

Batley Food Bank

Charity number 1157520

Annual Report and Financial Statements for the year ended 30 September 2022



West Yorkshire Community Accounting Service

Batley Food Bank

Annual Report and Financial Statements for the year ended 30 September 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Batley Food Bank

Trustees' report for the year ended 30 September 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Catherine Pinder	Chair and treasurer	
Tracey Race	Secretary	
Wendy Russell		Resigned 20 April 2022
Caroline Jones		
Helen Wilde		
Barbara Martin		
Aafaq Butt		Appointed 14 May 2022
Charity number	1157520	Registered in England and Wales
Registered and principal address	Bankers	
Admiral House	Lloyds Bank plc	Co-operative Bank
Blakeridge Lane	75 Commercial Street	47 Low Lane
Batley	Batley	Batley
WF17 8PD	WF17 5EQ	WF17 9EY

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 18 June 2014 and governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Batley Food Bank

Trustees' report (continued) for the year ended 30 September 2022

Objectives and activities

The charity's objects

To alleviate the effects of food poverty and specifically to create and operate a food bank for the people of Batley and its environs.

The charity's main activities

Operating a food bank providing emergency food aid to people resident in an area of the North Kirklees local authority area covering Batley, Heckmondwike, Cleckheaton, Liversedge, Birstall and Birkenshaw, along with parts of Dewsbury including Mirfield.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular alleviating the effects of food poverty in our local area.

Achievements and performance

During the cost-of-living crisis more and more people are struggling to provide basic nutrition. Batley Food Bank assists people through difficult times in the hope that their personal circumstances will improve.

Financial review and reserves policy

The net expenditure for the year was £51,523, on unrestricted funds.

Batley Food Bank relies on donations from the public, churches, mosques, local business, schools and Kirklees Council. We do not enjoy recurrent funding but rely on goodwill.

Members of the public kindly set up monthly contributions ranging from £5 to £30, and many organisations arrange food collections from local businesses, banks and supermarkets.

We have regular support from Kirklees Council which the accounts will indicate but this is not guaranteed but thankfully has always been forth coming.

Our service fills a substantial gap in Council funding as we look after the most vulnerable and as such, we have had verbal assurances that this support will continue. We are in the process of amending the delivery service as it is apparent that the most vulnerable of our service users require this offer.

Due to the ever-increasing volume of work, it is necessary to continue to employ staff as it is not realistic to expect volunteers to carry out the detailed work needed to ensure the food bank remains a going concern.

The charity's free reserves, at the year end were £50,989.

We plan to retain reserves to operate the food bank for a four to six months period as we feel that it is important to strategically plan as a great number of people rely on our services. The reason for the policy is that in the event of no further funding being received, we would be able to pay our core costs over that period of time. This includes wages (staff on temporary contracts), rent and insurance.

The move to more cost-effective premises together with a re-organisation of the staffing structure means our outgoings will reduce. The Food Bank Manager is tasked with sourcing and applying for a wide range of grants and donations. This is already generating additional income.

The rent for the premises is £600.00 per month and other than food is our largest outgoing and as such we are actively pursuing Kirklees for help with this expense. Initial conversations have been positive, and we anticipate support with this major outgoing.

Batley Food Bank

Trustees' report (continued) for the year ended 30 September 2022

Financial review and Reserves policy (continued)

Staff expenditure will be reviewed quarterly based on the level of service users and referrals to assess if adjustments need to be made. Cash reserves will form part of the decision-making process.

We expect to spend in the region of £4,500.00 per month on food and toiletries and as such much of our ongoing work is around securing funds for and donations of food. Ongoing work includes meetings with Mosques, Kirklees referral agencies, supermarkets, churches, schools, and other agencies who may offer support such as yourselves.

We regularly receive large in-kind donations from various supermarkets which contribute significantly to the running of the food bank, and this will continue indefinitely.

As Trustees of a charity, we have a responsibility to ensure that the Food Bank operates as a going concern, and we work daily to ensure that this happens.

All at the Food Bank hoped that this charity would be short-lived to help people over difficult times but unfortunately the demand for our services continues to rise dramatically and this shows no sign of abating.

Approved by the board of trustees on 03/07/2023

C Pinder (Trustee)

Batley Food Bank

Independent examiner's report to the trustees of Batley Food Bank

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2022, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

E J Beverley FCCA

05/07/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Batley Food Bank
Receipts and payments account
for the year ended 30 September 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	27,552	45,685	73,237	106,177
Total receipts		<u>27,552</u>	<u>45,685</u>	<u>73,237</u>	<u>106,177</u>
Payments					
Salaries NI and pensions		37,098	1,500	38,598	15,592
Food and consumables stock		14,244	44,185	58,429	46,428
Freelance workers		-	-	-	2,693
Telephone		627	-	627	1,927
Insurance		490	-	490	435
Stationery		319	-	319	103
Equipment		742	-	742	2,763
Subscriptions		60	-	60	159
IT services		275	-	275	794
Other costs - service users		1,994	-	1,994	-
Vehicle leasing		3,086	-	3,086	-
Volunteer expenses		890	-	890	135
Training		-	-	-	2,304
Professional fees		2,322	-	2,322	1,658
Moving expenses		505	-	505	400
Rent and utilities		16,199	-	16,199	5,400
Other expenses		224	-	224	5
Total payments		<u>79,075</u>	<u>45,685</u>	<u>124,760</u>	<u>80,796</u>
Net movement in funds		<u>(51,523)</u>	<u>-</u>	<u>(51,523)</u>	<u>25,381</u>
Fund balances brought forward		<u>102,512</u>	<u>-</u>	<u>102,512</u>	<u>77,131</u>
Fund balances carried forward	(3)	<u>50,989</u>	<u>-</u>	<u>50,989</u>	<u>102,512</u>

