

GRACE FOOD BANK SHEFFIELD

England & Wales · Charity number 1156760

Details

Status Registered

Legal form Other

Registered 2014-04-22

Register [View on the Charity Commission register](#)

Contact

Address Grace Foodbank
Gresley Road Meeting Room
Gresley Road
Sheffield
S8 7HN

Phone 07964896283

Email office@gracefoodbanksheffield.org.uk

Website www.gracefoodbanksheffield.org.uk

Activities

Objects: THE PREVENTION OR RELIEF OF POVERTY, AMONGST PEOPLE RESIDING PRIMARILY, BUT NOT EXCLUSIVELY, IN THE S8 POSTCODE AREA OF SHEFFIELD BY THE PROVISION OF EMERGENCY FOOD PARCELS, ITEMS, SERVICES AND FACILITIES TO HELP INDIVIDUALS IN FINANCIAL NEED.

Activities: The prevention or relief of poverty, amongst people residing primarily, but not exclusively, in the S8 postcode area of Sheffield by the provision of emergency food parcels, items, services and facilities to help individuals in financial need.

Classification

- **How:** Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Other Defined Groups

Geography

- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£130,819	£179,388	-	-
2024-03-31	£242,712	£231,556	-	-
2023-03-31	£123,251	£133,157	-	-
2022-03-31	£79,926	£77,371	-	-
2021-04-05	£109,746	£43,883	-	-

Trustees

Name	Role	Appointed
MRS BECKY MARSHALL	Chair	2014-02-25
Ann Lomax		2014-02-25
Dr Simon Anthony Hayes		2022-07-09
Jane Elizabeth Pettinger		2022-07-09
Joy Arnott		2025-09-20
RAYMOND PHILIP RICHARD KINSELLA		2014-02-25

Accounts

GRACE FOODBANK

working across S8 and surrounding areas

Annual Report



1 April 2024 – 31 March 2025

Supported by players of



Awarded funds from



Postal address: 240 Lowedges Road, Sheffield, S8 7JB. General phone enquiries: 07964 896 283

Website: www.gracefoodbanksheffield.org.uk

Charity registration number 1156760

Prequel

This year's annual report is the story of a year of unprecedented challenges for the foodbank. Demand for our services remained at the same level as the previous year but food donations dropped by about 20% and grant funding proved elusive, so our income dropped as well. We also face significant challenges with our premises (at some point we will be moving offices but that's been "imminent" for over a year now). And our long term use of the building that is currently our home is uncertain (and beyond our control).

1 Introduction

Grace Food Bank was set up in 2012. The constitution was adopted on 6th July 2013 and amended on 11th November 2021 and 9th July 2022. The charitable aims are: *'The prevention or relief of poverty, amongst people residing primarily, but not exclusively, in the S8 postcode area of Sheffield by the provision of emergency food parcels, items, services and facilities to help individuals in financial need.'*

2 Organisation

We are an unincorporated charitable association with 35 individual members and 10 churches registered as corporate members. Historically, six churches appointed trustees. As a result of amendments to the constitution made at the 2022 AGM, all corporate members are invited to nominate a trustee, then all trustees are elected at the annual general meeting, together with the chair, treasurer, secretary and others nominated. The trustees have the power to co-opt additional trustees.

3 Governance and Management

The charity trustees for the year were:

Rebecca Marshall (Chair), Sylvia Spooner (Treasurer), Joan Giles, Simon Hayes, Raymond Kinsella, Ann Lomax, Beverley Ashmore (Secretary), Jane Pettinger and Prince Taylor. The trustees met in person five times and corresponded by email between meetings. The annual meeting was held in September.

Trustees received regular reports on activities and regular financial updates. The trustees reviewed the Safeguarding Policy. The annual report and accounts were submitted to the Charity Commission and an annual return was completed. No payments were made to any trustees.

4 Public Benefit

The trustees take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission. We seek to ensure that all members of the community are able to access our services and activities. We will provide food parcels suitable for specific dietary requirements (Halal, gluten-free, lactose-free, vegetarian) when we know that they are needed and have always done our best to deliver food to people when disability means that they can't collect it.

5 Staff and Volunteers

Jackie Butcher is the Manager and she works from an office in the Upper Rooms at the Terminus Initiative. Michelle Loveley worked as the Assistant Manager until October 2024. Mike Healey works as the Foodbank Assistant. Staff costs were partly supported by grants from the South Yorkshire Community Foundation Cost of Living Fund, the National Lottery Community Foundation, the Postcode Neighbourhood Trust and grants from Sheffield City Council to cover the cost of delivering HAF.

The work of the food bank is only made possible by our committed teams of volunteers. Over 70 volunteers helped during the year, in a variety of ways. About 40 volunteers are involved in food bank activities at least once a month, many of them more frequently. Other volunteers helped out at Christmas or at one off events.



.We estimate that at least 5,500 volunteer hours were donated during the year.

We estimate that at least 5300 volunteer hours were donated during the year. That's equivalent to £75,900 at the rate of the Real Living Wage.

6 Incoming Food

We are able to help our clients because, and only because, of the support and involvement of the community. Local churches have always acted as collection points for us, although we know that some people who used to take their food donations to a church or other collection point now prefer to leave the food in the collection boxes at Sainsbury's because it is more convenient. Many church members and other supporters find it easier to give us a donation of money each month rather than to buy food for us. Local street WhatsApp groups, (that sprung up during lockdown) continued to collect food for us. Schools collected food for us, particularly at Christmas and Harvest. A wide range of community groups, sports clubs and workplaces also collected food and/or raised money for us (either regularly or as one off collections).

We are very fortunate to have a permanent collection point at Sainsbury's, Archer Road. This is emptied 3 times a week by a team of volunteers.

We receive at least one trolley of donations a week from our local Morrison's store, donated by customers who have bought pre-

Nearly 40 tonnes of food was donated to us over the year with an estimated value of nearly £100,000.

packed bags of groceries designed around the needs of local foodbanks.

We received regular donations of supermarket “surplus” food from Sainsbury’s, Tesco and Aldi. These figures are included in the “donated food” numbers below, but generally represent “extras” rather than the staples we need to fill our food parcels, so do distort the figures somewhat. For this reason, we have started recording the weight of “surplus” food separately for the current financial year. In common with many other community food providers, we find that some of the surplus food is unusable by the time it reaches us. The figures also included a donation of a tonne of dog food from Pets at Home (that has kept us going for a year).

Donated food is weighed, sorted and date checked by volunteers and then packed into bags ready for distribution. The store is at the old manse attached to the Michael Church in Lowedges.

We received 39,837 kg of food during the year –a significant drop from the previous year. As usual, food donations were not evenly spread over the year.

It is hard to remember that only a few years ago we used to joke about what to do with our ongoing surpluses of baked beans and dried pasta. Now, we have to buy both of those items (and so many more) every week. We spend over £1000 every week buying food for our food parcels and for the shop and that is a massive logistical challenge.



Sheffield City Council used money from the South Yorkshire Mayoral Combined Authority to facilitate a process whereby foodbanks in the city can purchase food via S6 foodbank at low prices and, most crucially, have it delivered. There is no other way that we can have 70 crates of food delivered to our door and we save a lot of time buying this way. We are also grateful beyond measure to the delivery drivers from Tesco, Sainsbury’s, Ocado and Asda who help us to keep our shelves stocked. After a long “hiccup” in Aldi’s internal ordering system that meant that we couldn’t place any bulk orders, we are very relieved that we can again order from our local Aldi store to whom we are grateful and with whom we have a very warm relationship.

We have a collection box at a local Pets at Home store where people can donate pet food to us.

7 Review of Activities

We provided foodbank parcels to feed 7589 people (5200 adults and 2389 children).

7.1 Food parcels

Who do we help?

We provide food parcels to families and individuals who are referred to us by a wide range of health and social care professionals or workers in the voluntary sector. Initially we provide food parcels for up to four

weeks or until the next Universal Credit payment date. If help is still needed after that, the referrer will get in touch with us again so that we can be sure that the underlying problems are being tackled, although we realise that many of these problems are complex and cannot be resolved quickly. People who self-refer are given up to 4 weeks of food while we signpost them to the most appropriate advice service. We expect a referral from an advice service before we will extend a self-referral. We have tried to move to a system of referrals by email wherever possible.

*"I can't begin to express how grateful I am...
I'm so thankful, so very thankful".*

Why do people need help?

We continue to see a large number of people who are struggling with debts and arrears. Very, very few people borrow money to fund an extravagant lifestyle. Most people borrow money to help them "get by" so that they don't have to ask for help. Many people have Council Tax arrears because they (incorrectly) assume that Universal Credit covers everything and don't realise that they need to make a separate application for Council Tax reduction.

We still see people waiting for a long time for tribunals for ill-health and disability related benefits and a high number of people referred to us after domestic abuse. By far the largest increase in referrals is for people referred for "low income/cost of living" – just not enough money to cope with rising fuel and food bills. These patterns are common to foodbanks across Sheffield (and, indeed, across the country).

Clients end up at a foodbank because the barriers set for accessing benefits or other support have been set so high that people can't cross the barriers to get the help they need or the benefits they are entitled to. We do have referral criteria but no matter how carefully we write them, we continually come across cases that they don't really cover. Our absolute priority is to make sure that we do not set barriers of a height that means that people can't get help. That may mean that we occasionally give out a food parcel to someone who, strictly speaking, may not need it. But we (and the other foodbanks in Sheffield) would all rather give out 1 parcel in 100 to someone who may not need it than exclude 20 people because we have made ourselves too difficult to access.

How do we count people who come to the foodbank?

In common with the Trussell Trust and other foodbanks in Sheffield we are reporting our figures as "people fed" – so if a family of four visits the foodbank three times in one year, we count that as 12 people fed. That is a relatively easy number to calculate. However, working out the total number of unique people we have helped is not a trivial process! We only record the name of the person referred to us. Family membership is fluid with people moving in and out of families and children may appear part time in more than one family. Also, for valid reasons, some trusted referrers refer to us without giving the person's name. So it's not an exact science.

Over the last financial year, we provided foodbank parcels to feed 7589 people (5200 adults and 2389 children).

This is very slightly higher than number of people helped the previous year, so demand still remains at record levels. This number needs to be read in conjunction with the number of people helped by Grace's Grocery Store (who would still have been receiving foodbank help before the shop started). Nearly 1/3 of the people helped by our emergency food parcels were under the age of 18.

Our best estimate is that we have fed 1230 unique people in the last financial year (1150 people in 2022-23).

"I can honestly say that without the foodbank I wouldn't be here"

How do we help?

Our clients usually receive bags at weekly intervals. We estimate that our standard set of food bags will feed two people for one week and we adjust the number of bags to fit the size of the family. We provide nappies and/or baby food where requested and can provide bags to suit different medical or religious dietary needs (Halal bags, gluten free bags, lactose free bags, etc.). We conducted a major review of our bag contents to try to reduce cost and to respond to client feedback. We have tried our best to make the food parcels cheaper without making them smaller

We invite clients to collect in their food parcels from Jordanthorpe on a Tuesday morning or Lowedges on Thursday afternoons. We deliver food parcels to clients who are unable to collect because of disability, ill health, distance from the foodbank, or DWP appointments, etc. Clients who collect their food are able to choose extra items from a selection of short dated food, supermarket "surplus" food and toiletries/household items. Clients whose food is delivered receive a bag of toiletry/household items at the start of their referral. We now manage to make sure that nearly all clients receive fresh bread and milk even if their food is delivered. This is very popular.

"you have literally kept this person alive. It's been a lifeline in a very literal way"

7.2 "The Shop"

"The Shop" (formally called Grace's Grocery Store) is our version of a food pantry/social supermarket, and is a response to the reality that, for many people, there is a transition period between needing a full foodbank referral and being able to fully participate in the market economy for food.

Once clients are no longer in absolute crisis, and have some money but still have ongoing problems (such as waiting for a Debt Relief Order or waiting for a PIP tribunal) we can invite them to come to the shop where they pay £2 (to go towards room rent) and can choose their own items from a suggested shopping list. Everyone can get at least 45 items each week. We buy fresh a fresh protein source and fruit/veg each week (including Halal meat and vegetarian alternatives where appropriate). Attendance at the shop is by referral from the foodbank and we expect that most of the clients will have initially received food parcels from the foodbank. Using the same counting system used above, Grace's Grocery Store helped to feed 3629 people (1846 adults and 1780 children. Children represented nearly half the people helped by the shop which reflects the particular long term financial difficulties that families with young children have faced over the last year.

We encourage clients to move to the shop as soon as they are in a position to do so because of the increased dignity afforded by the opportunity to choose their own food. We continue to try to develop the shop to try and increase individual choice and to be less prescriptive over what clients take.

"There are a lot of things we can't eat and it's so much better for us to come to the shop"

If clients have ongoing problems, that take a long time to resolve, but live too far away to access the shop or have health conditions that prevent them attending, we continue to deliver foodbank parcels to them.

Combining figures from the shop with figures from foodbank parcels, we helped feed 11,215 people during the year (7046 adults and 4169 children). This is not significantly different from 2023/24 number and we are relieved that, after 3 years, numbers have finally stopped increasing.

Between our foodbank parcels and Grace's Grocery Store the total number of people fed was 7046 adults and 4169 children during the financial year.

The continued high demand for our services and very significant drop in food donations meant that we continued with a situation where over half the food we gave out was purchased with donated money or grant funding.



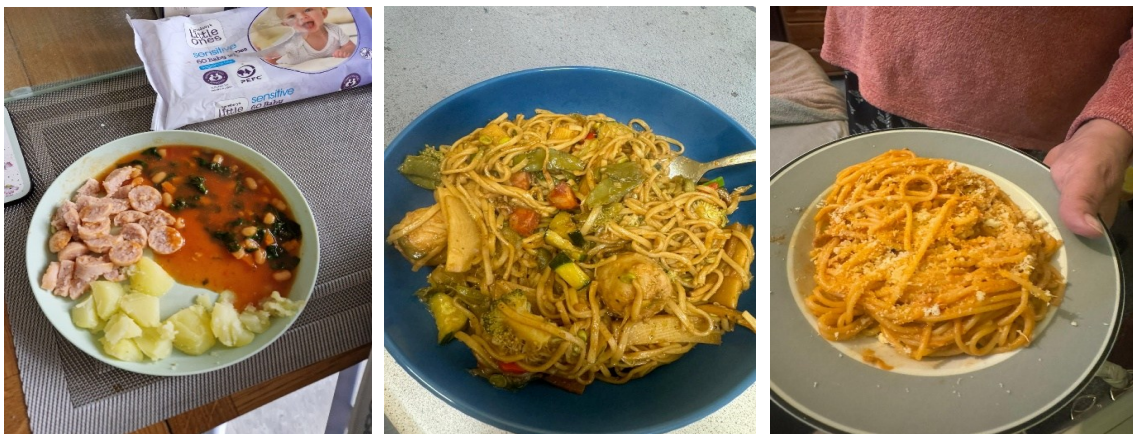
7.3 Community Recipe Packs

We continued with our Community Recipe pack project for the first half of the year under review. This was a weekly recipe pack to make a meal for 4/5 people that was given out in term time. The recipes could easily be cooked with or by children, so it was a family activity as well as a meal. If we had any surplus stock, the ambient ingredients (pasta, tinned foods etc.) came from donated food but for most of the year we bought nearly all the ingredients for the recipe packs.

"Thank you for the recipe bag that we were given on Wednesday at Lowedges Toddler group. Lovely family meal."

Michelle oversaw the Community Recipe pack project. At the start of the financial year we were providing 70 recipe packs a week. Numbers fluctuated between 70 and 80 packs a week. These were distributed through Lowedges Community Centre, Jordanthorpe Library and a local primary school.

We loved receiving photos of what people made each week – there are some very talented young cooks in the area!



Due to the acute financial pressures on the foodbank and the need to concentrate on our “core business” of food parcels, the recipe pack project finished at October half term 2024. We know that it is missed and some of the families who used to collect the recipe packs have been referred to the foodbank after the end of the support offered by this project.

Some of this project was funded by grants from the Freemasons, the CAF American Donor Fund and a Sainsbury’s Good Food for All grant.

7.4 Healthy Holidays

We continue to work with People Keeping Well partners to deliver Healthy Activities and Food i(HAF) n school holidays. The partnership has developed well and runs smoothly, although we did experience significant problems with supply chain logistics in summer 2024.

Our contribution was to provide self-guided family cooking activity packs. When HAF funding was available each pack made at least 3 meals and a fruit based pudding for 5 people, per week of school holidays. Some of the packs funded by local partners made 2 meals for 5 people. The recipes were designed to be compliant with school meals standards and easy to cook by adults and children together. The recipe packs were distributed by partners in conjunction with organised activities or self-guided activities. We also bought cooking equipment to go in the packs to help families cook at home. We received funding from Sheffield City Council’s HAF budget (originally from the Department for Education) to fund some of this work and local partners funded some of the work when HAF funding wasn’t available.

We provided 660 recipe packs, providing a total of 11500 meals during the school holidays

The trustees have had to decide that we can only participate in the HAF project when there is sufficient funding available to cover all costs (including staff time).



7.5 Christmas

At Christmas we contacted everyone who had accessed the food bank or shop between mid-October and December to ask them if they would like a parcel of Christmas food. This happened over 5 extended delivery sessions, spread across two weeks in December. We gave out 218 Christmas parcels to 282 adults and 163 children.



