



Annual Report 2023-24



Introduction

Washington Community Food Project is a food bank that was founded in 2012 by the late Joanne and Malcolm Dawson. The WCFP is part of the *Independent Food Aid Network* (IFAN)- a group of independent, grassroots food aid providers working together to secure food security for all.

The food bank takes referrals from Gentoo, Sunderland City Council, NHS, Housing Associations, voluntary support services, schools and churches. Our service users obtain food parcels from our distribution points: St George's Church; Barmston Community Furnishings; or our main outlet, Unit O, situated on the first floor of Washington Galleries.

Since the beginning of 2023 our dedicated team of volunteers have worked tirelessly to supply over two and a half thousand food parcels, supporting almost seven thousand people in need across our local community.



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Chair
Sue Laws

During 2023-2024 the demand for food parcels has continued to rise. Despite the increases in the cost-of-living, we have continued to receive wonderful support from the people of Washington and Springwell Village with both monetary, food and toiletry donations.

M&S, Greggs, Lidl, Aldi and Sainsburys have also continued their fantastic support throughout the year, with both store and public donations. This has allowed us to consistently provide our parcel recipients with nutritious food as well as welcome extras such as detergent, nappies, toiletries and feminine hygiene products. Sunderland City Council has continued to provide a weekly delivery of fresh fruit and vegetables which has been very gratefully received, and the RSPCA have donated pet food monthly so that our furry friends are not forgotten.

Free packed lunches for children have remained very popular. No referral is needed and the offer is open to any local school/nursery aged children, accompanied by an adult, who call in to our unit in The Galleries between 12 and 3pm every Tuesday to Friday during the school holidays.

Our 2023 Christmas Giveaway was another huge success thanks to the public and local business response to our 'Helping Hands Appeal' for toys and Christmas goodies. We were also able to give recipients an Asda or Sainsburys voucher to buy all those lovely food items that make Christmas Day extra special.

Our wonderful team of volunteers have worked hard all year to ensure donations are carefully collected, sorted, put on the shelves and then client's parcels made up to their individual tastes ensuring minimal food waste. Our efficient stock control systems guarantee all food donated is used within a timely manner.

We were extremely lucky this past year to work with staff (and former staff) of Sunderland University and their students to move us from a mostly paper led referral system, to an online referral system and database. This has made our referral system far quicker and easier for both volunteers and referrers. It also allows us to retrieve information at a touch of a button rather than having to trawl through countless spreadsheets.

Looking forward to 2024/5, we are hoping to further develop how we use our resources (particularly the Unit O space) to benefit local people in need. There are some exciting partnerships with other support services/agencies in the pipeline- we'll keep you posted.

As long as our help is needed, I know the dedicated team here at the WCFP will continue to work hard to help people in need across Washington and Springwell Village. Many thanks for your continued support- we couldn't do it without you.



Treasurer

Michelle Natton

I would like to thank our dedicated volunteers for their continued commitment. We could not provide the service without the support of our drivers, who collect donations from our retail partners, our stock management team and our front of house staff. You are all incredible! Once again, many volunteers have given their time to help with our fundraising events at the Washington Carnival and Washington Village Christmas Festival. Despite the awful weather, at both events, we raised £491.

I would also like to thank everyone who made a donation of food, money or gifts for our Christmas Toy Giveaway. These vital donations have enabled us to supply emergency food parcels to our referred clients, provide free packed lunches, during school holidays and to support Wessington Primary School, with healthy snacks, for children attending after school clubs. We are so grateful for the ongoing support from our local community and businesses.

We are now registered for Gift Aid. By giving us a few basic details, when making a monetary donation, we will be able to claim an extra 25p for every £1 donated. As our expenditure continues to rise, this will be a welcome additional income. In 2023, we have spent over £31,000 on food purchases and over £8,000 on non-food items, like soap powder and toiletries.



Health and Safety

Gail Watson

Another safe year- there haven't been any significant accidents within either of the WCFP units. There was a minor incident involving the car of one of our volunteers during a pick up at a local store (not their fault) and, thankfully, no one was injured. Our emphasis is still on prevention & being vigilant to potential hazards at all times.

Over the last year, parcel numbers have increased which means there is more handling and movement of stock from deliveries and also stock going between the two WCFP units. This increased workload hasn't impacted on safety which is testament to the professional way in which all the volunteers work on behalf of WCFP. Well done everyone!

New volunteers joining in 2023 (and some existing volunteers) attended the mandatory Health and Safety training which runs through our current policy. We will continue to review our training and practices throughout 2024 to ensure the WCFP remains a safe place for all.



Volunteer Co-ordinator/Safeguarding **Marj Prince**

We currently have forty-two volunteers within the WCFP. Of these, nine joined our dedicated team during 2023. They all have specific roles and responsibilities- from collecting food and toiletries from shops and other organisations, to sorting through donations, packing parcels and ensuring we have enough food to distribute to the people in need who use the foodbank.

