

Malmesbury and District Foodbank

Trustees' Annual Report and Financial Statements

for the year ended 31 March 2021

Registered Office

United Reformed Church, West Street, Malmesbury, SN16 0AR

Tel: 01666 826982 (including answerphone)

Email: info@malmesburydistrict.foodbank.org.uk

Website: www.malmesburydistrict.foodbank.org.uk

Date of formation: 1 April 2014; date of opening: 8 September 2014

Barclays Bank, 66 Market Place, Chippenham, Wiltshire, SN15 3JA; account no: 93877450; Sort code: 20-84-58

Trustees The trustees who served the Charity during the year were:

<i>Trustee</i>	<i>Role</i>	<i>Date of appointment (or * reappointment)</i>
Raymond Sanderson	chairman	8 February 2021 *
Richard Payler	secretary	8 February 2021 *
Michael Langtree	treasurer	11 November 2019
Richard Gray		11 November 2019
Nicholas Pascoe		10 February 2020
Heather Bown		8 June 2020
Stella Krajewski:		11 January 2021

Independent examiner: Mr Christopher Sullivan FCA

Structure, governance and management

Malmesbury and District Foodbank (the Foodbank) is an independent unincorporated association, administered in accordance with its constitution and is a member of the Trussell Trust group of foodbanks. The Foodbank is governed by a board of trustees. A project manager oversees the practical operation and day-to-day running of the Foodbank and is supported by a manager for a distribution centre in Cricklade. No manager has yet been appointed for the Malmesbury distribution centre. Non-perishable food and domestic items are stored at a warehouse, overseen by a warehouse manager in Little Somerford. All personnel are volunteers (of which there are 42) and receive no remuneration.

Objectives and activities during the year

Clients are generally referred to us by agencies (such as GPs, churches and schools) who are addressing their issues, be it financial, health or something more complex. We are not qualified to give advice so we can signpost clients to organisations that may be able to help them. Our food and household goods mainly come from donations by the public at our permanent collection points at supermarkets and churches. We also accept financial donations.

During most of the year, Covid19 restrictions were in place. The usual arrangement of clients visiting the distribution centres to collect their food parcels was replaced by the delivery of food parcels to clients by a team of volunteers attached to each centre. In addition, fresh food cards which were normally offered to clients were replaced by an arrangement with the Co-op Food Store in Malmesbury and Londis in Cricklade to deliver fresh food parcels to qualifying clients.

During the year, the Foodbank distributed 470 regular food parcels, and provided additional Christmas hampers and Summer food hampers to clients who had used the Foodbank during the previous six months.

An increase in donations of food and finance during the year led to the stores at both distribution centres being inadequate to cope through lack of space. Our healthy financial situation enabled the purchase of a large mobile cabin to act as a warehouse. Negotiations with a local businessman secured a reasonable ground rental and this has proved to be successful in providing increased efficiency at both distribution centres.

The distribution centre at Cricklade was not suitable for storing food so all items were kept in several locations in the area, an inefficient arrangement that led to frustration amongst volunteers. A search was made for a more suitable location and an agreement was made with the trustees of Jenner Hall to make use of their facilities including the storage of Foodbank equipment and resources.

The trustees are very grateful to the Project Manager and the managers of the Cricklade Centre and the Warehouse in facilitating these changes, resulting in increased efficiency and more pleasant environments in which to work. An additional challenge for the managers and volunteers of adapting to a different way of working during Covid19 restrictions while making arrangements for new venues is commendable.

Financial review

A significant increase in donations by individuals and local organisations resulted in a turnover of more than £25,000 which put the Foodbank into a higher category for the first time and requires an increased level in reporting detail to the Charity Commission. We have set up arrangements for online donations with several organisations including Facebook, PayPal, Charities Aid Foundation and Stewardship. We are registered with HMRC to claim Gift Aid and this has been submitted hitherto on an annual basis. The trustees are seeking financial advice on maximising the benefit of excess funds without tying them up for long-term investment. However, we expect these high levels of donations to reduce as the Covid19 restrictions are lifted resulting in a return to normality. The appointment of an accounting technician on a self-employed basis is being arranged and they will be recommending some improvements to the way our finances are managed and recorded, and improvements to our budgeting and financial forecasting.