We are very grateful to Hallam FM for giving us toys and presents for older teenagers from their Mission Christmas appeal and to Bradway Primary for collecting toys through their giving tree so that we could give a present to every child in the families we help. We bought gifts for adults and fresh produce to add to the Christmas parcels. Some of the fresh produce was funded by a grant from the Freshgate Trust.

7.6 Meet and Eat

Meet and Eat was our term time cooking project where we come together to cook and eat a two course meal together. Everyone who came joined in with cooking and/or washing up, any leftovers were shared out and everyone took home a recipe pack to make one of the week's recipes at home. There was a gentle emphasis on healthy eating on a budget, but there was always a pudding! Everyone who came found themselves trying something new at some point. Meet and Eat continued to be busy; 27 attendees came along on our busiest day, and that was really pushing the limits of how many people could safely cook in the space available. Meet and Eat was a place where people could come and be warm, enjoy a meal that they couldn't necessarily afford to cook at home, and where they could meet other people. Reducing social isolation was a greatly valued aspect of the group.

The very high number of people attending was making Meet and Eat increasingly expensive to



Our two Citizens Advice workers got involved with carving the turkey at the Meet and Eat Christmas meal.

deliver (higher food costs and increased staff costs to safely deliver the project) and, with Michelle leaving the foodbank, we simply were not able to continue the project. With heavy hearts, and enormous regret, Meet and Eat met for a final time to cook Christmas dinner together in December 2024. We know that the group members are very sad about this and that the group is greatly missed. Some people who used to attend the group have had to be referred to the foodbank after the food support offered by Meet and Eat was no longer available.

Meet and Eat was partly supported by a grant from the Sheffield City Council Community Meals fund.



7.7 Fuel Poverty

We can offer a small top up to prepayment meters for gas and electricity in consultation with a referrer following an agreed protocol. We spent £713 on this last year. This was a decrease from the previous year because, in spite of continued high energy prices and the withdrawal of the Government's fuel support vouchers, there were still other organisations offering fuel vouchers and we tried to refer our clients to those as much as possible.

7.8 Citizens Advice Service

Sheffield CAB operate a model of remote working by phone or video call and there is currently no central pot of funding to place CAB workers in foodbanks. We know that many of our clients struggle to engage with advice services remotely so the trustees have paid CAS for an advice worker to work with foodbank clients for 1.5 days a week and for a debt worker to work for 1 day a week.

Alice Clarke-Mell was the general advice worker until February 2025 and then Holly Pridmore took over for the rest of the financial year. Khalid Abdillahi, has been working at the foodbank as our debt worker since June 2022. The advice workers came along to our Jordanthorpe foodbank sessions where they see clients in person for 2-4 hours a week and then do follow up casework by phone. Our clients benefit greatly from receiving high quality advice and casework. We have also had two Citizens Advice volunteers working with our clients for much of the year; this has really helped increased the number of people we can help.

Here's a case study to show just how much impact this high quality advice work can have on one family:

Z was initially referred to the foodbank on the grounds of "low income" but over the time we got to know them, we discovered that they had been the victim of truly horrendous physical, emotional and financial abuse. Our general advice worker and debt worker were able to work together to try to sort out some of the mess that Z had been left in. Their benefits were wrong and they were being pursued for debts accrued by the abusive ex-partner. As a result of the advisers' work, Z is over £8,000 a year better off. That's not just £8000 for one year, that is £8,000/year for at least the next 9 years until their children are grown

The two advice workers saw 102 clients between them (many clients saw both workers) and dealt with 479 different issues. The results were over £174,396 of income gain and nearly £89,000 of debt written off.

Due to the acute financial pressures on the foodbank, the trustees have had to decide not to fund the Citizens Advice service after the end of the current contract in June 2025.

The manager has given interviews to local media, given assemblies in schools, spoken at local churches and given talks to various community groups. We have provided people with newsletter articles, display, material and photos when requested. We had stalls promoting the foodbank at Woodseats Festival, Lowedges Festival and at local community Cost of Living Events and LAC meetings. The manager spoke at the local Church Action on Poverty Civic Breakfast and there is a video filmed at Grace Foodbank [on this page of the Church Action on Poverty website.](#)

We are members of the Sheffield Food Bank Network and the manager is a co-chair of the network. We swap food to balance surpluses (if there are any) and shortages across the network and share ideas and best practice. We belong to the Independent Food Aid Network who do their best to make sure that the voices of independent (non-Trussell Trust) foodbanks are heard and to ensure that the contribution they make is included in national statistics.

11

8 Financial Review

During 2024-25 total receipts were £130,819 compared with £242,712 in the previous year. General donations were not significantly different to 2023/24 and we are enormously grateful to our supporters for maintaining their generous giving at a time when we know that many of our donors are also affected by the cost of living crisis. Grant funding was significantly lower this year.

Total payments decreased by 22.5 % from the previous year. Cost savings were achieved as services and the content of food parcels were cut back due to financial constraints. The most notable expenses continue to be the purchase of food and staff costs.

This leaves a deficit for the year of £48,569 (2023-24 £11,156 surplus).

We continue to benefit from Gift Aid receiving £5,179 in directly claimed Gift Aid. Some of the donations we receive from individuals have already been Gift Aided when we receive them (e.g through Stewardship or Just Giving).

Food movements

Between our various projects, we distributed nearly 37 tonnes of donated food to local beneficiaries with a monetary equivalent of over £96,000.

Reserves Policy

The baseline level of reserves in 2024/25 was 6 months of the previous year's unrestricted expenditure (£50,000 for 2023/24) – this is to allow time to seek alternative funding streams if present funding were to dry up.

Designated funds have been used to ensure that we have sufficient money for planned activities over the next 1-3 years. The designated reserve balances, (created in 2022-23), were reviewed at the start of the year and the opening balances adjusted.

The trustees re-examine the reserves policy and designated funds at the start of each financial year.

GRACE FOODBANK RECEIPTS AND PAYMENTS ACCOUNT 1 APRIL 24 - 31 March 25	<i>Full Year 2023-24 £</i>	<i>Full Year 2024-25 £</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Designated Funds £</i>
RECEIPTS					
GRANTS	139,748	29,229	0	29,229	0
GRACES GROCERY STORE	2,471	2,088	0	0	2,088
FUNDS FOR SPECIFIC CLIENTS/ACTS 435	200	90	90	0	0
DONATIONS:	0	0	0	0	0
Churches/Organisations	15,653	13,869	13,869	0	0
Individuals (Gift Aided)	24,029	21,486	21,486	0	0
Individuals (not directly Gift Aided)	53,958	58,615	58,615	0	0
GIFT AID RECOVERED	6,653	5,179	5,179	0	0
FUNDRAISING /COLLECTIONS	0	263	263	0	0
TOTAL RECEIPTS	242,712	130,819	99,502	29,229	2,088
PAYMENTS					
Staff Salaries	55,986	54,634	36,921	17,713	0
Repairs and maintenance	266	231	231	0	0
Packaging	3,618	2,859	2,739	120	0
Mobile phone/top-ups	1,734	1,302	1,302	0	0
Publicity	69	189	189	0	0
Equipment	3,924	518	169	349	0
Training	0	82	82	0	0
Fuel Top Ups for Clients	841	713	50	0	663
Thirtyone Eight Membership	145	150	150	0	0
Use of the Terminus office/The Michael	6,888	6,094	6,094	0	0
Insurance	347	524	524	0	0
Grace Grocery Store costs	10,589	9,468	1,323	57	8,088
Food Purchased	66,333	51,389	44,332	7,057	0
Meet & Eat	8,877	4,985	0	3,000	1,985
Community Recipe Packs	14,747	7,319	3,213	4,106	0
Other items purchased for beneficiaries	13,265	9,703	8,995	708	0
Healthy Holidays (HAF)	16,834	14,084	1,824	12,260	0
Travel expenses (Clients)	695	69	69	0	0
Items for specific clients/DRO orders	540	0	0	0	0
Printing, Stationery & Postage	529	81	81	0	0
Payroll management	157	182	182	0	0
Governance costs/ICO	235	210	210	0	0
Paypal administration fee	310	254	254	0	0
Travel expenses (Staff/volunteers)	271	1,676	848	828	0
Consumables/miscellaneous expenses	330	128	128	0	0
Citizens Advice Worker	24,026	12,544	0	12,544	0
TOTAL PAYMENTS	231,556	179,388	109,910	58,742	10,736
SURPLUS/DEFICIT	11,156	-48,569	-10,408	-29,513	-8,648
BALANCE AT 31 March 2023	94,587				
OPENING BALANCE AT 31 MARCH 2024	105,743	105,743	32,803	35,940	37,000
CLOSING BALANCE AT 31 MARCH 2025		57,174	22,395	6,427	28,352

Restricted Funds	Balance at 01-Apr-24	Receipts	Expended	Balance at 31-Mar-25
	£	£	£	£
Arnold Clark Community Fund	0	2,500	2,500	0
CAF American Donor Fund	1,830	0	1,830	0
Community Meals	3,000	0	3,000	0
Freemasons	776	0	776	0
Freshgate Trust	0	2,000	2,000	0
National Lottery Community Organisations Cost of Living Fund	1,294	0	1,294	0
Other HAF	0	350	550	-200
Paul Grant Charitable Trust	0	1,000	1,000	0
Postcode Neighbourhood Trust	25,000	0	25,000	0
Sainsbury Good for All	0	1,500	1,500	0
SCC - HAF	0	11,337	12,403	-1,066
South LAC Cost of Living Fund	271	0	271	0
South LAC Grant	0	8,042	349	7,693
South Yorkshire Community Foundation	3,769	0	3,769	0
SW LAC Loneliness & Isolation	0	2,500	2,500	0
Total	35,940	29,229	58,742	6,427

Designated Funds	Balance at 01-Apr-24	Receipts	Expended	Balance at 31-Mar-25
	£	£	£	£
Graces Grocery Store	6,000	2,088	8,088	0
Meet & Eat	5,000	0	1,985	3,015
CAB & Debt Advisor	25,000	0	0	25,000
Fuel Top Ups	1,000	0	663	337
Total	37,000	2,088	10,736	28,352

Statement of Assets at 31 March 2025

<u>Monetary Assets:</u>	Cash	£170.27
	Co-operative Bank Account	£55,687.47
	PayPal	£1,125.63
	Graces Grocery Store Cash	£190.93
	Total	£57,174.30

Closing Stock (estimated value of donated goods) £6024.0

Notes to the financial statements for the Year Ended 31 March 2024

1. The accounts have been prepared on a receipts and payments basis, taking account of the Charity Commission guidance on the requirements of the Charities (Accounts and Reports) Act 2011.

2. Staff Costs: The assistant manager resigned in October and a replacement for the post was not appointed. The foodbank assistant accepted an increase in his contracted hours to take on some of the work previously undertaken by the assistant manager. The only pay rise awarded this year was given in line with the Governments Real Living Wage increase. No payments were made to trustees.
3. The charity estimates the value of food donated and distributed by weighing donated goods received and in stock at regular intervals throughout the year. The 2023/24 data was converted into value using a valuation of £2 /kg. A value of £2.50/kg has been used to value the 2024/25 donations received. The closing stock and value of food given to local beneficiaries has been valued at £2/kg (a mixture of food purchased and donated). Results for the last two years are:

	1 April 2023 – 31 March 2024		1 April 2024 – 31 March 2025	
	Kg	£	Kg	£
Opening stock	2167	3792	2034	4068
plus donations received	48276	96552	39837	94500
less closing stock	2034	4068	3012	6024
Food distributed	48409	96276	38859	97148
Of which:				
Given to other organisations	0	0	0	0
Given to local beneficiaries	48409	96276	38859	97148

Bank

The Co-operative Bank p.l.c
PO Box 101
1 Balloon Street
Manchester
M60 3EP

Independent Examiner

Peter Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

Signed on behalf of the trustees:



Rebecca Marshall, Chair of trustees



GRACE FOOD BANK SHEFFIELD

England & Wales - Charity number 1156760

Accounts

GRACE FOODBANK

working across S8 and surrounding areas

Annual Report



1 April 2023 – 31 March 2024

Supported by players of



Awarded funds from



**Funded by
UK Government**

Delivered by
**THE NATIONAL LOTTERY
COMMUNITY FUND**

Postal address: 240 Lowedges Road, Sheffield, S8 7JB. General phone enquiries: 07964 896 283

Website: www.gracefoodbanksheffield.org.uk

Charity registration number 1156760

1 Introduction

Grace Food Bank was set up in 2012. The constitution was adopted on 6th July 2013 and amended on 11th November 2021 and 9th July 2022. The charitable aims are: *'The prevention or relief of poverty, amongst people residing primarily, but not exclusively, in the S8 postcode area of Sheffield by the provision of emergency food parcels, items, services and facilities to help individuals in financial need.'*

2 Organisation

We are an unincorporated charitable association with 35 individual members and 10 churches registered as corporate members. Historically, six churches appointed trustees. As a result of amendments to the constitution made at the 2022 AGM, all corporate members are invited to nominate a trustee, then all trustees are elected at the annual general meeting, together with the chair, treasurer, secretary and others nominated. The trustees have the power to co-opt additional trustees.

3 Governance and Management

The charity trustees for the year were:

Rebecca Marshall (Chair), Sylvia Spooner (Treasurer), Joan Giles, Simon Hayes, Raymond Kinsella, Ann Lomax, Beverley Ashmore (Secretary), Jane Pettinger, Andy Gower (to 10th April 2023) and Prince Taylor (from 10th April 2023). The trustees met in person three times and corresponded by email between meetings. The annual meeting was held in September.

Trustees received regular reports on activities and regular financial updates. The trustees reviewed the Safeguarding Policy. The annual report and accounts were submitted to the Charity Commission and an annual return was completed. No payments were made to any trustees.

4 Public Benefit

The trustees take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission. We seek to ensure that all members of the community are able to access our services and activities. We will provide food parcels suitable for specific dietary requirements (Halal, gluten-free, lactose-free, vegetarian) when we know that they are needed and have always done our best to deliver food to people when disability means that they can't collect it.

5 Staff and Volunteers

Jackie Butcher is the Manager and she works from an office in the Upper Rooms at the Terminus Initiative. Michelle Loveley is the Assistant Manager. Mike Healey started work as the Foodbank Assistant in July 2023 to ease the workload on the existing staff and to give us extra resilience as an organisation. Staff salaries were partly supported by grants from the Julia and Hans Rausing Trust, the South Yorkshire

Community Foundation Cost of Living Fund and the National Lottery Community Organisations Cost of Living Fund.

The work of the food bank is only made possible by our committed teams of volunteers. Over 70 volunteers helped during the year, in a variety of ways. About 40 volunteers are involved in food bank activities at least once a month, many of them more frequently. Other volunteers helped out at Christmas or at one off events.

We estimate that at least 5,300 volunteer hours were donated during the year.



We estimate that at least 5300 volunteer hours were donated during the year. That's equivalent to £63,600 at the rate of the Real Living Wage.

6 Incoming Food

We are able to help our clients because, and only because, of the support and involvement of the community. Local churches have always acted as collection points for us, although we know that some people who used to take their food donations to a church or other collection point now prefer to leave the food in the collection boxes at Sainsbury's because it is more convenient. Many church members and other supporters find it easier to give us a donation of money each month rather than to buy food for us. Local street WhatsApp groups, (that sprung up during lockdown) continued to collect food for us. Schools collected food for us, particularly at Christmas and Harvest. A wide range of community groups, sports clubs and workplaces also collected food and/or raised money for us (either regularly or as one off collections).

We are very fortunate to have a permanent collection point at Sainsbury's, Archer Road. This is emptied 3 times a week by a team of volunteers.

We receive at least one trolley of donations a week from our local Morrison's store, donated by customers who have bought pre-packed bags of groceries designed around the needs of local foodbanks.

Over 48 tonnes of food was donated to us over the year with an estimated value of over £96,000.

We received donations from Tesco via FareShare Go for most of the year. Each Tuesday morning we collected any unsold ambient food from a local Tesco Express and took it to our foodbank session. We froze excess bread to balance out the supply. The process for arranging these collections had several glitches during the year and this reduced the amount of food we were able to

collect. Tesco changed the system for collecting food in March 2024 and, with enormous regret, we had to relinquish our collection slot.

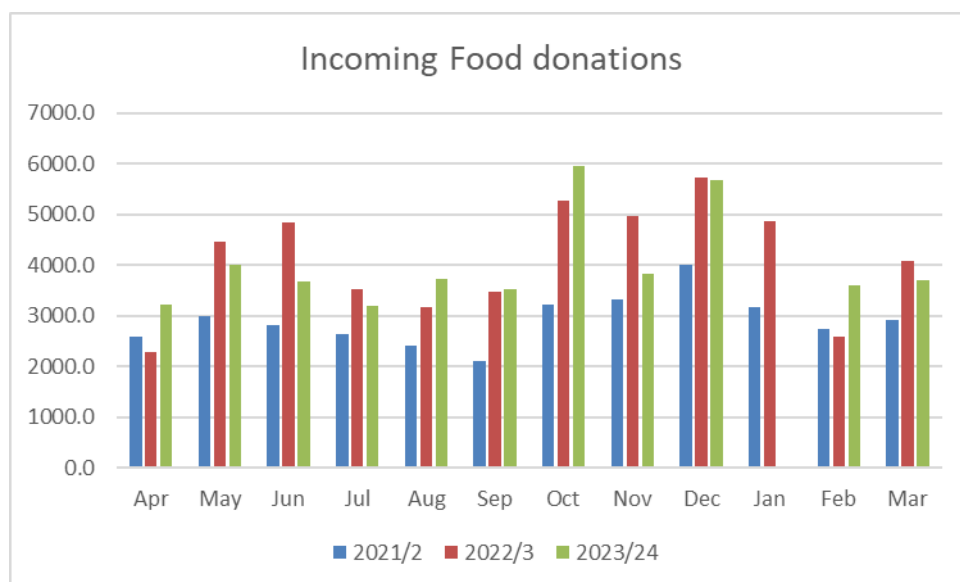
We received several large donations of pet food from the Pet Food Bank.

