

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

Contents	Page
Trustees' report	2 to 4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 9

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 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total 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)		<u>20,256</u>	<u>1,385</u>	<u>21,641</u>	<u>9,527</u>
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	<u>173</u>
	<u>173</u>

Assets retained for the charity's own use

Shipping Container for Food Storage

Liabilities

	2023
	£
Accruals	<u>397</u>
	<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 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 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.