

Trustees' Annual Report for the period

From Period start date 1 January 2020 **To** Period end date 31 December 2020

Section A Reference and administration details

Charity name Sherborne Food Bank

Other names charity is known by

Registered charity number (if any) 1156481

Charity's principal address St. Paul's Church

St. Paul's Close

Sherborne Dorset

Postcode

DT9 4DU

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	Rev John Tregale	Chair		Parish of Sherborne
2	Mr Peter Bryer			n/a
3	Mr Andrew Horsey	Treasurer		n/a
4	Dr John Crossman			n/a
5	Mr Antony Edwards			n/a
6				
7				
8				

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Constitution dated 1 April 2014

How the charity is constituted

Charitable Incorporated Organisation

Trustee selection methods

Appointed by existing Trustees, except 2 ex-officio

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

TO RELIEVE PERSONS IN THE SHERBORNE AND SURROUNDING AREA WHO ARE IN CONDITIONS OF NEED, HARDSHIP OR DISTRESS (BENEFICIARIES), IN SUCH WAYS AS THE TRUSTEES SHALL FROM TIME TO TIME THINK FIT AND IN ACCORDANCE WITH CHRISTIAN FAITH PRINCIPLES.

IN FURTHERANCE OF THE ABOVE OBJECT:

A) SPECIFICALLY TO SUPPLY PARCELS OF FOOD TO BENEFICIARIES, WHETHER DIRECTLY OR THROUGH AGENCY PARTNERS APPROVED BY THE TRUSTEES, TO ENSURE A HEALTHY, BALANCED AND NUTRITIOUS DIET SUFFICIENT FOR THEIR IMMEDIATE NEED.

B) TO DO ANY OTHER THING CONSISTENT WITH THE PURPOSE OF THE CHARITY, INCLUDING (BUT NOT LIMITED TO) THE SIGN-POSTING OF BENEFICIARIES TO ADVISORY AGENCIES AND OFFERING THE SUPPORT OF CHRISTIAN CHURCHES.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Sherborne Food Bank accepts donations of food items from individuals and companies, and arranges their delivery to individuals and families in need of food.

Food is supplied to persons in need in response to referrals from Social, Health and Care Agencies and in accordance with the charity's agreed policies and procedures.

The charity trustees regularly monitor the implementation of these policies and procedures, taking due regard to public benefit.

Specifically, the charity trustees regularly conduct an internal audit of the Food Bank operations and records, at least annually. The data for 2020 operations was audited on 1st March 2021.

Cash funding for the Food Bank is from a combination of individual and institutional donations (e.g. businesses and other charitable bodies), the latter typically providing funds for specific purchases.

Volunteer support is crucial for a small charity and there are over 50 individuals regularly supporting the work of the Food Bank through practical involvement. Some collect donated items from our collection points, others sort and stack the items in our depot (premises provided free of charge) and others pack the food parcels. A final group of volunteers deliver the parcels as appropriate. There are no paid employees.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

During the period January – December 2020 a total of 1370 weekly food parcel deliveries were made (a 14% increase on the previous year). These were delivered to 191 known households, representing 289 adults (an increase of 68 on previous year) and 228 children (an increase of 58 on previous year).

Of these 191 households, 66 were Single occupancy, 47 were 2 Adults or 1 Child & 1 Adult, 53 were Families (normally 2 Adults + 2 Children) and 25 were Large Families (more than 4 in the household).

Referrals are usually made for an initial duration of 3 – 6 weeks. Over the period of this report, 128 (+36) households were up to 6 weeks duration, 39 (+13) were 7 to 12 weeks, 14 (+2) were 13 to 18 week, 8 (+2) were 19 to 24 weeks and 2 (-3) for 25+ weeks. The majority of parcels are therefore provided for short-term support but with a significant minority being long-term. Some of these households are likely to be continuing in receipt of food parcels into 2021.

The ongoing viability of the Food Bank is maintained by the regular donations of both food stuffs and cash, the strong volunteer base of over 50 committed volunteers and the effective implementation of policies and procedures for its operations. The Food Bank continues to be in a strong position to be able to continue to provide food for those in need.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity's throughput is largely based on materials not cash, and as already stated, there are no paid employees, so our cash needs are modest. Nevertheless the trustees consider that a General Reserve of initially 3 -6 months running costs would be prudent and appropriate for a charity of this size.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F


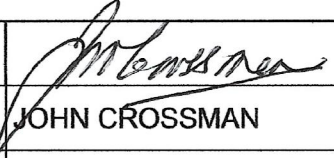
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ANTONY EDWARDS	JOHN CROSSMAN
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	2/09/2021	



Sherborne Food Bank		1156481		CC16a
Receipts and payments accounts				
For the period from	01-Jan-20	To	31-Dec-20	

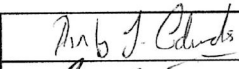
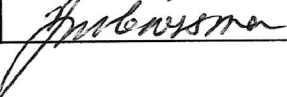
Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Grants	74,010	-	-	74,010	23,076
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	74,010	-	-	74,010	23,076
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	74,010	-	-	74,010	23,076
A3 Payments					
Equipment	2,694	-	-	2,694	140
Groceries	8,652	-	-	8,652	5,970
Insurance	481	-	-	481	491
Telephone	-	-	-	-	-
Travel expenses	-	-	-	-	-
Utilities (Depot)	1,500	-	-	1,500	100
Sundries	-	-	-	-	1,125
	-	-	-	-	-
	-	-	-	-	-
Sub total	13,326	-	-	13,326	7,826
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,326	-	-	13,326	7,826
Net of receipts/(payments)	60,684	-	-	60,684	15,250
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,772	-	-	32,772	17,522
Cash funds this year end	93,456	-	-	93,456	32,772

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	93,456	-	-
		-	-	-
		-	-	-
	Total cash funds	93,456	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ANTONY EDWARDS	02/09/2021
	DR JOAN CROSSMAN	2/9/2021



Section A

Independent Examiner's Report

Report to the trustees/
members of

On accounts for the year
ended

31 / 12 / 2020

Charity no
(if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and 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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

R.D. Towndrow

Date:

21-05-2021

Name:

ROY.D.TOWNDROW

Relevant professional
qualification(s) or body

(if any):

Address:

HILL HOUSE

FAIRFIELD HEIGHTS

SHERBORNE DT9 4HH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.