Donated food is weighed, sorted and date checked by volunteers and then packed into bags ready for distribution. The store is at the old manse attached to the Michael Church in Lowedges.

We received 48276 kg of food during the year – exactly one tonne less than the previous year. As usual, food donations were not evenly spread over the year. We had a particularly good harvest with several schools supporting us for the first time.

Two years ago our annual report showed that we were a foodbank that gave 2.5 tonnes of food to other local foodbanks and food projects. This year we are a foodbank that spent over £1000/week purchasing food for our clients.

We are grateful beyond measure to our local Aldi store who make it easy for us to buy fresh food in bulk, and to the delivery drivers from Tesco, Sainsbury's, Ocado and Asda who also help us to keep our shelves stocked.



Sheffield City Council used money from the South Yorkshire Mayoral Combined Authority to facilitate a process whereby foodbanks in the city can purchase food via S6 foodbank at low prices and, most crucially, have it delivered. There is no other way that we can have 70 crates of food delivered to our door and we save a lot of time by buying this way.

We now have a collection box at a local Pets at Home store where people can donate pet food to us.

Grants from the South LAC CXIL fund and the SW LAC Cost of Living Fund helped us to buy more equipment to make moving the increased volumes of food much easier.

7 Review of Activities

We provided foodbank parcels to feed 7526 people (5031 adults and 2495 children).

7.1 Food parcels

Who do we help?

We provide food parcels to families and individuals who are referred to us by a wide range of health and social care professionals or workers in the voluntary sector. Initially we provide food parcels for up to four weeks or until the next Universal Credit payment date. If help is still needed after that, the referrer will get

in touch with us again so that we can be sure that the underlying problems are being tackled, although we realise that many of these problems are complex and cannot be resolved quickly. People who self-refer are given up to 4 weeks of food while we signpost them to the most appropriate advice service. We expect a referral from an advice service before we will extend a self-referral. We have tried to move to a system of referrals by email wherever possible.

Why do people need help?

We continue to see a large number of people who are struggling with debts and arrears. Very, very few people borrow money to fund an extravagant lifestyle. Most people borrow money to help them “get by” so that they don’t have to ask for help. Many people have Council Tax arrears because they (incorrectly) assume that Universal Credit covers everything and don’t realise that they need to make a separate application for Council Tax reduction.

We still see people waiting for a long time for tribunals for ill-health and disability related benefits and a high number of people referred to us after domestic abuse. By far the largest increase in referrals is for people referred for “low income”/“cost of living” – just not enough money to cope with rising fuel and food bills. These patterns are common to foodbanks across Sheffield (and, indeed, across the country).

Demand on our services also increased between January 2024 and March 2024 when a neighbouring foodbank suddenly closed without prior warning and we, along with other foodbanks, did our best to plug the gap. Huge thanks to our team of volunteer delivery drivers who stepped up to the mark to make this possible.

The process of applying for the Household Support Fund (designed to support people on low incomes struggling with the cost of living) was simplified during the year. This benefitted our clients but, at the same time, the value of awards from the HSF reduced because of the very high level of need and the increased number of applications.

Clients end up at a foodbank because the barriers set for accessing benefits or other support have been set so high that people can't cross the barriers to get the help they need or the benefits they are entitled to. We do have referral criteria but no matter how carefully we write them, we continually come across cases that they don’t really cover. Our absolute priority is to make sure that we do not set barriers of a height that means that people can't get help. That may mean that we occasionally give out a food parcel to someone who, strictly speaking, may not need it. But we (and the other foodbanks in Sheffield) would all rather give out 1 parcel in 100 to someone who may not need it than exclude 20 people because we have made ourselves too difficult to access.

How do we count people who come to the foodbank?

In common with the Trussell Trust and other foodbanks in Sheffield we are reporting our figures as “people fed” – so if a family of four visits the foodbank three times in one year, we count that as 12 people fed. That is a relatively easy number to calculate. However, working out the total number of unique people we have helped is not a trivial process! We only record the name of the person referred to us. Family membership is fluid with people moving in and out of families and children may appear part time in more than one family. Also, for valid reasons, some trusted referrers refer to us without giving the person’s name. So it’s not an exact science.

Over the last financial year, we provided foodbank parcels to feed 7526 people (5031 adults and 2495 children). This is a very significant increase from the previous year when we provided food parcels to feed 4684 people (3151 adults and 1533 children) – and we had thought that the previous year was busy! This

number needs to be read in conjunction with the number of people helped by Grace's Grocery Store (who would still have been receiving foodbank help before the shop started). Nearly 1/3 of the people helped by our emergency food parcels were under the age of 18.

Our best estimate is that we have fed 1230 unique people in the last financial year (1150 people in 2022-23).

How do we help?

Our clients usually receive bags at weekly intervals. We estimate that our standard set of food bags will feed two people for one week and we adjust the number of bags to fit the size of the family. We provide nappies and/or baby food where requested and can provide bags to suit different medical or religious dietary needs (Halal bags, gluten free bags, lactose free bags, etc.). We continue to try to improve the contents of the bags in response to client feedback and ready availability.

"Everyone was so friendly and welcoming. The bags were packed so beautifully. I was always treated with great dignity and respect and there was always food suitable for my dietary needs"



We invite clients to collect in their food parcels from Jordanthorpe on a Tuesday morning or Lowedges on Thursday afternoons. We deliver food parcels to clients who are unable to collect because of disability, ill health, distance from the foodbank, or DWP appointments, etc. Clients who collect their food are able to choose extra items from a selection of short dated food and toiletries/household items. Clients whose food is delivered receive bag of toiletry/household items at the start of their referral. We now manage to make sure that nearly all clients receive fresh bread and milk even if their food is delivered. This has been a very popular development. This has been made much easier by the new catering size fridge and freezer funded by the National Lottery Cost of Living Fund.

7.2 "The Shop"

"The Shop" (formally called Grace's Grocery Store) is our version of a food pantry/social supermarket, and is a response to the reality that, for many people, there is a transition period between needing a full foodbank referral and being able to fully participate in the market economy for food.

Once clients are no longer in absolute crisis, and have some money but still have ongoing problems (such as waiting for a Debt Relief Order or waiting for a PIP tribunal) we can invite them to come to the shop where they pay £2 (to go towards room rent) and can choose their own items from a suggested shopping list. Everyone can get at least 45 items each week. We buy fresh a fresh protein source and fruit/veg each

week (including Halal meat and vegetarian alternatives where appropriate). Attendance at the shop is by referral from the foodbank and we expect that most of the clients will have initially received food parcels from the foodbank. Using the same counting system used above, Grace's Grocery Store helped to feed 1906 adults and 2063 children. Children represented over half the people helped by the shop which reflects the particular long term financial difficulties that families with young children have faced over the last year.

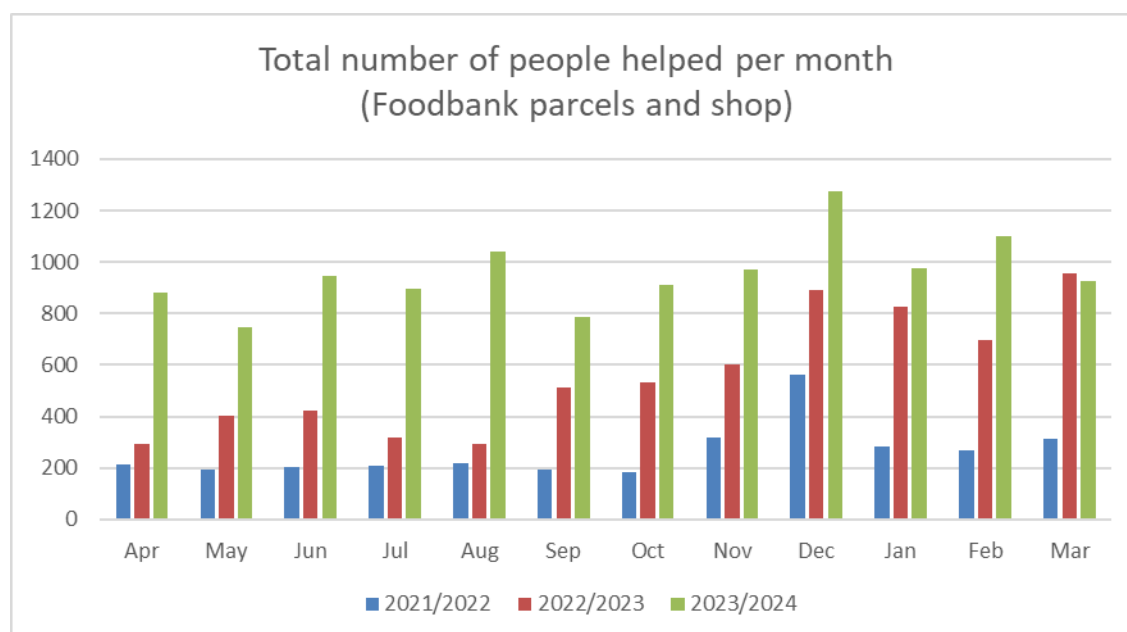
We encourage clients to move to the shop as soon as they are in a position to do so because of the increased dignity afforded by the opportunity to choose their own food. We continue to try to develop the shop to try and increase individual choice and to be less prescriptive over what clients take.

"I really hate wasting food. There were always one or two things in the food parcels that I didn't like so I enjoyed coming to the shop to choose my own food"

If clients have ongoing problems, that take a long time to resolve, but live too far away to access the shop or have health conditions that prevent them attending, we continue to deliver foodbank parcels to them.

Between our foodbank parcels and Grace's Grocery Store the total number of people fed was 6937 adults and 4558 children during the financial year.

Combining figures from the shop with figures from foodbank parcels, we helped feed 11495 people during the year (6937 adults and 4558 children). This is an increase of 70% over the previous year (which was itself an increase of 113% on the 2021/2022 year). Our numbers have grown by 300% over the past 3 years.



The graph shows that every month of this financial year was busier than the year before, except March 2024. Sadly, rather than March 2024 being a sign of hope, this was just a statistical artefact caused by the fact that February 2024 was a leap year and contained 5 Thursdays, our busiest day. In any other year the February total would be decreased by about 100 people and the March total increased by the same amount. In some months the increase was less than 20% but in July and August 2023 the increase was about 200% over the previous year. The increase in demand of over 70% and the small drop in food donations meant that we continued with a situation where over half the food we gave out was purchased with donated money or grant funding.

7.3 Community Recipe Packs

We have continued with our Community Recipe pack project – a weekly recipe pack to make a meal for 4/5 people that is given out in term time. The recipes can easily be cooked with or by children, so it's a family activity as well as a meal. If we have any surplus stock, the ambient ingredients (pasta, tinned foods etc.) come from donated food but for most of the year we bought nearly all the ingredients for the recipe packs.

Michelle oversees the Community Recipe pack project. At the start of the financial year we were providing 80 recipe packs a week. At the time of writing, we are sending out 70 recipe packs a week. These are distributed through Lowedges Community Centre, Jordanthorpe Library and a local primary school.

"We made the leek and bacon pasta this afternoon, ready for tea time. It's great to have such simple recipes as it means my 9 year old can help out. The recipe bags are a great help, and have introduced our family to things we wouldn't ordinarily have tried (the yaki noodle recipe a while ago springs to mind – that was absolutely delicious!!). Thank you for organizing this, my family and I really appreciate it ❤️"

We love receiving photos of what people make each week – there are some very talented young cooks in the area!

Some of this project was funded by grants from the J G Graves Charitable Trust, the Freemasons, and the CAF American Donor Fund.

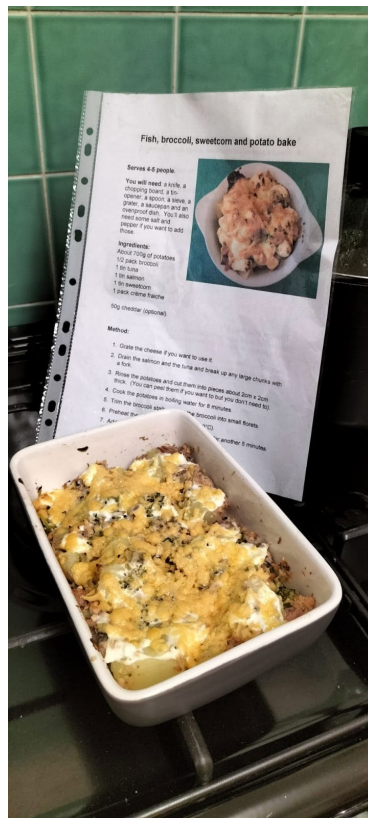


7.4 Healthy Holidays

We continue to work with People Keeping Well partners to deliver Healthy Activities and Food in school holidays. The partnership has developed well and runs smoothly, although we have experienced some of the same challenges in supply chain logistics described above.

Our contribution was to donate self-guided family cooking activity packs; each pack made at least 3 meals and a fruit based pudding for 5 people, per week of school holidays. The recipes were designed to be compliant with school meals standards and easy to cook by adults and children together. The recipe packs were distributed by partners in conjunction with organised activities or self-guided activities. We also bought cooking equipment to go in the packs to help families cook at home. We received funding from Sheffield City Council's HAF budget (originally from the Department for Education) to fund some of this work and also used funding from the CAF American Donor Fund.

We provided 700 recipe packs, providing a total of 10500 meals during the school holidays



7.5 Christmas

At Christmas we contacted everyone who had accessed the food bank or shop between mid-October and December to ask them if they would like a parcel of Christmas food. This happened over 5 extended delivery sessions, spread across two weeks in December. We gave out 213 Christmas parcels to 280 adults and 169 children.

We are very grateful to Hallam FM for giving us toys and presents for older teenagers from their Mission Christmas appeal and to Bradway Primary for collecting toys through their giving tree so that we could give a present to every child in the families we help. We bought gifts for adults and fresh produce to add to the Christmas parcels. Some of the fresh produce was funded by grants from Beauchief & Greenhill, and Graves Park Ward Pot funds.

7.6 Meet and Eat

Meet and Eat is our term time cooking project where we come together to cook and eat a two course meal together. Everyone who comes joins in with cooking and/or washing up, any leftovers are shared out and everyone takes home a recipe pack to make one of the week's recipes at home.

There is a gentle emphasis on healthy eating on a budget, but there is always a pudding! Everyone who comes finds themselves trying something new at some point. During the meal, conversation covers the really important questions in life: Pies –with gravy or Henderson's relish? Crumble – with custard or ice-cream? These are questions that continue to occupy our minds.

Meet and Eat continues to be busy; 23 attendees come along on our busiest day. Over 50 people came to at least one Meet and Eat session and we remain profoundly grateful that there was never a week when everyone turned up at once!

Meet and Eat is a place where people can come and be warm, enjoy a meal that they couldn't necessarily afford to cook at home, and where they can meet other people. Reducing social isolation has become a greatly valued aspect of the group.

We have tried to bring more variety to what we cook and to respond to the suggestions of the people who come. Caribbean week and Irish week were new to our repertoire this year.

We cooked a full Christmas dinner together in December – always the highlight of the Meet and Eat year.

Meet and Eat was partly supported by two grants received via the local People Keeping Well partnership.

"I'm a right picky eater, me. I come here to expand my taste buds and I try new things and I think 'That's OK'"



7.7 Fuel Poverty

We can offer a small top up to prepayment meters for gas and electricity in consultation with a referrer following an agreed protocol. We spent £841 on this last year. This was a decrease from the previous year because, in spite of continued high energy prices and the withdrawal of the Government's fuel support vouchers, there were other organisations offering fuel vouchers and we tried to refer our clients to those as much as possible.

7.8 Citizens Advice Service

Sheffield CAB have moved to a model of remote working by phone or video call and there is currently no central pot of funding to place CAB workers in foodbanks. We know that many of our clients struggle to engage with advice services remotely so the trustees pay CAS for an advice worker to work with foodbank clients for 1.5 days a week and for a debt worker to work for 1 day a week. Ellen Taylor, our general advice worker, had been working at the foodbank since 2016 and retired in December 2024. She is much missed - the clients Ellen helped held her in very high esteem and were very fond of her.

After some months of temporary cover, we welcomed Alice, our new advice worker, to the Grace Foodbank family in February 2024. Khalid Abdillahi, has been working at the foodbank as our debt worker since June 2022. Alice & Khalid each come along to our Jordanthorpe sessions where they see clients in person for 2-4 hours a week and then do follow up casework by phone. Our clients benefit greatly from receiving high quality advice and casework. We have also had two Citizens Advice volunteers working with our clients for much of the year; this has really helped increased the number of people we can help.