Throughout the year our volunteers prepare for and attend community events, such as the Washington Christmas Fayre, to help raise funds. They are also invited to local schools to discuss the work of the WCFP, particularly around Harvest Festival time.

It can be daunting coming to use a foodbank for the first time and our volunteers offer a safe, welcoming environment where people can enjoy a drink and chat whilst waiting for their food parcel. Without our brilliant volunteers we would be unable to provide our services to those struggling during the cost-of-living crisis, so a BIG thank you to them all.



2023 Statistics

1) Parcels given out/clients supported:

	2023 clients	2023 parcels	2022 clients	2022 parcels	2021 clients	2021 parcels
Jan	718	215	327	132	337	156
Feb	890	262	385	161	321	153
March	904	285	392	180	202	91
April	478	161	385	179	219	97
May	467	154	419	204	184	79
June	560	189	379	167	192	81
July	508	178	275	121	180	84
Aug	600	203	429	194	201	82
Sept	431	147	491	219	253	116
Oct	345	138	467	197	371	160
Nov	349	130	436	190	395	159
Dec	395	167	609	242	351	160
	=6645	=2779	=4994	=2186	=3206	=1418

2) Reason for need:

Asylum seeker/refugee	9	<1%
Benefits	479	21%
Bereavement	31	1%
Change in circumstance	87	4%
Cost of living crisis	886	40%
Debt	304	14%
Delay in wages	50	2%
Fleeing domestic violence	35	2%
Homeless	42	2%
Low income	26	1%
One-off loss	147	6%
School holiday poverty	40	2%
Sickness	93	4%

3) Average number of people supported by a parcel:

	2023	2022	2021
Jan	3.34	2.48	2.16
Feb	3.40	2.39	2.10
March	3.17	2.18	2.22
April	2.97	2.15	2.26
May	3.03	2.05	2.33
June	2.96	2.27	2.37
July	2.85	2.27	2.14
Aug	2.96	2.21	2.45
Sept	2.93	2.24	2.18
Oct	2.50	2.37	2.32
Nov	2.68	2.29	2.48
Dec	2.37	2.52	2.19

4) Number of people in household:

Year	2023	2022	2021
1 person	11%	42%	47%
2 person	39%	22%	20%
3 person	20%	16%	11%
4 person	13%	11%	13%
5 person	9%	6%	5%
6+ person	8%	3%	4%

5) Number of visits:

	% in 2023	% in 2022	% in 2021
One parcel only in year	38.61%	30.97%	37.47%
Two parcels in year	17.37%	26.33%	19.58%
Three parcels in year	12.48%	11.46%	10.53%
Four Parcels in year	10.98%	10.78%	9.47%
Five parcels in year	5.92%	5.32%	6.95%
Six Parcels in year	7.72%	5.18%	5.89%
Seven parcels in year	3.47%	2.86%	4.21%
Eight parcels in year	1.67%	3.96%	3.37%
Nine parcels in year	0.77%	0.82%	1.26%
Ten parcels in year	0.39%	0.82%	0.63%
Eleven parcels in year	0.26%	0.68%	0.42%
Twelve+ parcels in year	0.39%	0.82%	0.21%

GETTING INVOLVED



We're always on the lookout for new members to join the team here at Washington Community Food Project. We have various roles available and you can give as much or as little time as you like.

Volunteering benefits go both ways – helping others can be the best way to help ourselves. Volunteering can enable you to make friends, learn new skills, advance your career and even feel happier and healthier. Here's what some of our current team members had to say:

*I used to be a shy person- very introverted.
Being there for other people has really
helped me to express myself and become more
confident and outgoing.*

*I'd been looking for somewhere to volunteer ever
since I'd retired. Then one day I walked into the
foodbank and instantly knew that I liked the vibe.*

I'm a busy Mam so it's nice to have some 'me-time'. I love the chats we have when we're quiet. It's like counselling!

I've been down that road myself (where I've needed support) so it's good to feel now that I'm able to do something that's helping somebody else.

Being part of the WCFP gives me a real sense of purpose and belonging.

I've enjoyed meeting people of all different ages and coming from different backgrounds

If you would like to volunteer with us, you can apply via the WCFP website or simply stop by our main outlet (Unit O, Washington Galleries) and chat to one of our friendly Front-of-house Team Leaders. We'd love to hear from you!