Plans for the future

We have drawn up an organisation tree for trustees and volunteers to identify areas of operation that require additional focus. This will enable each trustee to take on an area of oversight for legal requirements and to support volunteers in their various roles and responsibilities. As a result, we have recognised the need to recruit additional trustees, with a target of eight or nine. Training provided by the Trussell Trust has enabled trustees and volunteers to understand more clearly their responsibilities and opportunities and these are being applied throughout the Foodbank organisation. The training is also enabling mandatory policies and risk assessments to be in place.

The Trussell Trust has recommended that as an independent charity the trustees consider changing their charitable status to a Charitable Incorporated Organisation (CIO) and a small team of trustees is investigating the implications and procedure to make this change. We have recognised that the name of the charity (Malmesbury and District Foodbank) is a misnomer now that the Cricklade Centre is well-established. Consequently, the change of charitable status to a CIO will provide an opportunity to rename the Charity to the North Wiltshire Foodbank. As a transitional measure, the short-lived addition to the Foodbank logo of a strapline reading: "Serving Cricklade", is being replaced by "Feeding people in crisis across North Wiltshire".

The trustees are considering several additional assets and resources to improve our provision to clients. We are exploring the appointment of a clerk which would enable all our documentation to be stored in a "cloud server" to enable easier access and ensure a higher level of security. Possible long-term plans include the purchase of a van to collect and distribute food donations, provision for storage and distribution of perishable foodstuffs, and,

longer term, additional distribution centres to the east and west of our catchment area. We have recognised the value of signposting our longer-term clients to professional agencies and are considering setting up a “support hub” whereby our local referrers and support groups would be available to clients in one place from time to time.

The Trussell Trust supports all their foodbanks but is also campaigning for change so that there is no need for us to exist.

Safeguarding and Security Issues

No such incidents took place during the year 2020-2021.

Raymond Sanderson (Chair of the Trustees)

Malmesbury and District Foodbank

Annual accounts for the year ended 31 March 2021

INCOME AND EXPENDITURE			General income	Restricted income	Sub-totals	Totals 2020-2021	Income 2019-2020	Totals 2019-2020
Income	General donations	Supermarket Community Funds	7,401.75				0.00	
		Collections at supermarkets	0.00				1,498.79	
		Collections at special events	1,166.55				1,263.20	
		Donations from organisations	11,027.55				6,472.00	
		Donations via websites	23,561.45				1,287.22	
		Donations box at Foodbank	76.90				168.52	
		Regular donations	2,705.00				610.00	
		Miscellaneous donations	9,621.52				3,918.10	
		<i>Total general donations</i>			55,560.72			15,217.83
	Restricted donations and grants	Cricklade satellite		2,815.00			1,033.57	
		Warehouse		1,700.00			0.00	
		Travel expenses		10.00			0.00	
		Fresh food cards		0.00			1,500.00	
		Food parcels		0.00			1,100.00	
		<i>Total restricted donations</i>			4,525.00			3,633.57
	Gift Aid received on 2019-2020 donations (cp on 2018-2019 donations)				710.29			316.56
	Total Income (of which £10,383.00 was gift-aided in 2020-2021)					60,796.01		19,167.96

	General expenditure	Restricted expenditure	Sub-totals	Totals 2020-2021	Expenditure 2019-2020	Totals 2019-2020
Expenditure						
Equipment & Repairs	2,627.86	1,700.00 A	4,327.86		1,526.28	
Trussel Trust subscription	360.00		360.00		360.00	
Insurance premium	598.92		598.92		338.26	
Trussell Trust conference fees	0.00		0.00		0.00	
ICO registration fee	35.00		35.00		35.00	
First aid and safeguarding training	0.00		0.00		260.00	
Planning application for warehouse at Firs Farm	322.40		322.40		0.00	
Garage rental at United Reformed Church	480.00		480.00		720.00	
Ground rental for warehouse at Firs Farm	500.00		500.00		0.00	
Stationery	349.66	42.96	392.62		270.16	
Publicity & Fund-raising costs	0.00		0.00		0.00	
Telephone, Internet access and Utility fees	822.06		822.06		515.26	
Computer software subscriptions	59.99		59.99		64.97	
Travel expenses	26.05	10.00	36.05		106.40	
Fresh food parcels (cards in 2019-2020)	6,232.13	2,699.02 B	8,931.15		8,477.00	
Christmas hamper top-up purchases	201.77		201.77		0.00	
Summer food project top-up purchases	594.72		594.72		200.98	
Sundry expenses	457.86		457.86		207.98	
Total expenditure	13,668.42	4,451.98		18,120.40		13,082.29