Our Citizens Advice workers and volunteers at the Meet and Eat Christmas meal.

The two advice workers saw 102 clients between them (many clients saw both workers) and dealt with 479 different issues. The results were over £174,000 of income gain and nearly £90,000 of debt written off.

Key Statistics

Summary

Clients	102
Quick client contacts	
Issues	479
Activities	430
Cases	141

Outcomes

Income gain	£174,396
Re-imbursements, services, loans	£0
Debts written off	£88,983
Other	£0

Sheffield Citizens Advice (member)

Issues

	Issues	Clients
Benefits & tax credits	291	65
Benefits Universal Credit	44	21
Charitable Support & Food Ban..	41	37
Consumer goods & services	5	4
Debt	33	15
Education	3	3
Employment	7	2
Financial services & capability	2	1
Housing	26	8
Immigration & asylum	7	5
Legal	1	1
Relationships & family	3	3
Tax	1	1
Travel & transport	3	3
Utilities & communications	12	7
Grand Total	479	

7.9 Community Relationships

The manager has given interviews to local media, given assemblies in schools, spoken at local churches and given talks to various community groups. We have provided people with newsletter articles, display, material and photos when requested. We had stalls promoting the foodbank at Woodseats Festival and at local community Cost of Living Events. The Sheffield Church Action on Poverty Pilgrimage visited the foodbank in October 2023.

7.10 Partnerships

We are members of the Sheffield Food Bank Network and the manager is a co-chair of the network. We swap food to balance surpluses (if there are any) and shortages across the network and share ideas and best practice. We belong to the Independent Food Aid Network who do their best to make sure that the voices of independent (non-Trussell Trust) foodbanks are heard and to ensure that the contribution they make is included in national statistics.

Locally we are involved in the Public Health Improvement Team; this keeps us in touch with services and activities in the area that might be of benefit to our clients. Having the office based in the Terminus helps us to keep up to date with what is happening locally. We collected warm clothes for Lilies Clothes Bank at Christmas and we always publicise clothes bank events to our clients.

8 Financial Review

During 2023-24 total receipts were £242,712 compared with £123,252 in the previous year. Donations were not significantly different to 2022/23 and we are enormously grateful to our supporters for maintaining their generous giving at a time when we know that many of our donors are also affected by the cost of living crisis. The increase in total receipts was due to the high level of grant funding detailed in the table below.

Total payments increased by 74% over the previous year. This reflects increased staff costs and more food being purchased. Although we depend very heavily on our volunteers, the very high level of demand for our services creates extra task planning/coordination for the staff, who also act as a backup when volunteers are unavailable. The employment of a part-time foodbank assistant has reduced overtime costs and made it easier for the two original members of staff to take their annual leave. The foodbank pays for a cleaner to clean the foodbank, helping us to comply with our environmental health obligations.

This leaves a surplus for the year of £11,156 (a deficit of £9,906 in 2022-23).

We continue to benefit from Gift Aid receiving £6,653 in directly claimed Gift Aid. We now have a Just Giving Page which means that some of the donations we receive from individuals have already been Gift Aided when we receive them– this makes it easier for casual/one-off donors to Gift Aid their donations.

Food movements

Between our various projects, we distributed over 48 tonnes of donated food to local beneficiaries with a monetary equivalent of over £96,000.

Reserves Policy

The baseline level of reserves is 6 months of the previous year's unrestricted expenditure (£41,000 for the last year) – this is to allow time to seek alternative funding streams if present funding were to dry up. Designated funds are used to ensure that we have sufficient money for these planned activities over the next 1-3 years.

The designated reserve balances, (created in 2022-23), were reviewed at the start of the year and the opening balances adjusted. The summary below shows how the foodbank has been able to use its excess reserves to fulfil its intention to fund our own CAB worker and community projects as well as support specific clients. Due to the high balances still held this is still the intention going forward.

GRACE FOODBANK RECEIPTS AND PAYMENTS ACCOUNT 1 APRIL 23 - 31 March 24	<i>Full Year 2022-23 £</i>	<i>Full Year 2023-24 £</i>	Unrestricted Funds £	Restricted Funds £	Designated Funds £
RECEIPTS					
GRANTS	21,275	139,748	0	139,748	0
GRACES GROCERY STORE	1,526	2,471	0	0	2,471
FUNDS FOR SPECIFIC CLIENTS/ACTS 435	390	200	0	200	0
DONATIONS:	0	0	0	0	0
Churches/Organisations	15,064	15,653	15,653	0	0
Individuals (Gift Aided)	25,671	24,029	24,029	0	0
Individuals (not Gift Aided)	52,793	53,958	53,958	0	0
GIFT AID RECOVERED	6,519	6,653	6,653	0	0
FUNDRAISING /COLLECTIONS	13	0	0	0	0
TOTAL RECEIPTS	123,252	242,712	100,293	139,948	2,471
PAYMENTS					
Staff Salaries	31,218	55,986	17,779	38,207	0
Repairs and maintenance	34	266	12	254	0
Packaging	1,549	3,618	2,968	650	0
Mobile phone/top-ups	1,495	1,734	1,335	399	0
Publicity	41	69	69	0	0
Equipment	5,218	3,924	611	3,313	0
Training	144	0	0	0	0
Fuel Top Ups for Clients	1,262	841	0	0	841
CCPAS membership	145	145	145	0	0
Use of the Terminus office/The Michael	5,764	6,888	2,470	4,418	0
Insurance	347	347	347	0	0
Grace Grocery Store costs	7,345	10,589	0	3,145	7,444
Food Purchased	18,557	66,333	43,372	22,961	0
Meet & Eat	5,881	8,877	2,677	1,700	4,500
Community Recipe Packs	12,085	14,747	8,385	6,362	0
Other items purchased for beneficiaries	5,467	13,265	9,659	3,606	0
Healthy Holidays (HAF)	10,918	16,834	7,842	8,992	0
Travel expenses (Clients)	270	695	204	491	0
Items for specific clients/DRO orders	720	540	0	0	540
Printing, Stationery & Postage	401	529	529	0	0
Payroll management	168	157	157	0	0
Governance costs/ICO	35	235	235	0	0
Paypal administration fee	431	310	310	0	0
Travel expenses (Staff/volunteers)	749	271	211	60	0
Consumables/miscellaneous expenses	730	330	321	9	0
Citizens Advice Worker	22,182	24,026	0	16,017	8,009
TOTAL PAYMENTS	133,157	231,556	99,638	110,584	21,334
SURPLUS/DEFICIT	-9,906	11,156	655	29,364	-18,863
BALANCE AT 31 March 2022	104,493			0	0
OPENING BALANCE AT 31 MARCH 2023	94,587	94,587	6,011	6,576	82,000
CLOSING BALANCE AT 31 MARCH 2024		105,743	6,666	35,940	63,137

Restricted Funds	Balance at 1 April 2024 £	Receipts £	Expended £	Balance at 31 March 2024 £
J & H Rausing Trust	6,576	0	6,576	0
National Lottery Community Organisation Cost of Living Fund		75,000	73,706	1,294
Postcode Neighbourhood Trust		25,000	0	25,000
South Yorkshire Community Foundation		7,500	3,731	3,769
CAF American Donor Fund		5,000	3,170	1,830
SCC - HAF		5,960	5,960	0
South LAC Cost of Living Fund/SW LAC Cost of Living Fund		5,728	5,457	271
Freemasons		4,000	3,224	776
JG Graves Charitable Trust		3,000	3,000	0
Community Meals		3,000	0	3,000
PKW Meet & Eat		1,700	1,700	0
SCC Beauchief & Greenhill Ward Pot		800	800	0
SCC Graves Park Ward Pot		350	350	0
South LAC CXIL		1,200	1,200	0
The Gavins Foundation		1,010	1,010	0
500 Together		500	500	0
ACTS 435		200	200	0
Total	6,576	139,948	110,584	35,940

Designated Funds	Graces Grocery Store £	Meat & Eat £	Items for Specific Clients £	DRO Fund £	CAB and Debt Adviser £	Fuel Top Ups £	Total £
Allocated to fund	6,000	4,500	1,000	1,500	25,000	3,000	41,000
Income	2,471	0	0	0	0	0	2,471
Spent during 2023-24	7,444	4,500	0	540	8,009	841	21,334
Balance at 31 March 24	1,027	0	1,000	960	16,991	2,159	22,137

Statement of Assets at 31 March 2024

Monetary Assets:	Cash	£29.98
	Co-operative Bank Account	£104,818.89
	PayPal	£507.79
	Graces Grocery Store Cash	£386.29
	Total	£105,742.95

Closing Stock (estimated value of donated goods) £4,068

Notes to the financial statements for the Year Ended 31 March 2024

1. The accounts have been prepared on a receipts and payments basis, taking account of the Charity Commission guidance on the requirements of the Charities (Accounts and Reports) Act 2011.

2. Staff Costs: During the year an additional employee was appointed as a Foodbank Assistant. The charity now employs three part-time employees. Payroll is administered by an independent organization at minimal cost to the charity. The foodbank complies with all pension requirements under auto-enrolment legislation via the NEST Pension scheme.
3. No payments were made to trustees.
4. The charity estimates the value of food donated and distributed by weighing donated goods received and in stock at regular intervals throughout the year. The 2022/23 data is converted into value using the Trussell Trust valuation of £1.75/kilo. Given high (and volatile) food prices during much of 2023/24, a value of £2/kilo has been used to value the 2023/24 donations and closing stock values. Results for the last two years are:

	1 April 2022 – 31 March 2023		1 April 2023 – 31 March 2024	
	Kg	£	Kg	£
Opening stock	2740	4795	2167	3792
plus donations received	49276	86233	48276	96552
less closing stock	2167	3792	2034	4068
Food distributed	49849	87236	48409	96276
Of which:				
Given to other organisations	500	875	0	0
Given to local beneficiaries	49349	86361	48409	96276

Bank

The Co-operative Bank p.l.c
PO Box 101
1 Balloon Street
Manchester
M60 3EP

Independent Examiner

Peter Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

Signed on behalf of the trustees:



Rebecca Marshall, Chair of trustees

Meet and Eat

Gathering in the kitchen,
A group of friends we came,
From all walks of life and journeys different,
To cook and share the same.

Recipes old and new,
Were passed around with care
And in the magic of cooking
The burdens of the week we shared.

Chopping vegetables and stirring pots,
Created a symphony of sound,
As laughter and stories filled the air,
We built a community that was profound.

The aromas of our creations,
Filled us with joy and delight,
As we set the table,
We knew that this was right.

For this weekly cooking group,
Was much more than just a meal,
It was an expression of love and friendship,
And a balm for the soul to heal.

By Thomas



GRACE FOOD BANK

INDEPENDENT EXAMINER'S REPORT

This is a report on the financial statements of the Grace Food Bank for the year ended 5th April 2024

Respective responsibilities of trustees and examiner

The Trustees of the Grace Food Bank are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 15/9/2024

Signed



Peter H Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

Accounts

Annual Report

1 April 2022 – 31 March 2023



Between our foodbank parcels and Grace's Grocery Store the total number of people fed was 4167 adults and 2576 children during the year

Postal address: 240 Lowedges Road, Sheffield, S8 7JB. General phone enquiries: 07964 896 283

Website: www.gracefoodbanksheffield.org.uk

Charity registration number 1156760

1 Introduction

Grace Food Bank was set up in 2012. The constitution was adopted on 6th July 2013 and amended on 11th November 2021 and 9th July 2022. The charitable aims are: *'The prevention or relief of poverty, amongst people residing primarily, but not exclusively, in the S8 postcode area of Sheffield by the provision of emergency food parcels, items, services and facilities to help individuals in financial need.'*

We held a 10th Birthday party in November 2022 to celebrate 10 years of foodbank life and invited current and former volunteers and supporters.

2 Organisation

We are an unincorporated charitable association with 35 individual members and 10 churches registered as corporate members. Historically, six churches have appointed trustees. As a result of amendments to the constitution made at the 2022 AGM, all corporate members will be invited to nominate a trustee but all trustees will be elected, together with the chair, treasurer, secretary and others nominated at the annual general meeting. The trustees have the power to co-opt additional trustees.



Collecting birthday cakes donated by Morrison's

3 Governance and Management

The charity trustees for the year were:

Rebecca Marshall (Chair), Sylvia Spooner (Treasurer), Jeanne Clarke (Secretary, to 9/7/22), Joan Giles, David Harris (to 9/7/22), Angela Hollingum (to 9/7/22), Ned Slingsby-Lunn (to 30/4/22), Simon Hayes (from 20/6/22) Raymond Kinsella, Ann Lomax, Martin Lawton (to 9/7/22), Beverley Ashmore (Secretary from 9/7/22) and Andy Gower. The trustees met in person four times and corresponded by email between meetings. The annual meeting was held in July.

Trustees received regular reports on activities and regular financial updates. The trustees reviewed staffing needs and remuneration, and agreed to recruit a foodbank assistant. The trustees reviewed the Internal Financial Controls, procedures for using Debit Cards and PayPal and the referrals policy. The annual report and accounts were submitted to the Charity Commission and an annual return was completed. No payments were made to any trustees.

4 Public Benefit

The trustees take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission. We seek to ensure that all members of the community are able to access our services and activities. We will provide food parcels suitable for specific dietary requirements (Halal, gluten-free, lactose-free, vegetarian) when we know that they are needed and, have always done our best to deliver food to people when disability means that they can't collect it.

5 Staff and Volunteers

Jackie Butcher is the Manager and she works from an office in the Upper Rooms at the Terminus Initiative. Michelle Loveley is the Assistant Manager. We are in the process of recruiting a Foodbank Assistant to ease the workload on the existing staff and to give us extra resilience as an organisation. Staff salaries were partly supported by a grant from the Julia and Hans Rausing Trust.

The work of the food bank is only made possible by our committed teams of volunteers. Over 60 volunteers helped during the year, in a variety of ways. About 35 volunteers are usually involved in food bank activities at least once a month, many of them more frequently. Other volunteers helped out at Christmas or at one off events.

Ange Hollingum had been involved in Grace Foodbank from the very beginning and served as both a trustee and a volunteer, donating over 25 hours a week to the foodbank. Ange stepped back from involvement at the foodbank in August 2022. We celebrated all that she had done for the foodbank at our 10th birthday celebration in November 2022.

We have recruited new volunteers to cover some of the activities that Ange had been involved with and existing volunteers stepped up to do things in new ways and take on new responsibilities. When demand for foodbank services surged in November we recruited more volunteers again and we now have an extra 7 volunteering sessions a month compared to this time last year.

We estimate that at least 4,500 volunteer hours were donated during the year.

We estimate that at least 4500 volunteer hours were donated during the year. That's equivalent to £49,050 at the rate of the Real Living Wage.

6 Food Donations

We are able to help our clients because, and only because, of the support and involvement of the community. Local churches have always acted as collection points for us, although we know that some people who used to take their food donations to a church or other collection point now prefer to leave the food in the collection boxes at Sainsbury's because it is more convenient. Many church members and other supporters find it easier to give us a donation of money each month rather than to buy food for us. Local street WhatsApp groups, (that sprung up during lockdown) continued to collect food for us. Schools collected food for us, particularly at Christmas and Harvest. A wide range of community groups, sports clubs and workplaces also collected food and/or raised money for us (either regularly or as one off collections).

We are very fortunate to have a permanent collection point at Sainsbury's, Archer Road. This is emptied 3 times a week by a team of volunteers. Sainsbury's asked us to monitor the amount of food that we received from this donation point and this helped us to realise just how important this donation point is to us. In June 2022 nearly two thirds of our food donations came from this Sainsbury's store and in July 2022 it provided just under half our incoming food.

Over 49 tonnes of food was donated to us over the year with an estimated value of over £86,000.

We receive at least one trolley of donations a week from our local Morrison's store, donated by customers who have bought pre-packed bags of groceries designed around the needs of local foodbanks.

We receive donations from Tesco via FareShare Go. Each Tuesday morning we collect any unsold ambient food from a local Tesco Express and take it to our foodbank session. We freeze excess bread to balance out the supply. The supply of food from Tesco was quite patchy this year but was very gratefully received.

We received several large donations of pet food from the Pet Food Bank.

Donated food is weighed, sorted and date checked by volunteers and then packed into bags ready for distribution. The store is at the old manse attached to the Michael Church in Lowedges.

We received 49276 kg of food during the year – an increase of 40% on the previous year. As usual, food donations were not evenly spread over the year.

We bought new shelving to replace some that was rusting and no longer fit for purpose and to give us extra storage capacity to cope with the increased food volumes moving through the foodbank. We are grateful to the volunteers who assembled everything with remarkably little cursing!



7 Review of Activities

We provided foodbank parcels to feed 4684 people (3151 adults and 1533 children).

7.1 Food parcels

Who do we help?

We provide food parcels to families and individuals who are referred to us by a wide range of health and social care professionals or workers in the voluntary sector. Initially we provide food parcels for up to four weeks or until the next Universal Credit payment date. If help is still needed after that, the referrer will get in touch with us again so that we can be sure that the underlying problems are being tackled, although we realise that many of these problems are complex and cannot be resolved quickly. The trustees reviewed the referrals policy during the year so that people who self-refer are now given up to 4 weeks of food while we signpost them to the most appropriate advice service. This change is in recognition of the difficulty that some people have in accessing an advice service (on some days it isn't even possible to get into the queue for the Citizen's Advice phone Adviceline). We expect a referral from an advice service before we will extend a self-referral. We have tried to move to a system of referrals by email wherever possible.

