

Harrogate District Foodbank – charity number: 1157599

Year ended 30th June 2024

Trustees Annual Report
and
Accounts

Harrogate District Foodbank – charity number: 1157599

Year ended 30th June 2024

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Harrogate District Foodbank – charity number: 1157599

Year ended 30th June 2024

Legal and administrative information

Charity registration number:	1157599
Governing document	Charitable Incorporated Organisation
Trustees:	Andrew Michael Cussons – Chairman appointed from 1/1/2024 David Wynn James – Chairman (resigned on 31/12/2023) Linda Macrow Andrew Maxwell-Wood Alastair Pollard Gillian Hudson – appointed 10 April 2024
Safeguarding officers	Stuart Singleton June Scott
Principal office:	Life Destiny Church 93b High Street Harrogate HG5 7LH
Independent examiner:	Sylvia Lambden FCCA Calculus Accountants and Tax Advisers Ltd 5 Priory Road Loughton Essex IG10 1AF
Bankers:	Virgin Money 21 James Street Harrogate HG1 1QU Co-op Bank

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Harrogate District Foodbank

Trustees Report

The Trustees present their annual report together with the financial statement of the charity for the year ended 30 June 2024

Our Aims and Objectives

The charity was registered as a charitable incorporated organisation on 25th June 2014 to prevent or relieve poverty in Harrogate and District particularly, though not exclusively, by providing emergency food supplies to needy individuals and other charities and organisations in the area.

The trustees in their operations have given due regard to the Charity Commissions guidance on public benefit and the services it provides are available for all local residents in need.

Our Staff and volunteers

Dawn Cussons - Employed District Manager

Stuart Singleton - Employed Warehouse Manager

Kirsty Singleton – Employed Administration Assistant

Gillian Hudson - Team Leader for the Harrogate Distribution Centre (Tuesday)

Kirsty Singleton (term times) / Gillian Hudson (holiday times) - Team Leader for the Harrogate Distribution Centre (Friday)

Linda Macrow - Team Leader for the Starbeck Distribution Centre

Sandra Jackson - Team Leader for the Knaresborough Distribution Centre

Harrogate District Foodbank have been given a grant by Trussell Trust to employ a worker from Citizens Advice, who attends distribution centre opening times and deals with enquiries relating to benefits, residential issues and so on.

Structure governance and management /Our Organisation

The Harrogate District Foodbank is part of the Trussell Trust network of Foodbanks.

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The Charity is administered by a board of Trustees that would normally meet at least four times a year. New Trustees are appointed via a discussion amongst existing trustees about eligible individuals who are usually existing volunteers in the distribution centres or the warehouse. They are approached and asked to serve for a trial period of 6 months after which their continuation as a trustee is reviewed by the existing trustees. Usually, the individual is then invited to join the trustees permanently.

Trustee meetings take place in person. Wynn James stood down as Chair of Trustees on 31/12/23 to be replaced by Andrew Cussons. Gillian Hudson joined as a Trustee on 10/4/24. The board of trustees is now composed of Andrew Cussons (Chair), Linda Macrow, Andrew Maxwell-Wood, Alastair Pollard, and Gillian Hudson.

There have also been changes in the sub-committee, which is now made up of Dawn Cussons, the District Manager, Stuart Singleton the warehouse manager and the four team leaders, Gillian Hudson, Linda Macrow, Kirsty Singleton and Sandra Jackson. Kirsty Singleton and Gillian Hudson are responsible for the running of the Foodbank distribution centre in Harrogate Mowbray Church on the two days a week when it is open. Sandra Jackson is the team leader for the Foodbank distribution centre in Knaresborough Holy Trinity Church which is open for one day a week, and Linda Macrow is the team leader for the distribution centre in Starbeck, also open for one day a week.

Achievements and performance

All three distribution centres invite Foodbank clients into the different buildings where they can sit down with a volunteer, have a cup of tea and be signposted to other organisations and charities that could help them with their particular needs.

E-referrals and the delivery of food parcels has continued.

