

Malmesbury and District Foodbank

Trustees' Annual Report and Financial Statements for the year ended 31 March 2023

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 Gray	temp secretary	14 November 2022 *
Michael Langtree	treasurer	11 November 2019 resigned 14 November 2022
Stella Krajewski		11 January 2021
Nicola Ann Templeman		11 October 2021 resigned 12 December 2022
Frances Mancktelow		11 October 2021
Heather Chivers		11 October 2021
Roger Michael Martins		12 September 2022

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 83 by the end of March 2023) 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

Compassion

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 the year we have seen an increasing number of people asking for our support. This has been running at around 2.5 times last years' numbers. This eventually led us to purchase additional food in order to keep providing food parcels to clients.

We explored the possibility of opening a new centre in Purton, but after a trial period it was agreed by all that this was not working effectively. We also started an evening session in Malmesbury which has been very much appreciated by clients who are unable to attend day-time sessions.

We have also supported a number of Ukrainian refugees since their arrival in this country.

With the support of a grant from The Trussell Trust we now have a Citizens Advice Wiltshire advisor at all of our day time sessions. This has shown that there is a real need for this service in Malmesbury and many clients are benefitting from this support.

The foodbank was successful in securing £7500 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.

The Foodbank fed 3,062 people, of which 1304 were children. This was equivalent to the distribution of 1037 regular food parcels. We also provided additional Christmas hampers to all clients who had used the Foodbank during the previous four months and distribution of Summer Food Gift Cards to all eligible applicants.

Financial review

Support by individuals and local organisations has remained buoyant, resulting in donations exceeding £50,000 plus almost £46,000 of grants to support our special projects. A growing number of supporters donate on a regular basis, mostly by monthly standing order which provides a steady income to assist with budgeting. Online donations via Facebook, PayPal, Charities Aid Foundation and Stewardship continue to widen our financial support base. Many donors have signed a Gift Aid declaration.

The finance committee has been unable to meet as frequently as hoped and the members maintained communication largely by email and Zoom online communication platform. It is hoped that a potential trustee with financial experience will be able to advise on forecasting and budgeting aspects of our finances to enable more careful planning, particularly with a wider range of activities and projects within the organisation are anticipated.

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 Expand the scope of the advice we offer clients to help them move to a position where they have less need of our emergency support, including expanding the capability of the 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.

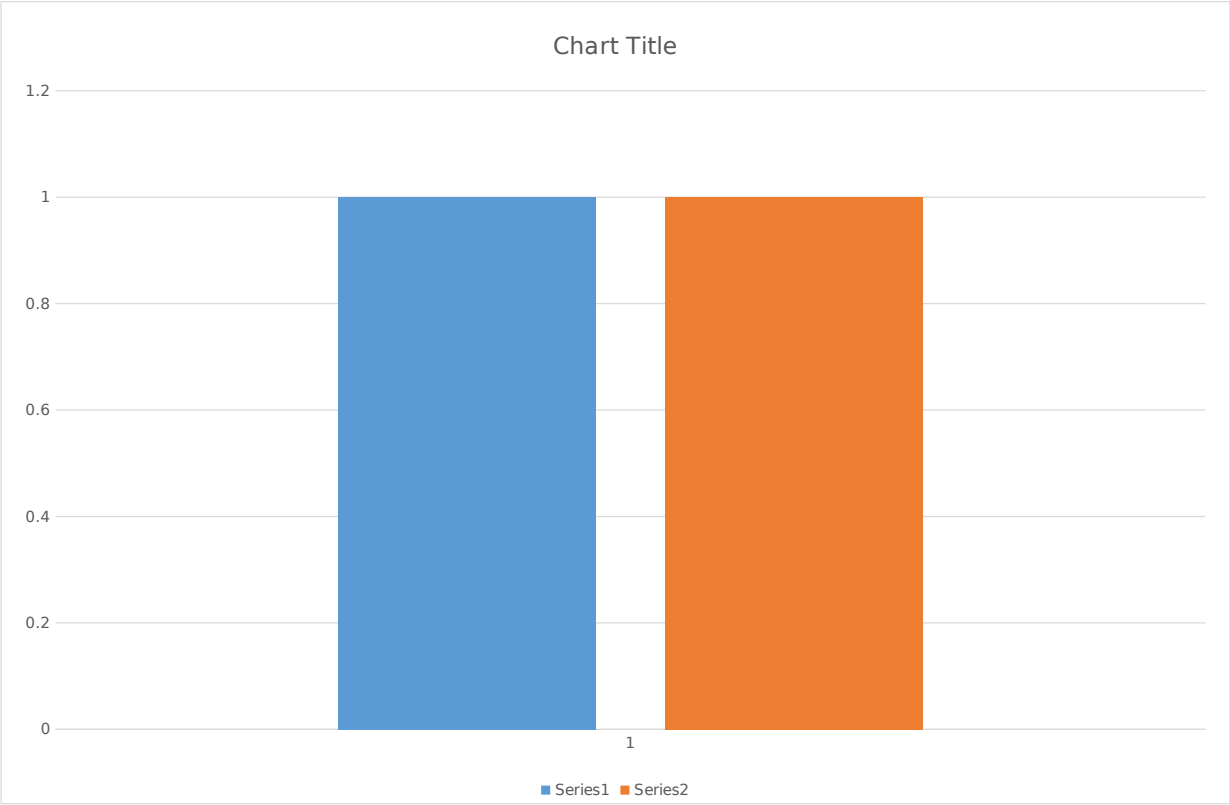
The Trustees have also agreed that we should re-assess our capabilities to ensure that we have the capacity to expand and shrink our scale of operation as the number of clients varies.

