

# Malmesbury and District Foodbank

## Trustees' Annual Report and Financial Statements for the year ended 31 March 2024

### 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](mailto:info@malmesburydistrict.foodbank.org.uk)  
Website: [www.malmesburydistrict.foodbank.org.uk](http://www.malmesburydistrict.foodbank.org.uk)

**Bankers** Barclays Bank, 66 Market Place, Chippenham, Wiltshire, SN15 3JA;  
Account No: 93877450; Sort code: 20-84-58  
Nat West Bank, 30 High Street, Chippenham, SN15 3HB  
Account No: 31800610; Sort Code 52-21-30. **Active from 19.03.2024**

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

Trustee	Role	Date of appointment (or *reappointment)
Raymond Sanderson	Chairman	8 February 2021*
Richard Gray	Secretary	14 November 2022 *
Frances Mancktelow	Community Relations	11 October 2021
Heather Chivers	Clients & Referees	11 October 2021. <b>Resigned 24.02.24</b>
Pauline Loder	Finance	1 <sup>st</sup> April 2023
Tina Oakley	HR	1 <sup>st</sup> April 2023
Roger Martins	Safeguarding	12 <sup>th</sup> September 2022

**Independent Accounts examiner:** Deborah Morton, McGills Accountants, Malmesbury

### 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 as above. A salaried Project Manager oversees the practical operation and the day-to-day running of the Foodbank, and is supported by assistant Managers at the distribution centres in Malmesbury and Cricklade. Non-perishable food and domestic items are stored at a warehouse in Little Somerford, overseen by a Warehouse Manager. All personnel (excluding the PM) are volunteers. There were 107 at the end of March 2024, who receive no remuneration.

## Our Mission, Vision & Values

### 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.

### 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.

### 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 April 2023 – March 2024

Clients are generally referred to us by different Agencies, including but not limited to local charities, GPs, Churches and schools. These agencies are assessing predominantly their immediate financial and health situation. As we are not qualified to give specialist advice regarding organisations that may be able to help them, we refer them to our CAW partner. She attends each of our client sessions, and offers one to one meetings with our clients, to assess their needs in detail, and then signposting them to the relevant organisation who can help with regard to the financial and social support they are entitled to for both the short and the longer term. This started in March 2023 and is currently funded by the Trussell Trust.

The success of this programme is reflected in the reduction from 5 in mid-2023 to Zero clients in March 2024 with over 20 vouchers in 6 months, and from 24 to only 10 clients with more than 10 vouchers in 6 months.

Our food and household items come from donations by the public via permanent collection points at churches and local Supermarkets including, Co-op, Aldi, Lonsis and Waitrose. The urgent items required are consistently updated via the Bank The Food App, as well as A Boards outside of the

Due to the funds held consistently exceeding £85,000 (the maximum amount provided by the FSCS), a second bank account was opened early in 2024 to spread the financial risk. This enabled more Supermarkets. The food storage and distribution logistics has been greatly enhanced since the purchase of a van in June 2023.

We accept financial donations on line, via Facebook, Pay Pal, CAF and various local events.

We have received £ 14,000 gift aid support during the year.

During the year we have seen an increase in the number of people needing our support. **3601 Food Vouchers** were distributed during the year, which is a **22% increase** compared to the previous year. **36%** of this total was children. There was a **17%** increase over the PY in the number of "heads being fed" also.

We consistently ran with between 0.7 – 1.7 tonnes of food. Our ideal stock level is 1.5 – 2 tons so the months where we were below the minimum level we purchased additional food in order to keep the supply constant.

We successfully secured a £14,000 grant from the Wiltshire Community Fund for the supply of Fuel Vouchers to help clients with their heating during the Winter Months. The values of these changed depending on the calendar month, and we supplied an average of 29 per month.

Dyson continued to be a strong community partner for the Foodbank. During 2023, they supported the Summer Food Project again. We received £7000 from the James Dyson Foundation and a later further £5000 to support other initiatives. In October they collected a total of 191 kg food donations at their offices.

For 2024, Dyson committed £10,000 from the James Dyson Trust and a further £7,000 in funds to help with food donations to the community in need. We are committed to helping the Dyson charity team raise awareness of their partnership with the Thomas Franks organisation in delivering fresh food to the local wider community. Dyson also wish to educate their graduate entrants in the needs of the local area, and we are looking forward to partnering a scheme to help develop their graduate programme during the year.

## Financial review

Due to the funds held consistently exceeding £ 85,000, (the maximum amount protected by the FSCS), a second bank account was opened early in 2024 to spread the financial risk. This enabled more robust, strategic financial planning with regard to the investment of funds. Funds to cover a 6 month period are held in a current account, with the balance being invested in different timebound investment accounts to maximise interest that can be earned.

