>114,613</u>	<u>105,236</u>

Pontefract Food Bank
Statement of assets and liabilities
as at 31 August 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	113,373	1,023	114,396	105,019
Cash in hand	217	-	217	217
Total cash funds	<u>113,590</u>	<u>1,023</u>	<u>114,613</u>	<u>105,236</u>

Prepayments

Prepayments

2025

£

175

175

Assets retained for the charity's own use

Shipping Container for Food Storage

Liabilities

Accruals

2025

£

528

528

The financial statements were approved by the board of trustees on 22/03/2026

Mark Foy (Trustee)

Pontefract Food Bank

Notes to the accounts

for the year ended 31 August 2025

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Pontefract Food Bank
Notes to the accounts continued
for the year ended 31 August 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Wakefield Council Household Support Fund (HSF)	-	2,250	2,250	5,500
Wakefield Council Food Aid Network (FAN)	-	-	-	1,000
Trussell Trust	901	-	901	1,463
Other donations	14,942	-	14,942	20,137
	<u>15,843</u>	<u>2,250</u>	<u>18,093</u>	<u>28,100</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Wakefield Council HSF	539	-	539	-	-
Wakefield Council FAN	1,000	-	1,000	-	-
Wakefield Council HSF	1,500	-	1,500	-	-
Wakefield Council HSF	-	2,250	1,227	-	1,023
	<u>3,039</u>	<u>2,250</u>	<u>4,266</u>	<u>-</u>	<u>1,023</u>

Fund name	Purpose of restriction
Wakefield Council HSF	Towards the costs of purchases and provision of food.
Wakefield Council FAN	Towards the costs of purchases and provision of food.
Wakefield Council HSF	Towards the costs of purchases and provision of food.
Wakefield Council HSF	Towards the costs of purchases and provision of food.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Pontefract and Knottingley Foodbank

England & Wales - Charity number 1155552

Accounts

Pontefract Food Bank

Charity number 1155552

Annual Report and Financial Statements for the year ended 31 August 2024



Pontefract Food Bank

Annual Report and Financial Statements for the year ended 31 August 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Pontefract Food Bank

Trustees' report for the year ended 31 August 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Mark Foy	Chair
Gary Byrne	Treasurer
Ann Harris	
Sharon Devlin	
Brenda Lee	
Wayne Clarida	

Charity number 1155552 Registered in England and Wales

Registered and principal address	Bankers
Central Methodist Church Newgate Pontefract WF8 1NB	Yorkshire Bank Ropergate Pontefract WF8 1LQ

Independent examiner

Sarah Coates MAAT

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 29 January 2014 and is governed by a constitution as amended on 31 January 2021.

Method of recruitment and appointment of trustees

The trustees are appointed at a properly convened meeting of the trustees.

Objectives and activities

The charity's objects

The prevention and relief of poverty in Pontefract and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need, and signposting people to appropriate agencies.

The charity's main activities

The provision of a foodbank in Pontefract.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention or relief of poverty.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2024

Achievements and performance

Chair's report

I am Chair of the Board of Trustees of Pontefract Foodbank and this is my third annual report.

During this period we have continued the provision of our food parcel delivery and collection services, and the provision of our financial advice services, designed to help our clients achieve a situation where they no longer need the support of a foodbank. Our financial advice services are provided in partnership with Citizens Advice Wakefield and are funded via a grant from The Trussell Trust.

The provision of all of our services is only possible due to the ongoing enthusiasm and hard work of our trustees and volunteers, to whom I offer my sincere and heartfelt thanks.

We remain hugely grateful for the extraordinary generosity of our local community, who make regular donations of food and money, and who also give generously during the special food collection events that we run throughout the year.

During this year Pontefract Foodbank fulfilled 701 requests for food support which included helping 1,015 adults and 547 children. In total the Foodbank distributed over 10,000 Kg of food and other items.

During the Financial Inclusion project reporting year (October 2023 to September 2024) 160 people were advised by the service, a total of £205k in financial gain was achieved (for example in benefits gains, debt reduction etc) including £79k of debt written off.

We're well placed in terms of volunteers and funding to continue this into next year, and will continue to explore other ways of supporting our clients.

Mark Foy

Financial review

The net receipts for the year were £18,398, including net receipts of £17,027 on unrestricted funds and net receipts of £1,371 on restricted funds..

Reserves policy

The charity's free reserves, at the year end were £102,197.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of current unrestricted charitable expenditure, £12,000. The trustees consider that alongside the likely ongoing acquisition of grants and donations this is a sufficient level of reserves necessary to maintain the foodbank operations.