We continue to use the warehouse which is situated in property owned by Horizon Life Training on the outskirts of Harrogate in a village called Killinghall.

The Foodbank distribution centre in Mowbray Church opens on Tuesdays and Fridays between 10.30am and 12.30pm whilst the Foodbank distribution centre in Knaresborough opens on a Wednesday from 10.30am to 12.30pm and the Foodbank distribution centre in Starbeck opens on a Thursday from 10.30am to 12.30pm.

For a client to receive a food parcel they have to obtain a voucher from a frontline professional, such as a social worker, a head teacher, Citizen's advice etc. Most clients are now given E-vouchers from the frontline professionals who have been trained in how to issue the E-vouchers. The vouchers are exchanged for 3 days' worth of food. The client is entitled to three vouchers every six months, although due to the cost-of-living crisis we do occasionally overlook these guidelines.

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Food is occasionally purchased by the Foodbank but normally most food is donated by members of the public, schools, churches, and businesses. Several local supermarkets have permanent collection points where customers can leave food which is then collected by our warehouse team. Collected and donated food is then stored in our warehouse where it is graded by “best before” dates until it is needed in the distribution centres. On 11th July 2024, our current stock of food was 3,237.8Kg

Harrogate District Foodbank first opened its doors ten years ago and used Mowbray Community Church as its first distribution centre. Seven years ago, we opened a second distribution centre in Holy Trinity Church, Knaresborough and since April 2021 a distribution centre has been opened in Life Destiny Church, Starbeck. All three properties have so far been provided to us rent free. However, in view of the increase in the price of gas as electricity, Harrogate District Foodbank trustees took the decision to give the three distribution centre churches a gift of £3,000 each to cover heating and lighting costs. This money was covered from our reserves.

During the lifetime of Harrogate District Foodbank (up to 15th September 2024), the total amount of food collected or donated has been 340975.63Kg and the total amount of food distributed has been 337222.33Kg

In the current year (01/07/2023 – 30/06/2024) 42627.12Kg has been collected or donated and 41932.3Kg has been distributed.

In the current year (01/07/2023 – 30/06/2024) the Harrogate District Foodbank has provided food for 4,033 people.

Of this total 2,727 were adults and 1,306 were children. Since opening ten years ago (up until 30/06/2024) the Foodbank has fed 28,109 people. Of this 18,527 are adults and 9,582 are children.

Below are some statistics from reports provided by The Trussell Trust about our own Harrogate District clients – where they live, what family group they are in and who referred them to a Foodbank. Data from 01/07/2023 – 30/06/2024)

Just over half (54%) of our client vouchers were for a single adult with no children, another 15% were single adult with children, and 31% a Family of multiple adults (with or without children).

21% of vouchers were for “Ongoing impact of physical or mental health condition” and 20% of vouchers issued were for “Rising costs of essentials”. All other categories claimed 7% or less of vouchers.

The most prolific referral agency was Citizen’s Advice (37% of total), next was Harrogate Homeless Prevention Team (8%), followed by the Life Destiny Church in Starbeck (5% of total), and then Harrogate Homeless Project (5%). The other 72 agencies referred less than 4% of the total vouchers each.

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Ward	Adults	Children	Total	%age
Fairfax & Starbeck	510	327	837	21%
High Harrogate & Kingsley	350	148	498	12%
Valley Gardens & Central Harrogate	304	66	370	9%
Bilton & Nidd Gorge	293	63	356	9%
Knaresborough East	182	147	329	8%
Bilton Grange & New Park	247	76	323	8%
Knaresborough West	173	65	238	6%
Killinghall, Hampsthwaite & Saltergate	120	114	234	6%
Stray, Woodlands & Hookstone	107	73	180	4%
Coppice Valley & Duchy	109	39	148	4%
Harlow & St. Georges	73	35	108	3%
Oatlands & Pannal	60	25	85	2%
Boroughbridge & Claro	40	18	58	1%
Washburn & Birstwith	18	27	45	1%
Ouseburn	19	19	38	1%
Wathvale & Bishop Monkton	18	15	33	1%
Masham & Fountains	27	2	29	1%
Pateley Bridge & Nidderdale	15	10	25	1%
Unknown	16	9	25	1%
Spoofforth with Lower Wharfedale & Tockwith	12	10	22	1%
Ripon Ure Bank & Spa	15	1	16	0%
Selby East	4	10	14	0%
Ripon Minster & Moorside	8	5	13	0%
No Fixed Abode	6	2	8	0%
Heworth	1	0	1	0%
Totals			4033	100%

