



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 January 2023  
Period end date

Period start date To

31 December 2023

**Charity name: Sherborne Food Bank**

**Charity registration number: 1156481**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>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:</b></p> <p><b>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></p> <p><b>b. To do any other thing consistent with the purpose of the charity, including (but not limited to) the signposting of beneficiaries to advisory agencies and offering the support of Christian churches.</b></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><b>Sherborne Food Bank accepts donations of food items from individuals and companies and arranges their delivery primarily to families and individuals in need of food.</b></p> <p><b>Food is supplied to persons in need in response to referrals from Social Health &amp; Care Agencies and in accordance with the Charity's agreed policies and procedures.</b></p> <p><b>The Charity Trustees regularly monitor the implementation of these policies and procedures, taking due regard to public benefit.</b></p> <p><b>Specifically the Charity trustees regularly conduct an internal audit of the Food Bank operations and records, at least annually. The data for 2023 was audited on 11 March 2024.</b></p>

		<p><b>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.</b></p> <p><b>Volunteer support is crucial for a small charity. There are 60 individuals regularly supporting the work of the Food Bank through practical involvement.</b></p> <p><b>Some collect donated items from our collection points, others sort and stack the items in our Depot and others pack the food parcels.</b></p> <p><b>A final group of volunteers deliver the parcels as appropriate, There are no paid employees.</b></p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Confirmed that Trustees have had such regard</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/a</b>
Contribution made by volunteers	Para 1.38	<b>N/A</b>
Other		<b>N/A</b>

## 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	<ul style="list-style-type: none"> <li>• <b>Volunteer numbers (inc. shoppers/pickers/packers/drivers) have risen from 30 to +/-70</b></li> <li>• <b>SFB responded to a 40% increase in demand during 2023</b></li> <li>• <b>Weekly food parcels increased from 20 in July to 69 before Christmas 2023</b></li> <li>• <b>In 2023 SFB delivered 2288 food parcels</b></li> <li>• <b>In 2023 SFB supported an average 64 adults and 40 children delivered to each week</b></li> <li>• <b>SFB continues with outreaches with food and finance to support neighbouring food poverty initiatives and larders, as well as school breakfast clubs and youth groups</b></li> </ul> <p><b>Support is provided following a referral from the following agencies and others</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>N/A</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Achieved £80925 income</b>
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		<b>N/A</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Opening balance at 1/1/2023 was £120,254.01 and the Closing balance was £100,812.69. We have 2 bank accounts, one for day to day running and one for holding reserves of some £60,000 as contingency to be able to run for 6 months</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>See above</b>
Amount of reserves held	Para 1.22	<b>£60,000</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### 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	
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:		<b>The charity is a CIO</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution date 1 April 2014</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	<b>Trustee application form used, presentation at interview, DBS checks, references and a vote by other trustees. We have 2 ex office representatives.</b>

### 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	Sherborne Food Bank
Other name the charity uses	N/A
Registered charity number	1156481
Charity's principal address	C/O St Paul's Church St Paul's Place Sherborne 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	Dr John Crossman	Trustee	Till 16.09.23	N/A
2	Councillor F. Margaret Crossman	“		N/a
3	Mr. Peter Bryer	“	Till 16.09.23	N/A
4	Mr Peter Feltham	“		N/A
5	Rev Jim Edie	“		N/A
6	Mr. David Kemp	“		N/A
7	Cllr Jill Warburton	“		N/A
8	Mrs Elaine Ennis-Bunt	“	Till 16.09.23	N/A
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## Corporate trustees – names of the directors at the date the report was approved

Director name	NONE	

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

Trustee name	Dates acted if not for whole year	
NONE		

## 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	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### 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

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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)	David Edward Kemp	
Position (eg Secretary, Chair, etc)	Chair & Trustee	
Date	10 April 2024	





# **SHERBORNE FOOD BANK – 31 December 2023**

**OPENING BALANCE 1st JANUARY 2023**

**£120,254.01**

## **RECEIPTS**

Standing Orders	10,542.90	
Donations - one off	50,134.88	
Justgiving	20,142.36	
Bank Interest	104.85	
		<hr/>
		80,924.99