We currently conduct all aspects of running the foodbank with volunteers only, we have no employees. It may become necessary for us to employ a project manager or operational coordinator. In support of this possible outcome we will maintain a reserve of £30,000.

We currently operate out of premises which are subject to no formal lease arrangement or rent. If the generosity of our benefactors changes it may become necessary for us to move to premises that are subject to a formal lease and rent arrangement. In support of this possible outcome we will maintain a reserve of £10,000.

This results in us needing to hold a total of £52,000 in reserves. As at financial year end (2023/24) we had unrestricted reserves of approximately £102,000.

For so long as the charity has reserves above this level of £52,000 the trustees have agreed to rely on the generosity of existing and new donors drawn to support the charity through local and national awareness of the need for its services rather than to campaign actively for funds. The trustees will review our Reserves Policy at least annually.

Approved by the board of trustees on 10/06/2025

Mark Foy (Trustee)

Pontefract Food Bank

Independent examiner's report to the trustees of Pontefract Food Bank

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2024, which are set out on pages 5 to 8.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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 Coates MAAT

10/06/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Pontefract Food Bank
Receipts and payments account
for the year ended 31 August 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	21,600	6,500	28,100	32,154
Bank Interest		2,714	-	2,714	799
Total receipts		<u>24,314</u>	<u>6,500</u>	<u>30,814</u>	<u>32,953</u>
Payments					
Food and stock procurement		3	3,461	3,464	5,931
Volunteer expenses		210	-	210	153
Rent and rates		3,401	1,668	5,069	2,015
Utilities		841	-	841	560
Insurance		694	-	694	591
Repairs and maintenance		32	-	32	32
Memberships and subscriptions		35	-	35	35
Materials and equipment		20	-	20	-
Printing, postage and stationery		7	-	7	-
Other project delivery costs		147	-	147	195
Accountancy		397	-	397	300
Donations to other providers		1,500	-	1,500	1,500
Total payments		<u>7,287</u>	<u>5,129</u>	<u>12,416</u>	<u>11,312</u>
Net receipts / (payments)		17,027	1,371	18,398	21,641
Fund balances brought forward		<u>85,170</u>	<u>1,668</u>	<u>86,838</u>	<u>65,197</u>
Fund balances carried forward	(3)	<u>102,197</u>	<u>3,039</u>	<u>105,236</u>	<u>86,838</u>

Pontefract Food Bank
Statement of assets and liabilities
as at 31 August 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	101,980	3,039	105,019	86,621
Cash in hand	217	-	217	217
Total cash funds	<u>102,197</u>	<u>3,039</u>	<u>105,236</u>	<u>86,838</u>

Debtors and prepayments

	2024
	£
Prepayments	196
	<u>196</u>

Assets retained for the charity's own use

Shipping Container for Food Storage

Liabilities

	2024
	£
Accruals	528
	<u>528</u>

The financial statements were approved by the board of trustees on 10/06/2025

Mark Foy (Trustee)

Pontefract Food Bank

Notes to the accounts

for the year ended 31 August 2024

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Pontefract Food Bank
Notes to the accounts continued
for the year ended 31 August 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Wakefield Council Household Support Fund (HSF)	-	5,500	5,500	1,358
Wakefield Council Food Aid Network (FAN)	-	1,000	1,000	-
Trussel Trust	1,463	-	1,463	5,000
Knottingley Foodbank	-	-	-	3,104
Crossroads Truck and Bus	-	-	-	2,093
Other donations	20,137	-	20,137	20,599
	<u>21,600</u>	<u>6,500</u>	<u>28,100</u>	<u>32,154</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Knottingley Foodbank	1,668	-	1,668	-	-
Wakefield Council HSF	-	2,000	2,000	-	-
Wakefield Council HSF	-	2,000	1,461	-	539
Wakefield Council FAN	-	1,000	-	-	1,000
Wakefield Council HSF	-	1,500	-	-	1,500
	<u>1,668</u>	<u>6,500</u>	<u>5,129</u>	<u>-</u>	<u>3,039</u>

Fund name	Purpose of restriction
Knottingley Foodbank	Funding to support all (non Citizens Advice Wakefield) costs associated with delivering the Financial Inclusion service.
Wakefield Council HSF	Towards the costs of purchases and provision of food.
Wakefield Council HSF	Towards the costs of purchases and provision of food.
Wakefield Council FAN	Towards the costs of purchases and provision of food.
Wakefield Council HSF	Towards the costs of purchases and provision of food.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Pontefract and Knottingley Foodbank