Why do people need help?

We continue to see a large number of people who are struggling with debts and arrears. Very, very few people borrow money to fund an extravagant lifestyle. Most people borrow money to help them “get by” so that they don’t have to ask for help. Many people have Council Tax arrears because they (incorrectly) assume that Universal Credit covers everything and don’t realise that they need to make a separate application for Council Tax reduction.

We still see people waiting for a long time for tribunals for ill-health and disability related benefits and we have seen a massive increase in the number of people referred to us after domestic abuse. We see the ways in which abusive partners continue to torment our clients and complicate their finances long after the relationship has officially ended. By far the largest increase in referrals is for people referred for “low income” – just not enough money to cope with rising fuel and food bills. These patterns are common to foodbanks across Sheffield (and, indeed, across the country). The Household Support Fund, that is designed to support people on low incomes struggling with the cost of living, is slow and, from our end, increasingly hard for people to access.

Clients end up at a foodbank because the barriers set for accessing benefits or other support have been set so high that people can't cross the barriers to get the help they need or the benefits they are entitled to. We do have referral criteria but no matter how carefully we write them, we continually come across cases that they don't really cover. Our absolute priority is to make sure that we do not set barriers of a height that means that people can't get help. That may mean that we occasionally give out a food parcel to someone who, strictly speaking, may not need it. But we (and the other foodbanks in Sheffield) would all rather give out 1 parcel in 100 to someone who may not need it than exclude 20 people because we have made ourselves too difficult to access.

How do we count people who come to the foodbank?

In common with the Trussell Trust and other foodbanks in Sheffield we are reporting our figures as “people fed” – so if a family of four visits the foodbank three times in one year, we count that as 12 people fed. That is a relatively easy number to calculate. However, working out the total number of unique people we have helped is not a trivial process! We only record the name of the person referred to us. Family membership is fluid with people moving in and out of families and children may appear part time in more than one family. Also, for valid reasons, some trusted referrers refer to us without giving the person’s name. So it’s not an exact science.

Over the last financial year we provided foodbank parcels to feed 4684 people (3151 adults and 1533 children). This is a very significant increase from the previous year (when we provided food parcels to feed 2494 people (1726 adults and 768 children). This number needs to be read in conjunction with the number of people helped by Grace’s Grocery Store (who would still have been receiving foodbank help before the shop started). Nearly 1/3 of the people helped by our emergency food parcels were under the age of 18.

Our best estimate is that we have fed 1150 unique people in the last financial year (955 people in 2021-22).

How do we help?

Our clients usually receive bags at weekly intervals. We estimate that our standard set of food bags will feed two people for one week and we adjust the number of bags to fit the size of the family. We provide nappies and/or baby food where requested and can provide bags to suit different medical or religious dietary needs (Halal bags, gluten free bags, lactose free bags, etc.). We asked for client feedback on the

contents of the bags and have tweaked some things in response. We now invite single clients to collect a smaller bag of food weekly rather than a standard bag every fortnight and we have tried to improve the service we provide to clients whose food is delivered.

We invite clients to collect in their food parcels from Jordanthorpe on a Tuesday morning or Lowedges on Thursday afternoons. We deliver food parcels to clients who are unable to collect because of disability, ill health (including being Covid positive), distance from the foodbank, or DWP appointments, etc. Clients who collect their food are able to choose extra items from a selection of short dated food and toiletries/household items. Clients whose food is delivered receive bag of toiletry/household items at the start of their referral,

7.2 Grace's Grocery Store

Grace's Grocery Store (more commonly referred to as just "the shop") is our version of a food pantry/social supermarket, and is a response to the reality that, for many people, there is a transition period between needing a full foodbank referral and being able to fully participate in the market economy for food.

Once clients are no longer in absolute crisis, and have some money but still have ongoing problems (such as waiting for a Debt Relief Order) we can invite them to come to the shop where they pay £2 (to go towards room rent) and can choose their own items from a suggested shopping list. Everyone can get at least 45 items each week. We buy fresh produce each week (including Halal meat and vegetarian alternatives where appropriate). Attendance at the shop is by referral from the foodbank and we expect that most of the clients will have initially received food parcels from the foodbank. Using the same counting system used above, Grace's Grocery Store helped to feed 1010 adults and 1030 children. Children represented over ½ the people helped by the shop which reflects the particular financial difficulties that families with young children have faced over the last year.

We encourage clients to move to the shop as soon as they are in a position to do so because of the increased dignity afforded by the opportunity to choose their own food. We have reorganised the shop to try and increase individual choice and to be less prescriptive over what clients take.

If clients are working through the process of a Debt Relief Order but live too far away to access the shop we will continue to deliver foodbank parcels to them.

Between our foodbank parcels and Grace's Grocery Store the total number of people fed was 4167 adults and 2576 children during the year

Combining figures from the shop with figures from foodbank parcels, we helped feed 6743 people during the year (4167 adults and 2576 children). This is an increase of 113% over the previous year. However, this increase wasn't evenly spread over the year.



The graph shows that every month of this financial year was busier than the year before, though in some months the increase was less than 50% and in March 2023 the increase was 200% over the previous year. Demand on our services dropped briefly in July and August 2022 when people in receipt of Universal Credit began to receive the first cost of living payment. December is always a busy month but numbers usually drop in January and February – not this year. March 2023 was our busiest ever month and this pattern has been replicated in foodbanks across Sheffield.

The increase in demand of over 100% was much greater than the increase in food donations (40%). This meant a transition from a way of working where most of the food that we gave out was donated, to a situation where over half the food we gave out was purchased with donated money. This has presented logistical challenges in terms of being able to source food in sufficient quantities and we are exploring new possibilities for the future, including collective food sourcing with other Sheffield foodbanks and projects.

7.3 Community Recipe Packs

We have continued with our Community Recipe pack project – a weekly recipe pack to make a meal for 4/5 people that is given out in term time. The recipes can easily be cooked with or by children, so it's a family activity as well as a meal. If we have any surplus stock, the ambient ingredients (pasta, tinned foods etc.) come from donated food but for most of the year we bought nearly all the ingredients for the recipe packs.

Michelle oversees the Community Recipe pack project. At the start of the financial year we were providing 71 recipe packs a week. At the time of writing, we are sending out 80 recipe packs a week. These are distributed through Lowedges Community Centre, Jordanthorpe Library and a local primary school.



I made the recipe today, Cajun chicken burgers with sweet potato wedges. The recipe wasn't hard but the preparation time was a little long. The end result was worth it. Burgers are delicious. Thank you!

We have experienced some challenges in delivering this project because of the well documented problems in the food supply chain caused by: Brexit, the war in Ukraine, high fuel prices, industrial action in the UK and across Europe, bird flu, extreme heat/drought in summer 2022 and extreme cold in late winter 2023. When we turn up to collect the food we have ordered only to find that the supermarket have been unable to source all that we need, there is a mad scramble to obtain 80 packs of something in less than 24 hours.

Some of this project was funded by a grant from the CAF American Donor Fund.

We gave out 3066 recipe packs, providing a total of 12,264 meals, during school term time.

7.4 Healthy Holidays

We continue to work with People Keeping Well partners to deliver Healthy Activities and Food in school holidays. The partnership has developed well and runs smoothly, although we have experienced some of the same challenges in supply chain logistics described above.

Our contribution was to donate recipe packs; each pack made at least 3 meals and a fruit based pudding for 4/5 people, per week of school holidays. The recipes were designed to be compliant with school meals standards and easy to cook by adults and children together. The recipe packs were distributed by partners in conjunction with organised activities or self-guided activities. We also bought cooking equipment to go in the packs to help families cook at home.



"Today we made the fruit smoothies 😊"

We provided 585 recipe packs, providing a total of 7020 meals during the school holidays

7.5 Christmas

At Christmas we contacted everyone who had accessed the food bank or shop between September and December to ask them if they would like a parcel of Christmas food and some extra staples for the holiday

period. This happened over 5 extended delivery sessions, spread across two weeks in December. We gave out 200 Christmas parcels to 255 adults and 152 children.

We are very grateful to Hallam FM for giving us toys and presents for older teenagers from their Mission Christmas appeal so that we could give a present to every child in the families we help. We bought gifts for adults and fresh produce to add to the Christmas parcels.

7.6 Meet and Eat

Meet and Eat is our term time cooking project where we come together to cook and eat a two course meal together. Everyone who comes joins in with cooking and/or washing up, any leftovers are shared out and everyone takes home a recipe pack to make one of the week's recipes at home. There is a gentle emphasis on healthy eating on a budget, but there is always a pudding! Everyone who comes finds themselves trying something new at some point. During the meal, conversation covers the really important questions in life: Pies –with gravy or Henderson's relish? Crumble – with custard or ice-cream?

At the start of this financial year we had only recently resumed Meet and Eat after the Omicron variant of Covid. We had deliberately kept Meet and Eat low key and hadn't promoted it heavily to ensure that we weren't too crowded as we emerged from the pandemic. Numbers were variable into the summer and we did begin to wonder whether Meet and Eat was nearing the end of its life. When we restarted in September, numbers quickly reached pre-pandemic levels and then rapidly surpassed that to reach record levels of attendance, with 21 attendees coming along on our busiest day. 49 people came to at least one Meet and Eat session and we remain profoundly grateful that there was never a week when everyone turned up at once! We quickly changed from planning for 10 take home recipe bags to planning for 20.

We gradually realised that we had become a de facto Welcome Space (Sheffield's preferred term for what are called Warm Spaces elsewhere); we were a place where people could come and be warm, enjoy a meal that they couldn't necessarily afford to cook at home, and where they could meet other people. Reducing social isolation has become a greatly valued aspect of the group.

We cooked a full Christmas dinner together in December – always the highlight of the Meet and Eat year.

Meet and Eat was partly supported by a grant from the local People Keeping Well partnership



7.7 Fuel Poverty

We can offer a small top up to prepayment meters for gas and electricity in consultation with a referrer following an agreed protocol. We spent £1262 on this last year, over double the spending in the previous financial year. This was a consequence of the extremely high costs of gas and electricity and complications

with the Government's energy vouchers – many of our clients found that the Government vouchers could only be used on their electricity meter so, if their heating and cooking systems were gas, they had a large credit on their electric meter but still couldn't afford to top up their gas meters. We also signposted people to other sources of support for fuel bills.

7.8 Citizens Advice Service

Sheffield CAB have moved to a model of remote working by phone or video call and there is currently no central pot of funding to place CAB workers in foodbanks. We know that many of our clients struggle to engage with advice services remotely so the trustees are paying CAB for an advice worker to work with foodbank clients for 1.5 days a week and for a debt worker to work for 1 day a week. Ellen Taylor, our general advice worker, was joined by Khalid Abdillahi, our debt worker, in June 2022. Ellen was already a well-established member of the Grace Foodbank Family and Khalid soon settled in to foodbank life. They each come along to our Jordanthorpe sessions where they see clients in person for 2-4 hours a week and then do follow up casework by phone. Our clients benefit greatly from receiving high quality advice and casework. The full year report from the project is not yet available but preliminary figures from the first 11 months show that, between them, the two workers saw 97 clients, presenting with 553 different issues. Just under £140,000 of income was gained for our clients and over £75,000 of debt has been written off. That has had a major impact on people's lives and given them the possibility of financial independence and a new start.

7.9 Community Relationships

The manager has given interviews to local media, given assemblies in schools, spoken at local churches and given talks to various community groups. We have provided people with newsletter articles, display, material and photos when requested. We had stalls promoting the foodbank at Lowedges Festival and Woodseats Festival.

7.10 Partnerships

We are members of the Sheffield Food Bank Network and the manager is a co-chair of the network. We swap food to balance surpluses (if there are any) and shortages across the network and share ideas and best practice.

We belong to the Independent Food Aid Network who do their best to make sure that the voices of independent (non-Trussell Trust) foodbanks are heard and to ensure that the contribution they make is included in national statistics.

Locally we are involved in the Public Health Improvement Team; this keeps us in touch with services and activities in the area that might be of benefit to our clients. Having the office based in the Terminus helps us to keep up to date with what is happening locally. We collected warm clothes for Lilies Clothes Bank at Christmas and we always publicise clothes bank events to our clients.

8 Financial Review

During 2022-23 total receipts were £123,251 compared with £79,926 in the previous year, representing an increase of 54%. Individuals and organisations continued to fundraise for us in really innovative and creative ways and we are very grateful. Although food donations did increase, we found that when we publicised that the foodbank was really short of food, most of the responses were financial donations rather than food donations, enabling us to buy food to meet the increased demand.

We received grants from the PWK Partnership (for Meet and Eat), from the CAF American Donor Fund (for the Community Recipe packs) and from the Julia and Hans Rausing Trust (towards salaries, rent and buying food).

Total payments were £133,157 compared with £77,371 in the previous year. This is an increase of 71% and reflects increased staff costs, more food bought for our various projects and Khalid starting as our debt worker. The decrease in food donations led to an increase in costs for these last two projects because we had to purchase items that would have come from donated food in previous years. The increase in staffing costs reflected the increased workload caused by increased demand for our services. Although we depend very heavily on our volunteers, there is an increased task planning/coordination for the staff, who also act as a backup when volunteers are unavailable. The foodbank pays for a cleaner to clean the foodbank, helping us to comply with our environmental health obligations.

This leaves a deficit for the year of £9,906 (a surplus of £2,555 in 2021-22).

We continue to benefit from Gift Aid receiving £6,519 during the year.

Food movements

Between our various projects, we distributed over 49 tonnes of food to local beneficiaries with a monetary equivalent of over £86,000. We sent another ½ a tonne of food to other organisations (mainly other local foodbanks and food projects).

We purchased food worth £18,557 for foodbank clients, a dramatic increase over the previous year as explained above. We are grateful beyond measure to our local Aldi store who make it easy for us to buy fresh food in bulk, and to the delivery drivers from Tesco, Sainsbury's, Ocado and Asda who also help us to keep our shelves stocked.

Reserves Policy

The balance of undesignated funds at the end of the year is £18,515.

The baseline level of reserves is 6 months of the previous year's unrestricted expenditure (£25,000 for the last year) – this is to allow time to seek alternative funding streams if present funding were to dry up. Designated funds are used to ensure that we have sufficient money for planned activities over the next 1-3 years.

The designated reserve balances were reviewed at the start of the year and the opening balances adjusted. £69,496 was held in reserves and designated funds at the end of the year. The trustees will re-examine the reserves/designated funds and adjust them at the first meeting of the new financial year.

GRACE FOODBANK RECEIPTS AND PAYMENTS ACCOUNT 1 APRIL 2022 – 31 March 2023	2021- 22 £	2022- 23 £	Unrestricted Funds £	Restricted Funds £	Designate d Funds £
RECEIPTS					
GRANTS	6500	21275	0	21275	0
GRACE GROCERY STORE	529	1526	0	0	1526
FOR SPECIFIC CLIENTS/ACTS 435	0	390	0	390	0
DONATIONS:					
Churches/Organisations	6663	15064	15064	0	0
Individuals (Gift Aided)	17901	25671	25671	0	0
Individuals (not Gift Aided)	43461	52793	52793	0	0
GIFT AID RECOVERED	4872	6519	6519	0	0
FUNDRAISING /COLLECTIONS	0	13	13	0	0
TOTAL RECEIPTS	79926	123251	100060	21665	1526
PAYMENTS					
Staff Salaries	16803	31219	26219	5000	0
				0	0
Repairs and maintenance	4663	34	34		
Packaging	897	1549	1549	0	0
Mobile phone/top-ups	1038	1495	1495	0	0
Publicity	0	41	41	0	0
Equipment	781	5218	5218	0	0
Training	91	144	144	0	0
Fuel Top Ups for Clients	575	1262	0	0	1262
Thirtyone:eight membership	129	145	145	0	0
Use of the Terminus/The Michael Church	4490	5764	3189	2575	0
Insurance	347	347	347	0	0
Grace Grocery Store costs	2092	7345	819	0	6526
Food Purchased for foodbank clients	2655	18557	17533	1024	0
Meet & Eat	1592	5881	281	1100	4500
Community Recipe Packs	9305	12085	7085	5000	0
Other items purchased for beneficiaries	2255	5467	4897	390	180
Healthy Holidays (HAF)	15825	10918	10918	0	0
Travel expenses (Clients)	0	270	110	0	160
Items for specific clients/DRO orders	630	720	0	0	720
Printing, Stationery & Postage	478	401	401	0	0
Payroll management	145	168	168	0	0
Governance costs/ICO	85	35	35	0	0
Paypal administration fee	310	431	431	0	0
Travel expenses (Staff/volunteers)	415	749	749	0	0
Consumables/miscellaneous expenses	1020	730	730	0	0
Citizen Advice Worker	10750	22182	0	0	22182
			82538	15089	
TOTAL PAYMENTS	77371	133157			35530
SURPLUS/DEFICIT	2555	-9906	17522	6576	(34004)
BALANCE AT 5 APRIL 2021	101938				
BALANCE AT 31 MARCH 2022	104493	104493	993	0	103500
BALANCE AT 31 MARCH 2023		94587	18515	6576	69496

Restricted Funds	PKW Meet and Eat £	CAF American Donor Fund £	Acts 435 £	J & H Rausing Trust £	Total £
Balance at 1 April 2022	0	0	0	0	0
Plus Receipts	1,100	5,000	390	15,175	21,665
Less Payments	1,100	5,000	390	8,599	15,089
Balance at 31 March 2023	0	0	0	6,576	6,576

Designated Funds	Graces Grocery Store £	Meat & Eat £	Items for Specific Clients £	DRO Fund £	CAB and Debt Adviser £	Fuel Top Ups £	Reserves Policy £	Total £
Allocated to fund	5,000	4,500	1,000	2,000	63,000	3,000	25,000	103,500
Income	1,526	0	0	0	0	0	0	1,526
Spent during 2022-23	6,526	4,500	430	630	22,182	1,262	0	35,530
Balance at 31 March 23	0	0	570	1,370	40 818	1 738	25,000	69 496

Statement of Assets at 31 March 2023

Monetary Assets:	Cash	£57.40
	Co-operative Bank Account	£93,692.03
	PayPal	£751.43
	Graces Grocery Store Cash	£86.04
	Total	£94,586.90
Stock (estimated value of donated goods)		£3,792

Notes to the financial statements for the Year Ended 31 March 2023

- The accounts have been prepared on a receipts and payments basis, taking account of the Charity Commission guidance on the requirements of the Charities (Accounts and Reports) Act 2011.
- During the previous year it was agreed to change the financial year to run from 1st April to 31st March. Consequently the comparative values are for the period 6th April 2021 to 31st March 2022 and not a full calendar year.
- Staff Costs:** The charity continues to employ a part time Manager and Assistant Manager. Payroll is administered by an independent organisation at minimal cost to the charity. The

foodbank complies with all pension requirements under auto-enrolment legislation via the NEST Pension Scheme.

