



Trustees' Annual Report for the period

Period start date
From 1 January 2021

Period end date
To 31 December 2021

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 | Mr Peter Bryer | | | n/a |
| 2 | Mr Andrew Horsey | Treasurer | 1/1/2021 to 18/5/2021 | n/a |
| 3 | Dr John Crossman | | | n/a |
| 4 | Mr Antony Edwards | | | n/a |
| 5 | Cllr Frances Crossman | | From 7/12/2021 | n/a |
| 6 | | | | |
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Section B Structure, governance and management

Description of the charity's trusts

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|--------------------------------|---|
| 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 |

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 primarily 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 2021 operations was audited on 10th February 2022.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the period January – December 2021 a total of 1297 weekly food parcel deliveries were made (a 5% decrease on the previous year). These were delivered to 178 known households, representing 245 adults (an decrease of 44 on previous year) and 196 children (an decrease of 32 on previous year).

Of these 178 households, 63 were Single occupancy, 53 were 2 Adults or 1 Child & 1 Adult, 39 were Families (normally 2 Adults + 2 Children) and 23 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, 120 (-8) households were up to 6 weeks duration, 34 (-5) were 7 to 12 weeks, 10 (-1) were 13 to 18 week, 7 (-1) were 19 to 24 weeks and 7 (+5) 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 continue to be in receipt of food parcels into 2022.

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 (food and household essentials) not cash, and as already stated there are no paid employees. Nevertheless the Trustees consider that Reserves to cover 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.

During 2020/2021 the Charity had increased expenditure, purchasing food and household essentials as we received proportionally higher donations of cash rather than materials.

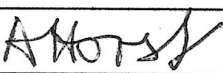
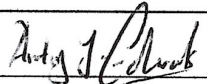
Additionally, during 2021 our Food Parcels were improved by the inclusion of fresh produce (fruit, vegetables and Bread) as a result of increased cash donations. These items have to be purchased each week.

With increased cash donations being made to the Food Bank our fund holding has increased and the Trustees have applied to open a second Bank Account. This account will hold our Reserves and a contingency fund for new premises.

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) | ANDREW HORSEY | Anthony James Edwards |
| Position (eg Secretary, Chair, etc) | Acting Chairman | Trustee |
| Date | 3 rd March 2022 | |



SHERBORNE FOOD BANK - 31 December 2021

OPENING BALANCE 1st JANUARY 2021

**£
93,455.69**

RECEIPTS

| | |
|----------------------------|----------|
| Standing Orders | 7876.00 |
| CAF | 910.00 |
| Just Giving/Giving Com Ltd | 15816.27 |
| Donations* | 24354.79 |
| Fraud Refund | 333.53 |

49290.59

EXPENDITURE

| | |
|------------------------------|------------|
| Food/Supplies Purchases | -12900.00 |
| Longburton Hall Rent | -1200.00 |
| Future Roots | -1000.00 |
| Housing Assistance | -1539.00 |
| Fraud Payment | -333.53 |
| Depot Equipment | -2359.09 |
| Transfer to open CAF Account | -5000.00 |
| Admin Expenses | St Pauls - |
| Insurance - | 447.40 |
| Laptop - | 278.00 |
| Mileage/phone - | 139.07 |
| Stationery/Postage | 108.98 |
| Leaflet Printing | 181.00 |
| Gifts | 130.50 |
| | -4284.95 |

3000.00

-28616.57

CLOSING BALANCE 31 DECEMBER 2021

£114,129.71



Section A

Independent Examiner's Report

Report to the trustees/
members of

SHERBORNE FOOD BANK

On accounts for the year
ended

DECEMBER 2021

Charity no
(if any)

1156481

Set out on pages

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

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:

Roy D Towndrow

Date:

25/02/2022

Name:

ROY D TOWNDROW

Relevant professional
qualification(s) or body

(if any):

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Address:

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|------------|
| HILL HOUSE |
|------------|

| |
|----------------------|
| 11 FAIRFIELD HEIGHTS |
|----------------------|

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|-------------------|
| SHERBORNE DT9 4HH |
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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.

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