England & Wales - Charity number 1155552

Accounts

Pontefract Food Bank

Charity number 1155552

Annual Report and Financial Statements

for the year ended 31 August 2023



Pontefract Food Bank

Annual Report and Financial Statements for the year ended 31 August 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Pontefract Food Bank

Trustees' report for the year ended 31 August 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Mark Foy	Chair
Gary Byrne	Treasurer
Ann Harris	
Sharon Devlin	
Brenda Lee	
Wayne Clarida	

Charity number 1155552 Registered in England and Wales

Registered and principal address	Bankers
Central Methodist Church	Yorkshire Bank
Newgate	Ropergate
Pontefract	Pontefract
WF8 1NB	WF8 1LQ

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 29 January 2014 and is governed by a constitution as amended on 31 January 2021.

Method of recruitment and appointment of trustees

The trustees are appointed at a properly convened meeting of the trustees.

Objectives and activities

The charity's objects

The prevention and relief of poverty in Pontefract and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need, and signposting people to appropriate agencies.

The charity's main activities

The provision of a foodbank in Pontefract.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention or relief of poverty.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2023

Achievements and performance

Chair's report

I am Chair of the Board of Trustees of Pontefract Foodbank and this is my second annual report.

During this period we have made substantial changes to our services and operations. From October 2022 we have partnered with experts to offer financial advice to our clients, alongside the provision of food parcels. During the period we have grown the partner delivered financial advice from 1 session per week to 3 sessions per week, each offering a variety of services. The advice we facilitate is primarily related to benefits and debt, but can also cover many other topics that can have an impact on a clients ability to sustain themselves financially. Our objective in starting these new financial services was to help our clients achieve a situation where they no longer need the support of a foodbank.

These new financial services are provided in partnership with Citizens Advice Wakefield, and are provided to clients in the convenient town centre location of St Giles church in Pontefract. Funding for these services is provided by The Trussell Trust, via a grant covering three local foodbanks; Pontefract, Knottingley and Normanton.

In addition to maintaining our food parcel delivery model, we also now give our clients the opportunity to collect their food parcels at one of the St Giles sessions. In addition to the convenience this provides to some clients it also facilitates the social contacts that many of our clients can benefit from.

These changes have only been possible due to the ongoing enthusiasm and hard work of our trustees and volunteers. I cannot thank them enough for their dedication and selfless energy.

We remain hugely grateful for the extraordinary generosity of our local community, who make regular donations of food and money, and who also give generously during the special food collection events that we run throughout the year.

During this year Pontefract Foodbank fulfilled 825 requests for food support which included helping 1228 adults and 715 children. In total the Foodbank distributed nearly 13,000 kg of food and other items. This is an increase of about 30% on the previous year.

In the first year of facilitating financial advice to our clients we provided advice to 228 clients and helped them secure financial improvements of £92,950, largely from benefit related improvements.

The full Board now consists of myself (Mark Foy), Ann Harris, Brenda Lee, Sharon Devlin, Gary Byrne and Wayne Clarida. Each of them work extremely hard on their individual areas of responsibility, and make an inspiring and highly collaborative team to work with.

With our volunteers and our trustees we have a great team, all working together for the benefit of our community.

We also highly value our affiliation to the Trussell Trust, benefitting from best practice guidance for running a foodbank and from this period grant funding and guidance for the provision of our financial advice services. Without the support of the Trussell Trust we would be a much less effective operation.

In summary it's been another busy year during which the generosity of our volunteers and community has allowed us to continue to provide help to those in need, now including financial advice in addition to food. We're well placed in terms of volunteers and funding to continue this into next year, and will continue to explore other ways of supporting our clients.

I'm very proud to be associated with this team, and to play a small part in providing this help to those in need.

Mark Foy

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2023

Financial review

The net receipts for the year were £21,641, including net receipts of £20,256 on unrestricted funds and net receipts of £1,385 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £85,170.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of current unrestricted charitable expenditure, £12,000. The trustees consider that alongside the likely ongoing acquisition of grants and donations this is a sufficient level of reserves necessary to maintain the foodbank operations.

We currently conduct all aspects of running the foodbank with volunteers only, we have no employees. It may become necessary for us to employ a project manager or operational coordinator. In support of this possible outcome we will maintain a reserve of £30,000.