- 4 No payments were made to trustees.
- 5 The charity estimates the value of food donated and distributed by weighing donated goods received and in stock at regular intervals throughout the year. This data is converted into value using the Trussell Trust valuation of £1.75/kilo. Results for the last two years are:

	6 April 2021 – 31 March 2022		1 April 2022 – 31 March 2023	
	Kg	£	Kg	£
Opening stock	3870	6773	2740	4795
plus donations received	34950	61162	49276	86233
less closing stock	2740	4795	2167	3792
Food distributed	36080	63140	49849	87236
Of which:				
Given to other organisations	2450	4287	500	875
Given to local beneficiaries	33630	58853	49349	86361

Bank

The Co-operative Bank p.l.c
PO Box 101
1 Balloon Street
Manchester
M60 3EP

Independent Examiner

Peter Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

Signed on behalf of the trustees:

Rebecca Marshall, Chair of trustees



GRACE FOOD BANK

INDEPENDENT EXAMINER'S REPORT

This is a report on the financial statements of the Grace Food Bank for the year ended 5th April 2023.

Respective responsibilities of trustees and examiner

The Trustees of the Grace Food Bank are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 5/9/2023

Signed



Peter H Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

GRACE FOOD BANK SHEFFIELD

England & Wales - Charity number 1156760

Accounts

Annual Report

6 April 2021 – 31 March 2022



Between our foodbank parcels and Grace's Grocery Store we provided food to 2121 adults and 1031 children during the year

Postal address: 240 Lowedges Road, Sheffield, S8 7JB. General phone enquiries: 07964 896 283

Website: www.gracefoodbanksheffield.org.uk

Charity registration number 1156760



Prequel

This year's annual report is the story of a journey out of lockdown towards the much vaunted "new normal". We have reopened for clients to collect food (last financial year we delivered all our food parcels); our CAB worker has returned; Meet and Eat has resumed (albeit in a rather interrupted way) and life feels more normal.

1 Introduction

Grace Food Bank was set up in 2012. The constitution was adopted on 6th July 2013. At that point the charitable aims were: *"to relieve financial hardship primarily among, but not limited to, people living or working in the Beauchief and Greenhill Ward in Sheffield, and areas near the Ward, mainly by providing people with food which they could not otherwise afford."*

The aims were amended at a Special General Meeting on 11th November 2021 and are now: *'The prevention or relief of poverty, amongst people residing primarily, but not exclusively, in the S8 postcode area of Sheffield by the provision of emergency food parcels, items, services and facilities to help individuals in financial need.'*

2 Organisation

We are an unincorporated charitable association with 35 individual members and 10 churches registered as corporate members. Six churches appoint trustees. The chair, treasurer, secretary and four other trustees are elected at the annual general meeting. The trustees have the power to co-opt additional trustees.

3 Governance and Management

The charity trustees for the year were:

Rebecca Marshall (Chair), Sylvia Spooner (Treasurer), Jeanne Clarke (Secretary), John Child (to 11/9/21), Joan Giles, David Harris, Angela Hollingum, Ned Slingsby-Lunn, Raymond Kinsella, Ann Lomax, Elizabeth Parker (to 11/9/21), Patricia Smith (to 12/5/21), Martin Lawton, Beverley Ashmore and Andy Gower (from 12/5/21). The trustees met by Zoom once and in person three times. The annual meeting was held in September.

Trustees received regular reports on activities and regular financial updates. The trustees discussed the charity's excess income at some length. The trustees reviewed staff pensions, staff contracts, and performance review procedures and agreed to pay for someone to clean the foodbank once a week. The trustees reviewed the Referrals policy, Safeguarding policy, Health and Safety Policy and Complaints etc.

Policy, and approved a new Lone Working Policy. The annual report and accounts were submitted to the Charity Commission and an annual return was completed. No payments were made to any trustees.

The trustees agreed that the charitable aims needed to be amended to allow the best possible use of our reserves and a Special General Meeting was held on 11th November to revise the charity's aims and objectives.

4 Public Benefit

The trustees take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission. We seek to ensure that all members of the community are able to access our services and activities. We will provide food parcels suitable for specific dietary requirements (Halal, gluten-free, lactose-free, vegetarian) when we know that they are needed and, have always done our best to deliver food to people when disability means that they can't collect it.

5 Staff and Volunteers

Jackie Butcher is the Coordinator and she works from an office in the Upper Rooms at the Terminus Initiative. Michelle Loveley is the Foodbank Project Worker.

The work of the food bank is only made possible by our committed teams of volunteers. Over 60 volunteers helped during the year, in a variety of ways. About 30 volunteers are usually involved in food bank activities at least once a month, many of them more frequently. Other volunteers helped out at Christmas or over the summer holidays. Several of our regular volunteers had stepped back from foodbank activity at the start of the year because of the pandemic; many of them have gradually returned and we have been very lucky to have new volunteers who have stepped up to help. We estimate that at least 3,500 volunteer hours were donated during the year.

We estimate that at least 3700 volunteer hours were donated during the year. That's equivalent to £36,630 at the rate of the Real Living Wage.

6 Food Donations

We are able to help our clients because, and only because, of the support and involvement of the community. Local churches have always acted as collection points for us. Some of the churches who collect for us were still operating a mixed economy of in person and virtual worship for some of the year, so had fewer people visiting the building and some churches did not feel able to collect food for us. We know that many church members started (and continued) to make financial donations directly to us. Local street WhatsApp groups, (that had sprung up during lockdown) continued to collect food for us, albeit on a less frequent basis than in the previous year. Schools collected food for us, particularly at Christmas and Harvest. As lockdown eased, a wide range of community groups, sports clubs and workplaces also collected food and/or raised money for us (either regularly or as one off collections).

We are very fortunate to have a permanent collection point at Sainsbury's, Archer Road. We know that some people who used to take their food donations to a church or other collection point now prefer to leave the food in the collection boxes at Sainsbury's because it is more convenient.

We receive donations from Tesco via FareShare Go. Each Tuesday morning we collect any unsold ambient food from a local Tesco Express and take it to our foodbank session. We freeze excess bread to balance out the supply. The supply of food from Tesco was more patchy this year but was very gratefully received.

Donated food is weighed, sorted and date checked by volunteers and then packed into bags ready for distribution. The store is at the old manse attached to the Michael Church in Lowedges.

We received 34,950kg of food during the year – a decrease of 29% on the previous year.

7 Review of Activities

We provided foodbank parcels to feed 1726 adults and 768 children)

7.1 Food parcels

Who do we help?

We provide food parcels to families and individuals who are referred to us by a wide range of health and social care professionals or workers in the voluntary sector. If an individual self-refers we usually give them a one-off food parcel and advise them on how to get a formal referral. Initially we provide food parcels for up to three weeks. If help is still needed after that, the referrer will get in touch with us again so that we can be sure that the underlying problems are being tackled.

Why do people need help?

During the year we have had a very large increase in the number of people who are struggling with debts and arrears (this is not unique to us – one Sheffield foodbank estimates that over 80% of their clients have debts). Many of these people applied for a hardship payment when they first applied for Universal Credit (to avoid the 5 week wait for money) and now have to pay it back. Others took hardship loans when they were sanctioned, fell behind on rent and other bills during the pandemic, or borrowed money during the pandemic and now cannot afford to pay it back. Very, very few people borrow money to fund an extravagant lifestyle. Most people borrow money to help them “get by” so that they don't have to ask for help. But the mathematics that underlies debt is very similar to the mathematics that describes the growth of a pandemic and people consistently underestimate how debts will grow as compound interest is added.

We still see people waiting for many, many months for assessments and tribunals for ill-health and disability related benefits and, increasingly, many of the people we help are just struggling with not enough money to pay rising bills. This can be linked to the removal of the £20/week uplift in Universal Credit and rising fuel and food bills.

Clients end up at a foodbank because the barriers set for accessing benefits or other support have been set so high that people can't cross the barriers to get the help they need or the benefits they are entitled to. We do have referral criteria but our absolute priority is to make sure that we do not set barriers of a height

that means that people can't get help. That may mean that we occasionally give out a food parcel to someone who, strictly speaking, may not need it. But we (and the other foodbanks in Sheffield) would all rather give out 1 parcel in 100 to someone who may not need it than exclude 20 people because we have made ourselves too difficult to access.

How do we count people who come to the foodbank?

In common with the Trussell Trust and other foodbanks in Sheffield we are reporting our figures as “people fed” – so if a family of four visits the foodbank twice in one year, we count that as 8 people fed. That is a relatively easy number to calculate. However, working out the total number of unique people we have helped is not a trivial process! We only record the name of the person referred to us. Family membership is fluid with people moving in and out of families and children may appear part time in more than one family. Also, for valid reasons, some trusted referrers refer to us without giving the person's name. So it's not an exact science.

Over the last financial year we provided food parcels to feed 2494 people (1726 adults and 768 children). This is an increase from the previous year (when we provided food parcels to feed 2358 people (1517 adults and 841 children). This number needs to be read in conjunction with the number of people helped by Grace's Grocery Store (who would still have been receiving foodbank help before the shop started).

Our best estimate is that we have fed 955 unique people in the last financial year (929 people in 2020-21).

How do we help?

Our clients usually receive bags at weekly intervals (a single person may receive one parcel a fortnight). We estimate that our standard set of food bags will feed two people for one week and we adjust the number of bags to fit the size of the family. We provide nappies and/or baby food where requested and can provide bags to suit different medical or religious dietary needs (Halal bags, gluten free bags, lactose free bags, etc.). At the start of their referral all clients received a toiletry bag of basic toiletries and household products.

At the start of the last financial year we were still delivering all our food parcels. In May 2021 we started welcoming clients to collect in person to Jordanthorpe on a Tuesday morning or Lowedges on Thursday afternoons. We still delivered to anyone who was Covid positive or had been told to self-isolate by NHS Test and Trace. Initially we invited people to literally just come and collect a food parcel but we gradually began to offer drinks and a chat again and by the end of the year our collection sessions looked much more normal.

7.2 Grace's Grocery Store

Grace's Grocery Store (commonly referred to as just “the shop”) is our version of a social supermarket, and is a response to the reality that, for many people, there is a transition period between needing a full foodbank referral and being able to fully participate in the market economy for food. This was the first full year of the shop being open

Once clients are no longer in crisis, and have some money but still have ongoing problems (such as waiting for a Debt Relief Order) we can invite them to come to the shop where they pay £2 (to go towards room rent) and can choose their own items from a suggested shopping list. Everyone can get least 45 items each week. Clients can swap any item that they know they won't use for something else. We buy fresh produce each week (including Halal meat and vegetarian alternatives where appropriate). Attendance at the shop is by referral from the foodbank and we expect that most of the clients will have initially received food

parcels from the foodbank. The need for social distancing throughout most of the year meant that we kept numbers small but we continue to review the way by which people move from foodbank help to attending the shop and there is potential for growth in the future. Using the same counting system used above, Grace's Grocery Store helped to feed 395 adults and 263 children.

Between our foodbank parcels and Grace's Grocery Store we provided food to 2121 adults and 1031 children during the year

7.3 Community Recipe Packs



"We made the leek and bacon pasta and it was delicious. I forgot to take a photo of this on our plates but have plenty left for another time so here's a photo of that! My 7 year old asked if I can teach her how to make it when she's older so clearly she really enjoyed it. ❤️"

We have continued with our Community Recipe pack project – a weekly recipe pack to make a meal for 4 people that is given out in term time. The recipes can easily be cooked with or by children, so it's a family activity as well as a meal. When we have sufficient stock, the ambient ingredients (pasta, tinned foods etc.) come from donated food although, as food donations were significantly down this year, we spent more money buying some of the things that would have come from donated food in the previous year. We buy the relevant fresh ingredients each week. When we have a large surplus of one item at the foodbank we can put some extras in each pack and we can also offer toiletries and "treats" (selection boxes at Christmas, Easter Eggs at Easter) with the recipe packs.

Michelle oversees the Community Recipe pack project and, at the time of writing, we are sending out 71 recipe packs a week. These are distributed through Lowedges Community Centre, Jordanthorpe Library and a local primary school.

We reviewed the project in October 2021 to see who was collecting the packs and how they were being used. We had a response rate of over 50% which was higher than we had been expecting.

85% of the people who responded were in receipt of free school meals. Everyone who responded said that the recipe packs were helpful for various reasons, including:

- money/budgeting;
- being able to try new things
- the relief of not having to think of what to cook on a Wednesday
- healthy meals
- children get involved

Eighty percent of people who responded make the suggested recipe at least some weeks. Over half the families said that their children helped to cook the recipes.



Curry in today's recipe looking amazing. Did mine in the slow cooker.



Made by my 13 year old son all by himself.
Thank you for the recipe pack today.

We gave out 2684 recipe packs, providing a total of 10,664 meals, during school term time.

Some of this project was funded by a grant from Sainsbury's Helping Everyone Eat Better Community Grants Programme.

7.4 Healthy Holidays



We worked with People Keeping Well partners to deliver Healthy Holidays food and activities in school holidays. The partnership has developed well and runs smoothly; it is now overseen by a coordinator working for Heeley City Farm.

The funding from the Department for Education means that in the school holidays there are lots of busy, happy children across the area doing everything from dance to litterpicking, football to a nature walk.





Our contribution was to donate recipe packs; each pack made at least 2 meals and a fruit based pudding for 4 people, per week of school holidays. The recipes were designed to be compliant with school meals standards and easy to cook by adults and children together. We organised one distribution session in July 2021 but otherwise the recipe packs were distributed by partners in conjunction with organised activities or self-guided activities. We also bought cooking equipment to go in the packs - by giving people a blender we could provide soup and smoothie recipes, for example. These were very well received.

The decreased volume of donated food meant that we spent more money on our Healthy Holidays packs for the same reason that we spent more on our Community Recipe packs.

We gave out 755 recipe packs, providing a total of 7260 meals, during the school holidays.

Some of this work was funded via Heeley City Farm from the HAF funding that Sheffield City Council received from the Department for Education.



Made secret vegetable sauce with green beans and onion, carrots, a red pepper a courgette and a can of chopped tomatoes. Blended it, put on pizza base and added cheese. One slice gone so far from a child who hates eating vegetables. Other child said "this tastes different" but ate it all.

7.5 Christmas

At Christmas we contacted everyone who had accessed the food bank or shop between September and December to ask them if they would like a parcel of Christmas food and some extra staples for the holiday period. This happened over 5 extended delivery sessions, spread across two weeks in December. We gave out 164 Christmas parcels to 200 adults and 140 children.

We are very grateful to Hallam FM for giving us toys and presents for older teenagers from their Mission Christmas appeal so that we could give a present to every child in the families we help. We bought gifts for adults and fresh produce to add to the Christmas parcels.



7.6 Meet and Eat

After an 18 month break, Meet and Eat resumed in September 2021. We meet to cook and eat a 2 course meal together. Any leftovers are shared out and everyone who comes has the chance to take home a pack to cook one of the recipes we've enjoyed in the session. Although we were back in action we initially wanted to limit the numbers attending, so we didn't advertise widely, meaning that few new people joined in.



We had a Christmas meal in December 2021 but then didn't resume in January 2022 because of the rapid spread of the Omicron Covid variant and the risk to other foodbank activities of both paid members of staff and all the volunteers potentially having to self-isolate at the same time.

We restarted again in March 2022 and numbers of people attending are gradually rising.

7.7 Fuel Poverty

We can offer a small top up to prepayment meters for gas and electricity in consultation with a referrer following an agreed protocol. We spent £575 on this last year but expect that amount to rise in the next financial year as fuel costs increase.