### Summary of Annual Accounts ended 31st March 2024

	2023 - 2024	2022 - 2023	%age Increase v PY
Total Income	£149,236.83	£98,536.40	51%
Total Expenditure	£ 89,561.70	£65,315.82	37%
Excess Income over Expenditure	£ 59,675.13	£33,220.58	80%

### Restricted Funds Analysis

	2023 - 2024
Balance CF from PY	£ 28,231.15
Total Income	£106,789.43
Total Expenditure	£ 67,527.15
Transfers out	£ 9,855.83
Balance at 31.03.24	£ 57,637.60

### Fixed Assets

	31.03.2024	31.03.2023
Net Book Values After depreciation	£ 17,104.00	£13,836.00

### Reserves

	31.03.2024	31.03.2023	%age Increase v PY
Total	£152,728.79	£93,053.66	64%

### Reserves Policy

The Short term reserves portion is based on anticipated cash flow needs.

The long term reserves portion is based on anticipated future cash flow needs

Income from the long-term reserves will be used to fund the Foodbank's activities.

The Trustees aim to keep at least 50% of the long-term reserves in investments that can be realized within three months.

Raymond Sanderson (Chair of the Trustees)

## **Plans for the future**

Following a recent Trustee Strategy Meeting, it was agreed that the next 2-3 year Strategy would consist of the below 4 focus areas:

### **1 Services**

To include but not limited to

- Gaining client feedback regarding their preferred choice of food items rather than continually using the Trussell Trust list.
- Strengthening and expanding the relationship with local charity Heals to provide a more robust symbiotic relationship
- Reconnecting with Referrers
- Mirroring the Trussell Trust 2-3 year Strategy
- Expanding our Geographical reach
- Embracing Diversification
- Extending Communication Channels

### **2 Outreach & Engagement**

To include but not limited to

- Fundraising
- Stakeholder Engagement including
- Referrers
- Clients
- Donors
- Partners
- Corporate Relationships

### **3 People**

To include but not limited to

- Succession Planning with both Volunteers & Trustees
- Feedback sessions with both Volunteers & Trustees
- Filling the Trustee Board Gaps

### **4 Governance**

To include but not limited to

- Constitution & Trustee Responsibilities being clearly defined
- Risk Analysis of the whole business
- Business Continuity
- Trustee Induction Process

## Safeguarding and Security Issues

There were no reported incidents in 2023-24.

Raymond Sanderson (Chair of the Trustees)

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INCOME AND EXPENDITURE		£	£		£	£	£	£
		Unrestricted income	Restricted income		Total donations	Total income	Total donations	Total income
Income					2023-2024	2032-2024	2022-2023	2022-2023
<b>General donations</b>								
Supermarket Community Funds		66.67			66.67		330.86	
Collections at special events		2,270.58			2,270.58		3,222.19	
Grants		4,659.15	99,391.93	A	104,051.08		45,821.15	
Donations from organisations		4,270.85	5,050.00	A	9,320.85		9,706.70	
Donations via websites		7,942.68			7,942.68		15,465.11	
Donations by standing order		9,570.00	350.00		9,920.00		7,715.00	
Donations from individuals		10,367.00	1,570.00		11,937.00		14,066.28	
Miscellaneous income					0.00		91.13	
<b>Totals</b>		<b>39,146.93</b>	<b>106,361.93</b>		<b>145,508.86</b>			
<b>Total donations</b>						<b>145,508.86</b>		<b>96,418.42</b>
<b>Gift Aid</b> received from previous year's donations		3,300.47	427.50	B		3,727.97		2,117.98
<b>Total Income</b>		<b>£42,447.40</b>	<b>£106,789.43</b>			<b>£149,236.83</b>		<b>98,536.40</b>
<i>(of which £14,082 was gift-aided during 2023-2024)</i>								
<b>Expenditure</b>		Unrestricted expenditure	Restricted expenditure		<b>Total expenditure</b>		<b>Total expenditure</b>	
					<b>2023-2024</b>		<b>2022-2023</b>	
Equipment & Repairs		1,263.11	734.76		1,997.87		2,229.10	
Van running costs, including servicing, breakdown cover		1,855.79						
Project Manager salary costs			9,147.82					
Trussell Trust annual franchise fee		360.00			360.00		360.00	
Insurance premium		1,677.70			1,677.70		1,027.61	
ICO registration fee		35.00			35.00		35.00	
First aid, safeguarding and strategy training		418.00			418.00		0.00	
Planning application for warehouse at Firs Farm					0.00		266.20	
Ground rental, hire and cleaning of rooms		6,873.00			6,873.00		5,625.25	
Stationery and cleaning materials		420.23			420.23		601.14	
Refreshments at training and AGM		59.70			59.70		150.00	
Publicity & Fund-raising costs		52.00			52.00		0.00	
Telephone, Internet access and Utility fees		1,710.05			1,710.05		1,992.40	
Computer software subscriptions and support					0.00		79.99	
Travel expenses		249.94			249.94		37.10	
Financial inclusion client support via Citizens Advice Wiltshire			25,200.00					
Fresh food cards and parcels		3,680.00	13,800.00		17,480.00		35,101.50	
Food top-up purchases for clients			5,040.57		5,040.57		463.48	
Christmas hamper top-up purchases			1,920.00		1,920.00		1,825.51	
Summer food project top-up purchases			7,360.00		7,360.00		8,825.68	
Contribution to the Fuel Bank Foundation			4,324.00	C	4,324.00		4,000.00	
Contribution towards clients' heating oil, phone		10.00			10.00		400.00	
Sundry expenses		518.03		D	518.03		1,074.86	
Depreciation		2,852.00			2,852.00		1,221.00	
<b>Total expenditure</b>		<b>£22,034.55</b>	<b>£67,527.15</b>		<b>£89,561.70</b>		<b>65,315.82</b>	
<b>Excess of income over expenditure for the year before transfers</b>								
Unrestricted funds/ Restricted funds		20,412.85	39,262.28			<b>59,675.13</b>		
<b>Transfers between funds</b>								
Transfers in		9,855.83				9855.83		
Transfers out			-9,855.83			-9855.83		
<b>Excess of income over expenditure for the year</b>		<b>30,268.68</b>	<b>29,406.45</b>			<b>£59,675.13</b>		<b>33,220.58</b>