We currently operate out of premises which are subject to no formal lease arrangement or rent. If the generosity of our benefactors changes it may become necessary for us to move to premises that are subject to a formal lease and rent arrangement. In support of this possible outcome we will maintain a reserve of £10,000.

This results in us needing to hold a total of £52,000 in reserves. As at financial year end (2022/23) we had unrestricted reserves of approximately £85,000.

For so long as the charity has reserves above this level of £52,000 the trustees have agreed to rely on the generosity of existing and new donors drawn to support the charity through local and national awareness of the need for its services rather than to campaign actively for funds.

The trustees will review our Reserves Policy at least annually.

Approved by the board of trustees on 20/05/2024

Mark Foy (Trustee)

Pontefract Food Bank

Independent examiner's report to the trustees of Pontefract Food Bank

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2023, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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.

E J Beverley FCCA

20/05/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Pontefract Food Bank
Receipts and payments account
for the year ended 31 August 2023

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	22,692	9,462	32,154	17,057
Bank Interest		799	-	799	156
Total receipts		<u>23,491</u>	<u>9,462</u>	<u>32,953</u>	<u>17,213</u>
Payments					
Food and stock procurement		412	5,519	5,931	3,767
Volunteer expenses		129	24	153	479
Rent and rates		579	1,436	2,015	-
Utilities		53	507	560	342
Insurance		-	591	591	536
Repairs and maintenance		32	-	32	336
Memberships and subscriptions		35	-	35	35
Photocopier charges		-	-	-	207
Other project delivery costs		195	-	195	184
Accountancy		300	-	300	300
Donations to other providers		1,500	-	1,500	1,500
Total payments		<u>3,235</u>	<u>8,077</u>	<u>11,312</u>	<u>7,686</u>
Net receipts / (payments)		20,256	1,385	21,641	9,527
Fund balances brought forward		<u>64,914</u>	<u>283</u>	<u>65,197</u>	<u>55,670</u>
Fund balances carried forward	(3)	<u>85,170</u>	<u>1,668</u>	<u>86,838</u>	<u>65,197</u>

Pontefract Food Bank
Statement of assets and liabilities
as at 31 August 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	84,953	1,668	86,621	64,980
Cash in hand	217	-	217	217
Total cash funds	<u>85,170</u>	<u>1,668</u>	<u>86,838</u>	<u>65,197</u>

Debtors and prepayments

	2023
	£
Prepayments	173
	<u>173</u>

Assets retained for the charity's own use

Shipping Container for Food Storage

Liabilities

	2023
	£
Accruals	397
	<u>397</u>

The financial statements were approved by the board of trustees on 20/05/2024

Mark Foy (Trustee)

Pontefract Food Bank

Notes to the accounts

for the year ended 31 August 2023

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Pontefract Food Bank
Notes to the accounts continued
for the year ended 31 August 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Wakefield Metropolitan District Council	-	1,358	1,358	3,000
Tesco	-	-	-	1,407
The Trussell Trust	-	5,000	5,000	-
Knottingley Food Bank	-	3,104	3,104	-
Crossroads Truck and Bus	2,093	-	2,093	-
Donations	20,599	-	20,599	12,650
	<u>22,692</u>	<u>9,462</u>	<u>32,154</u>	<u>17,057</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Knottingley Foodbank	-	3,104	1,436	-	1,668
Trussell Trust Winter Support	-	5,000	5,000	-	-
WMDC Household Support	-	1,358	1,358	-	-
WMDC Emergency Assistance	283	-	283	-	-
	<u>283</u>	<u>9,462</u>	<u>8,077</u>	<u>-</u>	<u>1,668</u>

Fund name

Purpose of restriction

Knottingley Foodbank

Funding to support all (non Citizens Advice Wakefield) costs associated with delivering the Financial Inclusion services.

Trussell Trust Winter Support

WMDC Household Support

To provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency), to help them with significantly rising living costs

WMDC Emergency Assistance

Assistance in supporting individuals struggling to afford food and other essentials.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Pontefract and Knottingley Foodbank

England & Wales - Charity number 1155552

Accounts

Pontefract Food Bank

Charity number 1155552

Annual Report and Financial Statements for the year ended 31 August 2022



West Yorkshire Community Accounting Service

Pontefract Food Bank

Annual Report and Financial Statements for the year ended 31 August 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Pontefract Food Bank

Trustees' report for the year ended 31 August 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Ann Harris		
Mary Ford		Resigned 31 January 2022
Ian Clark		Resigned 8 February 2022
Sharon Devlin		
Brenda Lee		
Mark Foy	Chair	
Gary Byrne	Treasurer	Appointed 8 December 2021
Wayne Clarida		Appointed 1 April 2022

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1155552, on 29 January 2014.