Excess of income over expenditure for the year

General fund	42,602.59						
Restricted funds		73.02					
					<u>£42,675.61</u>		<u>£6,085.67</u>

Note A A grant of £1700 was provided by J& H Rausing Trust for equipment for setting up the new warehouse
 Note B This figure includes grants totalling £1535 provided by Cricklade United Charity for fresh food parcels for Cricklade town residents
 Note C Sundry expenses cover thank you gifts to retiring volunteers, expenses for storage and help with moving equipment to warehouse

Analysis of restricted funds:	Income	Expenditure	Balance	Balance b/f from 2019-20	Restricted funds c/f
Cricklade satellite	2,815.00	1,842.96	972.04	273.33	1,245.37
Warehouse equipment	1,700.00	1,700.00	0.00	0.00	0.00
Travel expenses	10.00	10.00	0.00	0.00	0.00
Food parcels	0.00	899.02	899.02	0.00	0.00
Totals	<u>4,525.00</u>	<u>4,451.98</u>	<u>1,871.06</u>	<u>273.33</u>	
<i>Total restricted funds carried forward</i>					1,245.37

BALANCE SHEET

Revised balance sheet for year ended 31 March 2020

Balance at 31 March 2020	8946.61
Restricted funds at 31 March 2020	1172.35
	<u>10118.96</u>
Represented by opening balance at 1 April 2019	4033.29
	6085.67
	<u>10118.96</u>

Balance sheet for 2020-2021

Bank balance at 31 March 2021	39339.20
Restricted funds at 31 March 2021	1245.37
	<u>40584.57</u>

Malmesbury and District Foodbank

Annual accounts for the year ended 31 March 2021

Fixed asset: Portacabin warehouse	12210.00
	<u>52794.57</u>
General fund at 31 March 2020	8946.61
Surplus general fund for 2020-21	42602.59
Restricted funds at 31 March 2021	<u>1245.37</u>
	<u>52794.57</u>

EXTERNAL EXAMINER'S REPORT TO THE TRUSTEES

BASIS OF THE INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by Malmesbury and District Foodbank and a comparison of the accounts 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 in 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 2011 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, 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.

Independent examiner:	<i>signed</i>	Mr Christopher Sullivan FCA	Date:	14/10/21
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THE ABOVE ACCOUNTS HAVE BEEN APPROVED AND AUTHORISED BY:

Chairman:	<i>signed</i>	Mr Raymond Sanderson	Date:	11/10/21
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Treasurer:	<i>signed</i>	Mr Michael Langtree	Date:	13/10/21
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AND APPROVED BY:

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	Restricted donations and grants	Cricklade satellite		2,815.00			1,033.57	
		Warehouse		1,700.00			0.00	
		Travel expenses		10.00			0.00	
		Fresh food cards		0.00			1,500.00	
		Food parcels		0.00			1,100.00	
		<i>Total restricted donations</i>			4,525.00			3,633.57
	Gift Aid received on 2019-2020 donations (cp on 2018-2019 donations)				710.29			316.56
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					<u>£42,675.61</u>		<u>£6,085.67</u>

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Travel expenses	10.00	10.00	0.00	0.00	0.00
Food parcels	0.00	899.02	899.02	0.00	0.00
Totals	<u>4,525.00</u>	<u>4,451.98</u>	<u>1,871.06</u>	<u>273.33</u>	
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