



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

**Charity name: Borehamwood Foodbank**

**Charity registration number: 1155599**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Our Foodbank provides 3-day emergency food packs to the most vulnerable residents from all communities in the Borough of Hertsmere. Most of our clients come from Borehamwood. We are aligned to The Trussell Trust, providing well-balanced and nutritional food to our service users, as well as offering other essentials including toiletries and other household goods, so that we can provide those people with dignity during their difficulties. We undertake other specific projects to help alleviate the hardship of our clients: these include (but are not limited to) the provision of clothing, school uniforms, blankets, fuel vouchers, and heaters amongst other items. We also serve family lunches and host activity sessions during school holidays.</p> <p>We offer our clients holistic and financial support, providing numerous resources on-site, with access to services including Citizens Advice, The British Red Cross, The Job Centre and Healthy Hubs. These activities are particularly beneficial, providing clients not just with 'hand-outs' but also with a 'hands-up'.</p> <p>All of this takes place at St Teresa's Church Hall, 291 Shenley Road, Borehamwood WD6 1TG.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>This reporting period was for 12 months from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. During this period, we have:</p> <ul style="list-style-type: none"><li>A) Helped feed 8,129 people, 37% of whom were children.</li><li>B) Distributed 2,853 food packs.</li><li>C) Donated 62,013kg of non-perishable food.</li></ul> <p>Our food donations came from a wide range of sources, including supermarkets, faith</p>

		<p>groups, schools, local clubs and organisations, corporations and individuals. We had to purchase food throughout this period as well.</p> <p>We continued to remain open for 2 sessions per week, serving our community on Mondays and Thursdays.</p> <p>We offered holistic and financial support through our continued partnership with Citizens Advice and the British Cross. We also worked closely with other local agencies to provide vital support to our clients.</p> <p>We provided other means of assistance throughout this period, including (but not limited to) the provision of fuel and supermarket vouchers, providing family lunches during the school holidays, offering support to help families with school uniforms, handing out Christmas Hampers and providing essential items over the harsh winter months.</p> <p>We also provided toiletries and pet food</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Borehamwood Foodbank does not make grants.
Policy on social investment including program related investment	Para 1.38	We do not make investments, except receive interest on our bank accounts.
Contribution made by volunteers	Para 1.38	<p>Borehamwood Foodbank continues to be run almost entirely by volunteers. We have 3 part-time paid members of staff who provide our volunteers with support, guidance and organise necessary training.</p> <p>We have approximately 65 volunteers who work amazingly hard to create a smooth-running operation, getting involved in most facets of the foodbank. We are extremely grateful for all their enthusiasm and dedication.</p>
Other		



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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Our foodbank offers a vital service to all communities in the Borough of Hertsmere. We have been serving our community for 11 years and have grown in stature over this period, supporting people in a wide variety of ways. This includes the provision of food as well as offering holistic and financial support for those who struggle and are in crisis.</p> <p>We are well supported by 3 part-time members of staff along with around 65 volunteers, offering a warm and friendly service to those who need our support.</p> <p>We are proud that we have been reliable and have remained open every week, even during the Pandemic. This was a huge benefit to our community.</p> <p>We have been able to keep our food packs at a good size to provide households with emergency food to last 3 days, and whenever donations have dipped, we have had the financial resources to purchase additional stock without impacting the parcels we offer. Despite the rising numbers visiting our foodbank, we have coped well, and our services have not been adversely affected by elevated demand.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite a growing need to purchase food and toiletries, we have been in a strong financial position. We have received a healthy balance of both grants and financial donations that has enabled to achieve a good financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Borehamwood Foodbank has a Reserves Policy that requires us to hold sufficient funds to allow us to continue to serve the community for at least 4 months. This is reviewed at least annually by the Board of Trustees. This amount is currently fixed at £40,000.
Amount of reserves held	Para 1.22	£98,927
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	No deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We have no uncertainty or concerns in this regard due to our sound financial footing and excellent pool of staff and volunteers. We also have a Licence to Occupy agreement with the Diocese of Westminster, allowing us to stay at the premises at least until 31 July 2026, providing at least 12 months' notice thereafter.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our accounts show that we received a total income of £209,735 during the 12-month financial period. The largest portion of this was restricted grants (£120,864), but our receipt of unrestricted grants and financial donations were also significant.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees form a sub-group to make recommendations to the Board

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Borehamwood Foodbank
Other name the charity uses	None
Registered charity number	1155599
Charity's principal address	291 Shenley Road Borehamwood Herts WD6 1TG



# Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Julian Milner	Chair of Trustees	Whole Year	
2	Carolyn Wilson	Vice Chair	Whole Year	
3	Jeanette Taylor	Secretary	Whole Year	
4	Meghna Dalmia	Treasurer	Whole Year	
5	Stuart Nagler	Trustee	Whole Year	
6	Zain Rivzi	Trustee	Whole Year	
7	Deborah Walker King	Trustee	Whole Year	
8	Anne Lean	Trustee	Resigned Jan 2024	
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17				
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20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

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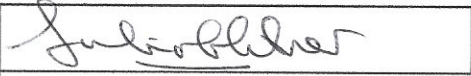
### Other optional information

We are a foodbank affiliated with the Trussell Trust
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**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Julian Milner	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	10 Sept 2024	



**CHARITY REGISTRATION NUMBER: 1155599**

**Borehamwood Foodbank CIO**  
**Charitable Incorporated Organisation**

**Report and Accounts for the period ending**  
**31<sup>st</sup> March 2024**

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# **Borehamwood Foodbank CIO**

## **Independent Examiner's Report**

### **For the period ending 31st March 2024**

I report to the charity trustees on my examination of the accounts of the company for the period ending 31st March 2024.

#### **Responsibilities and basis of the report**

As the charity trustees of the company (CIO) (who are treated as directors for the purposes of the company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("The 2006 Act")

Having satisfied myself that the accounts of the company are not required under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011. In carrying out my examination, I have followed the directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act.

#### **Independent examiner's statement**

The Company's gross income was less than £250,000 your examiner is not required to be a member of a body listed in section 145 of the 2011 Act. However, I can confirm that I am qualified to undertake the examination and I am indeed on that list because I am a member of The Institute of Chartered Management Accountants.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act, or
- (2) The accounts do not accord with those records; or
- (3) The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS102)

**MARK GREEVE CHARTERED ACCOUNTANT**

Unit 4, Whitworth Court

Runcorn

Cheshire

UK

WA7 1WA

26<sup>th</sup> July 2024



**Borehamwood Foodbank CIO**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Period ending 31st March 2024**

	Year to 31 March 2024 £	14 months to 31 March 2023 £
<b>Income and endowments</b>		
Restricted grants	120,864	157,009
Unrestricted grants, including Donations	85,987	72,074
Bank interest	2,884	527
<b>Total income</b>	<u>209,735</u>	<u>229,610</u>
<b>Expenditure</b>		
Membership of Trussell trust		-360
Foodbank Costs	118,989	130,555
Fundraising Expenses	1,032	
Salary Costs	46,094	32,893
Pension Costs	1,765	1,613
Insurance	1,004	1,055
Professional/Legal/accountancy	6,420	5,586
Office & Printing	765	1,486
Other distribution expenses	1,081	1,319
Rent/Utilities/Property expenses	8,635	5,936
Warehouse Equipment/Consumable	10,650	8,399
Marketing/IT software	721	995
Training and conferences	225	925
Sundries/General expenses	435	554
Depreciation	2,193	1,813
<b>Total expenditure</b>	<u>200,007</u>	<u>192,768</u>
<b>Surplus (Deficit) for the year</b>	9,727	36,842
Less		
transfer to Reserve Account		
Increase(decrease) in Restricted Funds	11,030	43,113
Increase(decrease) in Cumulative Surplus	(1,303)	(6,271)
	<u>9,727</u>	<u>36,842</u>

# Borehamwood Foodbank CIO

## Statement of Financial Position

Period ending 31st March 2024

	2024	2023
	£	£
<b>Fixed assets</b>		
Tangible fixed assets	63,765	14,726
<b>Current assets</b>		
Prepayments and Debtors	3,292	3,789
Cash at bank and in hand	144,936	155,014
	<u>148,228</u>	<u>158,803</u>
<b>Creditors:</b>		
Amounts falling due within one year	28,922	186
<b>Net current assets</b>	<u>119,306</u>	<u>158,617</u>
<b>Total assets less current liabilities</b>	<u>183,071</u>	<u>173,343</u>
<b>Net assets</b>	<u>183,071</u>	<u>173,343</u>
<b>Funds of the charity</b>		
Reserved Fund	30,000	30,000
Restricted funds c/f	54,143.62	43,113
Surplus on Income & Expenditure Account	98,927	100,230
<b>Total charity funds</b>	<u>183,071</u>	<u>173,343</u>

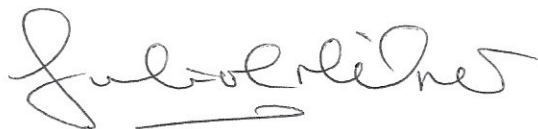
For the year ending 31 March 2024, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the board of trustees and authorised for issue on 13<sup>th</sup> July 2024 and are signed on behalf of the board by:

Signed



Trustee