Principal address

Central Methodist Church
Newgate
Pontefract
WF8 1NB

Bankers

Yorkshire Bank
Ropergate
Pontefract
WF8 1LQ

Accountants

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 29 January 2014 and is governed by a constitution as amended on 31 January 2021.

Method of recruitment and appointment of trustees

The trustees are appointed at a properly convened meeting of the trustees.

Objectives and activities

The charity's objects

The prevention and relief of poverty in Pontefract and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need, and signposting people to appropriate agencies.

The charity's main activities

The provision of a foodbank in Pontefract.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention or relief of poverty.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2022

Objectives and activities (continued)

Achievements and performance

During this year Pontefract Foodbank fulfilled 589 requests for support which included helping 938 adults and 557 children.

In total the Foodbank distributed over 10,000 Kg of food and other items.

Chair's report

I am Chair of the Board of Trustees of Pontefract Foodbank and this is my first annual report.

I took over as Chair on the 1st February 2022 following the resignation of Mary Ford as Chair and as a Trustee. I'd like to take this opportunity to thank Mary for her tireless efforts on behalf of the Foodbank, including stepping in as Chair on a number of occasions when no other candidates came forward. Mary remains a valuable member of the team as a volunteer.

Our operating model for this period continues to be the provision of food parcel deliveries twice a week, supplemented by emergency deliveries as and when required. This has only been possible once again by the dedication of our team of volunteers; working in the warehouse, delivering food parcels, collecting donations and undertaking other administrative roles vital for the effective and safe operation of our Foodbank.

We're also hugely grateful for the extraordinary generosity of our local community, who make regular donations of food and money, and who also give generously during the special food collection events that we run throughout the year.

During this period we weighed in 10,547.34 Kg of stock and distributed 10,405.65 Kg.

We fulfilled 589 food vouchers, the breakdown being:

Single people	330 (49.77%)
Couples	77 (11.61%)
Families	94 (14.18%)
Single parent families	114 (17.19%)
Others	48 (7.24%)

In total we have provided emergency food parcels to 1,495 people; 938 adults and 557 children. This is an increase of over 12% on the previous period. Whilst the future is uncertain we at Pontefract Foodbank believe demand for our services will continue to rise into the foreseeable future.

In addition to Mary Ford leaving us as a Trustee this period, Ian Clark also left the Board of Trustees after completing a 4 year term of office. During his time on the Board Ian also fulfilled the role of Chair on a number of occasions. I would like to thank Ian for his extensive contribution to the operations of the foodbank over many years. Ian also remains a valuable part of the team as a volunteer.

Alongside the Trustee departures we welcomed two new Trustees to the Board: Gary Byrne and Wayne Clarida. Both of whom have made significant contributions to the operations of the foodbank since being appointed.

In addition to the leavers and joiners Ann Harris, Brenda Lee, Sharon Devlin and myself (Mark Foy) make up the full Board of Trustees. Ann, Brenda and Sharon all make vital contributions to the operation of the foodbank, and also it's Governance - for example in creating and updating a range of required policies, most recently our Compliments and Complaints policy, our Data Protection policy and our Health & Safety policy.

With our volunteers and our trustees we have a great team, all working together for the benefit of our community.

We also highly value our affiliation to the Trussell Trust, benefitting from best practise guidance for running a foodbank and particularly training signposting and provision for our trustees and volunteers.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2022

Chair's report (continued)

As we look to the future we have been working with the Trussell Trust and Knottingley and Normanton foodbanks to plan for the delivery of Financial Inclusion services to our foodbank clients. Amongst other things these services will provide local access to benefits advice and debt advice. By doing this we hope to support our foodbank clients to get into a position where they no longer need to rely on foodbanks to meet their needs. We plan to have these services up and running during October 2022. I'd like to thank Ann Harris for her energy and enthusiasm in leading on this initiative for the foodbank.

In summary it's been another busy year during which the generosity of our volunteers and community has allowed us to continue to provide help to those in need. We're well placed in terms of volunteers and funding to continue this into next year, and to expand the range of services that we're offering.

I'm very proud to be associated with this team, and to play a small part in providing this help to those in need.

Mark Foy
February 2023

Financial review

The net receipts for the year were £9,527, including net receipts of £12,713 on unrestricted funds and net expenditure of £3,186 on restricted funds.