## **EXPENDITURE**

Food/Supplies Purchases	-	43,991.93	
Supporting other agencies/organisations	-	40,239.56	
Longburton Hall Utilities	-	1,500.00	
New Depot	-	9,835.24	
Bank Charges	-	60.00	
Admin Expenses			
Phone	-	187.04	
Mileage/Fuel	-	383.88	
Website & other fees	-	831.42	
Trustee Expenses	-	185.83	
Stationery	-	323.70	
Equipment	-	879.51	
Hall Hire	-	109.25	
Insurance	-	740.11	
Vouchers	-	250.00	
Volunteer Event	-	848.84	
	-	4,739.58	
			<hr/>
			- 100,366.31

**CLOSING BALANCE 31 December 2023**

**£100,812.69**

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CAF Bank balance on 31 December 2023	35,418.50	
Less expenses to clear	- 441.72	
		<hr/>
		34,976.78

NAT WEST Bank balance on 31 December 2023 65,835.91

**£ 100,812.69**

### Income - Jan -Dec 2023

	S/O	One Offs	Justgiving	Bank Int	Totals
Jan	845.50	7,087.49	3,202.05		11,135.04
Feb	985.50	2,648.31	1,632.00		5,265.81
Mar	865.50	2,295.16	811.81	27.30	3,999.77
Apr	834.90	1,810.90	728.48		3,374.28
May	800.50	970.36	1,621.47		3,392.33
Jun	805.50	12,048.00	2,053.70	31.30	14,938.50
Jul	1,003.00	1,014.00	1,036.44		3,053.44
Aug	860.50	3,843.00	1,512.40		6,215.90
Sep	780.50	1,695.05	1,331.99	28.67	3,836.21
Nov	780.50	1,518.85	1,430.56		3,729.91
Nov	1,065.50	7,410.68	1,285.04		9,761.22
Dec	915.50	7,793.08	3,496.42	17.58	12,222.58
	10,542.90	50,134.88	20,142.36	104.85	80,924.99

### Expenditure - Jan - Dec 2023

	Agencies	Supplies	Utilities	Expenses	Bank Fee	New Depot	Totals
Jan	- 819.31	- 3,600.87	- 150.00	- 177.05	- 5.00		- 3,932.92
Feb	- 1,899.95	- 1,814.59	- 150.00	- 139.35	- 5.00		- 2,108.94
Mar	- 1,367.23	- 1,008.61	- 150.00	- 184.07	- 5.00		- 1,347.68
Apr	- 1,405.46	- 4,729.83	- 150.00	- 174.10	- 5.00		- 5,058.93
May	- 1,106.40	- 3,842.74	- 150.00	- 280.05	- 5.00		- 4,277.79
Jun	- 1,101.21	- 3,821.44	- 150.00	- 32.85	- 5.00		- 4,009.29
Jul	- 1,140.00	- 2,742.35	- 150.00	- 992.01	- 5.00		- 3,889.36
Aug	- 26,440.00	- 4,436.07	- 150.00	- 998.07	- 5.00		- 5,589.14
Sep	- 1,240.00	- 3,539.81	- 150.00	- 204.00	- 5.00		- 3,898.81
Nov	- 1,240.00	- 3,971.54	- 150.00	- 229.20	- 5.00	- 7,424.32	- 4,355.74
Nov	- 1,240.00	- 4,502.14	-	- 995.52	- 5.00	- 1,171.26	- 7,913.92
Dec	- 1,240.00	- 5,981.94	-	- 333.31	- 5.00	- 1,239.66	- 6,320.25
	- 40,239.56	- 43,991.93	- 1,500.00	- 4,739.58	- 60.00	- 9,835.24	-£ 100,366.31

#### Support to Agencies

MPFS	-6,846.42
Vale Pantry	-5,200.00
Abbey Primary	-10,150.00
SCK	-2,880.00
Sherborne Primary	-10,150.00
Gryphon	-2,000.00
Future Roots Ltd	-1,000.00
Tinneys	-1,000.00
Harbour Vale	-1,000.00
The Pod	-13.14
	-40,239.56



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

SHELBORNE FOOD BANK

On accounts for the year  
ended

31.12.23

Charity no  
(if any)

1156481

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 trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent  
examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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 Townsend

Date:

11-03-24

Name:

ROY TOWNSEND

Relevant professional  
qualification(s) or body  
(if any):

Address:

MILL MOUSE, FAIRFIELD HEIGHTS,  
SHELBOURNE, DT9 4HH

Only complete if the examiner needs to highlight 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.