7.8 Citizens Advice Service

Sheffield CAB have moved to a model of remote working by phone or video call and there is currently no central pot of funding to place CAB workers in foodbanks. We know that many of our clients struggle to engage with advice services remotely so we had made plans to pay for an advice worker to attend our foodbank. We were absolutely overjoyed when three different organisations finally agreed risk

assessments together and we were able to welcome Ellen Taylor back to our Tuesday foodbank sessions. Ellen has been very much part of the Grace Foodbank family for some years now and was very much missed during the pandemic. We soon began to see very tangible benefits to our clients from receiving high quality advice and casework.

We had been exploring the possibility of funding an advice worker at another foodbank but by the time we had been able to change our charitable aims to allow us to do this, the option originally under discussion was no longer appropriate. After discussion with the CAB, and in the light of the increased number of clients presenting with debts and arrears, the trustees agreed that the best use of our money would be to pay for a debt worker to work with our clients. For reasons beyond our control, this has all taken a very long time but we hope that the debt worker will be in place soon.

7.9 Community Relationships

The coordinator has given assemblies in schools and talks at local community groups. We have provided people with newsletter articles and photos when requested.

7.10 Partnerships

We are members of the Sheffield Food Bank Network and the coordinator is a co-chair of the network. We swap food to balance surpluses and shortages across the network and share ideas and best practice.

We belong to the Independent Food Aid Network who do their best to make sure that the contribution that independent (non-Trussell Trust) foodbanks make is included in national statistics.

Locally we are involved in the Public Health Improvement Team; this keeps us in touch with services and activities in the area that might be of benefit to our clients. Having the office based in the Terminus helps us to keep up to date with what is happening locally. Lilies Clothes Bank visited the foodbank at Christmas to offer our clients the chance to take some warm clothing and we direct clients to them throughout the year.



8 Financial Review

Although total donations were down, people have continued to be very generous and to fundraise for us in very creative ways. A number of people, who are still nervous about being in large groups of people, or who find carrying food difficult, have changed to donating money instead of food.

During 2021-22 total receipts were £79,926 compared with £109,746 in the previous year. Although this is a decrease of 27%, it still represents a significant increase on pre-pandemic levels (2019-20 £28,807). Individuals fundraised for us in really innovative and creative ways and we are very grateful. No grants were applied for but two were received.

Total payments were £77,731 compared with £43,883 in the previous year. This is an increase of 76% and reflects increased staff costs, planned projects that have been delayed by the pandemic (Meet and Eat, funding a Citizens Advice Worker) and increased provision for our Community Recipe Pack and Healthy Holidays projects. The decrease in food donations led to an increase in costs for these last two projects because we had to purchase items that would have come from donated food in previous years.

This leaves a surplus for the year of £2,555 (£65,863 in 2020-21).

We continue to benefit from Gift Aid receiving £4,782 during the year.

Food movements

Between our various projects, we distributed over 33 tonnes of food to local beneficiaries with a monetary equivalent of nearly £63,000. We sent another 2 1/2 tonnes of food to other organisations (mainly other local foodbanks and food projects).

We purchased food worth £2,655 for foodbank clients (we buy food to fill gaps in our shelves, to meet special dietary needs and we buy fresh produce at Christmas). We also bought food for our community recipe packs and for Healthy Holidays. We are grateful beyond measure to our local Aldi store who make it easy for us to buy fresh food in bulk.

Reserves Policy

The balance of undesignated funds at the end of the year is £31,135.

The baseline level of reserves is 6 months of the previous year's unrestricted expenditure (£16,740 for the last year) – this is to allow time to seek alternative funding streams if present funding were to dry up. Designated funds are used to ensure that we have sufficient money for planned activities over the next 1-3 years.

The designated reserve balances, (created in 2020-21), were reviewed at the start of the year and the opening balances adjusted. The designated fund created as a contingency for post-Brexit economic fluctuations was released as it was deemed to be no longer necessary.

£73,358 was held in reserves and designated funds at the end of the year. The trustees will re-examine the reserves/designated funds and adjust them at the first meeting of the new financial year.

GRACE FOODBANK RECEIPTS AND PAYMENTS ACCOUNT March 2022	2020- 21 £	2021- 22 £	Unrestricted Funds £	Restricted Funds £	Designate d Funds £
RECEIPTS					
GRANTS	3448	6500	0	6500	0
GRACE GROCERY STORE	108	529	529	0	0
FOR SPECIFIC CLIENTS/ACTS 435	300	0	0	0	0
DONATIONS:					
Churches/Organisations	15695	6663	6663	0	0
Individuals (Gift Aided)	24200	17901	17901	0	0
Individuals (not Gift Aided)	59389	43461	43461	0	0
GIFT AID RECOVERED	5937	4872	4872	0	0
FUNDRAISING /COLLECTIONS	669	0	0	0	0
TOTAL RECEIPTS	109746	79926	73426	6500	0
PAYMENTS					
Staff Salaries	11475	16803	15309	0	1494
Repairs and maintenance	0	4663	4663	0	0
Packaging	629	897	897	0	0
Mobile phone/top-ups	475	1038	1038	0	0
Publicity	0	0	0	0	0
Equipment	1492	781	781	0	0
Training	0	91	91	0	0
Fuel Top Ups for Clients	80	575	0	0	575
Thirtyone:eight (was CCPAS) membership	129	129	129	0	0
Use of the Terminus/The Michael Church	9640	4490	4490	0	0
Insurance	263	347	347	0	0
Grace Grocery Store costs	2257	2092	0	0	2092
Food Purchased for foodbank clients	1796	2655	2655	0	0
Meet & Eat	0	1592	0	0	1592
Community Recipe Packs	2130	9305	8305	1000	0
Other items purchased for beneficiaries	1936	2255	2006	0	249
Healthy Holidays (HAF)	9982	15825	7739	8086	0
Travel expenses (Clients)	0	0	0	0	0
Items for specific clients/DRO orders	300	630	0	0	630
Printing, Stationery & Postage	309	478	478	0	0
Payroll management	111	145	145	0	0
Governance costs/ICO	35	85	85	0	0
Paypal administration fee	631	310	310	0	0
Travel expenses (Staff/volunteers)	106	415	415	0	0
Consumables/miscellaneous expenses	107	1020	1020	0	0
Citizen Advice Worker	0	10750	0	0	10750
TOTAL PAYMENTS	43883	77371	50903	9086	17382
SURPLUS/DEFICIT	65863	2555	22523	(2586)	(17382)
BALANCE AT 5 APRIL 2020	36075				
BALANCE AT 5 APRIL 2021	101938	101938	8612	2586	90740
BALANCE AT 31 MARCH 2022		104493	31135	0	73358

Restricted Funds	PKW Healthy Holidays Underspend £	Sainsbury Helping Everyone £	Healey City Farm (HAF) £	Total £
Balance at 5 April 2021	2586	0	0	2586
Plus Receipts	0	1000	5500	6500
Less Payments	2586	1000	5500	9086
Balance at 31 March 2022	0	0	0	0

Designated Funds	Graces Grocery Store £	Meat & Eat £	Items for Specific Clients £	DRO Fund £	CAB and Debt Adviser £	Fuel Top Ups £	Reserves Policy £	Total £
Allocated to fund	7000	10000	1000	1000	54000	1000	16740	90740
Spent during 2021-22	2092	3086	249	630	10750	575	0	17382
Balance at 31 March 22	4908	6914	751	370	43250	425	16740	73358

Statement of Assets at 31 March 2022

<u>Monetary Assets:</u>	Cash	£5.01
	Co-operative Bank Account	£103,743.10
	PayPal	£734.44
	Graces Grocery Store	£10.00
	Total	£104,492.55
<u>Stock</u> (estimated value of donated goods)		£4795.00

Notes to the financial statements for the Year Ended 31 March 2022

- The accounts have been prepared on a receipts and payments basis, taking account of the Charity Commission guidance on the requirements of the Charities (Accounts and Reports) Act 2011.
- During the year it was agreed to change the financial year to run from 1st April to 31st March. Consequently the above summary is for the period 6th April 2021 to 31st March 2022.
- Staff Costs:** The charity continues to employ a part time co-ordinator and a Project Worker to lead on the Meet & Eat project. Payroll is administered by an independent organisation at minimal cost to the charity. The foodbank complies with all pension requirements under auto-enrolment legislation via the NEST Pension Scheme.
- No payments were made to trustees.

- 5 The charity estimates the value of food donated and distributed by weighing donated goods received and in stock at regular intervals throughout the year. This data is converted into value using the Trussell Trust valuation of £1.75/kilo. Results for the last two years are:

	6 April 2020 – 5 April 2021		6 April 2021 – 31 March 2022	
	Kg	£	Kg	£
Opening stock	3522	6164	3870	6773
plus donations received	50916	89103	34950	61162
less closing stock	3870	6773	2740	4795
Food distributed	50568	88494	36080	63140
Of which:				
Given to other organisations	10250	17938	2450	4287
Given to local beneficiaries	40318	70556	33630	58853

The summary above shows how the foodbank has been able to use its excess reserves to fulfil its intention to fund our own CAB worker and community projects as well as support specific clients. Due to the high balances still held this is the intention going forward as well.

Bank

The Co-operative Bank p.l.c
PO Box 101
1 Balloon Street
Manchester
M60 3EP

Independent Examiner

Peter Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

Report Agreed by the trustees on 19/5/22

GRACE FOOD BANK

INDEPENDENT EXAMINER'S REPORT

This is a report on the financial statements of the Grace Food Bank for the year ended 5th April 2022.

Respective responsibilities of trustees and examiner

The Trustees of the Grace Food Bank are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 7/7/2022

Signed



Peter H Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

GRACE FOOD BANK SHEFFIELD

England & Wales - Charity number 1156760

Accounts

Annual Report

6 April 2020 - 5 April 2021



**Nearly 51 tonnes of food was donated to us
during the year with an estimated value of
£89,103**

Postal address: 240 Lowedges Road, Sheffield, S8 7JB. General phone enquiries: 07964 896 283

Website: www.gracefoodbanksheffield.org.uk

Charity registration number 1156760

1.Prequel

Last year's annual report was written deep inside the first lockdown. This year's report is written as we travel through the roadmap out of the third lockdown. Foodbank life was very different throughout the last year; all our food parcels were delivered, there was no Meet and Eat or CAB worker, and many of our regular volunteers were absent (and much-missed). It does feel as though more normal foodbank life is just around the corner and we hope that next year's annual report will include the activities that are missing this year.

2.Introduction

Grace Food Bank was set up in 2012. The aims are to relieve financial hardship primarily among, but not limited to, people living or working in the Beauchief and Greenhill Ward in Sheffield, and areas near the Ward, mainly by providing people with food which they could not otherwise afford. The constitution was adopted on 6th July 2013.

3. Organisation

We are an association with 35 individual members and 10 churches registered as corporate members. Six churches nominate trustees. The chair, treasurer, secretary and four other trustees are elected at the annual general meeting. The trustees have the power to co-opt additional trustees.

4.Governance and Management

The charity trustees for the year were:

Rebecca Marshall (Chair), Beverley Ashmore (Treasurer), Jeanne Clarke (Secretary), John Child, Joan Giles, David Harris, Sue Hill (to 6th August 2020), Angela Hollingum, Ned Lunn, Raymond Kinsella, Ann Lomax, Elizabeth Parker, Patricia Smith, Martin Lawton and Sylvia Spooner (from 5th October 2020). The trustees conducted business and held formal meetings by email and met by Zoom twice. No annual meeting was held during the year because of the pandemic.

Trustees received regular reports on activities and regular financial updates. The trustees discussed the charity's excess income at some length. They also discussed the charity's aims and objectives and agreed to bring suggested changes to the next AGM (these two discussions are linked). The trustees approved the following new policies: Zero Tolerance; Equality and Diversity; Complaints, Compliments and Comments; and Whistleblowing. The annual report and accounts were submitted to the Charity Commission and an annual return was completed. No payments were made to any trustees.

5.Public Benefit

The trustees take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission. We seek to ensure that all members of the community are able to access our services and activities. We will provide food parcels suitable for specific dietary requirements (Halal, gluten-free, lactose-free, vegetarian) when we know that they are needed and, have always done our best to deliver food to people when disability means that they can't collect it.

6. Staff and Volunteers

Jackie Butcher is the Coordinator and she works from an office in the Upper Rooms at the Terminus Initiative. Michelle Loveley started work as the Foodbank Project Worker in December 2020.

The work of the food bank is only made possible by our committed teams of volunteers. Over 60 volunteers helped during the year, in a variety of ways. About 30 volunteers are usually involved in food bank activities at least once a month, many of them more frequently. Other volunteers helped out at Christmas or over the summer holidays. Several of our regular volunteers had to step back from foodbank activity at the start of the year because they were advised to shield but we have been very lucky to have plenty of new volunteers who have stepped up to help. We estimate that at least 3,500 volunteer hours were donated during the year.

We estimate that at least 3500 volunteer hours were donated during the year. That's equivalent to £33,250 at the rate of the Real Living Wage.

7. Food Donations

We are able to help our clients because, and only because, of the support and involvement of the community. Local churches have always acted as collection points for us. They had to close their doors during lockdown but many church members started making financial donations directly to us, some churches organised teams to shop for us and we found that many local street WhatsApp groups sprung up, so that our food supply was only very briefly affected by Covid-19. As lockdown eased, a wide range of community groups, sports clubs and workplaces also collected food and/or raised money for us (either regularly or as one off collections).

We are fortunate to have a permanent collection point at Sainsbury's, Archer Road.

We have not been able to hold our usual monthly collections of food at Morrison's but we did receive fortnightly donations of food, donated by Morrison's (rather than by customers at Morrison's) for the first 3 months of the financial year.

We receive donations from Tesco via FareShare Go. Each Tuesday morning we collect any unsold ambient food from a local Tesco Express. Delivery drivers have taken these items out with the food parcels. We freeze excess bread to balance out the supply. The supply of food from Tesco was more patchy this year but was very gratefully received.



Smiling volunteer under a mask!

Donated food is weighed, sorted and date checked by volunteers and then packed into bags ready for distribution. The store is at the old manse attached to the Michael Church in Lowedges. For the first 3 months of this year we used the church's worship space (while church services were suspended) to enable our volunteers to work 2 metres away from each other.

Our Monday weighing and sorting session used to be an open volunteering session where everyone was welcome to just turn up and help. We now ask every volunteer to confirm their attendance in advance to ensure that we can and keep our volunteers safe, maintain social distancing and have a record for Track and Trace.



This room used to be a lively hub of volunteers on Monday mornings. Now the food is pre-sorted in another room and there is one volunteer at each end of this room (or two if they are in the same household).

8. Review of Activities

a) Food parcels

We provided foodbank parcels to feed 1517 adults and 841 children)

Who do we help?

We provide food parcels to families and individuals who are referred to us by a wide range of health and social care professionals or workers in the voluntary sector. If an individual self-refers we usually give them a one-off food parcel and advise them on how to get a formal referral. Initially we provide food parcels for up to three weeks. If help is still needed after that, the referrer will get in touch with us again so that we can be sure that the underlying problems are being tackled. Like most foodbanks in Sheffield, the number of self-referrals was larger at the start of this financial year as people struggled to find someone to refer them at the start of the Covid-19 lockdown.

Why do people need help?

The Covid-19 pandemic has changed the reasons for most of our referrals. The DWP suspended sanctions relating to work search commitments, so we saw fewer referrals for people who had been sanctioned. The main reasons for referrals during the year were: new Universal Credit claimants, who have to wait for (at least) five weeks to get their first payment; people waiting for assessments and tribunals for ill-health and disability related benefits (a very long waiting list); debts and arrears; sudden loss of income (reduced hours, furlough payments not covering all previously earned income);

and people just struggling with not enough money. We also continue to see a number of clients with problems related to EU settled status and other immigration status problems. The system for sorting these out is slow, unwieldy and very frustrating.

Clients end up at a foodbank because the barriers set for accessing benefits or other support have been set so high that people can't cross the barriers to get the help they need or the benefits they are entitled to. We do have referral criteria but our absolute priority is to make sure that we do not set barriers of a height that means that people can't get help. That may mean that we occasionally give out a food parcel to someone who, strictly speaking, may not need it. But we (and the other foodbanks in Sheffield) would all rather give out 1 parcel in 100 to someone who may not need it than exclude 20 people because we have made ourselves too difficult to access.

"I really want to say thank you very, very, very much for your help. Am so so happy, GOD will bless you all, AMEN AMEM AMEN. You took your time to do this for ME God bless you. Thank ALL...."

How do we count people who come to the foodbank?

In common with the Trussell Trust and other foodbanks in Sheffield we are reporting our figures as "people fed" – so if a family of four visits the foodbank twice in one year, we count that as 8 people fed. That is a relatively easy number to calculate. However, working out the total number of unique people we have helped is not a trivial process! We only record the name of the person referred to us. Family membership is fluid with people moving in and out of families. Also, for valid reasons, some trusted referrers refer to us without giving the person's name. So it's not an exact science.

Over the last financial year we provided food parcels to feed 2358 people (1517 adults and 841 children). At first sight this is a significant reduction from the previous year (we provided food parcels to feed 3132 people (2124 adults and 1008 children – 3132 people in total). In fact it's hard to compare with the previous year due to the additional ways we provided food support this year. The very intensive investment in Healthy Holidays by the DfE, by Sheffield City Council through People Keeping Well, and from our own resources, has meant that we have had no referrals for foodbank parcels specifically for families missing free school meals in school holidays. The clients who attended Grace's Grocery Store (see below) would have received foodbank parcels in previous years and we believe that the Community Recipe Packs and supporting families through schools will, in at least some cases, be sufficient to have prevented people needing a full foodbank referral. We are also aware that there are many people on furlough who will not find out whether they have a job to go to until later in the year and that there may well be an increase in referrals in the autumn. We are also aware that during the first pandemic there were several new food providers delivering across the city and some people in our area were accessing these services.