Although the Covid-19 virus had a significant impact on the operation of the food bank, it didn't have any material impact on the finances of the food bank; in fact during the 21/22 reporting year the food bank reserves increased by just over £16k.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £64,914.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of current unrestricted charitable expenditure, £11,000. The trustees consider that alongside the likely ongoing acquisition of grants and donations this is a sufficient level of reserves necessary to maintain the foodbank operations.

We currently conduct all aspects of running the foodbank with volunteers only, we have no employees. It may become necessary for us to employ a project manager or operational coordinator. In support of this possible outcome we will maintain a reserve of £30,000.

We currently operate out of premises which are subject to no formal lease arrangement or rent. If the generosity of our benefactors changes it may become necessary for us to move to premises that are subject to a formal lease and rent arrangement. In support of this possible outcome we will maintain a reserve of £10,000.

This results in us needing to hold a total of £51,000 in reserves. As at financial year end (2021/22) we had unrestricted reserves of approximately £65,000.

For so long as the charity has reserves above this level of £51,000 the trustees have agreed to rely on the generosity of existing and new donors drawn to support the charity through local and national awareness of the need for its services rather than to campaign actively for funds.

The trustees will review our Reserves Policy at least annually.

Approved by the board of trustees on 10/03/2023

Mark Foy (Trustee)

Pontefract Food Bank
Receipts and payments account
for the year ended 31 August 2022

	Notes	2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	14,057	3,000	17,057	20,480
Bank Interest		156	-	156	188
Total receipts		<u>14,213</u>	<u>3,000</u>	<u>17,213</u>	<u>20,668</u>
Payments					
Food and stock procurement		-	3,767	3,767	3,526
Volunteer expenses		-	479	479	265
Utilities		-	342	342	395
Insurance		-	536	536	524
Repairs and maintenance		-	336	336	905
Memberships and subscriptions		-	35	35	35
Materials and equipment		-	-	-	4,226
Printing, postage and stationery		-	-	-	49
Advertising and publicity		-	-	-	355
Photocopier charges		-	207	207	291
Other project delivery costs		-	184	184	40
Accountancy		-	300	300	300
Sundry expenditure		-	-	-	88
Donations to other providers		1,500	-	1,500	3,010
Total payments		<u>1,500</u>	<u>6,186</u>	<u>7,686</u>	<u>14,009</u>
Net receipts / (payments)		<u>12,713</u>	<u>(3,186)</u>	<u>9,527</u>	<u>6,659</u>
Fund balances brought forward		<u>52,201</u>	<u>3,469</u>	<u>55,670</u>	<u>49,011</u>
Fund balances carried forward	(3)	<u>64,914</u>	<u>283</u>	<u>65,197</u>	<u>55,670</u>

Pontefract Food Bank
Statement of assets and liabilities
as at 31 August 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	64,697	283	64,980	55,529
Cash in hand	217	-	217	141
Total cash funds	<u>64,914</u>	<u>283</u>	<u>65,197</u>	<u>55,670</u>

Liabilities

£

Independent examination

300

300

Approval of the accounts

The financial statements were approved by the board of trustees on 10/03/2023

Mark Foy (Trustee)

Pontefract Food Bank

Notes to the accounts

for the year ended 31 August 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Pontefract Food Bank
Notes to the accounts continued
for the year ended 31 August 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Wakefield Metropolitan District Council	-	3,000	3,000	7,000
Tesco	1,407	-	1,407	4,338
Donations	12,650	-	12,650	9,142
	<u>14,057</u>	<u>3,000</u>	<u>17,057</u>	<u>20,480</u>

3 Restricted funds	Balance b/f	Receipts	Payments	Transfers	Balance c/f
	£	£	£	£	£
WMDC Emergency Assistance Grant	3,469	3,000	6,186	-	283
	<u>3,469</u>	<u>3,000</u>	<u>6,186</u>	<u>-</u>	<u>283</u>

Fund name

Purpose of restriction

WMDC Emergency Assistance Grant

Assistance in supporting individuals struggling to afford food and other essentials.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Pontefract and Knottingley Foodbank

England & Wales - Charity number 1155552

Accounts

Pontefract Food Bank

Charity number 1155552

Annual Report and Financial Statements for the year ended 31 August 2021



West Yorkshire Community Accounting Service

Pontefract Food Bank

Annual Report and Financial Statements for the year ended 31 August 2021

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Prepared by West Yorkshire Community Accounting Service

Pontefract Food Bank

Trustees' report for the year ended 31 August 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Ann Harris		
Mary Ford	Chair	
Ian Clark		
Sharon Devlin		Appointed October 2020
Brenda Lee		Appointed October 2020
Mark Foy	Treasurer	Appointed January 2021
Gary Byrne		Appointed 8 December 2021

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1155552, on 29 January 2014.