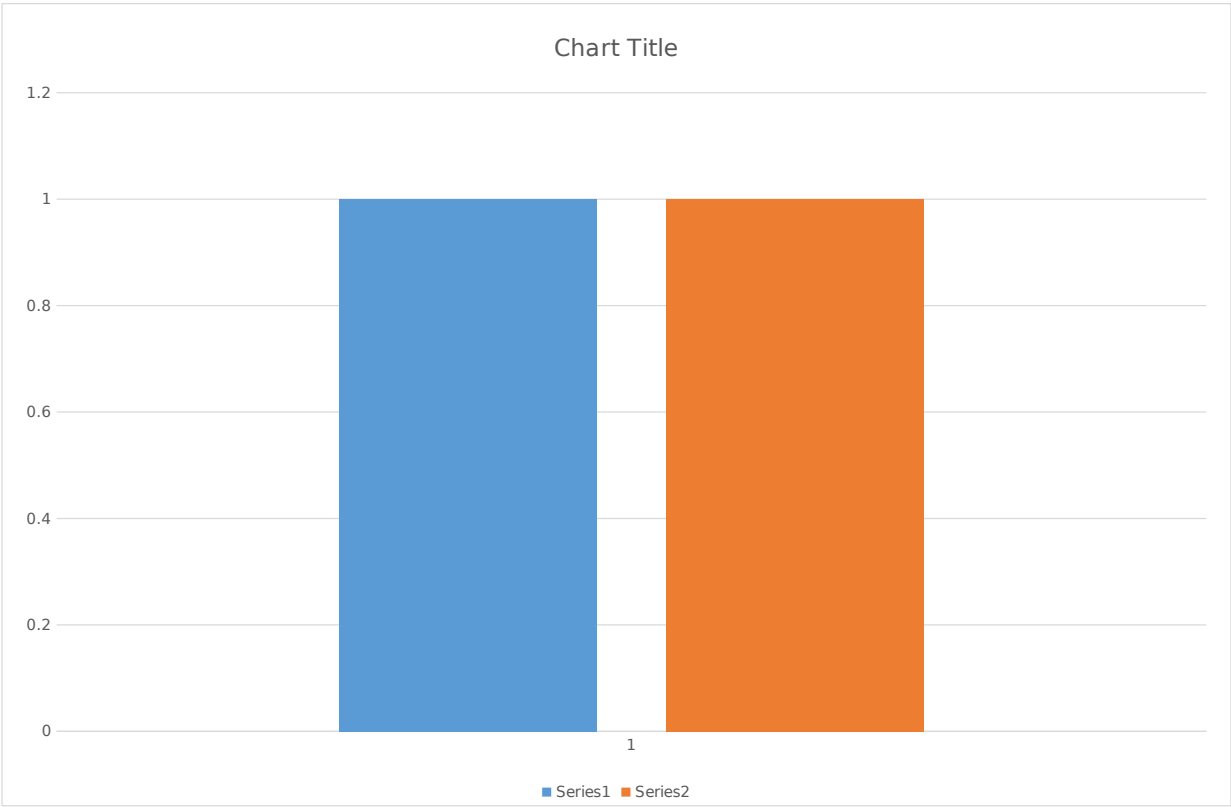
Longer term ambitions of the Trustee team include finding solutions to supporting people in our rural communities and exploring rural isolation and service delivery to meet this need.

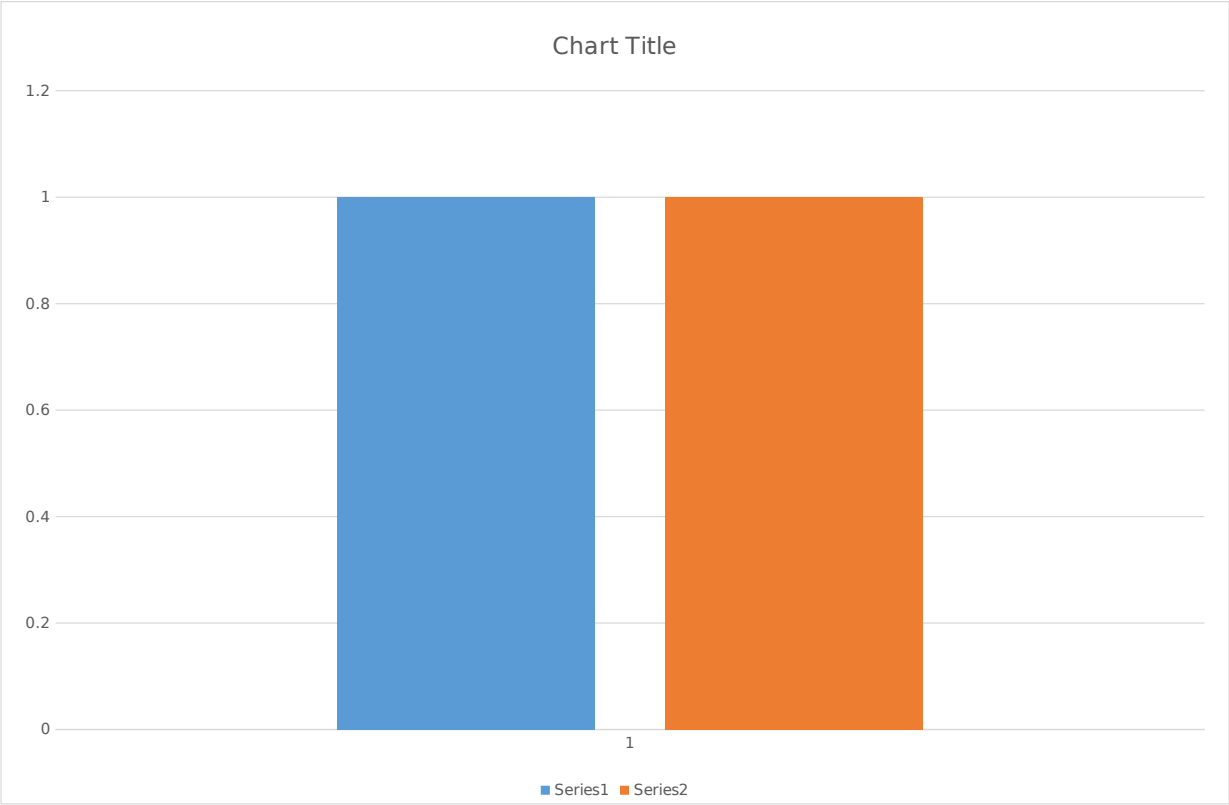
Safeguarding and Security Issues

There were no reportable incidents in 2022-23.

Raymond Sanderson (Chair of the Trustees)







Malmesbury and District Foodbank

Annual accounts for the year ended 31 March 2023

INCOME AND EXPENDITURE

Income	General income	Restricted income	Total donations 2022-2023	Total income 2022-2023	Total donations 2021-2022	Total income 2021-2022
General donations						
Supermarket Community Funds	330.86		330.86		0.00	
Collections at special events	3,222.19		3,222.19		0.00	
Grants	0.00	45,821.15	45,821.15			
Donations from organisations	8,706.70	1,000.00	9,706.70		9,594.79	
Donations via websites	15,465.11		15,465.11		4,857.38	
Donations box at Foodbank	0.00		0.00		3.00	
Donations by standing order	7,615.00	100.00	7,715.00		4,515.00	
Donations from individuals	12,456.28	1,610.00	14,066.28		9,830.00	
Miscellaneous income	91.13		91.13		190.00	
Totals	47,887.27	48,531.15				
Total donations				96,418.42		28,990.17
Gift Aid received on 2021-2022 donations (and on 2020-2021 donations in far column)			D	2,117.98		2,597.31
Total Income (of which £14,911.87 was gift-aided during 2022-2023)			D	£98,536.40		31,587.48

Expenditure	General expenditure	Restricted expenditure	Total expenditure 2022-2023	Total expenditure 2021-2022
Equipment & Repairs	1,229.10	1,000.00	2,229.10	6,248.34
Trussell Trust annual franchise fee	360.00		360.00	360.00
Insurance premium	1,027.61		1,027.61	534.18
ICO registration fee	35.00		35.00	35.00
First aid, safeguarding and strategy training	0.00		0.00	916.00
Planning application for warehouse at Firs Farm	266.20		266.20	0.00
Ground rental, hire and cleaning of rooms	5,625.25		5,625.25	2,159.48
Stationery and cleaning materials	601.14		601.14	455.86
Clerk's fees	0.00		0.00	220.00
Refreshments at training and AGM	150.00		150.00	512.80
Publicity & Fund-raising costs	0.00		0.00	0.00
Telephone, Internet access and Utility fees	1,992.40		1,992.40	764.74
Computer software subscriptions and support	79.99		79.99	289.72
Travel expenses	37.10		37.10	0.00
Fresh food cards and parcels	22,401.50	12,700.00	35,101.50	9,263.81
Food top-up purchases for clients	463.48		463.48	39.00
Christmas hamper top-up purchases	175.51	1,650.00	1,825.51	0.00
Summer food project top-up purchases	3,825.68	5,000.00	8,825.68	0.00
Contribution to the Fuel Bank Foundation	4,000.00		4,000.00	1,000.00
Contribution towards clients' heating oil	400.00		400.00	0.00
Sundry expenses	1,074.86		1,074.86	529.04
Depreciation on Warehouse cabin	1,221.00		1,221.00	1,221.00
Total expenditure	44,965.82	20,350.00	£65,315.82	24,548.97

Excess of income over expenditure for the year				
General fund	5,039.43			
Restricted funds		28,181.15		
Excess of income over expenditure for the year			£33,220.58	7,038.51

Analysis of restricted funds	Source	Income	Restricted funds used	Balance	Balance b/f from 2020-21	Restricted funds c/f
Cricklade & Purton	Cricklade Utd Charity & others	5,200.00	5,200.00	G 0.00	0.00	0.00
Household Support Fund	via Wiltshire Council	7,500.00	7,500.00	H 0.00	0.00	0.00
Additional warehouse	Trussell Trust	5,000.00	0.00	5,000.00	0.00	5,000.00
Town Hall equipment	Malmesbury Area Board	1,000.00	1,000.00	0.00	0.00	0.00
Christmas hampers	Julia & Hans Rausing Trust	1,600.00	1,650.00	-50.00	50.00	0.00
Summer Food Project	Dyson Foundation	5,000.00	5,000.00	0.00	0.00	0.00
Financial Inclusion	Trussell Trust	23,231.15	0.00	23,231.15	0.00	23,231.15
Totals		48,531.15	20,350.00			
Total restricted funds carried forward						28,231.15

Notes	Note A	See Analysis of Restricted Income for further details.
	Note B	Due to changing location of the Malmesbury Centre, the donations box at the Malmesbury Foodbank Centre is no longer operational.
	Note C	Miscellaneous income was compensation from Barclays Bank for erroneous debits from the account by Hutchison 3G (UK).
	Note D	Gift Aid on donations made in 2021-2022 was received during 2022-2023. Gift Aid on donations made in 2022-2023 will be claimed during 2023-2024.
	Note E	Contributions were made to the Fuel Bank Foundation from which financial support was provided to clients to assist with their heating bills.
	Note F	Sundry expenses comprised £113.81 for servicing of warehouse fire extinguishers £650 for decorating the URC venue when vacating, £59.92 for flowers and cards for volunteers, £160 for petty cash for the distribution centres and warehouse (see record books for details), and £91.13 for erroneous debits from the account by Hutchison 3G (UK).
	Note G	This figure includes fresh food cards specifically for Cricklade town residents only which was funded by grants from the Cricklade United Charity totalling £2490, and donations from other organisations and individuals.
	Note H	This grant was received from the Household Support Fund that enabled the doubling of fresh food cards given to clients during Oct 2022 to Mar 2023.

BALANCE SHEET

Balance sheet for 2022-2023

	2022-2023		2021-2022
Bank balance at 31 March 2023	50,986.51	Bank balance at 31 March 2022	48,794.08
Restricted funds at 31 March 2023	28,231.15	Restricted funds at 31 March 2022	50.00
	79,217.66		48,844.08
Fixed asset: Warehouse cabin	9,768.00	Fixed asset: Warehouse cabin	10,989.00
Fixed asset: Warehouse pod	4,068.00		
	£93,053.66		£59,833.08
General fund at 31 March 2022	59,783.08	General fund at 31 March 2021	51,549.20
Surplus general fund for 2022-23	5,039.43	Surplus general fund for 2021-22	8,233.88
Restricted funds at 31 March 2023	28,231.15	Restricted funds at 31 March 2022	50.00
	£93,053.66		£59,833.08

Malmesbury and District Foodbank

Annual accounts for the year ended 31 March 2023

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:
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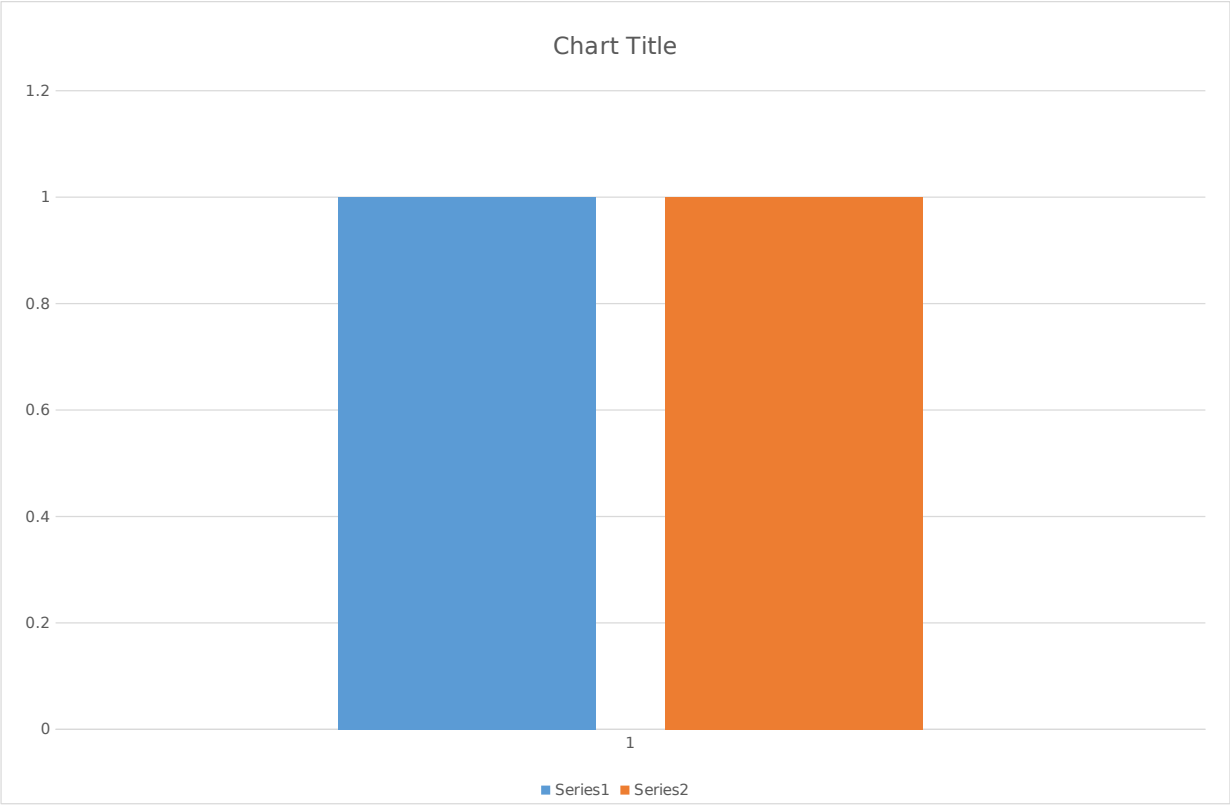
THE ABOVE ACCOUNTS HAVE BEEN APPROVED AND AUTHORISED BY:

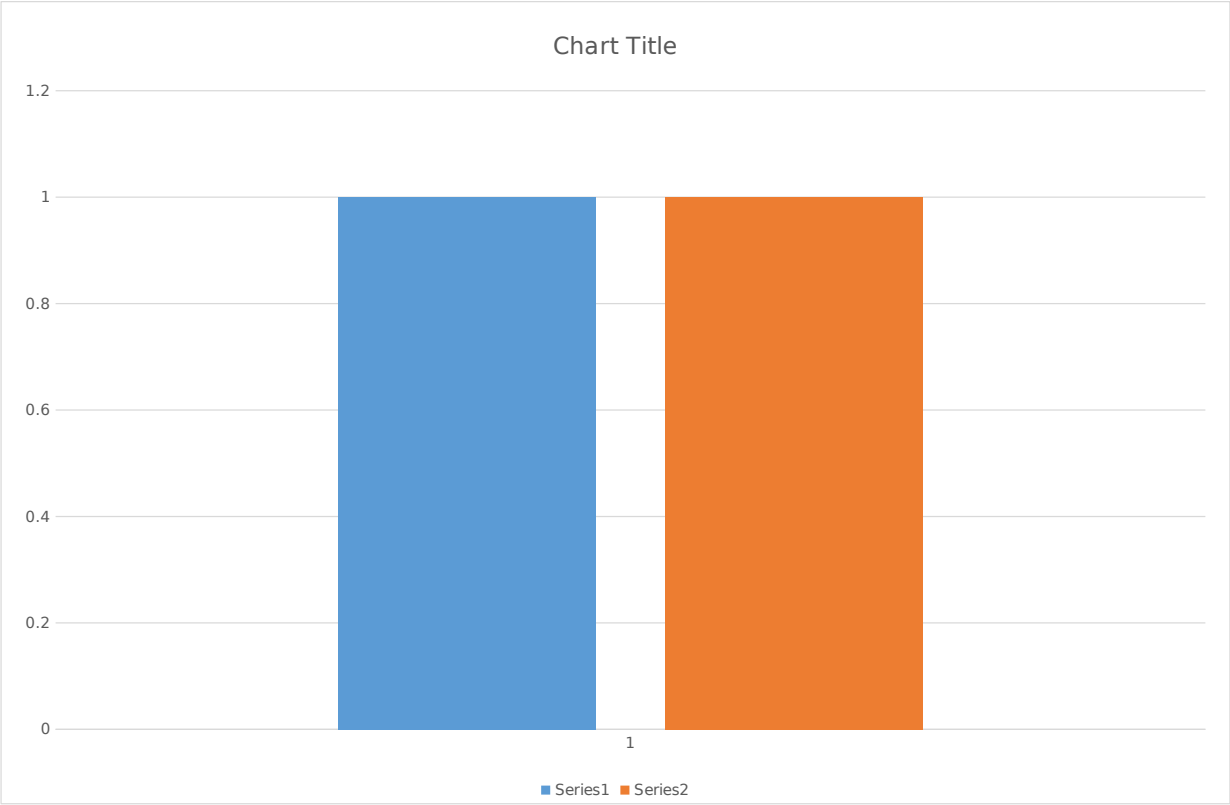
Chairman:	<i>signed</i>	Mr Raymond Sanderson	Date:
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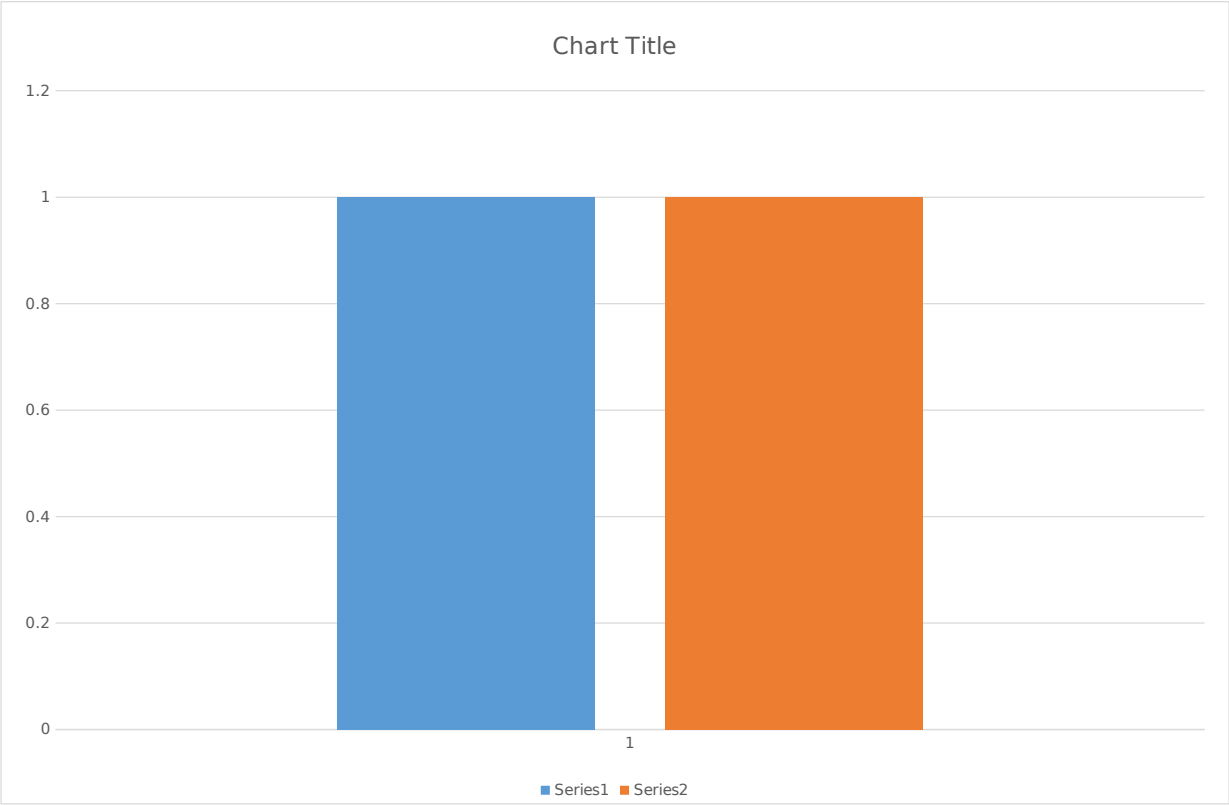
Treasurer:	<i>signed</i>	Mr Michael Langtree	Date:
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AND APPROVED BY:

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

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

Independent examiner:	<i>signed</i>	Mr Christopher Sullivan FCA	Date:
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