# Analysis of restricted funds

Fund	Source	Balance b/f at 01.04.23	Restricted income	Restricted expenditure	Transfers	Year Activity	Balance c/f at 31.03.24
Cricklade & Purton	Cricklade Utd Charity & others	0.00	9,127.50	6,484.76		2,642.74	2,642.74
Food for clients	Household Support Fund (WCC) & others	0.00	14,000.00	13,090.57		909.43	909.43
Additional warehouse	Trussell Trust	5,000.00	0.00	0.00	-5,000.00	-5,000.00	0.00 F
Fuel Support	Household Support Fund, Community Fund	0.00	14,020.00	4,324.00		9,696.00	9,696.00 C
Christmas hampers	Julia & Hans Rausing Trust	0.00	2,000.00	1,920.00		80.00	80.00
Summer Food Project	Dyson Foundation	0.00	17,000.00	7,360.00	-3,825.68	5,814.32	5,814.32 F
Project Manager	Trussell Trust	0.00	16,580.93	9,147.82		7,433.11	7,433.11
Financial Inclusion	Trussell Trust & others	23,231.15	34,061.00	25,200.00	-1,030.15	7,830.85	31,062.00 G
<b>Totals</b>		<b>28,231.15</b>	<b>106,789.43</b>	<b>67,527.15</b>	<b>-9,855.83</b>	<b>29,406.45</b>	<b>57,637.60</b>

## Notes

Note A See Analysis of Restricted Income for further details.

Note B Gift Aid on donations made in 2022-2023 was received during 2023-2024. Gift Aid on donations made in 2023-2024 will be claimed during 2024-2025.

Gift aid on restricted donations from 2022-23 is allocated to the restricted fund to which it relates.

Note C Grants received were to make contributions to the Fuel Bank Foundation from which financial support was provided to clients to assist with their heating bills.

All but £898 of this balance was spent in April 2024.

Note D Largest sundry expense items were for servicing the fire extinguishers £124.16, providing petty cash for clients parking £100.

Note E Trussell Trust has agreed that as this grant can be treated as unrestricted

Note F Summer Food grants received after the project expenses are incurred are re-allocated to match within unrestricted funds.

Note G Unrestricted part of Year 1 grant not spent at year end are transferred to unrestricted funds.

## BALANCE SHEET

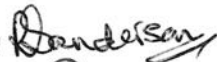
### Balance sheet for year ended 31 March 2024

	31.03.24		31.03.23
<b>Net Book values after depreciation</b>	<b>£</b>	<b>Net Book values after depreciation</b>	<b>£</b>
Fixed asset: Warehouse cabin	8,547.00	Fixed asset: Warehouse cabin	9,768.00
Fixed asset: Warehouse pod	3,661.00	Fixed asset: Warehouse pod	4,068.00
Fixed asset: Van	4,896.00	Fixed asset: Van	0.00
	<b>17,104.00</b>		<b>13836.00</b>
<b>Bank balance at 31 March 2024</b>		<b>Bank balance at 31 March 2023</b>	
Unrestricted	77,987.19	Unrestricted	50,986.51
Restricted	57,637.60	Restricted	28,231.15
	<b>135,624.79</b>		<b>79,217.66</b>
	<b>£152,728.79</b>	<b>Total reserves</b>	<b>£93,053.66</b>

**THE ABOVE ACCOUNTS HAVE BEEN APPROVED BY:**

Chairman:

signed



Raymond Sanderson

Date:

9th September 24

Trustee:

signed



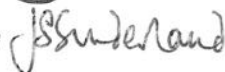
Pauline Loder

Date:

9.9.24

Treasurer:

signed



Jane Sunderland

Date:

1/10/24

**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



Deborah Morton FCA

Date: 01.10.2024