Principal address

Central Methodist Church
Newgate
Pontefract
WF8 1NB

Bankers

Yorkshire Bank
Ropergate
Pontefract
WF8 1LQ

Accountants

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 29 January 2014 and is governed by a constitution as amended on 31 January 2021.

Method of recruitment and appointment of trustees

The trustees are appointed at a properly convened meeting of the trustees.

Objectives and activities

The charity's objects

The prevention and relief of poverty in Pontefract and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need, and signposting people to appropriate agencies.

The charity's main activities

The provision of a foodbank on Pontefract.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the prevention or relief of poverty.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2021

Objectives and activities (continued)

Achievements and performance

During this year Pontefract Foodbank fulfilled 589 requests for support which included helping 868 adults and 463 children.

In total the Foodbank distributed over 14,092 Kg of food and other items.

Chair's report

I am Acting Chair of the Board of Trustees of Pontefract Foodbank and this is my second annual report.

This reporting period has been far more stable than the last, we have continued to successfully operate a twice weekly delivery service, with emergency deliveries as and when required.

This model has been successful due to the dedication and commitment of the volunteers and the continued generosity of the community.

In terms of statistics during the reporting period we weighed in 11465kg of stock and distributed 14092.26 Kg.

We fulfilled 589 vouchers, the breakdown being;

- Single people 274(46.52%)
- Couples 95(16.13%)
- Families 88 (14.94%)
- Single parent families 85 (14.43%)

We have fed 1331 people, 868 adults and 463 children.

Our first priority in this reporting period was to the recruitment of a stable board of trustees to establish a firm foundation from which we could develop.

We were fortunate to recruit 4 very talented and committed trustees, namely Peter Collier on the 21/9/20, Brenda Lee, and Sharon Devlin on 12/10/20 and Mark Foy who joined the board on the 13/1/21.

Unfortunately, however Peter resigned in January 2021 due to family circumstances, Peter had been a very active volunteer for several years and we were very grateful to him for the support he had given the foodbank.

Em Cracknell a valued volunteer who had taken on board the task of dealing with our social media accounts for several years resigned in early April.

Fortunately we were able to quickly recruit a vibrant young volunteer, Frank Foy, to take on this important role.

Brenda has become a stalwart of the warehouse and helps out there very regularly and devises the rota for the delivery drivers, as well as delivering the food too.

Sharon has made extremely significant progress in developing our policies pertaining to recruitment of volunteers, to ensure the integrity of the foodbank and handling complaints and comments.

Both Brenda and Sharon also co-ordinated the Tesco campaign in July which produced 618kg of food.

Mark has taken on the weighty responsibilities of both Treasurer and Secretary and has put our financial affairs on a regular and proper footing as well as doing a lot of work ensuring that we are GDPR compliant.

Ann Harris stoically continues to man the phone and liaise with our trusted referral agencies on a daily basis and signposts clients to receive appropriate advice and support.

Sadly in July 2021 Ian decided to step down as Chair due to health issues, but continues to assist us with the knowledge and experience he acquired over the many years he has been involved with the foodbank as a volunteer, project manager and trustee.

In Oct 2020 we acquired a 10ft shipping container as additional storage for the generous harvest festival and Christmas collections that we were fortunate enough to have donated to us by local schools, churches and companies.

Pontefract Food Bank

Trustees' report (continued) for the year ended 31 August 2021

Objectives and activities (continued)

Chair's report (continued)

We tried to recruit a volunteer project manager in April 21 but without success, it was therefore agreed that for the time being the main responsibilities would be shared by Brenda, Paul Levy our highly committed warehouse manager and myself in the hope that this will be sufficient to cover all the essential tasks to operate efficiently and effectively, but we will continue to keep this arrangement under review.

The foodbank continues to be well supported both financially and in food donations by local schools, churches, companies and individuals.

We anticipate that demand upon our foodbank will increase over the next months with the £20 p.w reduction in Universal credit and substantial increases to the cost of living in particularly fuel bills.

However, we are fortunate in having reliable, loyal and hardworking volunteers, a supportive community and monetary reserves to help us address a very uncertain future.