Financial review (including reserves policy)

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) issued by the Charity Commission for England and Wales in July 2014.

The Statement of Financial Activities shows incoming resources of £154,871 (2023 £ 157,135), and resources expended of £145,532 (2023 £ 101,365). Reserves were carried forward of £ 180,538 (2023: £171,199) of which £22,824 had restrictions placed on them. The principal funding sources are donations from individuals.

The Harrogate District Foodbank trustees have a reserves policy of at least 6 months of operating expenditure and any costs involved if the charity had to be wound up, including payment of redundancies, rent etc. Reserves exceed this amount and have been allowed to accumulate to ensure food can be purchased and people helped if donations dry up which the foodbank is beginning to find is happening.

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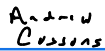
Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the [Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are satisfied with the financial position of the charity.

Approved by the Trustees on November 2024 and signed on their behalf by


Andrew Michael Cussons (Nov 29, 2024 14:18 GMT)

29/11/24

Andrew Michael Cussons

Harrogate District Foodbank – charity number: 1157599

Year ended 30th June 2024

Independent Examiner's Report to the Trustees of Harrogate District Foodbank

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th June 2024 which are set out on pages 9 to 15.

Responsibilities and basis of report

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

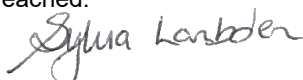
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Sylvia Lambden FCCA

Chartered Association of Certified Accountants

Calculus Accountants and Tax Advisers Limited
Accountants
5 Priory Road
Loughton Essex IG10 1AF

The date upon which my opinion is expressed is:

29/11/24

November 2024

Harrogate District Foodbank – charity number : 1157599

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Statement of Financial Activities

	notes	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
		£	£	2024 £	2023 £
Income					
Income and endowments from:					
Donations and legacies	2	93,822	-	93,822	98,887
Charitable activities		-	-	-	-
Investment income	4	347	-	347	-
Grants	3	7,609	50,725	58,334	57,595
Other	5	2,368	-	2,368	653
		<u>£104,146</u>	<u>£50,725</u>	<u>£154,871</u>	<u>£157,135</u>
Expenditure					
Expenditure on:					
Raising funds		-	-	-	-
Direct Charitable Expenditure	6	105,088	40,444	145,532	101,365
Other		-	-	-	-
Total		<u>£105,088</u>	<u>£40,444</u>	<u>£145,532</u>	<u>£101,365</u>
Net income/(expenditure)		-£942	£10,281	£9,339	£55,770
Transfers between funds					
		-	-	-	-
Other recognised gains/(losses):					
Other gains/(losses)		-	-	-	-
Net movement in funds for year		<u>-£942</u>	<u>£10,281</u>	<u>£9,339</u>	<u>£55,770</u>
Funds carried forward 30th June 2023	12b	<u>£158,656</u>	<u>£12,543</u>	<u>£171,199</u>	<u>£115,429</u>
Funds carried forward 30th June 2024	12a	<u>£157,714</u>	<u>£22,824</u>	<u>£180,538</u>	<u>£171,199</u>

The notes on pages 11 -15 form part of these financial statements.