Batley Food Bank
Statement of assets and liabilities
as at 30 September 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	50,823	-	50,823	102,389
Cash in hand	166	-	166	123
Total cash funds	<u>50,989</u>	<u>-</u>	<u>50,989</u>	<u>102,512</u>

Debtors and prepayments

	2022
	£
HMRC - overpayment	1241
Prepayments	82
	<u>1,323</u>

Assets retained for the charity's own use

Catering fridge and two upright fridges
 Three chest freezers and one upright freezer
 Computer tower, keyboard and monitor
 Two printers
 Shelving units
 Two office desks
 Henry vacuum cleaner
 Shredder

Liabilities

	2022
	£
Pension creditor	33
Accruals	809
	<u>842</u>

The financial statements were approved by the board of trustees on 03/07/2023

C Pinder (Trustee)

Batley Food Bank

Notes to the accounts

for the year ended 30 September 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Batley Food Bank
Notes to the accounts continued
for the year ended 30 September 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Kirklees Council	-	39,885	39,885	60,262
Sainsbury's neighbourly fund	-	1,500	1,500	-
First Give	-	1,000	1,000	-
PPG Industries	-	2,500	2,500	-
ASDA Foundation	-	800	800	-
Freemasonry & Lieutenancies Partnership Fund	-	-	-	2,000
Other donations	27,552	-	27,552	43,915
	<u>27,552</u>	<u>45,685</u>	<u>73,237</u>	<u>106,177</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Kirklees Council	-	39,885	39,885	-	-
Sainsbury's neighbourly fund	-	1,500	1,500	-	-
First Give	-	1,000	1,000	-	-
PPG Industries	-	2,500	2,500	-	-
ASDA Foundation	-	800	800	-	-
	<u>-</u>	<u>45,685</u>	<u>45,685</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
Kirklees Council	To be spent on food, rising cost of fuel and items related to this including hygiene products, cleaning products.
Sainsbury's neighbourly fund	Towards food costs.
First Give	Towards food costs.
PPG Industries	Towards food costs and salaries
ASDA Foundation	Towards food costs.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Wendy Russell was engaged on a freelance basis for consultancy and was paid £560 during the year (2021: £315).

No other trustee received any remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties			2022 £	2021 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Anna Russell	Daughter of trustee	Administration work done as freelance worker and then as an employee	7,935	13,801
A Wilde	Husband of trustee	General assistance as an employee	2,503	-
			<u>7,935</u>	<u>13,801</u>

Batley Food Bank

Charity number 1157520

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Trustees' report (continued) for the year ended 30 September 2022

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The charity's main activities

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Achievements and performance

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Financial review and reserves policy

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Batley Food Bank

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All at the Food Bank hoped that this charity would be short-lived to help people over difficult times but unfortunately the demand for our services continues to rise dramatically and this shows no sign of abating.

Approved by the board of trustees on 03/07/2023

C Pinder (Trustee)

Batley Food Bank

Independent examiner's report to the trustees of Batley Food Bank

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Batley Food Bank
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as at 30 September 2022

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Shredder

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Accruals	809
	<u>842</u>

The financial statements were approved by the board of trustees on 03/07/2023

C Pinder (Trustee)

Batley Food Bank

Notes to the accounts

for the year ended 30 September 2022

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Batley Food Bank
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for the year ended 30 September 2022

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ASDA Foundation	-	800	800	-
Freemasonry & Lieutenancies Partnership Fund	-	-	-	2,000
Other donations	27,552	-	27,552	43,915
	<u>27,552</u>	<u>45,685</u>	<u>73,237</u>	<u>106,177</u>

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First Give	-	1,000	1,000	-	-
PPG Industries	-	2,500	2,500	-	-
ASDA Foundation	-	800	800	-	-
	<u>-</u>	<u>45,685</u>	<u>45,685</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
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First Give	Towards food costs.
PPG Industries	Towards food costs and salaries
ASDA Foundation	Towards food costs.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Wendy Russell was engaged on a freelance basis for consultancy and was paid £560 during the year (2021: £315).

No other trustee received any remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties			2022 £	2021 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Anna Russell	Daughter of trustee	Administration work done as freelance worker and then as an employee	7,935	13,801
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Batley Food Bank

Independent examiner's report to the trustees of Batley Food Bank

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Independent examiner's statement

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- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

E J Beverley

Signed:

Name: E J Beverley FCCA

05/07/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW