

Malmesbury and District Foodbank

Trustees' Annual Report and Financial Statements for the year ended 31 March 2022

Administrative details

Registered charity name Malmesbury and District Foodbank

Charity registration no 1157896

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

Principal Office Malmesbury Town Hall, Cross Hayes, Malmesbury, SN16 9BZ
Tel: 01666 826982
Email: info@malmesburydistrict.foodbank.org.uk
Website: www.malmesburydistrict.foodbank.org.uk

Bankers 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 * resigned 13 December 2021
Richard Gray	temp secretary	11 November 2019
Michael Langtree	treasurer	11 November 2019
Nicholas Pascoe		10 February 2020 resigned 14 February 2022
Heather Bown		8 June 2020 resigned 26 April 2021
Stella Krajewski		11 January 2021
Nicola Ann Templeman		11 October 2021
Frances Mancktelow		11 October 2021
Heather Chivers		11 October 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 assistant managers for distribution centres at Malmesbury and Cricklade. Non-perishable food and domestic items are stored at a warehouse in Little Somerford, overseen by a warehouse manager. All personnel are volunteers (of which there are 64) who receive no remuneration.

Our Mission, Vision & Values

Our Mission

We put the client at the centre of everything we do to ensure they are supported and helped to alleviate hunger and to receive help to lift them out of poverty.

Our Vision

To provide a welcoming safe space where those that need can receive crisis food support and longer-term help until our support is no longer needed.

Our Values

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We understand that when your life is in crisis, it's hard to ask for help, so we offer compassion, empathy and kindness to support individuals and their families, through their challenge.

Community

We put people at the heart of everything we do. We work as a team, with our volunteers, donors, partners and clients to create a better world where we can all feel secure, respected and valued.

Dignity

We value individuality and respect individual needs and circumstances. We offer non-judgemental support and understanding to all who need it.

Enduring

We believe in doing the right thing and making our community a better place. We will be ready to support you whenever you need.

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 various periods of the year Covid19 restrictions were in place so the arrangement whereby the delivery of food parcels to clients by a team of volunteers attached to each centre continued until June 2021. The previous arrangement of clients visiting the distribution centres to collect their food parcels then resumed. Similarly, the Co-op Food Store in Malmesbury and Londis in Cricklade continued to deliver fresh food parcels to qualifying clients until June 2021 when the previous arrangement resumed whereby fresh food cards were offered to clients when they collected their food parcels.

The foodbank was successful in securing £2500 of funding from the Department of Work and Pensions' Household Support Fund to help people through the winter months. The funds were used to double the number of fresh food cards offered to qualifying clients and continued until the end of the financial year.

During the year, the Foodbank fed 1,251 people, of which 559 were children. This was equivalent to the distribution of 422 regular food parcels. We also provided additional

Christmas hampers to all clients who had used the Foodbank during the previous six months and distribution of Summer Food Boxes to all eligible applicants nominated by their school.

Financial review

Continued generous financial support by individuals and local organisations resulted in another turnover exceeding £25,000 which put the Foodbank into a higher category requiring an increased level in reporting detail to the Charity Commission. Arrangements for online donations with several organisations including Facebook, PayPal, Charities Aid Foundation and Stewardship have continued to prove beneficial. We are registered with HMRC to claim Gift Aid which continues to be submitted on an annual basis.

Financial advice on maximising the benefit of excess funds without tying them up for long-term investment has been investigated but hitherto no decision has been agreed by the trustees on how to proceed. However, as expected the high levels of donations received during the previous financial year have begun to fall. The appointment of an accounting technician on a self-employed basis was established during the year. It was hoped that this would provide recommendations for improvements to the way our finances are managed and recorded, and improvements to our budgeting and financial forecasting. However, this proved to be unsuccessful and a finance sub-committee has been established instead.

Plans for the future

Following a strategy meeting by the Trustees, it was agreed that there would be three strategic aims for the charity for the year:-

- 1 Set up a debt advice service to help clients access all benefits due to them and to help manage their debt appropriately and unlock other grants and payments with the aim to raise our clients out of poverty and the financial difficulty they are finding themselves in.
- 2 Increase the number of referrers & their understanding and knowledge of the role of the Foodbank by developing closer relationships with referrers we work with and ensure more people in need will be referred and ensuring people in our community know how they can be referred.
3. Ensure we have enough food and finances to meet the increasing demand and potential decreasing stock levels. Work will include fund-raising and grants, developing a financial investments policy and securing further support within our community for collections and donations of food.

In addition, the Trustees have agreed to revise the existing structure of the charity and aim to develop a series of subcommittee groups (Made up of Volunteers and Trustees), allowing the Trustees to focus on the Governance function. All the operational elements of the foodbank will aim to be facilitated through the sub committees and Operational Project Management Structure.

The charity is about to move its Malmesbury Centre to a larger and more central location, allowing more clients to be seen and in preparation for other services to be

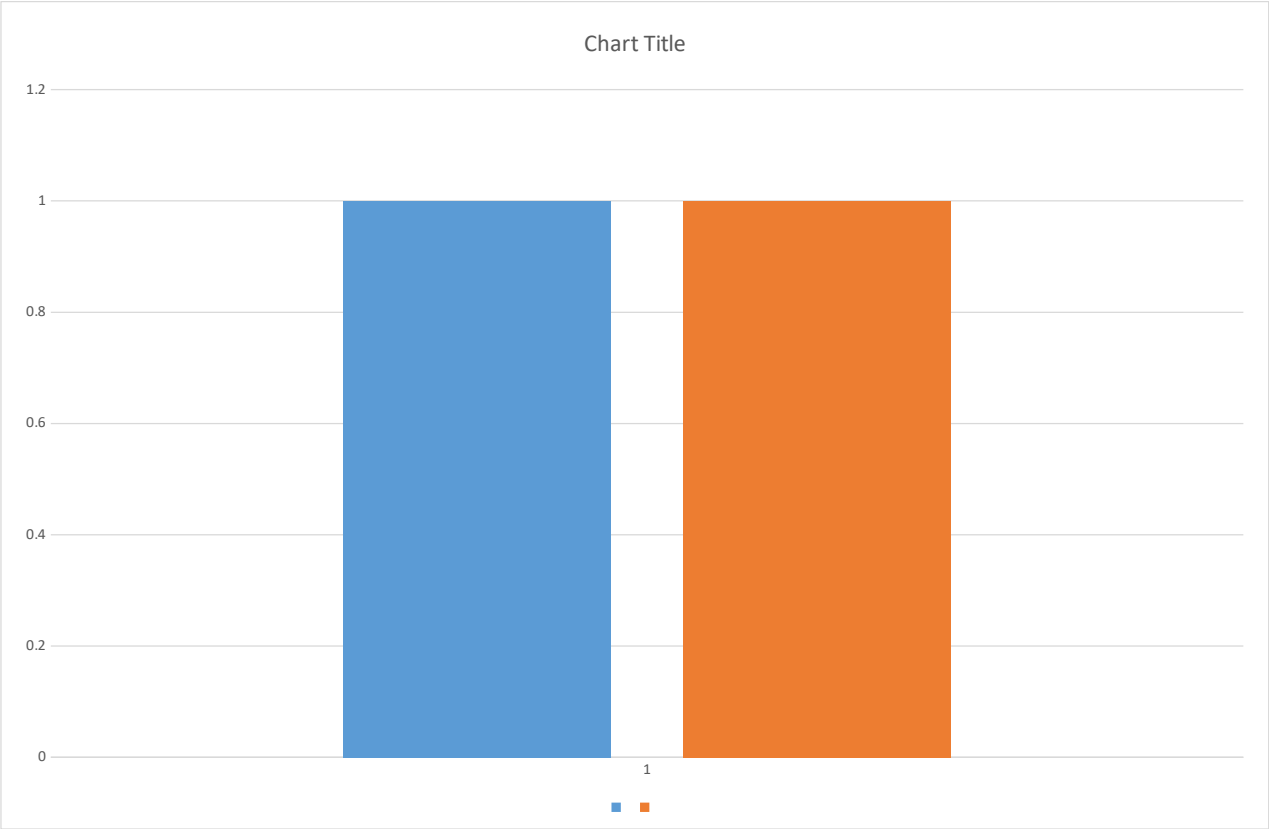
offered. The warehouse will expand its storage facilities, enabling more flexibility to store food and coordinate other projects such as the Summer Food Box Scheme and the Christmas Hamper Scheme.

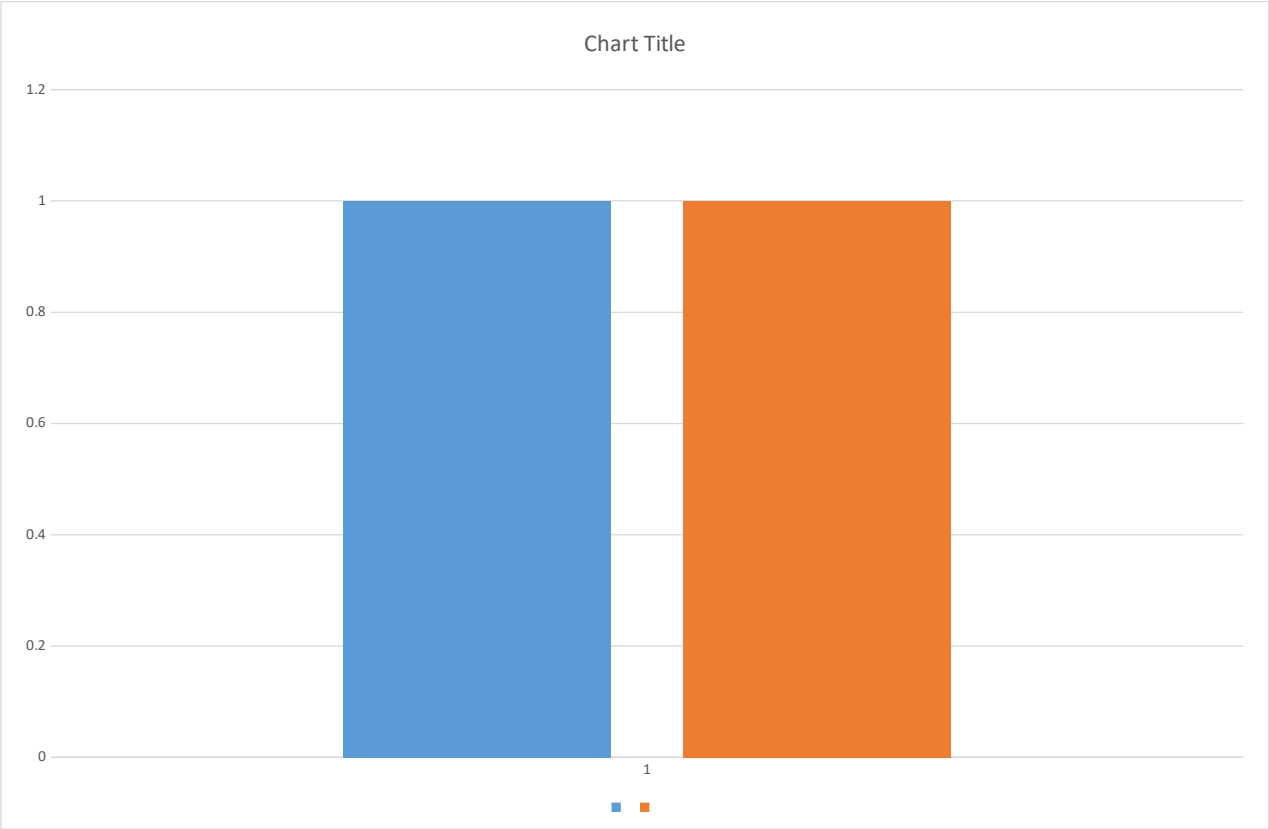
Longer term ambitions of the Trustee team include finding solutions to supporting people in our rural communities and exploring rural isolation and service delivery to meet this need.

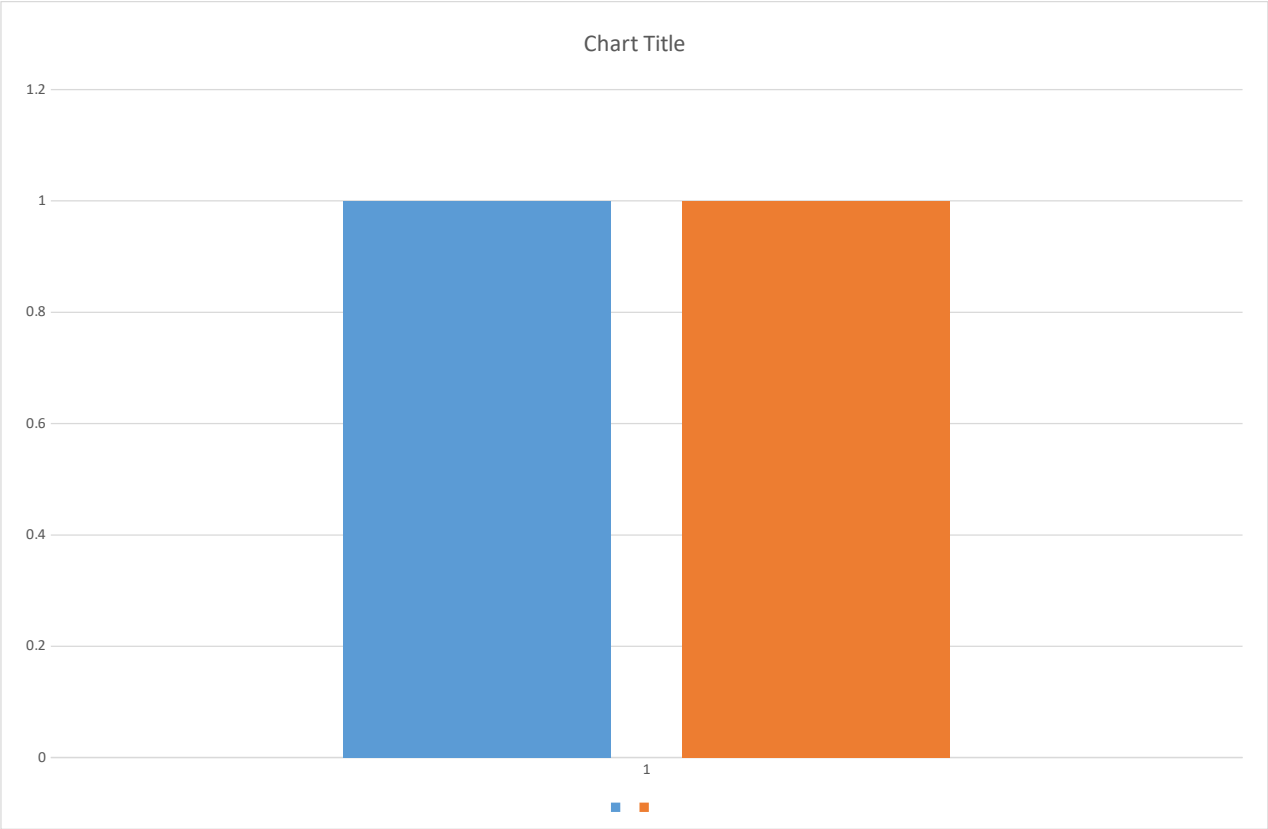
Safeguarding and Security Issues

No such incidents took place during the year 2021-2022.

Raymond Sanderson (Chair of the Trustees)







Malmesbury and District Foodbank

Annual accounts for the year ended 31 March 2022

INCOME AND EXPENDITURE			General income	Restricted income	Total donations 2021-2022	Total income 2021-2022	Total donations 2020-2021	Total income 2020-2021
Income	General donations							
		Supermarket Community Funds	0.00		0.00		7,401.75	
		Collections at special events	0.00		0.00		1,166.55	
		Donations from organisations	5,511.79	4,083.00	A 9594.79		15,542.55	
		Donations via websites	4,857.38		4857.38		23,561.45	
		Donations box at Foodbank	3.00		3.00		76.90	
		Donations by standing order	4,515.00		4515.00		2,715.00	
		Contributions to Manager's gift	0.00	190.00	190.00		–	
		Donations from individuals	8,330.00	1,500.00	9830.00		9,621.52	
		<i>Totals</i>	23,217.17	5,773.00				
		Total donations				28,990.17		60,085.72
		Gift Aid received on 2020-2021 donations (and on 2019-2020 donations in far column)			B	2,597.31		710.29
		Total Income (of which £7,805.00 was gift-aided during 2021-2022)			B	£31,587.48		60,796.01
Expenditure			General expenditure	Restricted expenditure		Total expenditure 2021-2022		Total expenditure 2020-2021
		Equipment & Repairs	4,891.24	1,357.10		6,248.34		4,327.86
		Trussell Trust annual franchise fee	360.00			360.00		360.00
		Insurance premium	534.18			534.18		598.92
		ICO registration fee	35.00			35.00		35.00
		First aid, safeguarding and strategy training	568.00	348.00		916.00		0.00
		Planning application for warehouse at Firs Farm	0.00			0.00		322.40
		Ground rental, hire and cleaning of rooms	1,709.48	450.00		2,159.48		980.00
		Stationery and cleaning materials	410.86	45.00		455.86		392.62
		Clerk's fees	220.00			220.00		–
		Refreshments at training and AGM	512.80			512.80		–
		Publicity & Fund-raising costs	0.00			0.00		0.00
		Telephone, Internet access and Utility fees	764.74			764.74		822.06
		Computer software subscriptions and support	289.72			289.72		59.99
		Travel expenses	0.00			0.00		36.05
		Fresh food cards and parcels	5,701.04	3,562.77		9,263.81		8,931.15
		Contribution to the Fuel Bank Foundation	0.00	1,000.00	C	1,000.00		–
		Food top-up purchases for clients	39.00			39.00		0.00
		Christmas hamper top-up purchases	0.00	0.00		0.00		201.77
		Summer food project top-up purchases	0.00			0.00		594.72
		Sundry expenses	323.54	205.50	D	529.04		457.86
		Depreciation on Warehouse cabin	1,221.00			1,221.00		–
		Total expenditure	17,580.60	6,968.37		£24,548.97		18,120.40
Excess of income over expenditure for the year								
		General fund	8,233.88					
		Restricted funds		-1195.37				
						£7,038.51		42,675.61

Analysis of restricted funds	Income	Restricted funds used	Balance	Balance b/f from 2020-21	Restricted funds c/f
Cricklade Ctre & FFCs	1,550.00	2,795.37	-1,245.37	1,245.37	E 0.00
Other fresh food cards	2,500.00	2,500.00	0.00	0.00	F 0.00
Christmas hampers	50.00	0.00	50.00	0.00	50.00
Equip Town Hall room	300.00	300.00	0.00	0.00	G 0.00
First Aid training	348.00	348.00	0.00	0.00	0.00
Fuelbank Foundation	835.00	835.00	0.00	0.00	C 0.00
Manager's farewell gift	190.00	190.00	0.00	0.00	0.00
Totals	5,773.00	6,968.37			
Total restricted funds carried forward					50.00

Notes	<i>Note A</i>	Donations from organisations includes a refund of the Trussell Trust franchise fee for two years totalling £720.
	<i>Note B</i>	Gift Aid on donations made in 2020-2021 was received during 2021-2022. Gift Aid on donations made in 2022-2021 will be claimed during 2022-2023.
	<i>Note C</i>	A contribution of £1000 to the Fuel Bank Foundation was subsidised by personal donations and from a donation from Kington St Michael Women's Institute.
	<i>Note D</i>	Sundry expenses comprise flowers & gift vouchers for volunteers, servicing of the fire extinguishers and defibrillator at the United Reformed Church, West Street, and an overpayment on an expenses claim of 30p.
	<i>Note E</i>	This figure includes fresh food cards specifically for Cricklade town residents only which was funded by a grant from the Cricklade United Charity.
		A grant of £2500 was received from the Wiltshire Council Household Support Fund that enabled the doubling of fresh food cards given to clients during
	<i>Note F</i>	October 2021 to March 2022.
	<i>Note G</i>	Equipping the Old School Room at Malmesbury Town Hall was funded by a grant from Malmesbury Town Council

Malmesbury and District Foodbank

Annual accounts for the year ended 31 March 2022

BALANCE SHEET

Balance sheet for 2021-2022

	2021-2022		2020-2021
Bank balance at 31 March 2022	48,794.08	Bank balance at 31 March 2021	39,339.20
Restricted funds at 31 March 2022	50.00	Restricted funds at 31 March 2021	1,245.37
	<u>48,844.08</u>		<u>40,584.57</u>
Fixed asset: Warehouse cabin	10,989.00	Fixed asset: Warehouse cabin	12,210.00
	<u>£59,833.08</u>		<u>52,794.57</u>
General fund at 31 March 2021	51,549.20	General fund at 31 March 2020	8,946.61
Surplus general fund for 2021-22	8,233.88	Surplus general fund for 2020-21	42,602.59
Restricted funds at 31 March 2022	50.00	Restricted funds at 31 March 2021	1,245.37
	<u>£59,833.08</u>		<u>52,794.57</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: *signed* *C R Sullivan* Mr Christopher Sullivan FCA Date: 09/01/23

THE ABOVE ACCOUNTS HAVE BEEN APPROVED AND AUTHORISED BY:

Chairman: *signed* R F Sanderson Mr Raymond Sanderson Date: ###

Treasurer: signed M D Langtree Mr Michael Langtree Date: 09/01/23

AND APPROVED BY:

Independent examiner: signed *C R Sullivan* Mr Christopher Sullivan FCA Date: 09/01/23

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