

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	Chair	
Mary Ford		
Ian Clark		
Sharon Devlin		Appointed October 2020
Brenda Lee	Treasurer	Appointed October 2020
Mark Foy		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 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total 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 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 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.