Donations can be made at our main site, as well as the following locations:

- Sainsbury's, The Galleries, NE38 7NF
- Virgin Money, The Galleries, NE38 7NF
- Nationwide, The Galleries, NE38 7NF
- Sainsbury's Local, Teal Farm, NE38 8FB
- Lidl, Peel Retail Park, NE37 2PA
- Get Pampered, Concord, NE37 2SY
- Lady B Fitness, Concord, NE37 2AH
- Blue House Pharmacy, NE37 2TE
- Oxclose Church, NE38 0LA
- St George's Church, NE38 9AH



We are always in need of:

Toiletries

Nappies (size 4+)

Instant coffee

Pasta sauce

Curry sauce

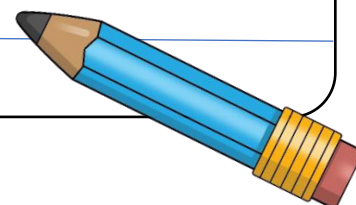
Tinned meat

Tinned tuna

Tinned fruit

Rice pudding

Custard



In memory of our dear colleague and friend, Denise.

Greatly loved, deeply missed.



Charity Registration No. 1156409

WASHINGTON COMMUNITY FOOD PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

WASHINGTON COMMUNITY FOOD PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	N Jobson	
	J Petherick	
	M Natton	
	S Laws	
	K Wake	
	C Rowe	
	C Spellman	
	M Prince	
	G Watson	(Appointed 19 April 2023)
	Brian Pritchard	(Appointed 19 April 2023)
	Lisa Scott	(Appointed 19 April 2023)

Charity number	1156409
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Independent examiner	TC Group A6 Kingfisher House Kingsway Team Valley Trading Estate Gateshead NE11 0JQ
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WASHINGTON COMMUNITY FOOD PROJECT

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WASHINGTON COMMUNITY FOOD PROJECT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WASHINGTON COMMUNITY FOOD PROJECT

I report to the Trustees on my examination of the financial statements of Washington Community Food Project (the Charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements 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 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

TC Group

A6 Kingfisher House
Kingsway
Team Valley Trading Estate
Gateshead
NE11 0JQ

Dated: 25 April 2024

WASHINGTON COMMUNITY FOOD PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Income from:			
Donations and legacies	2	83,194	77,893
Charitable activities	3	49,796	52,152
Total income		132,990	130,045
Expenditure on:			
Charitable activities	4	139,043	112,899
Net (expenditure)/income for the year/ Net movement in funds		(6,053)	17,146
Fund balances at 1 January 2023		107,448	90,302
Fund balances at 31 December 2023		101,395	107,448

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

WASHINGTON COMMUNITY FOOD PROJECT

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	5		4,676		5,910
Current assets					
Stocks	6	10,597		7,646	
Cash at bank and in hand		86,722		94,492	
		<u>97,319</u>		<u>102,138</u>	
Creditors: amounts falling due within one year	7	<u>(600)</u>		<u>(600)</u>	
Net current assets			96,719		101,538
Total assets less current liabilities			<u>101,395</u>		<u>107,448</u>
Income funds					
Unrestricted funds - general			101,395		107,448
			<u>101,395</u>		<u>107,448</u>

The financial statements were approved by the Trustees on 25 April 2024

S Laws
Trustee

WASHINGTON COMMUNITY FOOD PROJECT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

Washington Community Food Project is a registered charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

WASHINGTON COMMUNITY FOOD PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% Reducing balance
Computers	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

WASHINGTON COMMUNITY FOOD PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

2 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Donations and gifts	80,302	74,851
Grants	2,892	3,042
	<u>83,194</u>	<u>77,893</u>

WASHINGTON COMMUNITY FOOD PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

3 Charitable activities

	Charitable Income 2023 £	Charitable Income 2022 £
Public and corporate donations	49,796	52,152

4 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Depreciation and impairment	1,234	1,256
Value of food donated and distributed	77,349	67,205
Top up food purchases	46,275	35,393
Travel	2,164	655
Provision of free school meals during holidays and lockdown	548	501
Sundries	637	171
Repairs	1,869	1,106
Warm spaces	265	511
Rates	2,068	-
Insurance	257	236
Light and heat	3,283	2,619
Telephone and broadband	1,341	1,263
Office costs	942	946
Equipment	-	205
Paypal fees	211	232
Other charitable expenditure	600	600
	139,043	112,899
	139,043	112,899

WASHINGTON COMMUNITY FOOD PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

5 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 January 2023	5,154	2,588	7,742
At 31 December 2023	5,154	2,588	7,742
Depreciation and impairment			
At 1 January 2023	1,239	593	1,832
Depreciation charged in the year	587	647	1,234
At 31 December 2023	1,826	1,240	3,066
Carrying amount			
At 31 December 2023	3,328	1,348	4,676
At 31 December 2022	3,915	1,995	5,910

6 Stocks

	2023 £	2022 £
Finished goods and goods for resale	10,597	7,646

7 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	600	600

WASHINGTON COMMUNITY FOOD PROJECT

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TC Group

A6 Kingfisher House
Kingsway
Team Valley Trading Estate
Gateshead
NE11 0JQ

Dated: 25 April 2024