

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 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total 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	<u>300</u>
	<u>300</u>

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 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 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.