We estimate that the number of unique people we have fed is 622 adults and 307 (last year 693 adults and 321 children). To within the accuracy with which we can estimate these figures, the number of children is about the same, but there were fewer adults.

Most of the people we helped last year received 3 parcels or fewer.



Bags packed ready to go out for delivery

How do we help?

Our clients usually receive bags at weekly intervals (a single person may receive one parcel a fortnight). We estimate that our standard set of food bags will feed two people for one week and we adjust the number of bags to fit the size of the family. We provide nappies and/or baby food where requested and can provide bags to suit different medical or religious dietary needs (Halal bags, gluten free bags, lactose free bags, etc.). At the start of their referral all clients received a toiletry bag of basic toiletries and household products.

All of our food parcels were delivered during the 2020-2021 year. We believe that this was the best way to keep our clients and volunteers safe. Towards the end of the year we began to make plans for clients to collect their food in person from May 2021



One of our dedicated delivery drivers loading up

b) Healthy Holidays

Summer 2020

Sheffield was the recipient of a very large grant from the Department for Education to pilot a project providing healthy food and activities to children on free school meals. Voluntary Action Sheffield were responsible for managing the project and local partners across Gleadless Valley and Beauchief and Greenhill worked to deliver it locally. We acted as a hub for Lowedges, Batemoor, Jordanthorpe and surrounding areas. Because of Covid-19 the mode of delivery was through Healthy Hampers and self-directed activity (the recipes, food and equipment for these were delivered to us weekly) rather than through face to face activity.



Packing Healthy Hampers in a heatwave

We assembled and packed up to 200 Healthy Hampers a week for the 4 weeks of August. We recruited new volunteers to deliver them, planned delivery routes and timed everything very carefully to allow for social distancing. Surplus hampers were given out via Lowedges Community Centre. It was a challenging, and at times enormously frustrating, process, but we did learn from it and it informed some of our subsequent activities. The foodbank donated an extra bag of food to everyone who received a Healthy Hamper in the first and last weeks of the project (270 bags).



Our extra contribution to Healthy Holidays lined up and ready to go



A car (very!) full of Healthy Hampers

Heathy Holidays – October - February

During the Christmas 2020 school holidays and the October and February half terms, we worked with People Keeping Well partners to deliver Healthy Holidays food and activities. The partnership has developed well and runs smoothly.

Our contribution was to donate recipe packs that each made at least 2 meals for 4 people per week of school holidays (double the size of our previous Holiday Hunger

recipe packs). The other partners organised the distribution of these, together with a packed lunch for each child and sports/activity equipment. We also bought cooking equipment to go in the packs - by giving people a blender we could provide soup and smoothie recipes, for example. These were really well received.

Using the same method of counting as for our food parcels (so a family with 3 children who attended once in each school holiday are counted as 3 families and 9 children), we helped 398 families with 836 children over the three school holidays.

“ ..a picture of the smoothie we made at the start of the meal bags. These really come in handy, thank you ever so much. This was so easy to make and it was delicious. The kids love making this and it’s now something we make every single week – so cheap and easy “



We gave out recipe packs, each providing at least 2 meals for 4 people, to 398 families with 836 children across the school holidays between October 2020 and February 2021.

Some of this work was funded by the CAF American Donor Fund and our own supporters gave very generously to help families during the school holidays (every time Marcus Rashford made the headlines talking about free school meals, a rush of envelopes bearing cheques appeared through the letterbox!)

c) Community Recipe Packs



The “core work” of foodbanks has always been about providing emergency food parcels to people in short term financial crisis. We have always been aware of people who are not actually in crisis but whose lives are still very difficult; people who are “managing” (and managing very carefully) but with no resilience to any financial challenges that might emerge. We were very aware that Covid-19 was exacerbating all these difficulties. In particular, the step-function cut off for eligibility for free school meals threw up some mathematical anomalies. If two families each with three children lived next to each other with one family on free school meals and the other family earning £1 more a week (just failing to qualify for free school meals), then the family earning less would receive vouchers worth £15/child and end up £42 a week better off. FoodCycle and other community food projects weren’t running during lockdown and we were very aware that our supporters really wanted us to help struggling families.



I've actually made soup for the first time ever and it's gorgeous!

The success of the summer Healthy Holidays programme led us to introduce our Community Recipe packs – a weekly recipe pack to make a meal for 4 people that is given out in term time. The recipes can easily be cooked with or by children, so it's a family activity as well as a meal. Most of the ambient ingredients (pasta, tinned foods etc.) come from foodbank stocks and we buy the relevant fresh ingredients each week. When we have a large surplus of one item at the foodbank we can put some extras in each pack and we can also offer toiletries and "treats" with the recipe packs. This project was piloted in a low-key way between September and Christmas when we supplied an average of 20 recipe packs a week that were distributed through Lowedges Community Centre (LCC).

Michelle took over the project when she started work and it's grown so that, at the time of writing, we are sending out 65 recipe packs a week. These are distributed through LCC, Jordanthorpe Library and a local primary school. In March (the first full month when we have good data), the recipe packs helped 285 adults and 382 children. We really enjoy seeing the photos of what people have made each week.



d) Grace's Grocery Store

Grace's Grocery Store is our version of a social supermarket, and is a response to the reality that, for many people, there is a transition period between needing a full foodbank referral and being able to fully participate in the market economy for food. After a 6 week trial in November/December to test the model, we have agreed to pay the Michael Church for exclusive use of the lounge area and have bought suitable fixtures that still allow us to use the room for food sorting on Monday mornings. The shop launched properly in March

Once clients are no longer in crisis, and have some money but still have ongoing problems (such as waiting for a Debt Relief Order) we can invite them to come to Grace's Grocery Store where they pay £2 (to go towards room rent) and can choose their own items from a suggested shopping list. Everyone can get least 45 items each week. Clients can swap any item that they know they won't use for something else. We buy fresh produce each week (including Halal meat and vegetarian alternatives where appropriate). Attendance at the shop is by referral from the foodbank and we expect that most of the clients will have initially received food parcels from the foodbank. The need for social distancing has meant that we have kept numbers small but there is potential for growth in the future. Using the same counting system used above, Grace's Grocery Store helped to feed 80 adults and 102 children

e) Helping families through schools

How to replace free school meals for children who weren't physically in school made news headlines at regular intervals throughout the last year. There were times when vouchers were provided to families and times when schools were responsible for getting food to the families. The voucher system wasn't without its problems, but did provide the best solution for families.

The very poor quality of some of the food parcels sent to pupils on free school meals in the first two weeks of the spring term 2021 was splashed all over the front pages. Other schools had better food parcels but they didn't get the food until much later. We were able to send extra food to local primary schools; they used it to supplement their parcels and to support children in receipt of free school meals who were in school (so not getting vouchers) but then were ill or had to self-isolate (so weren't able to get a free school meal at school). We also sent food to Bents Green School, who were sending supplementary food parcels to 25 vulnerable families.

f) Christmas

At Christmas we contacted everyone who had accessed the food bank between September and December to ask them if they would like a parcel of Christmas food and some extra staples for the holiday period. This happened over 5 extended delivery sessions, spread across two weeks in December.

We are very grateful to Hallam FM for giving us toys and presents for older teenagers from their Mission Christmas appeal so that we could give a present to every child in the families we help. We bought gifts for adults and fresh produce to add to the Christmas parcels.



Abbey Lane Under 8's football team collected a LOT of Advent Calendars for us!

g) CAB partnership,

We had hosted a CAB worker at our Tuesday foodbank sessions for several years, initially funded by a grant from Sheffield City Council and then by the Big Lottery. That funding had just expired as the pandemic struck and all CAB services moved to phone advice. We had planned to use our own funds to continue hosting a CAB worker for three years; these plans have necessarily been on hold but we hope to be able to move forward with this as soon as CAB are happy to resume face to face advice sessions. We know that the help our advice worker gives to our clients can transform their lives.

h) Community Relationships

We have given talks at local churches and community groups over Zoom and other online ways of meeting and have provided people with newsletter articles and photos when requested.

i) Partnerships

We are members of the Sheffield Food Bank Network and the coordinator is a co-chair of the network. We swap food to balance surpluses and shortages across the network.

"The only reason I could run my foodbank this morning was because Grace Foodbank sent a load of food over yesterday. "

A foodbank from North Sheffield in April 2020

We belong to the Independent Food Aid Network who were an invaluable source of advice and information during lockdown.

Locally we are involved in the Public Health Improvement Team; this keeps us in touch with services and activities in the area that might be of benefit to our clients. Having the office based in the Terminus helps us to keep up to date with what is happening locally. Pre-Loved Uniform no longer works in the area but Meadowhead Christian Fellowship have set up a clothes bank and we are directing clients to them.

Our coordinator is registered as an advocate with the charity [Acts 435](#). This allows us to post requests for particular needs that our clients might have. We have used this very sparingly but we did manage to successfully raise money to pay the fee for a Debt Relief Order for one client, money for specialised equipment for a client with a disabled child, and a washing machine for a client in crisis. Due to the healthy financial position of the foodbank we have designated money to allow us to fund such things ourselves in the future.

We have a good relationship with several local supermarkets and the Community Champion at Morrison's has been particularly helpful (in a very "hands on" manner) over the year.

j) Fuel Poverty

It has been harder to help clients with fuel top-ups this year because we haven't physically met most of our clients. We have only spent £80 on fuel top ups but we do expect this to increase as face to face contact with clients resumes.

9. Financial Review

The financial performance this year has been dominated by the Covid 19 crisis. People have been very generous, recognising increased need due to the lockdown and with many people wanting to compensate for the fact that they were no longer able to donate food to the foodbank. Over a third of donations from individuals came through PayPal this year.

During 2019-20 total receipts were £109,746, compared with £35,715 in the previous year. Individuals fundraised for us in really innovative and creative ways and we are very grateful. No grants were applied for but we received a grant from the local PKW partnership to hold on behalf of the partners.

Total payments were £42,883 compared with £21,747 in the previous year. We made one off payments to the Terminus Initiative and to the Michael Church to contribute towards their heating costs, in particular recognition that we were the only occupants for the majority of the year.

This leaves a surplus for the year of £65,863. £51,689 of this is designated for current/future projects (some of which have been delayed by the pandemic). These include the resumption of Meet and Eat, further developing Grace's Grocery Store and paying for at least one advice worker.

We continue to benefit from Gift Aid receiving £5,937 during the year.

Food movements

Between our various projects, we distributed over 40 tonnes of food to local beneficiaries with a monetary equivalent of nearly £90,000. We sent another 10 tonnes of food to other organisations (mainly other local foodbanks and food projects).

We purchased food worth £1,796 for foodbank clients (we buy food to fill gaps in our shelves, to meet special dietary needs and we buy some fresh produce at Christmas). We also bought fresh food for our community recipe packs and for Healthy Holidays and we're very grateful to our local Aldi store who make it easy for us to buy fresh food in bulk.

"Thank you for the supplies for the Dryden Estate Food Exchange. We opened with great success this morning, 36 families were catered for, which breaks down to 47 adults and 77 children. It was a very good start and from the response a much needed resource in that area,"

A new food project in S5 to whom we gave food in March 2021

Reserves Policy

The trustees adopted a more flexible, responsive and risk-based reserves policy during the year, together with a greater use of designated funds to allow for planned projects over the next two or three years (some of these projects have been on hold because of Covid-19). The baseline level of reserves is 6 months of the previous year's unrestricted expenditure (£11,000) – this is to allow time to seek alternative funding streams if present funding were to dry up. The total undesignated surplus is £47,663. The trustees continue to consider how best to use this money and are taking into account the Charity Commission's guidance that: *"If a charity has more resources than it needs to fulfil all of its purposes then the trustees must consider whether the purposes of the charity should be amended to enable the charity to operate more effectively"*. Paying for a second CAB worker is one option being considered.

GRACE FOODBANK RECEIPTS AND PAYMENTS ACCOUNT 6 APRIL - 5 APRIL	2019- 20 £	2020- 21 £	Unrestricted Funds £	Restricted Funds £	Designate d Funds £
RECEIPTS					
GRANTS	6153	3448	0	3448	0
GRACE GROCERY STORE		108	108	0	0
FOR SPECIFIC CLIENTS/ACTS 435	755	300	0	300	0
DONATIONS:					
Churches/Organisations	1400	15695	15695	0	0
Individuals (Gift Aided)	11164	24200	2200	0	22000
Individuals (not Gift Aided)	13966	59389	20389	0	39000
GIFT AID RECOVERED	2253	5937	5937	0	0
FUNDRAISING /COLLECTIONS	24	669	669	0	0
TOTAL RECEIPTS	35715	109746	44998	3748	61000
PAYMENTS					
Staff Salaries	9192	11475	8812	956	1707
Packaging	511	629	555	74	0
Mobile phone/top-ups	417	475	475	0	0
Publicity	0	0	0	0	0
Equipment	769	1492	1492	0	0
Training	76	0	0	0	0
Fuel Top Ups for Clients	1205	80	80	0	0
Thirtyone:eight (was CCPAS) membership	120	129	129	0	0
Use of the Terminus/The Michael Church	720	9640	4135	305	5200
Insurance	263	263	263	0	0
Grace Grocery Store costs		2257	0	0	2257
Food Purchased for foodbank clients	1249	1796	1796	0	0
Meet & Eat food	2498	0	0	0	0
Community Recipe Packs		2130	2130	0	0
Cooking equipment for clients	509	0	0	0	0
Other items purchased for beneficiaries	665	1936	1789	0	147
Healthy Holidays (Holiday Hunger)	1424	9982	7857	2125	0
Travel expenses (Clients)	53	0	0	0	0
Items for specific clients/DRO orders	845	300	0	300	0
Printing, Stationery & Postage	519	309	309	0	0
Payroll management	54	111	111	0	0
Governance costs/ICO	85	35	35	0	0
Paypal administration fee	202	631	631	0	0
Travel expenses (Staff/volunteers)	279	106	106	0	0
Consumables/miscellaneous expenses	92	107	107	0	0
TOTAL PAYMENTS	21747	43883	30812	3760	9311
SURPLUS/DEFICIT	13968	65863	14186	-12	51689
BALANCE AT 5 APRIL 2019	22107			0	0
BALANCE AT 5 APRIL 2020	36075	36075	33477	2598	0
BALANCE AT 5 APRIL 2021		101938	47663	2586	51689

Restricted Funds	Ward Pot £	CAF American Donor Fund £	PKW Healthy Holidays Underspend £	Tesco Bags of Help £	ACTS 435 £	Total £
Balance at 5 April 2020	658	2802	0	-862	0	2598
Plus Receipts	0	0	2586	862	300	3748
Less Payments	658	2802	0	0	300	3760
Balance at 5 April 2021	0	0	2586	0	0	2586

Designated Funds	Grace Grocery Store £	Meat & Eat £	Items for Specific Clients £	DRO Fund £	CAB Adviser £	Brexit Contingency £	Reserves Policy £	Total £
Allocated to fund	10000	10000	1000	1000	18000	10000	11000	61000
Spent during 2020-21	7457	1707	147	0	0	0	0	9311
Balance at 5 April 2021	2543	8293	853	1000	18000	10000	11000	51689

Statement of Assets at 5 April 2021

<u>Monetary Assets:</u>	Cash	£114.33
	Co-operative Bank Account	£98,469.19
	PayPal	£3,354.12
	Total	£101,937.64

Stock (estimated value of donated goods) £6,773.00

Notes to the financial statements for the Year Ended 5 April 2021

- The accounts have been prepared on a receipts and payments basis, taking account of the Charity Commission guidance on the requirements of the Charities (Accounts and Reports) Act 2011.
- The charity estimates the value of food donated and distributed by weighing donated goods received and in stock at regular intervals throughout the year. This data is converted into value using the Trussell Trust valuation of £1.75/kilo. Results for the last two years are:

	6 April 2019 – 5 April 2020		6 April 2020 – 5 April 2021	
	Kg	£	Kg	£
Opening stock	3124	5248	3522	6164
plus donations received	35328	61824	50916	89103
less closing stock	3522	6164	3870	6773
Food distributed	34930	61128	50568	88494
Of which:				
Given to other organisations	3729	6526	10250	17938
Given to local beneficiaries	31201	54602	40318	70556

3. Staff Costs: The charity continues to employ a Co-ordinator and a Project Worker (both work part-time). Their earnings are below the threshold for payment of national insurance contributions. Payroll is administered by an independent organisation at minimal cost to the charity.

Bank

The Co-operative Bank p.l.c
PO Box 101
1 Balloon Street
Manchester
M60 3EP

Independent Examiner

Peter Jones
27 Crimicar Avenue
Sheffield
S10 4EQ

GRACE FOOD BANK

INDEPENDENT EXAMINER'S REPORT

This is a report on the financial statements of the Grace Food Bank for the year ended 5th April 2021.

Respective responsibilities of trustees and examiner

The Trustees of the Grace Food Bank are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 4/8/2021

Signed