Mary J. Ford

Financial review

The net receipts for the year were £6,659, including net receipts of £3,190 on unrestricted funds and net receipts of £3,469 on restricted funds.

Although the Covid-19 virus had a significant impact on the operation of the food bank, it didn't have any material impact on the finances of the food bank; in fact during the 19/20 reporting year the food bank reserves increased by just over £16k.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £52,201.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of current unrestricted charitable expenditure, £11,000. The trustees consider that alongside the likely ongoing acquisition of grants and donations this is a sufficient level of reserves necessary to maintain the foodbank operations.

We currently conduct all aspects of running the foodbank with volunteers only, we have no employees. It may become necessary for us to employ a project manager or operational coordinator. In support of this possible outcome we will maintain a reserve of £30,000.

We currently operate out of premises which are subject to no formal lease arrangement or rent. If the generosity of our benefactors changes it may become necessary for us to move to premises that are subject to a formal lease and rent arrangement. In support of this possible outcome we will maintain a reserve of £10,000.

This results in us needing to hold a total of £51,000 in reserves. As at financial year end (2020/21) we had unrestricted reserves of just over £52,000.

For so long as the charity has reserves above this level of £51,000 the trustees have agreed to rely on the generosity of existing and new donors drawn to support the charity through local and national awareness of the need for its services rather than to campaign actively for funds.

The trustees will review our Reserves Policy at least annually.

Signed on behalf of the board of trustees on 02/02/2022

Mary J Ford (Trustee)

Pontefract Food Bank
Receipts and payments account
for the year ended 31 August 2021

	Notes	2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Receipts					
Grants and donations	(2)	13,480	7,000	20,480	19,825
Gift Aid		-	-	-	408
Bank Interest		188	-	188	-
Total receipts		<u>13,668</u>	<u>7,000</u>	<u>20,668</u>	<u>20,233</u>
Payments					
Food & Stock Procurement		391	3,135	3,526	1,311
Volunteer expenses		198	67	265	243
Utilities		395	-	395	344
Insurance		524	-	524	442
Repairs and maintenance		576	329	905	158
Memberships and subscriptions		35	-	35	401
Materials and equipment		4,226	-	4,226	40
Printing, postage and stationery		49	-	49	186
Advertising and publicity		355	-	355	-
Photocopier charges		291	-	291	239
Other project delivery costs		40	-	40	-
Sundry expenditure		388	-	388	75
Donations to other providers		3,010	-	3,010	500
Total payments		<u>10,478</u>	<u>3,531</u>	<u>14,009</u>	<u>3,939</u>
Net receipts / (payments)		<u>3,190</u>	<u>3,469</u>	<u>6,659</u>	<u>16,294</u>
Fund balances brought forward		<u>49,011</u>	<u>-</u>	<u>49,011</u>	<u>32,717</u>
Fund balances carried forward	(4)	<u>52,201</u>	<u>3,469</u>	<u>55,670</u>	<u>49,011</u>

Pontefract Food Bank
Statement of assets and liabilities
as at 31 August 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	52,060	3,469	55,529	49,011
Cash in hand	141	-	141	-
Total cash funds	<u>52,201</u>	<u>3,469</u>	<u>55,670</u>	<u>49,011</u>

Liabilities	£
Accounts preparation	300
	<u>300</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 27/01/2022

Mary J Ford (Trustee)

Pontefract Food Bank

Notes to the accounts

for the year ended 31 August 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Pontefract Food Bank
Notes to the accounts continued
for the year ended 31 August 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Anonymous donation	-	-	-	10,000
Wakefield Metropolitan District Council	-	7,000	7,000	-
Tesco	4,338	-	4,338	2,161
Donations	9,142	-	9,142	7,664
	<u>13,480</u>	<u>7,000</u>	<u>20,480</u>	<u>19,825</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
WMDC Community Grant	-	1,500	1,500	-	-
WMDC Covid Winter Grant	-	500	500	-	-
WMDC Emergency Assistance Grant	-	5,000	1,531	-	3,469
	<u>-</u>	<u>7,000</u>	<u>3,531</u>	<u>-</u>	<u>3,469</u>

Fund name

Purpose of restriction

WMDC Community Grant	Purchase of supplies & stock.
WMDC Covid Winter Grant	This will support each food bank to ensure that they have appropriate supplies and stock to meet demand and support vulnerable families and individuals over the last part of the grant funding year.
WMDC Emergency Assistance Grant	Assistance in supporting individuals struggling to afford food and other essentials.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.