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Balance Sheet

	notes	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
		£	£	2024 £	2023 £
Fixed assets					
Tangible assets	9	9,642	-	9,642	13,176
Total fixed assets		£9,642	-	£9,642	£13,176
Current assets					
Cash at bank and in hand		147,857	22,824	170,681	159,104
Debtors	10	1,181	-	1,181	1,060
Total current assets		£149,038	£22,824	£171,862	£160,164
Creditors: amounts falling due within one year	11	966	-	966	2,141
Net current assets/(liabilities)		£148,072	£22,824	£170,896	£158,023
Total assets less current liabilities		£157,714	£22,824	£180,538	£171,199
Funds of the Charity	12 a&b	£157,714	£22,824	£180,538	£171,199

The financial statements on pages 9 to 15 were approved by the Trustees on and signed on their behalf by:



Alastair Pollard (Nov 29, 2024 14:37 GMT)

Alastair Pollard

Trustee

Date: November 2024

29/11/24

Harrogate District Foodbank – charity number : 1157599

Year ended 30th June 2024

Notes to the financial statements

1 Accounting policies

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice to applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2019), the Charities Act 2011, and UK generally accepted accounting practice. The accounts have been prepared under the historical cost convention. The accounts are presented in sterling which is the functional currency of the charity. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Preparation of a cash flow statement

The charity has taken the exemption provided in Update Bulletin 1 updating Statement of Recommended Practice: Accounting and Reporting Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) allowing small charities not to prepare a cash flow statement.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured. All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and are allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent by their usage.

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Notes to the financial statements

1 Accounting policies (continued)

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures and fittings 25% straight line

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure are sufficient with the level of reserves for the charity to be able to continue as a going concern.

Fund structure

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

2 Donations and Legacies

	2024	2023
	£	£
Donations and gifts	87739	90,083
Gift aid reclaimed	6083	8,804
	<u>£93,822</u>	<u>£98,887</u>

3 Grants

	Unrestricted	Restricted		2024	2023
	£	£		£	£
Trussell Trust	-	50,725	3a	50,725	46,435
Trussell Trust	7,609	-	3b	7,609	5,000
North Yorkshire Council	-	-		-	4,160
The Liz and Terry Bramall Foundation	-	-		-	2,000
	<u>£7,609</u>	<u>£50,725</u>		<u>£58,334</u>	<u>£57,595</u>

3a Trussell Trust grant to provide a Citizens Advice worker to provide advice and assistance clients in need.

3b Trussell Trust grant to help with increased running costs incurred by the charity in the warehouses.

4 Investment income

	2024	2023
	£	£
Interest receivable	347	-
	<u>£347</u>	<u>-</u>

5 Other income

	2024	2023
	£	£
Employment allowance claim	2,368	653
	<u>£2,368</u>	<u>£653</u>

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Notes to the financial statements

6 Analysis of resources expended			2024 £			2023 £		
	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total	
	£	£	£		£	£	£	
Direct Charitable Expenditure:								
Fees and subscriptions	609	-	609		465	-	465	
Bookkeeping and payroll costs	4,402	-	4,402		4,924	-	4,924	
Foodbank stock	14,216	554	14,770	6c	7,954	1,776	9,730	
Volunteers expenses	3,665	-	3,665		2,349	1,830	4,179	
Insurance	2,751	-	2,751		1,621	-	1,621	
Printing, postage & stationery	917	-	917		313	-	313	
Rent & rates	4,050	-	4,050		4,097	-	4,097	
Small equipment	1,022	-	1,022		535	-	535	
Repairs & maintenance	690	-	690		34	-	34	
Sundry	267		267		238	540	778	
Telephone & mobile costs	480	-	480		426	-	426	
Travel expenses	3,218	-	3,218		2,867	-	2,867	
Training costs	-	-	-		409		409	
Donations	19,000	39,890	58,890	6a	2,000	36,588	38,588	
Salaries	40,228	-	40,228	7	21,765	-	21,765	
Pensions	1,406	-	1,406		622	-	622	
Depreciation	6,637	-	6,637		5,974	-	5,974	
Anniversary and volunteer events	-	-	-		3,348	-	3,348	
Trustees meeting expenses	810	-	810	6b	-	-	-	
Independent examination	720	-	720	6b	690	-	690	
Total	£105,088	£40,444	£145,532		£60,631	£40,734	£101,365	
6 a Donations	£	£	£		£	£	£	
Host centres and Bradford Foodbank	19,000	-	19,000		2,000	5,000	7,000	
Citizens advice	-	39,890	39,890		-	31,588	31,588	
	£19,000	£39,890	£58,890		£2,000	£36,588	£38,588	

6 b Governance costs	£	£
Independent examination	720	690
Trustee meeting costs	810	-
	£1,530	£690

6c Stock

Donated stock to the value of £7,932 (33.46.9kg) was held at 30th June 2024.

