

Batley Food Bank

Charity number 1157520

Annual Report and Financial Statements for the year ended 30 September 2023



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COMMUNITY ACCOUNTING
WEST YORKSHIRE

Batley Food Bank

Annual Report and Financial Statements for the year ended 30 September 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Batley Food Bank

Trustees' report for the year ended 30 September 2023

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	
Caroline Jones		
Helen Wilde		
Barbara Martin		Resigned 6 October 2022
Aafaq Butt		
Claire Black		Appointed 9 February 2023
Gina Harding		Appointed 9 February 2023
Sally Wallace Jones		Appointed 2 May 2022
Clare Mullany		Appointed 9 February 2023
		Resigned 20 February 2024
Leah Phillips		Appointed 23 November 2023
Carol Lightbody		Appointed 23 November 2023

Charity number 1157520 Registered in England and Wales

Registered and principal address

Admiral House
Blakeridge Lane
Batley
WF17 8PD

Bankers

Lloyds Bank plc	Co-operative Bank
75 Commercial Street	47 Low Lane
Batley	Batley
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 2023

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

The year up to end of September 2022 was busier than ever. 3385 referrals were received, resulting in us providing food for 7305 people. This equates to 153,405 meals.

During the year we saw an increase in the number of people being referred to us, who have never used a food bank before.

We were able to secure funding to supply ingredients for Christmas dinners and Christmas hampers for those who would otherwise struggle to provide food over the festive period.

We have built stronger relationships within the local community including giving presentations to local schools and churches, as well as visits to the food bank from local Brownie and Cub packs. Work experience placements from local six forms has also increased awareness of the role of the food bank amongst young people.

Regular meetings are held with other local food banks and welfare providers to ensure the approach is consistent and to prevent overuse of the services.

Financial review

The net payments for the year were £8,940, including net payments of £28,455 on unrestricted funds and net receipts of £19,515 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £22,534.

The aim is to have enough money in reserve to meet the expenses of the food bank for 3 months. This includes rent, wages and all other essential expenses. The current reserves amount is set at £40,000. This would allow the staff to be given notice and enable an orderly winding up should the charity need to close.

Approved by the board of trustees on 08/07/2024

Carol Lightbody (Trustee)

Batley Food Bank

Independent examiner's qualified 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 2023, which are set out on pages 5 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 - matter of concern identified

I have completed my examination. I have identified a matter of concern in my report because there has been a payment to a related party which appears not to be in accordance with the trusts of the charity.

A relative of a trustee has been employed by the charity, there is no permission for this in the constitution and therefore Charity Commission permission is required for this employment, but has not been obtained. During the year the employee was paid £2,730.

The trustees believe the employment is in the best interests of the charity and ensured the related party trustee was not involved in any decisions concerning the employment. Not obtaining Charity Commission permission was an oversight on their part which they are now in the process of remedying.

I confirm that no other 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

09/07/2024

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 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	65,785	64,196	129,981	73,237
Fundraising		543	-	543	-
Total receipts		66,328	64,196	130,524	73,237
Payments					
Salaries NI and pensions		27,030	11,962	38,992	38,598
Food and consumables stock		51,329	30,741	82,070	57,889
Telephone		823	-	823	627
Insurance		512	-	512	490
Stationery		989	-	989	319
Equipment		132	-	132	742
Subscriptions		108	-	108	60
IT services		529	-	529	275
Other costs - service users		231	-	231	1,994
Vehicle leasing		1,872	-	1,872	3,086
Volunteer expenses		744	-	744	890
Professional fees		1,453	-	1,453	2,322
Moving expenses		2	-	2	505
Rent and utilities		7,622	1,978	9,600	16,199
Other expenses		154	-	154	224
Fundraising costs		444	-	444	-
Accountancy and independent examination		809	-	809	540
Total payments		94,783	44,681	139,464	124,760
Net receipts / (payments)		(28,455)	19,515	(8,940)	(51,523)
Fund balances brought forward		50,989	-	50,989	102,512
Fund balances carried forward	(3)	22,534	19,515	42,049	50,989

Batley Food Bank
Statement of assets and liabilities
as at 30 September 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	22,486	19,515	42,001	50,823
Cash in hand	48	-	48	166
Total cash funds	<u>22,534</u>	<u>19,515</u>	<u>42,049</u>	<u>50,989</u>

Debtors and prepayments

	2023
	£
Prepayments	85
	<u>85</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

	2023
	£
Accruals	1,200
Taxation and social security	179
Other creditors	88
	<u>1,467</u>

The financial statements were approved by the board of trustees on 08/07/2024

Carol Lightbody (Trustee)

Batley Food Bank

Notes to the accounts

for the year ended 30 September 2023

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 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Albert Hunt Trust	-	2,000	2,000	-
ASDA Foundation	-	-	-	800
Batley & Birstall Community Fund	-	5,000	5,000	-
First Give	-	-	-	1,000
Freemasonry & Lieutenancies Partnership Fund	2,675	-	2,675	-
Huddersfield Town Foundation	-	1,000	1,000	-
Julia & Hans Rausing Trust	-	11,280	11,280	-
Kirklees Council	-	39,916	39,916	39,885
Morrisons Foundation	-	3,000	3,000	-
Neighbourly fund	-	2,000	2,000	1,500
PPG Industries	-	-	-	2,500
Other donations	63,110	-	63,110	27,552
	<u>65,785</u>	<u>64,196</u>	<u>129,981</u>	<u>73,237</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Kirklees Council	-	39,916	21,021	-	18,895
Neighbourly Grants	-	2,000	1,971	-	29
Albert Hunt Trust	-	2,000	2,000	-	-
Huddersfield Town	-	1,000	1,000	-	-
Julia & Hans Rausing	-	11,280	11,280	-	-
Morrisons	-	3,000	2,409	-	591
Batley & Birstall Community Fund	-	5,000	5,000	-	-
	<u>-</u>	<u>64,196</u>	<u>44,681</u>	<u>-</u>	<u>19,515</u>

Fund name	Purpose of restriction
Kirklees Council	Towards food, toiletries and Christmas hampers.
Neighbourly Grants	Two grants towards food, Christmas hampers and delivery costs.
Albert Hunt Trust	Towards rent and wages costs.
Huddersfield Town	Towards fresh food and dairy products.
Julia & Hans Rausing	Towards rent, wages and driver costs.
Morrisons	Towards fresh food and dairy products.
Batley & Birstall Community Fund	Towards fresh food and dairy products.

Batley Food Bank
Notes to the accounts continued
for the year ended 30 September 2023

4 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this year. In the previous year Wendy Russell was engaged on a freelance basis and paid £560).

Other transactions with trustees or related parties

			2023	2022
			£	£
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
A Wilde	Husband of trustee	General assistance as an employee	2,730	2,503
			<u>2,730</u>	<u>10,438</u>