

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 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total 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

	2025
	£
Prepayments	<u>175</u>
	<u>175</u>

Assets retained for the charity's own use

Shipping Container for Food Storage

Liabilities

	2025
	£
Accruals	<u>528</u>
	<u>528</u>

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 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 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.