Harrogate District Foodbank – charity number : 1157599**Year ended 30th June 2024****Notes to the financial statements****7 Staff costs and employee benefits**

	2024	2023
	£	£
Wages and salaries	37,859	21,116
Social security costs	2,368	649
Pension cost	1,041	622
Payroll processing fee	632	559
	<u>£41,900</u>	<u>£22,946</u>

During the year, the Charity had 3 employees (2023: 2), and no-one was paid over £60,000.

8 Trustees

No remuneration was provided to Trustees. Trustees were reimbursed for expenses incurred on behalf of the charity as follows:

	2024	2023
	£	£
Refreshments	341	-
mileage	388	-
leaving gift and meal	413	-
	<u>£1,142</u>	-

**9 Tangible fixed assets
Cost**

	Vehicle	Equipment	Total
	£	£	£
At 1 July 2023	10,000	14,435	24,435
Additions	-	3,103	3,103
At 30 June 2024	<u>£10,000</u>	<u>£17,538</u>	<u>£27,538</u>
Depreciation			
At 1 July 2023	2,500	8,759	11,259
Charge for the year	2,500	4,137	6,637
At 30 June 2024	<u>£5,000</u>	<u>£12,896</u>	<u>£17,896</u>
Net Book Value at 30 June 2024	<u>£5,000</u>	<u>£4,642</u>	<u>£9,642</u>
Net Book Value at 30 June 2023	<u>£7,500</u>	<u>£5,676</u>	<u>£13,176</u>

10 Debtors: amounts falling due within one year

	2024	2023
	£	£
Prepayments	<u>£1,181</u>	<u>£1,060</u>

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Notes to the financial statements

11 Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals	<u>£966</u>	<u>£2,141</u>

12 Funds

12 a Current year 2024

	At 1 July 2023	Incoming	Outgoing	At 30 June 2024
	£	£	£	£
Unrestricted funds				
General	<u>£158,656</u>	<u>£104,146</u>	<u>£105,088</u>	<u>£157,714</u>
Restricted funds				
Trussell Trust	10,529	50,725	39,890	21,364
Trussell Trust	-	-	-	-
North Yorkshire Council	554	-	554	-
The Liz and Terry Bramall Foundation	1,460	-	-	1,460
Total restricted funds	<u>£12,543</u>	<u>£50,725</u>	<u>£40,444</u>	<u>£22,824</u>
Total Funds 2024	<u>£171,199</u>	<u>£154,871</u>	<u>£145,532</u>	<u>£180,538</u>

12 b Comparative year 2023

	At 1 July 2022	Incoming	Outgoing	At 30 June 2023
	£	£	£	£
Unrestricted funds				
General Funds	<u>115,429</u>	<u>103,858</u>	<u>60,631</u>	<u>158,656</u>
Restricted funds				
Trussell Trust	-	42,117	31,588	10,529
Trussell Trust	-	5,000	5,000	-
North Yorkshire Council	-	4,160	3,606	554
The Liz and Terry Bramall Foundation	-	2,000	540	1,460
	<u>-</u>	<u>53,277</u>	<u>40,734</u>	<u>12,543</u>
Total Funds 2023	<u>£115,429</u>	<u>£157,135</u>	<u>£101,365</u>	<u>£171,199</u>

13. Related party items

Andrew Cussons is married to the Foodbank manager Dawn Cussons but does not take part in any discussions relating to remuneration paid or benefits accrued to her.